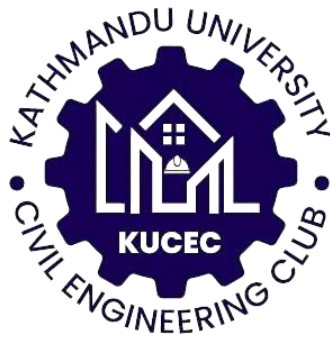


KATHMANDU UNIVERSITY CIVIL ENGINEERING CLUB (KUCEC)

Constitution for 2024/25



Kathmandu University
School of Engineering
Department of Civil Engineering
Dhulikhel, Kavre

PREAMBLE

We students of Civil Engineering at Kathmandu University associate ourselves to show our solidarity and unity for the development of our skills and virtues for the overall development of the University and the Nation.

Therefore, recognizing the need of a binding law to promote unity and enhance our working capability as a group, we establish this Constitution of the Kathmandu University Civil Engineering Club (KUCEC). We vow to adopt and enact the constitution.

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ARTICLE 1: Introduction, Objectives, Duties

1.1 Introduction

1.1.1 Name

The official name of the club is “Kathmandu University Civil Engineering Club” (abbreviated as KUCEC). This name shall be used in all official documents, activities and purposes.

1.1.2 Location

Office of the club shall be at central college of Kathmandu University for Civil Engineering.

1.1.3 Logo:

The club logo is as below:



The logo suggests a bolder look into our lives going to turn as a civil engineer. This new logo gives us all an idea what we are going to learn and what we will spend our lives upon. This logo with turbine immersed in blue colour represents how we build hydropower for energy to support our needs, where building suggest how we build is how we plan for a managed and proper development process. The logo also contains a part of our annual program "Sankalpa" that we celebrate with joy which gives us passion and determination. The centre helmet suggests how much hardship we put to earn that helmet that has our safety as well as dignity. As a whole the logo thrives to tell us that we are future civil engineers that we have tend to mould our buildings in logo to shape as "CIVIL" that carries capacity of fate of development in our hands.

Reference to university here onwards will mean Kathmandu University.

1.1.4 Flag

The flag of KUCEC is as shown below.



1.1.5 Interpretation and Effect

- a. All the articles shall be under the Law of Government of Nepal, and as approved by the Department of Civil Engineering.
- b. The provisions of this organization shall be binding on the organization and its members.

1.2. Motto and Mission statement:

1.2.1 Motto

The motto of KUCEC is to work for the welfare of civil engineering education and the profession as a whole with an objective to work for professional, academic and sports activity in and out of KU.

1.2.2 Mission Statement

Activities of the organization (KUCEC) shall be organized so as to promote information, education, networking and a range of publications and professional initiatives.

1.3 Objectives

KUCEC was established in 2011 by civil engineering students. It is totally a *non-political* and a *non-profit organization*. Being a neutral organization, it shall work for social benefit and there shall be no place for affiliation, sympathy or any political activities in the organization. The organization is independent to organize its activities within the limit of its objective under the umbrella of KU.

The following are the objectives of KUCEC:

- 1.3.1 To be an effective and efficient student club to promote student unity and co-operation.
- 1.3.2 To encourage, promote and establish healthy tradition of cultural, sports, social, academic events.
- 1.3.3 To develop leadership skills and talent among its members.
- 1.3.4 To take a decision as and when for the students.
- 1.3.5 To develop positive relationship with the community by doing community service.
- 1.3.6 To work in cooperation with other students organizations of other universities and establish friendly relations and understanding with other external organizations to the benefit of Kathmandu University Civil Engineering students.
- 1.3.7 To develop awareness in any field of Civil Engineering in the community like hydropower, environment sustainability, earthquake impact mitigation etc.
- 1.3.8 Bridging or establishing contact with the professional civil engineering organization and also with other organizations of civil engineering students.

1.3.9 Publishing the Annual magazine of the department.

1.3.10 Organizing interaction program among students.

1.3.1 Organizing the annual civil sports to develop the friendly relationship among students of all 4 years.

1.3.12 Any other objectives that comes close to satisfying any of the above.

1.4 Duties

1.4.1. The club is established to represent the students of Civil Engineering Department of Kathmandu University.

1.4.2. This club shall promote coordination between students of Civil Engineering of different semesters.

1.4.3 The club will initiate, promote, regulate and coordinate various activities of the students.

1.4.4. The club shall act as an official representative body, while interacting with other bodies inside or outside the University.

1.4.5 The club shall raise and regulate fund for various club activities.

1.4.6 The club shall perform regular activities like welcome, farewell programs along with workshops, seminars, tournaments and other innovative activities as per the demand of situation and time.

