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## **Bylaws on the Student Chapters of INFITT**

### **1. Preamble:**

International Forum for Information Technology in Tamil (INFITT) is a California, USA registered non-profit non-governmental organization that has been formed to promote usage of Tamil Language in diverse categories on computers and internet across the globe. INFITT has three functional layers namely,

- General Body (GB) consisting of registered INFITT members,
- General Council (GC) consisting of councilors representing various regions of the world and,
- Executive Committee (EC) running INFITT.

**1.1. Promotion of Chapters:** One of the organizational charter mission activities of INFITT is to promote regional chapters and student chapters that may be established with the approval of the Executive Committee (EC) of INFITT so as to enhance its reach across the globe. The INFITT Constitution does not at present elaborate on the bylaws under which the regional chapters and student chapters can operate in different parts of the world. Efforts are presently underway to reformulate the INFITT Constitution.

**1.2. Proposed Interim bylaws:** The present set of bylaws for the student chapters are proposed as an interim measure until the INFITT Constitution Review Committee (CRC) addresses the reformulation question and expand the existing constitution as to how the chapters can operate. The proposed interim bylaws come into effect upon approval by a majority vote in the EC of INFITT. For the purpose of student chapters through the present set of bylaws, the term "INFITT" refers to the parent international organization registered in the state of California, USA. The "student chapters" refer to various representation agencies authorized to operate in different regions of the world.

### **2. Student Chapter Bylaws**

#### **2.1 Approval of the student chapters and mode of formation**

**2.1.1 Formal Proposal for the Student Chapter:** Forming a student chapter in any region has a prerequisite that a regional chapter is already in place in the respective region. Based on a written request from a group of registered members of INFITT (not less than 7 from the General Body of INFITT) resident in a geographically well defined area, a proposal may be sent to the Chairman, Chapter Management Committee (CMC) of the region. Upon confirmation and approval within the Chapter Management Committee the Chair, CMC may forward a copy of approval to INFITT EC stating that the students of such and such an institution (it may be an University, a college or an educational institution) had started a student INFITT chapter and that the proposal has

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recommendations from 7 registered members of INFITT in the region concerned and that the students have identified two advisors to help them run the student chapter, one a staff member from the institution concerned and another from INFITT GB.

**2.1.2. Approval of the proposal:** CMC, INFITT shall review the proposal and authorize the operation of a student chapter subject to observance of the set of bylaws applicable to ALL student chapters of INFITT as enumerated here. Upon receiving the confirmation from Chair, CMC, INFITT will communicate by writing to the two advisors informing its seal of approval and formation of the student INFITT chapter.

**2.1.3. Communication of the Approval:** The INFITT EC is mandated to review the submission and provide a formal response (affirmative or negative) within 30 days of the written request filed through the INFITT Secretariat by at least 7 GB members of the respective region (addressed to the Executive Director). The written request should also mention the name of the two student advisors of the proposed Student Chapter. In the affirmative case, INFITT EC shall name an initial core group to work with the Student Advisors, as the "Student Chapter Organizing Committee (SCOC)" for the chapter, as defined with the duties and powers described here in article 8.

**2.1.4. Student Chapter at the National Level:** Taking practical viability of the student chapters into account, proposals for the operation of student chapters will be entertained only from countries (cf. art 1.4 below) where there are at least 7 registered GB members of INFITT reside at the time of submission of the proposal.

**2.1.5. Restriction across National Boundaries:** Financial transaction across international borders is complex, sensitive and in some countries not permitted for local societies or trusts. Hence Student Chapters can be formed and operate only within the national borders of any country wherever they exist. For example student chapters can be formed in various educational organizations in India, Sri Lanka, Malaysia, Singapore, USA, Canada etc. but not one for North America covering both USA and Canada, one for the Gulf states region composed of several independent Emirates, though such grouped geographical representation exists right now at the INFITT GC and EC.

