

BYLAWS FOR DEPARTMENT ASSOCIATIONS

1. Name of the Association : CAPEX – Computer Applications Par Excellence

2. Objectives

- (a) To foster unity synergy and spirit of cooperation among the students concerned
- (b) To expose the students to the current trends in the field concerned
- (c) To enhance skills in interpersonal relations, leadership, management and communication
- (d) To disseminate knowledge regarding the field concerned to the students of other departments and to the public
- (e) To provide opportunities for expression of talents

3. Association Executive

- (a) Patron (Principal)
- (b) Staff Advisor
- (c) President
- (d) Vice President
- (e) Secretary
- (f) Treasurer
- (g) Arts Secretary
- (h) Sports Secretary
- (i) Executive members

4. Role

- (i) Patron
All decisions should be informed to the patron. He can intervene when necessary. The executive committee can seek his guidance.
- (ii) Patron Body
Any inter association activity will be supervised by the Patron Body. In case of any disputes, the final decision will be of the Patron Body.
- (iii) Staff Advisor
He/ She will monitor the association activities. He/ She can intervene when necessary.
- (iv) President
He/ She will preside over both executive meeting and general body. He/ she can direct the secretary to convene both general body and executive meeting after

consulting the staff advisor.

(v) Vice President

He takes charge in the absence of the President

(vi) Secretary

(a) To carry out the day to day administration and execution of the activities in each and every level.

(b) To convene meeting as per the rules.

(c) To carry out all correspondence and maintain all files

(d) To issue notice if necessary.

(e) To prepare annual reports

(f) To issue written requests to the treasurer to release money from the fund.

(g) For any immediate requirements he/she can spend a maximum of Rs.250/- on his own and it should be properly accounted and submitted to the treasurer.

(h) To keep minutes of the meeting and activity reports.

(vii) Treasurer

(a) To collect the annual subscription fee fixed by the association executive.

(b) To have a joint a/c in the name of the staff advisor and treasurer.

(c) To provide the necessary receipts and maintain vouchers.

(d) To prepare annual financial statements.

(e) To issue necessary funds based on the written request from the secretary as per the directive of the executive.

(f) To keep all materials, passbooks, and other documents under his/her custody.

(h) Can keep an amount of Rs.500/-only as cash –in-hand.

(i) To present the accounts before the executive and general body when requested.

(viii) Arts Secretary

(i) Arts Secretary will coordinate the association participation in the College Arts Festival.

(ix) Sports Secretary

(i) The Sports Secretary will coordinate the association participation in the College Sports Festival.

(x) Executive Members

(i) One boy and girl from each batch will be members of the executive committee.

(ii) They raise concerns of each batch before the executive.

(ii) They can assist the secretary to plan and execute the decisions taken.

5. Activities

(i) Organize seminars, workshop, quiz programmes, cultural programmes, etc.

(ii) Conduct awareness programmes for public, school students, etc

(iii) Promote soft skill development activities

(iv) Training for campus interviews

(v) Organize career guidance programmes

6. Election

(i) To the major posts (President, Vice President, Secretary, Treasurer, Arts Secretary and Sports Secretary) only the **second year** students can be elected.

(ii) The association executive members can be elected unanimously or by secret ballot.

7. Frequency of meeting

The executive body meeting should be held at least twice in a semester. The general body meeting should be held at least once in each semester.

8. Reports

The Secretary should maintain separate minutes for executive body meeting and the general body meeting. The treasurer should keep all accounts in separate book.

9. Membership

The members of the association are the students of the department concerned.

10. Fund

Fund for the association is the annual subscription fee from the students and from other sources with the consent of the patron.

11. Scope

The scope of the association is confined to Don Bosco Arts & Science College.

12. Quorum

51% of the members for the general body meeting and 2/3 for the executive meeting

13. Amendments

Amendments can be made with a 2/3 majority in the general body meeting and verified by the management.

14. No-Confidence Motion

No-confidence motion can be forwarded in the general body and if there is majority of 2/3 it can be passed. If 51% of the members demands, the general body meeting should be convened.

NB: The Committee consisting of the Principal and the Faculty In-Charge of each programme/course will function as the animating nucleus and as the Patron Body.