

# Constitution of Aeromodelling Club

(As passed by Team of Aeromodelling Club at its meeting on 25-04-2016)

## CHAPTER I

### Terms of Reference and Objectives

#### Terms of reference

##### I-A-1

The Aeromodelling Club IIT Delhi (hereinafter called IITDAC) is a constituent body of the Co-circular and Academic Interaction Council (CAIC), as recognized under Article II.C.1 of the CAIC constitution.

##### I-A-2

The IITDAC shall be subject to all policies, rules, and regulations which may be laid down from time to time by the CAIC and the authorities of the Institute. IITDAC can choose to refuse or try to change policies laid down by CAIC when those regulations are contradicting the IITDAC objectives.

#### Objectives

##### I-B-1

The Objectives of IITDAC will be to:

1. Encourage and Support student's enthusiasm for aeromodelling activities.
2. Provide students with hands-on experience of building a flying model and studying its properties along with financial aid for the same.
3. Enable students to take an active part in Technical Competitions, develop their skills and imbibe essential Technical skills through the activities.

##### I-B-2

In order to achieve these objectives, specific opportunities will be provided for:

1. Developing the skill to lead and organize group activities for the cultivation of aeromodelling hobby and implement technical skills.
2. Developing the ability for practical application of technical skills acquired.
3. Developing piloting ability and interest in the visualization of aircraft.

## **CHAPTER II**

### **Composition and Tenure of office bearers**

#### **Composition**

##### **II-A-1**

The IITDAC will consist of:

1. Chairman of The Club
2. Overall Coordinator
3. Mentor for IP & P
4. Administrative Coordinator
5. Design Coordinator
6. Fabrication Coordinator
7. Flying Coordinator
8. Executives under respective Coordinators
9. New recruits.

#### **Office Bearers**

##### **II-B-1**

The Chairman of the club or Overall Coordinator of the club shall chair all the IITDAC meetings. Report of the meetings is conveyed to the Chairman of the club through Overall Coordinators or Coordinators.

#### **Term of Office**

##### **II-C-1**

The term of the office of all selected student members shall normally be one academic year, expiring on the day of the new team is formed. One person can hold multiple Positions of Responsibilities only after approval from Chairman and Overall Coordinator of the Club.

##### **II-C-2**

The Team shall continue until the newly selected team takes over. Members of the team can be fired from the team if the individual chooses to leave the club voluntarily or for any Malpractice done by the Individual.

## **CHAPTER III**

### **Constituent bodies of the Board**

#### **III-A-1**

The Constituent bodies of the IITDAC shall be the permanent divisions as recognized under Article III-A-2.

#### **III-A-2**

1. Each permanent division shall be a permanent body, which is assigned to a particular sphere of activities as defined in its individual terms of reference vide Articles IV-B-1,IV-B-2,IV-B-3,IV-B-4.
2. The permanent divisions are:
  - Administrative Division
  - Design Division
  - Fabrication Division
  - Flying Division
3. Each permanent division shall be headed by the Chairman, Overall coordinators.

## **CHAPTER IV**

### **Functions and Working**

THE AEROMODELLING CLUB, IIT DELHI (IITDAC)

#### **IV-A-1**

The IITDAC shall frame policies regarding club activities and financial assistance to students who are interested in aeromodelling and for the events which help in achieving IITDAC's Vision.

#### **IV-A-2**

The IITDAC shall consider and approve or reject the recommendations, financial and/or otherwise made by the members and coordinator.

#### **IV-A-3**

The Board shall be responsible or uphold Constitution. Failing of which will lead to termination of the Board and recruitment or appointment of New Board by CAIC coordinated by a faculty mentor.

#### **IV-A-4**

The Board shall implement the policies framed under Article IV-A-1 by allotting funds for different uses in a manner that is beneficial to the Aeromodelling Club as a whole.

#### **IV-A-5**

The Board shall be responsible for the overall organization of all its events and welfare activities and shall set guidelines for the same.

### **PERMANENT DIVISIONS**

#### **IV-B-1**

##### **THE ADMINISTRATIVE DIVISION**

The IITDAC Administrative Division consists of:

- i. Chairman of the Club
- ii. Overall Coordinator
- iii. Coordinator ADMINISTRATIVE DIVISION
- iv. Inventory Executives
- v. Finance Executives
- vi. Events Executives
- vii. Marketing Executives
- viii. Documentation Executives.
- ix. New Recruits

##### **WORKING OF THE ADMINISTRATIVE DIVISION**

- a) The Admin Division shall coordinate all the activities regarding Inventory, Finance, Events, Marketing and Documentation domains of the club.
- b) Each subdivision of Admin Division as specified in above point will have executives whose responsibility is to follow guidelines and complete work as specified by the constitution.
- c) New recruits of the respective department are new members recently recruited to the club and Division is responsible for teaching all the knowledge attained by its members to the new recruits.

