



STUDENT CLUB GUIDELINES

The Student Activity and Affairs Committee
FLAME University
June 2019

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What is a Club?

The clubs at FLAME University are initiated, designed and managed by students. The Student Activity and Affairs Committee monitors these clubs and provides guidance and logistical support whenever necessary. The clubs are “student groups” established to promote and develop the knowledge, interest and skills of members in and through co-curricular activities.

Purpose

The Student Club must design and implement programs, events, and activities which support and enrich the goals of FLAME University's educational mission. To ensure a club is successfully operated, FLAME University encourages the clubs to recruit volunteers, designate roles and responsibilities and offer clarity to members on the relevant positions.

Involvement in clubs presents students with the opportunity to broaden their learning, obtain leadership and interpersonal skills, and develop a commitment to service.

The Clubs are expected to abide by the policies, rules and regulations of FLAME University.

The Student Activity and Affairs Committee is the primary lead in the administration of the Clubs.

Definitions

- **Executive Committee**

Consisting of members who are handling day-to-day operations of the club and are ultimately responsible for all the Club's activities. The Executive Committee must be composed of the President, Vice president, Secretary, Treasurer (must be current FLAME University students) and Advisor.

- **Active Member**

An active member is a patron (member) of the club who is recorded in the club's membership register with at least their full name, email address, and student ID. The Executive Committee will select the Active Members to be part of an Election Committee at the end of each academic year.

- **Sub-Committees**

The club's Executive Committee may elect club members into sub-committees positions in charge of particular portfolios (such as marketing, events, sponsorship, etc.) to assist them in the operation of the club. The sub-committees typically operate under the direction and supervision of the Executive committee.

- **General Meeting**

A General Meeting is any meeting called by the Executive Committee (typically the Secretary) that is open to all club members to conduct the Club's activities, or update members on the club's progress or make any official decisions (such as determining 'active' members, modifying executive membership except President) etc. General meetings should be held at least once a week.

- **Special General Meeting**

General Meetings called by the Executive or Membership for unexpected circumstances (such as member misconduct) are commonly referred to as "Special" General Meetings.

- **Annual General Meeting**

The yearly General Meeting to elect new President is called the "Annual" General Meeting.

Club Positions (Office Bearers)

Clubs run far more efficiently when there is a larger Committee sharing the workload. Each role holds a variety of responsibilities that must be fulfilled throughout the academic year. Terms are for one (1) academic year.

- **Executive Committee**

1. President
2. Vice president
3. Secretary
4. Treasurer
5. Faculty/Staff Advisor (Coach/ Trainer can be advisor as well) Kunal Dwarika Noorie Smitana Avani

NOTE: While Executive Committee Members can be a part of as many initiatives as they desire, whether as a volunteer, organizer or activity member, no Executive Committee member of one Club can hold more than two leadership positions across the Student Council, Clubs and Fests of FLAME University.

Roles and Responsibilities of the Club President (The Brain of the Club)

The president must be an enthusiast and an optimist and dedicated to successfully executing the ambitious plans of the Club amid any challenges. The President shall:

- Provide overall leadership and direction to the club organization;
- Establish short- and long- range objectives and goals in conjunction with the Club Members and the Students Activity & Affairs Committee;
- Understand and adhere to the FLAME University Club Operating Guidelines and Charter;
- Communicate with the club members on a regular basis to ensure that they are meeting their responsibilities;
- Conceive, plan and organise events and activities as per the schedules;
- Ensure the continuity of the club organisation by providing structure and opportunities for new leadership to develop;
- Accept overall financial responsibility for the club; work in cooperation with the Treasurer;
- Approve all club public relations material: promotional collaterals, media releases, social media posts and other documents; work in cooperation with the Public Relations Head;
- Keep updated the life@FLAME webpage;
- Submit interim and annual reports and presentations/ videos of the club's activities to the Students Activities & Affairs Committee by the end of the Semester I as well as Semester II.