**2.1.6. Notice to the regional members:** As soon as the formation of a student chapter has been approved by the INFITT, the Executive Director of INFITT shall send a notice to all the "regional" members of the INFITT who reside in the designated territory announcing the decision of INFITT and setting up the schedule for the student chapter meeting to announce the interim team of office bearers for the chapter and on the briefing of bylaws concerning the operation of the regional chapter.

**2.1.7. Office of Student Activities:** INFITT will establish a nodal Office of Student Activities in its Secretariat to co-ordinate with all the student chapters. Also it will publish an on-line quarterly describing the activities of various student chapters that

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have happened in the last quarter through a separate page in its website for the student activities.

**2.1.8. Student Chapter Handbook:** INFITT will keep in its website a Student Chapter Handbook describing various intricacies of procedural matters in running a student chapter. This Handbook is an ongoing recording of procedures that is sanctioned by the authority of Executive Committee.

**3. Name of the Student Chapter:** The name of the Student Chapter shall be ..... Student INFITT Chapter. [In the gap above, the name of the organization, (either an university, a college or an educational institution) may be mentioned.] Whenever appropriate, the tag line “International Forum for Information Technology in Tamil” should be included with the name.

**4. Objectives:** The objectives of the student chapter organization shall be:

- To promote an understanding of the vocation of Information Technology in Tamil at .....(name of the institution).
- To serve as a resource for students seeking information about the field of Information Technology in Tamil.
  - To provide a medium to learn technical skills that are valuable to the practitioners of Information Technology in Tamil and to study equipments related to Information Technology in Tamil.
  - To develop a better understanding of the nature, functions, used in practice of Information Technology in Tamil and to study technical methods used in the technology with a view to their improvements.
  - To supply to its members information about the most current methods used in information technology in Tamil, and assist them in solving their individual problems.
- To provide students with the opportunity to interact with Information Technology vacationers as relevant to Tamil.
- To foster among students a better understanding of the vital business role of information technology, and proper relationship of technology to management and necessity for a professional attitude among IT practitioners in their approach to an understanding and application of the principles underlying the science of information technology.

**5. Organization:**

**5.1. Sponsoring of the student Chapter:** This Student Chapter is sponsored by INFITT and a local regional Chapter.

**5.2.1. Student Chapter requirements:** Organization status is obtained through a written recognition given by INFITT that a group of students at

..... (name of the institution) is seriously interested in information technology in Tamil as a vocation (all student members may not be professionals in IT), and that INFITT is willing to assist this group in accomplishing its objectives.

**5.2.2.** This Student Chapter is not an agent or representative of INFITT. INFITT or its regional chapters are in no way responsible for any of the student chapter's actions, conduct or liabilities.

**5.2.3.** The constitution and/or bylaws of this student chapter shall not be in conflict with INFITT bylaws concerning Student Chapters.

**5.2.4.** The affiliation of this Student Chapter shall be revoked by the regional headquarters of INFITT if, in its judgment, the student chapter adopts or pursues a policy in conflict with the objectives and purposes of INFITT or has been guilty of conduct which reflects adversely upon the IT vocation.

**5.2.5.** Bylaws will be reviewed on an annual basis by the INFITT EC.

## **6. Membership:**

**6.1. Eligibility:** The Chapter will not discriminate on the basis of race, religion, caste, creed, colour, national origin, age or sex. The Chapter also requires students to have attained minimum educational requirements of the respective years of study as prescribed by the educational institution concerned.

**6.2. Membership:** Student membership in no way indicates membership in any regular regional chapter.

**6.3. On-line Application:** All applications for membership must be completed online via the INFITT website. The application should be followed by payment of dues and shall be addressed appropriately.

## **6.4. Termination of Membership:**

**6.4.1.** Voluntary termination of membership in the student chapter shall be granted upon receipt of a written resignation.

**6.4.2.** A motion for termination of a person's membership may be made by an active member of INFITT at a regular business meeting. The motion will be

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## **7.0. Officers:**

**7.1.** The executive officers of the Chapter shall be Co-ordinator (CO), Vice Co-ordinator (VCO), Secretary (S), and Treasurer (T). They would form the Student Chapter Organizing Committee (SCOC).

