

By Law

YSC GCT YOUTH

By Law

EDITION 2



TO ALMIGHTY



Guided by

YM. Dr. L. BALAKRISHNAN

Club Advisor

EDITION 1

Created by

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Charter President

EDITION 2

Edited by

YY. T. THAMIZH MALAR MATHI

Bulletin Editor

Drafted by

YY. M. LOGUVIGNESH

District Youth Representative (2020-2021)

OFFICE BEARERS

2020-2021

YY. J. DINESHPRABHU

President

YY. M. LOGUVIGNESH

Vice President

YY. N. SATHYA PRIYA

Secretary

YY. V.R. ANNAMALAI

Joint secretary

YY. K. M. DEVADHARSHINI

Treasurer

YY. T. THAMIZH MALAR MATHI

Bulletin Editor

YY. S. P. SOUNDARIYA

Chairman of all Projects



Building today for a better tomorrow



To acknowledge the duty that accompanies every right

Y'S MEN INTERNATIONAL

INDIA AREA - SOUTH INDIA REGION - WEST DISTRICT

Y's Service Club of GCT YOUTH BY-LAW

OFFICE BEARERS:

- ◆ President
- ◆ Vice President
- ◆ Secretary
- ◆ Joint Secretary
- ◆ Treasurer
- ◆ Bulletin Editor
- ◆ Chairman of all projects
- ◆ Club Advisor

President:

- ◆ Head of the club.
- ◆ Final decision maker of the club.
- ◆ Chairman of the board meeting, regular meetings and other celebrations or events of the club.

Vice President:

- ◆ Shares the work of the President.
- ◆ Acts as president in the absence of the President.

Secretary:

- ◆ Maintains Records, attendance and minutes of the club.
- ◆ Finalises the member addition and deletion processes.
- ◆ Communicator of the club, passing the information from office bearers to board members.
- ◆ Head of the Team Head committee.

Any changes (addition, deletion and manipulation) in the By-Law can be done solely by the President only after the approval of club mentor and club advisor.

Joint Secretary:

- ◆ Shares the work of the Secretary.
- ◆ Acts as secretary in the absence of the Secretary.

Treasurer:

- ◆ Maintains accounts and financial status of the club.
- ◆ Decision maker of the club incomes and expenditure.
- ◆ Head of the digital Y's Library.

Bulletin Editor:

- ◆ Chief of the editorial committee of the club.
- ◆ Maintains the club Bulletin and editorials.

Chairman of all projects:

- ◆ Initial Approver of the projects.
- ◆ Getting final approval for the projects from the President.
- ◆ Organiser of the club projects.

Co-ordinator of community projects:

- ◆ Evaluates and approves all non-technical and community projects.
- ◆ Must submit the project reports to the Secretary after verification every month.

Co-ordinator of Technical projects:

- ◆ Head of the Tech Developers Community.
- ◆ Evaluates and approves all technical projects.
- ◆ Must submit the project reports to the Secretary after verification every month.

Public Relations Officer:

- ◆ Spokesperson of the club, facilitates the communication of club to external channels.
- ◆ Monitors the status of club publicity and takes care of adverse effects.
- ◆ Head of the Podcasts of the club.

Designers:

- ◆ Work on the digital and other design works for club events, meetings and functions, including but not limited to posters and certificates.
- ◆ Head of the Digital committee.

Web Master:

- ◆ Manages the official website of the club.

Social Media In-charge:

- ◆ Manages the social media accounts of the club.
- ◆ In-charge of posting achievements and promoting the club in Facebook, Instagram, LinkedIn and YouTube.

Director of Photography:

- ◆ In-charge of capturing and documenting the club events and functions.
- ◆ Keeper of club's photography kit.

COMMITTEE:

- ◆ The head of the committee reports to the President, Vice President, Secretary and Joint Secretary in the same order of hierarchy.
- ◆ The committee is populated only by the board and the executive members.

List of Committees:

- ◆ Tech Developers Community
- ◆ Podcast
- ◆ Editorial Committee
- ◆ Team head Committee
- ◆ Official Permission Committee
- ◆ Promotion Committee
- ◆ Arrangement Committee
- ◆ Hospitality Committee
- ◆ Digital Committee
- ◆ Enquiry Committee



Tech Developers Community:

- ◆ The community is the hub for all the technical projects hosted by the club including but not limited to hackathons, project presentations, paper presentations, etc.,

Podcast:

- ◆ There should be at least 3 releases every month.
- ◆ The episodes and their quality must be approved by the PRO and President.