Roles and Responsibilities of the Club Vice President (The Heart of the Club)(Assistant of P)

- Presides at meetings in the absence of the president;
- Plans, coordinates, and works towards recruiting new club members;
- Works with the President to manage the Club's meetings and programmes;
- Advises and works with the Publicity and Promotions Coordinator and Social Media;
- Coordinator to timely and interesting advance information for newsletters and mailings;
- Assists the President to oversee the work of the Secretary and Treasurer;

- Assist the President in updating the life@FLAME webpage

Roles and Responsibilities of the Club Secretary (The Spine of the Club) (Actual work)

The Secretary must be well-organised, and prolific with time and data management. S/he is generally responsible for the administration of the club, arranging meetings and taking the circulating minutes and matters related to the Club. The Secretary shall:

- Prepare, in conjunction with the president and vice-president, the agenda for club meetings;
- Ensure that all members are kept informed of dates, times and venues for meetings, giving proper notice as detailed in the Club's charter;
- Take minutes of meetings and write up all minutes correctly and in good time;
- Maintain a record of all the documents and audio-visual material of the Club's activities;
- Maintain a register/ file/ record of all member attendance at meetings. This will be signed by the attendee and the President/ Vice President;
- To deal with arrangements for visiting speakers/events

Roles and Responsibilities of the Treasurer (The Lungs of the Club)

A Treasurer's responsible to provide the club with sound financial administration so that all aspects of the club's funds are properly managed and accounted for. The Treasurer shall:

- Be responsible for the club's accounts and petty cash for activities on campus and outside it. For eg, organisation or participation in internal or external events;
- To oversee the financial side of all club activities, such as social events and fundraising/ sponsorship initiatives;
- To ensure prompt payment of all other club-agreed expenditure;
- To keep all records and accounts safely for the duration of office and to hand them over in their entirety to their successor;
- To be the prime driver for the preparation of the annual financial report. The finances of the Club need to be transparent to members

Faculty/Staff Advisor

Each club should have a faculty (could be full-time or visiting) or staff advisor. The advisor would be an individual who has a high level of interest in the activity of the club and preferably some experience or expertise in the area or activity. The advisor is a vital link between the Club and the University, providing guidance and offering mature judgement and experience in programme development. Advisors are expected to play a role of a mentor to the Club.

Additional Office Bearers may include (While a different member for each role is ideal for better management, the Executive Committee can decide this):

- Events Coordination Officer
- Publicity and Promotions Coordinator
- Social Media Coordinator
- Sponsorship Manager
- Inventory & Logistics Manager etc.

Finances

- The Clubs are funded by the FLAME University via the Office of Student Experience v and funds are allocated to it by the University.
- The “funds” shall be used only to achieve the objectives laid out in the Club Charter and Club Guidelines and may not be used for any other purpose.
- The Office of Student Experience shall be in charge of the budget, execute the budget and be responsible for financial administration of all Student Club activities; and the President and Vice President of the Clubs must maintain timely and complete records of all transactions. In case of any conflict, the FLAME University management shall have the final authority to adjudicate on the matter.
- Under exceptional circumstances, the Office of Student Experience may seek to raise additional funds for the Club activities through sponsorship and fundraising initiatives in accordance with the rules of FLAME University, with the specific approval of the FLAME University management. Money collected by students for sponsoring any event cannot be allocated for any other purpose (or prohibited from use by students) without the agreement of the Office of Student Experience.

What is needed to start a New Club?

1. The founder president must submit the Club Charter to the Student Activity and Affairs Committee (Annexure 1);
2. President must make a presentation before the Student Activity and Affairs Committee and elaborate on objectives, plan to achieve the objectives and Club's outcome
3. A minimum of fifteen students are required to form a Club

Probationary Period for Official Status Stage (New Club)

The club shall come into force once the committee approves it. It will be on a probationary basis as per the guidelines. A probation period is a minimum of one Term. The Student Activity and Affairs Committee reserves the right to accord an official status to any FLAME University Club.

President-Elect Nominations and Elections for Existing Clubs (From next year, 2020-21)

● Club's President Elections

Club Elections during "Annual" General Meeting would be run at the end of an academic year to ensure that the President of the Club is democratically voted to operate the club. Running an election correctly allows the membership to vote in the person they believe is best suited to the role, which can result in the club operating more professionally and remaining active and engaging on campus.

Candidates for Club's position required to submit candidacy form (Annexure 2) to the Students Activity & Affairs Committee. The Committee will approve and announce the final list of Candidate(s) and election will be done within one week after that.

Election Committee

The Election Committee shall consist of 9 members including the one member of the Students Activity and Affairs Committee (SAAC), the Executive Committee (4 members), Faculty/Staff Advisor, Cultural Secretary and the two most Active members (preferably one male and one female member) of the Club (to be determined by the Executive Committee of the Club). In case if there are two faculty mentors, then another member of the SAAC will vote, taking the total number of voters to 11.

It shall be the responsibility of the Club's Secretary to contact the nominees for President-elect to determine their willingness to appear on the final ballot.

