

## **CONSTITUTION OF <insert your student chapter's name here>**

### **Article 1 – Name**

The Student Chapter's official name will be "<insert your Student Chapter name here>." No other name will be used in the advertisement or representation of the Student Chapter.

*This article is self-explanatory. You must define the exact name of your Student Chapter that will be used in all official capacities (read membership guidelines for more information).*

### **Article 2 – Student Chapter Mandate**

(1) List all purposes for which this Student Chapter will serve

*Outline and describe the planned purpose of your Student Chapter. It is important that you not define your Student Chapter too narrowly or too broadly. Your Student Chapter needs a more specific reason for existing, but try not to define your Student Chapter with such a focused precision that you leave no room for growth and different ideas to emerge. What we recommend is that you give a good, but more general outline of your Student Chapter's purpose. When it comes to your Student Chapter's purpose and mandate, we will hold you to, and sometimes constrain you to, what is written in your constitution, but we will not hold you to the contents of your cover letter.*

### **Article 3 – Membership**

- Membership will be open to everyone; if not read below

*If membership is not open to everyone then the Chapter must be having some criteria and selection procedure for the selection of members. If such is the case then specify the closed status of membership and the criteria along with the selection procedure in the above clause.*

*The criteria could be based on GPA, Knowledge, skills, achievements etc. and selection procedure could include short listing based on CV, Trials, written tests, Interviews etc. It is recommended that the procedure should be such that it does not scare away prospective members.*

- Only students at your college are eligible to hold membership and Chapter board positions;
- The membership option will be kept open twice a year and each time for 30 days starting from the day of commencement of academic term.

*Above given is a mandate imposed by ISNEE, so keep it as it is.*

- The minimum number of members in the Chapter will not be less than 40 excluding the Faculty Facilitator.
- Any member can leave the Chapter any time after informing in written to Chapter board members.

*Chapter can frame a different leaving policy if they desire so. Chapter is expected to intimate ISNEE about leaving of any member immediately when the constitution is revised.*

#### **Article 4 – Organizing Body (OB) Members**

The board shall consist of the following:

1. President
2. Vice-President
3. Financial Officer
4. Event Officer
5. Project Officer
6. Publicity Officer
7. Membership Officer
8. Others (please specify)

#### **Article 5 – Responsibilities of the Chapter Board**

1. President will:
  - a. Oversee the other members of the Chapter board in fulfilling their responsibilities;
  - b. Chair all meetings; and,
  - c. Have signing authority for the Student Chapter.
2. Vice-President will:
  - a. Assist the President in his/her duties;
  - b. Assume all powers of the President in his absence; and,
  - c. Be responsible for recording the minutes of all meetings.
3. The Financial Officer will:
  - a. Be responsible for overseeing all financial dealings of the Student Chapter;
  - b. Keep complete records of all financial dealings of the Student Chapter; and,
  - c. Have signing authority in the funds related dealings of Student Chapter.
4. Event Officer will:
  - a. Be updated with the deadlines of all the events organized by ISNEE like- GKDC, Quad-TORC, trainings and workshops etc.; and,
  - b. Be responsible to inform the Chapter Board about all the updates.
5. Project Officer will:
  - a. Be responsible to form the teams for different events;
  - b. Be the responsible person to manage different projects going on in the Student Chapter; and,
  - c. Keep the record of the necessary requirements of the lab.
6. Publicity Officer will:

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- a. Be responsible for the publicity of the Student Chapter inside and outside of the college;
  - b. Be responsible for pursuit of sponsorship; and,
  - c. Be responsible for the publicity of the new registrations.
7. Registration Officer will:
- a. Be responsible for the registration of the new members; and,
  - b. Send all the necessary documents/details of registrations to ISNEE.
8. Others (please specify)

### **Article 6 – Selections of Chapter New Board**

- (1) In a new Chapter the Chapter board will be selected by Facilitator on the recommendation of President.

### **Article 7 – Replacement of OB member**

- (1) If OB member resigns from his/ her position or the position becomes vacant due to any other reason then, the OB member will be selected by Facilitator on the recommendation of remaining OB's and general member from the general members keeping in mind the eligibility criteria of a Chapter board member.
- (2) Before the end of every academic session, the Facilitator along with the OB will select new Board Members that will hold responsibility from the commencement of upcoming academic session. The new board can consist of new members or of that already existing depending on the past performance, consent of general members, cases of passing outs and students leaving University by some other reason etc.

### **Article 8 – Finances**

- (1) No fee will be charged on membership by the President until and unless ISNEE instructs the Chapter to do so.

### **Article 9 – Amendments**

- (1) Amendments to the constitution will be done by the President on recommendation of Chapter board. It could be done only once a year, at the beginning of the academic year.
- (2) An amendment to the constitution must be approved by Faculty Facilitator

### **Article 10 – Impeachment**

- (1) Any member of the Student Chapter who commits an act negatively affecting the interests of the Student Chapter and its members may be given notice of impeachment;
- (2) The impeached individual shall have the right to defend his/her actions; and,
- (3) A Facilitator on recommendation of board will decide on the removal of the impeached individual from the Student Chapter and the loss of any privileges associated with the Student Chapter.

*It is best to include impeachment procedures such as those outlined above. You will hopefully never use the impeachment procedures. In the end, you will be glad that you included this part in your constitution.*

### **Article 11 – Rules of Participation of Team from Student Chapter**

List of rules and regulations for teams to participate in ISNEE Design Challenges-

- 1- Formation of official team will be done by President and other OB's and the selection of the students in the team will be done on the basis of written test and/or interview conducted by the Chapter's OB under the guidance of Faculty Facilitator.
- 2- There can be only one official team in the chapter whose name will be same in all the design challenges of ISNEE. Only official team will be eligible for availing various discount offers of ISNEE in registration fee
- 3- Selection of Team Captain will be done on the basis of interview conducted by the panel decided by Chapter's OB under the guidance of Faculty Facilitator. Team Captain may vary from team to team.
- 4- Team members may be from various branches in institution.
- 5- The projects completed by the students under ISNEE Student Chapter will be sole property of Chapter and institution and will be kept in the Project Lab of chapter with the names of the team members.
- 6- Fundraising can be done among the team members for the team registration.
- 7- Team members can be changed at any walk of time depending on the performance and the addition/elimination of the new/existing team members will be decided by the panel appointed by the Chapter's OB under the guidance of Faculty Facilitator.
- 8- Any material sponsored by any firm or industry will be a property of Chapter and no other member or organization can claim it.
- 9- The membership option will be kept open twice a year and each time for 30 days starting from the day of commencement of academic term.
- 10- The number of members will not be less than 40 and more than 250.
- 11- Any member can leave the Organization any time after informing in written to Organization board members.

### **Article 11 – Undertaking**

- (1) The (Insert your Student Chapter name here) is an agent of the ISNEE and its views and actions do represent those of the ISNEE or any other such official entity of ISNEE.

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President Name with Signature and date

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_____
Faculty Facilitator Name with Signature and date

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Signature of HOD/Principle  
(Stamp)