Editorial Committee:

- ◆ Manages and curates the monthly official bulletin, Mind Spark in English and bimonthly bulletin Arivozhi in Tamil.
- ◆ The content and design must be overseen and approved by the Bulletin Editor.

Team head Committee:

- ◆ Organize weekly sessions for their team to promote fellowship among the members.
- ◆ To monitor and guide the projects done by the team.

Official Permission committee:

- ◆ Process the permission for projects/ events from the officials of the institution/ the concerned organisation.
- ◆ Process the permission for the venues and halls for the events.

Promotion Committee:

- ◆ Increase the exposure of the club within and outside the institution.
- ◆ Promote the events conducted by the club to diversify the participation.

Arrangement Committee:

- ◆ Prepare the venue/ hall for the events including but not limited to the seating arrangements, decoration and the display other club properties in honour of the occasion.

Hospitality Committee:

- ◆ In-charge of arrangements for the refreshments for the guests and students during events and functions.

Digitorial Committee:

- ◆ In-charge of the audio settings, video and the digital documentation of promotional materials for the events.

Enquiry Committee:

- ◆ Club Advisor is the head of the Enquiry committee.
- ◆ President is in-charge of the Enquiry committee.
- ◆ Club advisor, President, IPP, Vice President and Secretary are the members of the enquiry committee.

Term of members:

- ◆ Office bearers – 1 year
- ◆ Board – 1 year
- ◆ Executive – 1 semester to 1 year
- ◆ Active – 1 semester to 1 year

Transformation time (promotion/de-promotion):

- ◆ Active to Executive – Common Conference
- ◆ Executive to Board – Installation
- ◆ Inactive members can be de-promoted by the board with the approval of club advisor.

Projects:

- ◆ Board will do major projects.
- ◆ Minor projects are done by individuals or individual teams.
- ◆ Projects should be approved by Project Coordinator.
- ◆ Projects should be finalised by the President. Board should do minimum one major project in every month.
- ◆ Teams should do minimum three major or minor projects in every month.

Point system:

- ◆ Team head will allocate the points to the members every month.
- ◆ Team head should give the monthly report on points awarded to the Secretary.

| S. No. | Evaluation Criteria | Points |
|--------|---|-----------------|
| 1. | Attendance (Official meetings and sessions) | 20 |
| 2. | Fellowship | 10 |
| 3. | Extracurricular activities, participation (Within Y's dom) | 10 |
| 4. | Volunteering in other's projects in Y's dom | 10 |
| 5. | Report Submission for projects | 10 |
| 6. | Individual project (Project – 20 points, Novelty - 10 points) | 30 |
| 7. | Team project | 10 (per person) |

Members Count:

| S. No | Type of members | Number |
|-------|-----------------|----------|
| 1. | Board | 16 |
| 2. | Executive | 35 |
| 3. | Active | No limit |

Note: Count of the executive members can be increased for the administration purpose.

Membership:

- ◆ Application for membership is accepted only through the official website of the the club.
- ◆ Each member should retain the membership ID provided at the time of registration.
- ◆ Inclusion of member takes place only in General Body meetings.

Any changes (addition, deletion and manipulation) in the By-Law can be done solely by the President only after the approval of club mentor and club advisor.

Work:

- ◆ Board – Decision making (Board decision is always final)
- ◆ Executive – Implementation of decisions made by board
- ◆ Active – Working for the implemented decisions by board and executive

PST selection:

- ◆ Proposed by board members and Club Advisor, based on merit, performance and interview by the office bearers.
- ◆ Club Advisor decision is final.

Club Mentor:

- ◆ IPP will become the mentor of the club.

Orientation:

- ◆ Orientation should be conducted for new members before the installation.

Installation:

- ◆ Installation should be completed before the end of the July.

Note: Extension of the Date for conducting the installation function is only for Unavoidable situation inside the campus.

Board Meeting:

- ◆ One Board meeting should be conducted every month.
- ◆ The presence of all the Board members is must.
- ◆ Absence is permitted only for unavoidable situations.
- ◆ Absence should be informed to the President.

General Body Meeting:

- ◆ General Body Meeting should be conducted once a month.
- ◆ The presence of all the members of the club is must.
- ◆ Important announcements, achievements and benchmarks of the club will be published.
- ◆ Absence is permitted only for unavoidable situations.
- ◆ Absence should be informed to the President.