**7.2.** Elected executive officer shall serve two semesters of one academic year, beginning with the first semester starting in June.

**7.3.** Election shall take place during the first business meeting of the first semester, with nominations occurring at least 3 weeks prior to the said business meeting.

**7.4.** Executive Officers will be voted in the following order: Co-Ordinator, Vice Co-Ordinator, Secretary and Treasurer.

**7.5.** In order to run for office, the candidate must have been an active member at least for two semesters. He should also be a final year student for contesting the offices of Co-Ordinator and Vice Co-Ordinator, a pre-final year student for contesting the offices of Secretary and Treasurer.

**7.6.** If an officer fails to perform the duties of his/her office, he/she may be impeached by the active student members through a vote of 2/3 rounded to the nearest whole vote, at a regular business meeting of the Student Chapter. Voting shall be done by secret ballot. A motion for removal must have been tabled earlier in the last regular meeting.

## **8.0. Student Chapter Organizing Committee (SCOC) Executive Officers – Duties and Powers:**

The Executive Officers, namely the Co-Ordinator, Vice Co-ordinator, Secretary and the treasurer make the Executive Board of the student Chapter. This is also known as Student Chapter Organizing Committee. This board may co-opt further members as the organization demands. The 2 nominated Advisors may guide the board in its proceedings; however when it comes to taking decisions, it is the board's decision that is final and the advisors ought not to interfere in influencing the said decisions. The advisors do not have any vote in deciding the said matters.

### **8.1. Co-Ordinator:**

**8.1.1.** Presides at meetings, convenes special meetings and appropriate committees, as needed.

**8.1.2.** Attests to the correctness of any and all Student Individual Performance Award (SIPA) reporting forms

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**8.1.3.** Attests to the correctness of all parts of the Student Chapter Outstanding Performance Award (SCOPA) reporting package.

**8.1.4.** Posts material received from sponsoring chapter on designated bulletin board.

**8.2. Vice Co-Ordinator (VCO):**

**8.2.1.** Presides at all meetings in the CO's absence,

**8.2.2.** Plans and co-ordinates the programs for the chapter year. If a program committee is formed, the VCO chairs the committee.

**8.2.3.** Maintains communication and plans attendance to the Regional Headquarters' meetings.

**8.3. Secretary (S):**

**8.3.1.** Keeps all chapter records including the minutes of business meetings.

**8.3.2.** Handles any official correspondence that may be necessary.

**8.3.3.** Completes the student chapter Officers reporting form and forwards to the regional Headquarters. This should be done immediately following a change in any or all of the Chapter Officers.

**8.3.4.** Prepares a brief summary of the quarter's programme and/or activity and forwards it to the Student Chapter Newsletter Editor in care of INFITT EC.

**8.3.5.** Maintains records necessary to complete the student chapter Outstanding Performance Award (SCOPA) recording forms in the absence of an Awards Committee Chairperson.

**8.4. Treasurer (T):**

**8.4.1.** Keeps all chapter financial records and disperses chapter funds in accordance with the chapter policy. Treasurer of the Student Chapter operates under the guidance of the Treasurer of the Chapter Management Committee and the money collected in each Student Chapter shall be deposited in the bank account of the CMC, rather than its own account. All the funds collected as part of membership fee shall be handed over to the Treasurer, CMC. Both the Treasurer, Student Chapter and Treasurer, CMC, in this respect, work together in dealing with both income and expenditure of the Student Chapter. The Treasurer, CMC is wholly liable for the financial management of both the Student Chapters as well as the Chapter.

8.4.2. Completes the Transmittal Form for New Student members for all approved membership applications to the Chair, CMC in consultation with the Treasurer, CMC.

8.4.3. Remits INFITT dues together with the completed Transmittal Forms for New Student Members and approved application membership in a student chapter of INFITT Secretariat. This remittance process is implied under the terms as stated above in 8.4.1.

## 9. Meetings:

9.1. Regular business meetings shall be scheduled as bimonthly, or as deemed necessary. Executive board meetings of the student chapter will meet once in a quarter, or as deemed necessary. Chairpersons meetings shall be held prior to regular business meetings. These meetings shall include all committee chairpersons and executive board members.