#### **IV-B-2**

## THE DESIGN DIVISION

The IITDAC Administrative Division consists of:

- i. Chairman of the Club
- ii. Overall Coordinator
- iii. Coordinator DESIGN DIVISION
- iv. Mechanical Executives
- v. Electrical Executives
- vi. Avionics Executives.
- vii. New Recruits

## WORKING OF THE DESIGN DIVISION

- a) The Design Division shall coordinate all the activities regarding Mechanical, Electrical, and Avionics domains of the club.
- b) Each subdivision of Design Division as specified in above point will have executives whose responsibility is to follow guidelines and complete work as specified by the constitution.
- c) New recruits of the respective department are new members recently recruited to the club and Division is responsible for teaching all the knowledge attained by its members to the new recruits.

## IV-B-2

## THE FABRICATION DIVISION

The IITDAC Administrative Division consists of:

- i. Chairman of the Club
- ii. Overall Coordinator
- iii. Coordinator FABRICATION DIVISION
- iv. Materials Executives
- v. Tools Executives
- vi. Processes Executives.
- vii. New Recruits

## WORKING OF THE FABRICATION DIVISION

- d) The Fabrication Division shall coordinate all the activities regarding Materials, Tools, and Fabrication Processes domains of the club.
- e) Each subdivision of Fabrication Division as specified in above point will have executives whose responsibility is to follow guidelines and complete work as specified by the constitution.

- f) New recruits of the respective department are new members recently recruited to the club and Division is responsible for teaching all the knowledge attained by its members to the new recruits.

#### **IV-B-4**

##### **THE FLYING DIVISION**

The IITDAC Administrative Division consists of:

- i. Chairman of the Club
- ii. Overall Coordinator
- iii. Coordinator DESIGN DIVISION
- iv. Flying Executives
- v. Ranking Executives
- vi. Flight Time Executives.
- vii. New Recruits

##### **WORKING OF THE FLYING DIVISION**

- a) The Flying Division shall coordinate all the activities regarding Flying, Ranking, and Flight Time domains of the club.
- b) Each subdivision of Flying Division as specified in above point will have executives whose responsibility is to follow guidelines and complete work as specified by the constitution.
- c) New recruits of the respective department are new members recently recruited to the club and Division is responsible for teaching all the knowledge attained by its members to the new recruits.

## **CHAPTER V**

### **Meeting Procedures**

#### **V-A-1**

- i. The IITDAC shall meet as often as deemed necessary subject to a minimum of two times a semester.
- ii. The Chairman may convene a regular meeting of the IITDAC if the Overall Coordinator, IITDAC is absent from the Institute for a period of at least 14 working days. In such an event, he may request any student member of the IITDAC to act as the Overall Coordinator for that meeting or Mentor for IP's & P's can act convey the meeting.

- iii. The Overall Coordinator/Chairman of the IITDAC may convene an emergency meeting of the IITDAC for a specific urgent purpose by giving at least 48 hours' notice. In the absence of the Chairman, the Overall Coordinator is satisfied that the absence is inconsequential, he shall chair the meeting himself.

#### **V-A-2**

The Board should have at least two meetings every month of the semester. The Overall Coordinator should submit a page report of a specific format that consists distinct contents discussed in the meeting department wise after every meeting to chairman and student members.

#### **V-A-3**

The Admin, Design, Fabrication and Flying should have at least two meetings every month of the semester. The Respective Coordinator of each should submit a page report of a specific format that consists distinct contents discussed in the meeting after every meeting to overall coordinator.

#### **V-A-4**

The Board should have at least two meetings every month of the semester. The Overall Coordinator should submit a page report of a specific format that consists distinct contents discussed in the meeting department wise after every meeting.

#### **V-A-5**

A written notice of at least 4 working days is required for a regular meeting. The agenda shall be circulated at least 48 hours before the meeting.

#### **V-A-6**

- i. The quorum of the IITDAC meeting shall be one half of the total membership. If a meeting cannot be convened for lack of quorum it must be reconvened within 8 days. The quorum requirements for such reconvened meeting shall be one third of the total membership of the IITDAC.
- ii. Quorum for otherwise adjourned meeting shall be one third of the total membership.

#### **V-A-7**

The minutes of meeting shall be circulated to all members and any invitees, if any, at least 48 hours before the next meeting for confirmation. Confirmed minutes shall be recorded in a minute book and kept in safe custody of the Chairman.

## **V-A-8**

After careful examination of results of meeting the overall coordinator can convey policy changes and new policies including financial aspects to the chairman. The approval of the policy is in hands of chairman. A copy of the same shall be communicated to the CAIC General Secretary.

## **CHAPTER VI**

### **Responsibilities**

#### **VI-A-1**

The Chairman shall ensure that the IITDAC and all the members are given all the facilities required for the discharge of their assigned functions.

#### **VI-A-2**

The Chairman shall ensure that the recommendations of the IITDAC are communicated to and given the consideration by the relevant authorities.

