

**Automotive & Fabrication Club, PDPM IITDM
Constitution**

Article I – Name

- A. The name of this organization shall be: “Automotive and Fabrication Club”. The name Automotive and Fabrication Club was decided by the founding member and will go on by the same.
- B. It may also use the name “AFC”.

Article II – Mission

- A. The mission of the Club is to be an educational organization that focuses on automotive and all of its related subject areas, as well as, study and learning of various fabrication processes and provide an opportunity for members to meet other like-minded individuals with a common interest in all of the aspects.
- B. The Club will provide its members various sessions, events, technical and industrial visit.
- C. Where the opportunities arise, the Club will promote the students within the Institute, and work with other like-minded organizations that share the same goals.

Article III – Membership

- A. Active membership in this Club shall be open to all students of the PDPM IITDM.
 - 1) The active members will have access to all the inventories of the Club.
 - 2) They will have right to vote and bear office.
 - 3) The Office bearer can penalize or terminate any of the member if he or she found damaging the club property or misbehaving with the officers or any of the members.
 - 4) If any of the active members loses 30% of attendance, he/she will be given lower priority in case of selection while technical or industrial visits.
- B. External membership shall be open to faculty, employees, students and members of the alumni.
 - 1) The external members will not enjoy the right to vote or hold any office.
 - 2) They will act as the advising committee for the club.

NOTE: In case of any discrepancy, the final decision will be made by the Office Bearers.

- C. Member dues shall be ₹100 for four years program. Members will only be billed while joining the club in their respective semesters.

Article IV – Officers

- A. **Definition:**
The Club is governed and represented by a group of elected students known as Officers.
Office Bearer Posts: Coordinator
Co-Coordinator
- B. **Members:**
The Club shall annually elect Officers from among student members in good standing of the Club and who can fulfill the requirements listed herein.
- C. Office positions will be held from August to April, so that each academic year, we can offer mentoring of new officers by past officers while both are enrolled.
- D. **Requirements:**
- 1) All Officers are required to uphold and abide by Institute rules and regulations above all else.
 - 2) All Officers are required to uphold and abide by the Constitution of the Club.
 - 3) All Officers are required to maintain a CPI of 6 or above.
 - 4) All Officers shall make themselves available the Club members (events, meetings, email, etc.).
 - 5) All Officers are expected to communicate with each other and the Student Activity Offices as necessary and in good faith.
- E. **Voting:**
- 1) Any Regular Member and Officer in good standing may cast a vote during voting.
 - 2) For a motion to pass, 50% or greater shall be considered a majority vote.
 - 3) The Coordinator shall vote only to break a tie vote.
 - 4) Standard Elections:
 - a. Voting is done by all regular members present and in good standing.
 - b. Voting will be done anonymously, by paper or computerized ballot or any other means desired.
 - c. Prospective candidates are required to produce a Statement of Candidacy which must be turned in to the Coordinator.
 - d. Votes will be tallied by Coordinator and Advisor of the Club and they will notify the Club members.
 - e. Winning candidates shall assume the duties of their individual office immediately upon being selected thereto with the conditions listed herein.
- F. **Duties**
- 1) The Coordinator should uphold this constitution, preside over meetings, coordinate officer responsibilities, and organize committees.
 - 2) The Coordinator shall vote only to break a tie vote.
 - 3) The Coordinator is responsible for meeting minutes and the maintenance of the mailing list.
 - 4) The Coordinator shall keep records of all income, expenditures, and other financial matters
 - 5) The Coordinator should keep the membership list up to date.

- 6) The Coordinator will report the clubs financial situation at every regular meeting and prepare a budget before the SAC budget report.
- 7) The Coordinator should approach the committee for funding when it is required.
- 8) The Co-Coordinator shall preside over the Coordinator when the Coordinator is absent and help the Coordinator fulfill his/her duties.
- 9) The Co-Coordinator shall be the chair of the Meetings Committee.

G. Impeachment

- 1) Any member may submit a Charge of Impeachment stating a specific reason for the request of the removal of any Officer or other elected officer. This charge must be supported by the Club Advisor(s) and seconded by a member in good standing.
- 2) The Charge of Impeachment will be made publically known and available to the Club members within 48 hours.
- 3) An emergency meeting of the entire Club will be held within one week (7 days) to vote on the Charge of Impeachment.
- 4) The voting will be done by secret ballot and the outcome will be informed thereafter.

Article V – Meetings and Sessions

- A. Scheduling and Notices: Meetings and sessions of the members shall be held at a time and place to be determined either by call of the Coordinator or by call of a majority of the members.
- B. Notice of all meetings and sessions shall be e-mailed or added on the noticeboard or by any other suitable means of contact.
- C. The information about the same will be made available prior to two days of the scheduled time.

Article VI – Events and Activities

- A. The club will organize at least two events in each semester of an academic year.
- B. To be classified as a club sanctioned event, it must have been voted upon at a club meeting, and have an officer, event chair, or the advisor present.
- C. The events are prior to any amendments according to the conditions, requirements and number of participants.
- D. The Club can carry projects for various events that are organized in the Institute or various other Institutes.
- E. The Club will provide Technical or Industrial Visit to its members in order to provide them better understanding, glimpse of the National competitions and Industrial environments.

ARTICLE VII – CONSTITUTION AMENDMENTS

- A. Any voting member may propose an amendment. This proposed amendment must be in writing and presented at a regular meeting.
- B. Members must be notified that a vote will take place on an amendment at least one week prior to the meeting at which the vote is to occur.
- C. A vote on said amendment will be taken at the next regular meeting to allow the membership to discuss and/or debate the pros and cons of the amendment. A two-thirds majority of quorum of regular membership is required for passage.
- D. It will take effect when approved by the Office of Student Activities.