1. The election will be held every year;
2. In case of nine voting members, the quorum is five;
3. For eleven voting members, the quorum is Six;
4. The elections will be by secret ballot. In case none of the candidates get selected or in case of a tie, the second secret ballot election will be done after ten minutes rest. If the result doesn't change, the Students Activity and Affairs Committee will select one person as a President;
5. Only Election Committee members can vote at the elections;
6. Voting cannot be by proxy, the physical presence of the Election Committee Member at the venue of elections is compulsory to cast the vote;
7. Each Election Committee Member can cast only one vote;
8. The result of the election will be by simple majority.

The Student Activity and Affairs Committee has a right to cancel the Club/Leadership in the following circumstances:

- The Club has fallen woefully short of delivering upon its promised activities or become irrelevant, or can be merged into another club with allied or conflicting interests
- The Leadership has not demonstrated adequate effort, or failed to provide proper direction and encouragement to the members, or shown a lack of interest in conducting activities;
- Lack of compliance with Clubs Guidelines or Club Charter;
- Consistent lack of compliance on matters related to discipline, organisation, safety, professional behaviour or processes;
- Being involved in any Tier III infraction as per the Student Handbook and penalised for academic dishonesty as per the Academic Handbook during his/her stay at FLAME.

Annexure 1. FLAME University Club Charter

Article I: Club Principles

This Student Club:

Aims to contribute towards the enrichment of the lives of all members of FLAME University. It shall not discriminate with regard to race, religion, age, ethnic or national origin, gender, physical ability, or sexual orientation.

Will respect that differing viewpoints exist, and will work towards understanding these viewpoints, and giving all members the right to voice their concerns as long as they are within the bounds of acceptable behaviour within the FLAME Community.

Will work towards strengthening, not fragmenting the FLAME Community. It will use its influence to impact positively, all of its members - and by extension, the FLAME Community.

Article II: Name

This Club shall be known as the Dotslash FLAME: The Tech Club of FLAME University.

Article III: Purpose

The purpose of the Dotslash FLAME: The Tech Club shall be to foster a culture of technical thinking and problem solving enabling us to develop new skills and discuss changing technologies at FLAME University.

- **Article IV: Club Leadership (Executive Committee)**

The **President** of this club would be Ms. Shubhangi Sharma of Batch UG3.

The **Vice-President** of this club would be Ms. Nandini Gandhi of Batch UG3.

The **Secretary** of this club would be Mr. Omkar Joshi of Batch UG3.

The **Treasurer** of this club would be Mr. Oom Rawat of Batch UG3.

The **Faculty/Staff Advisor** of this club would be Mr. Kaushik Gopalan.

Objectives

- To encourage people to join the club and learn more about technology by demonstrating the capability of Computer Science (CS) across different disciplines at FLAME.
- To nurture interest in computing and programming, and channel this into a force for innovative thinking and effective problem solving.
- To acquaint people with a foundation of mathematical thinking, which will improve analytical thinking and reasoning ability.
- To make CS a less daunting and more approachable subject for everyone through interesting projects and events.

We believe these aims will have a positive impact on society because it will further interdisciplinarity by embracing technology as a crucial part of where the world is headed. This in turn will allow students at FLAME to add technology as a weapon in their intellectual arsenal to solve problems specific to their fields of study.

Article V: Membership (Can be updated in July 2019)

Membership shall be open to all Students of FLAME University.

Currently the membership is as follows:

Sr.No	Name	Batch	Designation
1	Shubhangi Sharma	UG3	President
2	Nandini Gandhi	UG3	Vice President
3	Omkar Joshi	UG3	Secretary
4	Oom Rawat	UG3	Treasurer
5	Riya Khandare	UG3	Core Committee member
6	Madhav Gupta	UG3	Core Committee

			member
7	Yashvi Gupta	UG3	Member
8	Arushi Arora	UG3	Member
9	Arshiya Poonawala	UG3	Member
10	Avadh Hindocha	UG3	Member
11	Krishna Venkatesh	UG3	Member
12	Nidhi Bangera	UG3	Member
13	Shruti Bhat	UG3	Member
14	Amaan Malik	UG3	Member
15	Yashvi Shah	UG3	Member

Article VII: Club Plan for the Academic year 2019-20

Please provide a specific month wise plan.

Expected trainings, if any

Intent and outcomes of each activity

Your ideas/ plans to collaborate with/ contribute to other clubs, activities, workshops and fests on and off FLAME University campus.

