



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)

NOTE: While Executive Committee Members can be a part of as many initiatives as they desire, whether as a volunteer, organiser 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)

- 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)

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 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 Music Club of FLAME University.

Article III: Purpose

The purpose of the Music Club shall be to keep the music alive at FLAME University. Create a space where people can learn new instruments, collaborate with other musicians, and perform to their heart's content.

● Article IV: Club Leadership (Executive Committee)

The **President** of this club would be Ms. Swagata Das of Batch 2021 (FSP).

The **Vice-President** of this club would be Mr. Abhishek Dixit of Batch 2021 (FSP).

The **Secretary** of this club would be Mr. Adithya Nair of Batch 2021.

The **Treasurer** of this club would be Mr. Bhartrhari Srinivasan of Batch 2022.

The **Faculty/Staff Advisor** of this club would be Professor Sameer Dublay.

About Club President

Please introduce yourself in one paragraph and talk about your experience and skills and mention why do you want to be the club head and what are your objectives (President ONLY)

I, Swagata Das, want to help make a space where everyone feels welcome, whether they are classically trained, self-taught or consider themselves bathroom singers. I have been an active member of FLAME Music Club since my first year. My interests in music started very early on in my life and I have learned Hindustani Classical music for about 7 years. I have been part of several music events all my school life including choirs, bands, solo events among others. After joining FLAME, I have showed up for almost every single music event and will continue to do so. I have also been part of Kurukshetra 2019 as a member of the Singing Committee.

Club Objectives

- Objective 1

Create a place where everyone is comfortable to showcase their musical talents, both instrumental and vocal. Creating this environment will help us identify more students who would be great assets to our university. Along with events like acoustic night, jam sessions, Christmas choir, Retro Night and Mocktober Fest, we would also have monthly informal jams for the new members as a stage for them to practice in front of an audience.

- Objective 2

Form an official FLAME band, to compete in the various inter-college events as well as perform during the various events that are held in the university.

- Objective 3

Create a learning space where anyone interested to learn a new instrument can join and be guided by our professors, guests, and fellow club members. This will be a system to connect those who want to learn with those who have previous experience with the instrument.

- Objective 4

We also aim at encouraging collaboration among the different artists with diverse interests. This will help us increase participation in the events held on campus.

- Objective 5

Collaborate with cafes/other music locations in Pune/elsewhere to share music and provide students with opportunities to perform

We think these aims will have a positive impact on the FLAME community because music is not only a great recreational activity, but it also teaches self-confidence and how to express oneself effectively. It will help students be more than just academicians, adding more dimension to their life at FLAME.

Closing statement: The Music Club has always been an integral part of the university. Our goal is to make the club even more inclusive, and encouraging all students to come and express themselves. This year we want to make the club bigger, providing more opportunities to the students to participate in the various music club events.

Article V: Membership

Membership shall be open to all Students of FLAME University.

Currently the membership is as follows:

Sr.No	Name	Batch	Designation	Remark
1	Swagata Das	FSP	President	
2	Abhishek Dixit	FSP	Vice-President/Guitar	
3	Adithya Nair	UG3	Secretary/Drums	
4	Bhartrhari	UG2	Treasurer	
5			Incharge of Creatives	
6			Incharge of Logistics	
7			Incharge of PR	
8			Training Coordinator	

9			Member	
10			Member	
11			Member	
12			Member	
13			Member	
14			Member	
15			Member	
16			Member	
17			Member	
18			Member	
19			Member	
20			Member	
21			Member	
22			Member	
23			Member	
24			Member	
25			Member	

Article VII: Club Plan for the Academic year 2020-21

1) COVID-19 plan

The current situation with COVID-19 has created uncertainty with activities that can be conducted in the FLAME University campus. Thus, our primary goal this year is to actively prepare alternative methods for conducting Music Club events online. These will include:

- a) Maximum use of Online platforms for conferencing and Livestreaming
 - b) Creation of Technical support team for recording and editing both music and videos of performances and compositions.
 - c) Promoting online collaboration and Social Media engagement (through Instagram page)
- 2) Become a platform for showcasing the hidden talent of staff members at FLAME (E.g. - Ravindra Hanvate – Security guard who plays the Saxophone, and his brother who plays the trumpet). Create a space, and design events where the staff and security can bring out their talents.
- 3) Create a “Music Room” for storing college instruments/equipment, practicing, learning, and performing music (E.g. – Platform for drums, Guitar Rack, etc...).

Starting from October, the club will conduct regular jam sessions, workshops and other opportunities to collaborate and create music based on a monthly theme.

We plan on sending out a survey asking members what kind of workshops they would like and then formulate the events as required.

Article VIII: FLAME Support

- a) Assistance with music room (see above)
- b) Technical support (for official events conducted online)

Article IX: Expected Budget/Sponsorship-Raising Plans

Most of the expenditure will be on

- 1) Sound system and Mics for the main events (Example: Acoustic Night, Mocktober Fest, and Christmas Eve)

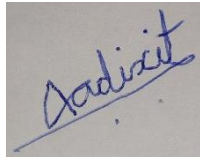
- 2) Fixing the guitars on campus- this will include new strings and maybe some professional help to adjust the necks and bridges.
- 3) Music Room (Guitar Racks, Drumkit platform)

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.

Faculty Advisor
Professor Sameer Dublay



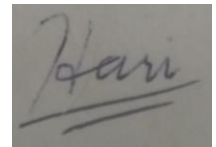
President
Swagata Das



Vice President
Abhishek Dixit



General Secretary
Adithya Nair



Treasurer
Bhartrhari Srinivasan

Annexure 2. Club Candidacy Form
(Name of the Club)

Name of Nominee	
Student ID Number	
Batch	
Mobile Number	
Email	
Date	

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.)

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

I, _____, the President of the
_____ Club have read and clearly understood the roles
and responsibilities of the various office bearers.

Name and Signature