

**‘The Cloud’**  
**Faculty & Officer’s Club**  
**NIT Meghalaya**  
**Draft Constitution and By-Laws**

**ARTICLE I: NAME & PURPOSE**

**Section A: Name – The Cloud**

**Section B: National Affiliation** – The club doesn’t have any National Affiliation, its strictly an internal body of the institute.

**Section C: Purpose** – The purpose of this Club shall be:

1. Extending Mutual Cooperation between its members
2. Arranging social functions.
3. Celebrating festivals across the religions.
4. Conducting outreach activities

**ARTICLE II: MEMBERSHIP & DUES**

**Section A: Eligibility**

1. Membership in the Cloud Club shall be open to all regularly enrolled faculty members & officers.
2. An Active Member will be defined as:
  - (i) A regular employee of the institute
  - (ii) Pays monthly/annual subscription regularly.
3. This Club will have associated members who are faculties & officers. It will not have any members who do not meet the above criteria but will have all membership privileges except for the right to vote or hold office in the organization.
4. Eligibility for membership or appointed or elected officer positions in the recognized chapter or group may not be limited on the basis of race, sex, color, age, religion, national origin, marital status, sexual orientation, physical or mental handicap, ancestry or medical condition, except as explicitly exempted in federal law.
5. Any non-member willing to opt for membership must write either to President or Secretary of the Club. Upon approval membership will be confirmed.

**Section B: Dues**

Subscription towards club shall be ₹ 200 per month. And will be debited from salary upon receiving confirmation through duly filled up undertaking.

### **ARTICLE III: OFFICERS**

**Section A: Faculty/Officers** – The faculty/officers shall be President, Secretary, and Treasurer.

**Section B: Eligibility** – To be eligible for office, candidates must be regularly enrolled members who (list requirements for eligibility,

**Section C: Nomination** – Nominations for office shall occur *mutual understanding between the members.*

**Section D: Election** – Elections shall occur through ballot in every two years during its last general body meeting with the existing office bearers.

**Section E: Term** – The term of office shall be for (*two year*) and shall begin *at July* and end *at June.*

**Section F: Vacancy** – Vacancies shall be filled by election/nominations and serve for two years.

**Section G: Removal** – Faculty/Officers may be removed from office by *following process:*

Faculty/Officers may be removed from office by a 50% vote of active members in the organization.

- a. A request for removal of a faculty/officer must be submitted in writing to the President; this request can be submitted by any active member of the organization – this includes faculty & officers
  - i. If a member/officer is requesting to remove the president, the request for removal letter may be submitted to the Secretary.
- b. The President receiving the removal request will then contact the officer in question for removal and explain the situation to them
  - i. The member requesting removal will remain confidential through this process
- c. Within two weeks after submission of removal request, a vote must be held unless voting is put off due to institute events such as seasonal breaks and holidays.
- d. The vote will be brought to order by the removal request receiving officer and members will take a secret ballot. This ballot will be tallied by the organization advisor and the member who submitted the removal request with the officer in question for removal present.

## **ARTICLE IV: DUTIES OF OFFICERS**

**Section A: President** – it shall be the duty of the President to:

1. Preside at meetings
2. Vote only in case of a tie
3. Appoint committee chairpersons subject to the approval of the Executive Committee
4. Perform such other duties as ordinarily pertain to this office

**Section B: Secretary** – It shall be the duty of the Secretary to:

1. Record the minutes of all meetings
2. Keep a file of the Club's records
3. Maintain a current roster of membership
4. Issue notices of meetings and conduct the general correspondence of the Club

**Section C: Treasurer** – It shall be the duty of the Treasurer to:

1. Receive all funds and process payments
2. Keep an itemized account of all receipts and expenditures and make reports as directed

## **ARTICLE V: MEETINGS**

**Section A: Meetings** – Regular meetings shall be held at a date, time, and place that are convenient for most members.

**Section B: Special Meeting** – Special meetings may be called by the President with the approval of the Advisory Committee.

**Section C: Quorum** – A quorum shall consist of 50% of all active members

- i. An active member shall be identified as any member who has paid dues

## **ARTICLE VI: Funding**

**Section A:** This Club shall be funded through the following means:

- (i) Monthly subscription by the members.
- (ii) Occasional donation by any well wisher

**Section B:** All financial transactions must be approved by (i) President & (ii) Secretary

## **ARTICLE VII: ADVISOR**

**Section A: Selection** – There shall be an advisory body which shall be consisting of following members:

- (i) Director of the institute
- (ii) Registrar of the institute.

**Section B: Duties** – The responsibilities of the advisory body shall be to:

- Maintain an awareness of the activities and programs sponsored by the faculty/officers.
- Meet on a regular basis with the office bearers of the Club to discuss upcoming meetings, long-range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often if schedule allows.
- Explain and clarify campus policy and procedures that apply to the Club.
- Maintain contact with the Club's Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the Club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up- to-date account ledger.

## **ARTICLE VIII POWERS**

1. The Club shall have the following standing committees: (list any committees that will permanently exist within your organization)
2. Additional committees may be created by the members to the committees shall be selected by President & Secretary.
3. The Club shall operate as a non-profit association and no profits may accrue to any individual within the club.
4. Unless otherwise provided in these bylaws, decisions of the organization shall be made by a simple majority of those present and voting, with those abstaining from the vote not figuring into the determination of the majority required.
5. For purposes of any vote, the determination of the current eligible voting membership shall be through secret ballot only.

## **ARTICLE IX: AMENDMENTS**

**Section A: Selection-** Notice will be served by Secretary & thereafter next scheduled meeting will be called. In that meeting these bylaws may be amended at any regular meeting of the Club by 50% (1/2) vote, provided that the amendment has been submitted in writing at the previous regular meeting.

**Section B: Notice-** All members shall receive advance notice of the proposed amendment at least five days before the voting meeting.