August 2022	September 2022	October 2022	November 2022
<i>Theme: Logic</i>	<i>Theme: Programming for everybody!</i>	<i>Theme: Programming for everybody!</i>	<i>Theme: Programming for everybody!</i>
- Logic Exercises - CS puzzles - Collaboration with philosophy club <i>Intent:</i> Fun & Informal introduction to the club <i>Outcome:</i> Introduction to programmatic thinking, which is at the intersection of philosophical logic and computer science	<i>Intent:</i> Familiarizing different majors at FLAME with the tools of CS <i>Outcome:</i> An understanding of how programming can aid research in fields like Psychology, Sociology, and Political Science	<i>Intent:</i> Familiarizing different majors at FLAME with the tools of CS <i>Outcome:</i> An understanding of how programming can aid research in fields like Psychology, Sociology, and Political Science	<i>Intent:</i> Familiarizing different majors at FLAME with the tools of CS <i>Outcome:</i> An understanding of how programming can aid research in fields like Psychology, Sociology, and Political Science

December 2022	January + February 2023	March 2023	April 2023
<i>Theme:</i> Pre-finals CS Fun	<i>Theme:</i> CS Projects	<i>Theme:</i> Finance	<i>Theme:</i> Robotics
-CS-related film screening <i>Intent:</i> Fun way to end the semester <i>Outcome:</i> Inspiring interest in the world of technology and business	Coming up and working on creative projects such as: - Visualization projects using p5js, Seaborn, Matplotlib - Make a resume website - Data science project <i>Intent:</i> Apply programming skills to build a personal portfolio and acquire employable skills <i>Outcome:</i> Tangible outputs like websites, Code Notebooks, and programs that can be viewed and accessed by others.	- Machine learning for stock portfolio - Fintech Speaker <i>Intent:</i> Showcase the use of technology in finance <i>Outcome:</i> Learning how financial markets are modeled; Creating own models for investment portfolios; Understanding trends in fintech.	<i>Intent:</i> Make interesting IOT projects <i>Outcome:</i> Understanding the basics of building smart machines

Article VIII: FLAME Support

(What help can FLAME University offer to make the Club more vibrant?)

1. Provision of IOT kits and other materials for Robotics.
2. Invite speakers from the technology industry to provide insight.
3. Help us send a team for tech events and fests around the country.
4. Provide us with financial support for conducting Hackathons.
5. Helping establish contact with nearby CS Research Labs/Professors for field trips.

Article IX: Expected Budget/Sponsorship-Raising Plans

Budget: Rs 15,000/-

We, the Executive Committee of the club, have read and clearly understood the terms and conditions of the Club and roles and responsibilities of the various office bearers.

President

Shubhangi Sharma

**Secretary**

Omkar Joshi

**Vice president**

Nandini Gandhi

**Treasurer**

Oom Rawat

**The Club Advisor**

Kaushik Gopalan

**Annexure 2. Club Candidacy Form**

Dotslash FLAME: The Tech Club

Name of Nominee	Shubhangi Sharma
Student ID Number	200231
Batch	UG3
Mobile Number	9353903996
Email	shubhangi.sharma@flame.edu.in
Date	22 nd June 2022

Skills & Experience
Please give details below of your skills & experience and indicate why you wish to be the President of the Club. (No more than 200 words.)
I believe my experience in computer science over the last two years puts me in an ideal position for president of this club. As a computer science major, my coursework has created a foundational understanding of CS. Outside of that, I have had the opportunity to work on three different CS-related research projects with my professors, and they have made me realize how expansive the applications of CS are and how it's everywhere. I have been a part of the Technology & IT team for Kurukshetra in both my years here, and as coordinator in my second year. In addition, I have organized workshops at FLAME, including those in technology. My internship and personal projects have also allowed me to explore CS outside the classroom. These experiences, together with being a peer mentor, participating in nearly every fest in my first year, and managing my own business, have taught me the leadership and teamwork skills I will need to successfully manage this club. Most importantly, I believe my interest in this sphere, and my desire to make CS fun, interesting, and useful for everyone will keep me committed to this club.

**Please note that this nomination will be invalid
unless this form has been fully completed**

I, Shubhangi Sharma, the President of the Dotslash FLAME: The Tech Club have read and clearly understood the roles and responsibilities of the various office bearers.

Shubhangi Sharma

A handwritten signature in blue ink, appearing to read 'Shubhangi', with a horizontal line drawn underneath it.

Signature