#### **VI-A-3**

The Chairman shall keep the IITDAC informed of any development of interest to it.

#### **VI-A-4**

The Chairman shall coordinate and lay down the schedule for the conduct of the Selections to the IITDAC and its constituent bodies in coordination with the existing board and its suggestions.

#### **VI-B-1**

The overall coordinator shall convene all the meetings of the IITDAC and in his absence the clause V-A-1 (ii) shall apply.

#### **VI-B-2**

The Overall Coordinator shall be the principal student spokesman of the IITDAC when it is not meeting. He shall, however, be answerable to the IITDAC for any views he may express on its behalf. He shall also be responsible to report to the IITDAC follow-up action taken on recommendations/decisions of the IITDAC.

#### **VI-B-3**



The Overall Coordinator shall in consultation with the Chairman invite invitees to meetings of the IITDAC and decide on which items they shall have policies and decisions.

#### **VI-B-4**

The Overall Coordinator shall ensure that all the minutes of the meetings of the IITDAC are recorded correctly and completely and that these are given wide publicity among the general student body.

#### **VI-B-5**

The Overall Coordinator shall be responsible to ensure that this Constitution is not violated. He must necessarily report to the IITDAC any violation of this constitution within his knowledge, which may have occurred. The occurrence of the violation along with an explanation of its occurrence must be recorded in the minutes of the meeting of the IITDAC at which it is reported.

#### **VI-C-1**

The Coordinator of all Divisions shall keep the IITDAC informed of all significant decisions taken in their Division.

#### **VI-C-2**

The coordinator shall attempt to solve through suitable dialogue any problems of the members of their respective Division.

#### **VI-C-3**

The coordinators shall convey to the IITAC any violation of the constitution that comes to their notice.

#### **VI-C-4**

The coordinators shall assist the Overall Coordinator, IITDAC whenever called upon.

#### **VI-D-1**

The Mentor of Independent Projects and Projects is responsible for mentoring all technical aspects of the projects and doesn't interfere in the normal functioning of the club.

#### **VI-E-1**

The Executives of each division shall take responsibility to execute actions to achieve goals specified by the respective coordinator and overall coordinator.

## **CHAPTER VII**

### **Removal of Office Bearers**

#### **VII-A-1**

A vote of no confidence shall be considered carried against the Overall Coordinator of the IITDAC if at least one half of the student members of the IITDAC petition for it in writings and a hearing is held with Chairman and other members regarding the issue.

#### **VII-A-2**

- i. A student member of IITDAC/its constituent bodies may close his membership/office of the IITDAC/its constituent bodies if he fails to attend two consecutive meetings of the IITDAC/its constituent bodies, including those which could not be held because of lack of quorum.
- ii. If a coordinator of IITDAC is unable to hold any meeting of his IITDAC, he shall lose his membership office on the IITDAC/concerned Division.
- iii. If a student member of IITDAC/its constituent bodies fails to carry out any of his duties as a member of the IITDAC, he is liable to lose his membership of the IITDAC as per the discretion of the Overall Coordinator, in consultation with the Chairman.

#### **VII-A-3**

- i. An incumbent member/office bearer once removed under clause VII-A-1 or VII-A-2 shall not be eligible for re-selection for that academic session.
- ii. Vacancies resulting from any cause shall be filled as prescribed within 10 institute days

## **CHAPTER VIII**

### **Amending and Interpretation of the constitution**

#### **VIII-A-1**

- i. Any part of the constitution except the parts specified in clause VIII-A-2 can be amended.
- ii. The proposed amendment shall be circulated at least seven working days in advance of the meeting called.
- iii. The quorum for the meeting shall be two-third of the total membership of the Council. In case of lack of quorum, the quorum for a second and subsequent meeting shall be one half the total memberships.

- iv. In order to get an amendment carried it would be necessary to obtain a favourable vote of the members present and voting.

### **VIII-A-2**

The preamble and the terms of reference of this constitution as well as the provisions of chapter VIII are subject to the amendments only on advice by the authorities of the Institute.

### **VIII-A-3**

All amendments and additions to this constitution shall be allowed only upon ratification by the Chairman of the Club.

### **VIII-B-1**

In the event of a dispute in the interpretation of the provisions of any article of the constitution which concerns the relationship of the Council vis-à-vis the Institute authorities, the interpretation given by a committee consisting of Chairman, IITDAC Overall Coordinator and General Secretary, CAIC will be final and binding on all.

### **VIII-B-2**

In the event of a dispute in the interpretation of any article of the constitution other than that specified in clauses VIII-B-1, the interpretation given by two thirds of the total Council Membership shall be valid. In case of a statement, decision of the Chairman shall be final and binding.

### **VIII-B-3**

The Chairman shall determine which dispute is to be decided by him and which is to be put to vote.

### **VIII-B-4**

The particular article of the constitution shall be recorded to remove the ambiguity in the light of the interpretation given.