9.2. Special meetings can be called by the Co-Ordinator, or 3 active members. Procedure for calling a special meeting can be found in student chapter handbook.

9.3. A quorum shall consist of 2/3 of active members.

9.4. Voting privilege shall be lost if dues are not paid by the 4<sup>th</sup> week of the academic term. Voting privileges are restored once dues are paid.

## 10. Committee:

10.1. The student Chapter shall form whatever committees are necessary for its efficient operation: These may include:

- Awards Committee
- Education Committee
- Public Relations Committee
- Fundraising Committee
- Program Committee
- Convention Committee
- Purchasing Committee

10.2. Descriptions of rights and responsibilities of Committees can be found in the student chapter handbook. (These descriptions of rights and responsibilities of the committees are to be written down soon.)

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## **11. Advisors:**

**11.1 Requirements:** At least 1 advisor shall be a member of the faculty or staff of ..... (educational institution). The name of the desired advisor is forwarded to the Office of the Student Activities in INFITT for approval.

**11.2.** The chapter has also to opt for one GB member from INFITT regional Chapter as Advisor. The name of the desired advisor is forwarded to the Office of the Student Activities in INFITT for approval.

**11.3. Rights and Responsibilities:**

**11.3.1.** All advisors shall be notified and invited to all group activities.

**11.3.2.** Provides support to all student chapter Officers.

## **12. Finances:**

**12.1.** The Treasurer shall handle all financial matters. A checking/savings account shall be established in a recognized banking institution nearby solely for the events reflecting the group as a whole. Sound bookkeeping practices will be maintained at all times.

**12.2.** Annual membership fees shall be set and established by INFITT. Presently the membership fees are set at Rs.300 in the India region. These fees will be reviewed and set for other regions as and when a requirement arises. Members will be considered delinquent if dues are not received within 90 days after membership expiration date.

**12.3.** Local fees will be levied by the student chapter to meet operating expenses.

**12.4.** Neither the student chapter not INFITT, or any of the regional chapters of INFITT, shall pay, assume or become responsible for the personal or unapproved debts or liabilities of any individual member of the student chapter.

**12.5.** Monies will be generated through but not limited by fund-raisers, donations, and membership dues. The educational institution in which this chapter is situated may also be approached each year beginning for funding.

**12.6.** All expenditure checks are required to be signed by one of the four members of the Executive board. Executive Board members will be notified of all expenditures.

**12.7.** The student chapter fiscal year shall begin June 1, and on May 31 of that year.



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**12.8.** All reimbursements must be presented with receipt to the Executive Board for approval. The receipt must carry the name of the purchaser, the date turned in, and the reason for the purchase.

**12.9.** Dues are non-refundable.

### **13. Restrictions:**

The student Chapter, fostered by INFITT, shall be non-racial, non-partisan, and non-sectarian, and shall wholly abstain from any political or labor affiliation or endorsements for any public office.

### **14. Amendments:**

**14.1.** Proposed amendments to the student Chapter bylaws may be submitted in writing to the Secretary by any officer or member of the student chapter. The secretary shall promptly notify all officers.

**14.2.** Amendments to the bylaws shall be made at any regular or special meeting of the student chapter by a 2/3 vote of the active members present, including properly registered proxies, providing a quorum is in attendance.

**14.3.** Any proposed amendments must be submitted to and approved by the chapter officers at least one meeting in advance of the membership vote. A copy of the proposed amendment shall be sent to each student chapter member at least 5 days in advance of the meeting at which any amendment is to be submitted to a vote.

**14.4.** The advisors' approval is required for implementation. Amendments will take effect when approved by the Office of Student Activities.

### **15. Ratification:**

This Constitution must be ratified by a 2/3 majority of the Charter membership. It will take effect when approved by the Office of Student Activities.

**16. Adoption of the Bylaws:** The present set of bylaws come into force within 7 days of its approval by a majority decision of the INFITT EC and the bylaws are enforceable on all existing Student Chapters as well as the new Student Chapters to be started.