Common Conference:

- ◆ Common Conference should be conducted in the even semester of the year along with Charter day.
- ◆ The transformation of members from active tier to executive tier is only in the common conference.
- ◆ The presence of all of the club members is must.

Any changes (addition, deletion and manipulation) in the By-Law can be done solely by the President only after the approval of club mentor and club advisor.

Constitutional Council:

- ◆ Club Advisor and all of the board members are the members of the constitutional council of the club.
- ◆ Any changes in the constitution and By law of the club is only decided by the constitutional council and also finalised by the Club Advisor and the President.
- ◆ Changes in constitution will be amended in the board meeting.

Draft in-charge:

- ◆ One of the executives assume the position of draft in-charge.
- ◆ Executive will give proposals to board through draft in-charge.
- ◆ Draft in-charge must have an experience of one semester as executive.

Library in-charge:

- ◆ Manages Y's Library, the digital library of the club.
- ◆ Monitoring the traffic, addition of books and the copyright of materials in the library.

Attendance Maintenance:

- ◆ Attendance records should be maintained by Secretary or Joint Secretary.
- ◆ Secretary should be informed to President about the attendance performance of all of the club members.
- ◆ The lagging of attendance should be intimated to respective person by Secretary or Joint Secretary.
- ◆ Warning should be given by enquiry committee to the members who are in lack of attendance and the committee action will takes place.

Minutes Maintenance:

- ◆ Minutes of the club meetings and functions should be maintained by Secretary or Joint Secretary.
- ◆ Secretary should get the sign of approval of minutes from President and Club Advisor.

Club Accounts:

- ◆ Club accounts and financial status maintained by Treasurer.
- ◆ Treasurer should submit the financial record of the club to President and Club Advisor.

Active members addition:

- ◆ Process of adding the active members starts in Installation function every year.
- ◆ Addition of active members can extend throughout the Y's Year.

Team Separation:

- ◆ Active members should be separated as different teams.
- ◆ Each team contains minimum of 7 active members and maximum of 20 active members.
- ◆ Each and every team should contain a board member and 2 executive members.

Club Report submission:

- ◆ Club report should be uploaded in website by President or Secretary within 10th of the every month.
- ◆ The extension of report submission is allowed to 13th of the every month only for unavoidable situations.

Participation in District Council Meetings:

- ◆ Participation of PST or anyone among the PST in the district council with prior permission of the Club CAdvisor is must.

Participation in District /Regional/Area events:

- ◆ Participation in the District/Regional/Area events should be encouraged with prior permission of Club CAdvisor.

Club Protocol:

- ◆ Club protocol should be followed in the official functions of the club.

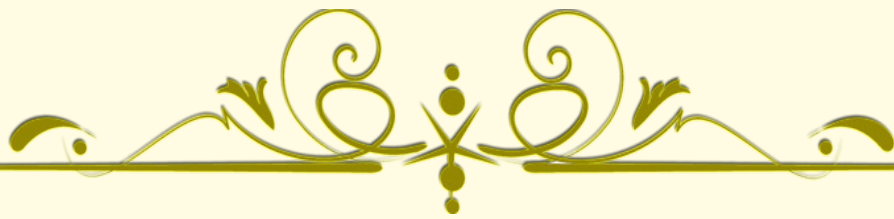
Procedure for club projects:

- ◆ The proposal for an innovatively planned project/event is processed with the guidance of team head.
- ◆ The respective co-ordinators of Technical/ Community projects should be notified of the project.
- ◆ Approval for the project should be obtained from Chairman of all projects, via official mail.
- ◆ Promotion materials for the event (poster, video, etc.,) should be approved by the Vice President/Joint Secretary.
- ◆ Promotion materials will be officially shared by the President/Secretary.
- ◆ Report indicates completion of that project/event and should be submitted to the Secretary within two days of completion of the project.

Club Superiority Level:

- ◆ Club Advisor
- ◆ President
- ◆ IPP
- ◆ Vice President
- ◆ Secretary
- ◆ Treasurer
- ◆ Joint Secretary
- ◆ Bulletin Editor
- ◆ Chairman of all projects
- ◆ Board members
- ◆ Executive members
- ◆ Active members





ALONE WE CAN DO LITTLE; TOGETHER WE CAN DO SO MUCH



APPROACH IS SOFT



BUT DECISION IS HARD