1.4.7 The club shall act for the welfare of the students.

1.4.8 Any other duties that come close to any of the above duties

ARTICLE2: Members

2.1 The functional body

- a. The function of the Executive shall be to manage the affairs of the Organization
- b. The Executive shall, at all times, be accountable to the Organization.
- c. The Board shall consist of 13 members at max,and the advisory body shall consist of 2 members as mentioned below:
- d. The role of the advisory body will be to observe and advise the activities of the club and intervene in association with the coordinator in case of internal problems in the club.

S.N.	Designation	Year	
	Club Advisor, KUCEC	Head of Department	
	Club Co-ordinator, KUCEC	Faculty member – Decided by the Head of Department	
Core Executive Committee:			
1.	President	Student -3 rd year	1
2.	Vice President	Student - 2 nd year	1
3.	Secretary	Student - 3 rd year	1
4.	Joint Secretary	Student - 2 nd year	1
5.	Treasurer	Student - 3 rd year - 1	1
6.	Eight executive members	Student - 3 rd year - 2 Student - 2 nd year - 2 Student - 1 st year - 2	2 from each batch

(The year mentioned above is at the time of the election. From here onwards the mentioning of certain year members is with regard to the year they were in during the time of election. If two batches fall within the same year, the positions of President and Treasurer should be assigned to the senior batch, while the roles of Secretary and Vice Presidents should be given to the immediate junior batch.)

- e. One female executive each must be elected from the batch having more than two post of board members.
- f. Representative from other programs of Civil Department.
 - I. One vice president of second year will be elected from the other program and an executive member from each year.
- g. Clause 2.1.f. shall be effective until the formation of club of other program included in civil department.

Sub-article:

- 2.1.1 Elected candidates must stay committed to KUCEC and dedicate one year to the club's growth, ensuring KUCEC remains their top priority. They should refrain from engaging in activities that obstruct KUCEC's progress. If KUCEC is not their primary focus, two-thirds of the board members, along with the KUCEC coordinator, can vote for their removal from the board following a disciplinary hearing.
- 2.1.2 The board members shall be of the respective year as mentioned above in any given case. Even

if the post holder is suspended, failed, demised or resigned the post shall be filled in, by the student of the same year. Election for the post must be held within 1 week of the ineligibility of the member. For this election all the rules in Article 3 apply.

- 2.1.3 In the event of a Member of the executive team failing in his/ her duties, the executive committee (including the remaining members), by unanimous approval, shall have the power to relieve him/her of his/ her duties by 2/3rd (two third) majority. The proceedings shall take place through the meeting of the core executive committee in presence of KUCEC coordinator.
- 2.1.4 The members once elected cannot be suspended from the post until they resign, carry out act deemed illegitimate by the University, or as decided by the disciplinary hearing committee.
- 2.1.4 The board members legitimacy shall be effective only during the semester in which the election took place and a semester after it. The board shall turn dormant once it completes two semesters, and has only legitimacy to take decisions on pending issues and election dates.

2.2 General Members:

2.2.1 All the students once enrolled into the civil engineering degree are the general members until they pass out, suspended or drop out.

2.2.2 All the general members possess 1 person equals 1 vote during election of the board members.

2.2.3 All general members are encouraged and eligible to float in suggestions, recommendations for the activities of the club.

2.2.4 The general members are required to fill up the membership form and submit membership fees as determined by the club. The membership fee cannot be raised by more than Rs.100 than that of the previous year.

2.3 Honorary Membership

2.3.1 The club can provide honorary membership to persons who have contributed significantly in the field of civil engineering.

2.3.2 Such members cannot vote or attend club meetings.

2.4 Loss of General Membership

2.4.1 General members shall lose their membership from the club in serious breach of constitution, suspension from the university or as decided by the disciplinary hearing committee.

2.4.2 Once such membership is lost, the member can apply for it after 6 months of suspension, fulfilling all the punishment allocated to him.

ARTICLE3: Election rules

- 3.1 Election will be carried out within 30 days after the completion of annual event.
- 3.2 Students who are eligible to stand for a post can cast only for the same. (for e.g. the student from 3rd year can vote for post of third year only.)
- 3.3 If the election is held after the result of the current semester has been published, in such case no students that have been considered out shall be eligible to vote or stand for a post in that particular semester.
- 3.4 Reigning Class Representative cannot stand for any of the post in the Board.
- 3.5 Voting shall be done on closed voting system in guidance of a faculty member. Only in case of inadequacy of a faculty member seniors can supervise the election process.
- 3.6 Two or more candidate can compete for a post, if only a candidate is about to compete for a post, then he is considered the winner.
- 3.7 The candidate securing the highest number of votes shall be considered the winner. If two candidates simultaneously secure the highest number of votes then coin toss is done to find the winner.
- 3.8 There is reservation for the females in the elections for the post of executive members from the batch having more than two post in board members.
 - 3.8.1. In case of reservation election form shall be of two category open and female. female candidates can fill form in both open and female but a same candidate cannot fill form in both category. Ballot paper must include two separate column i.e open and female .

Article 4: Duties of the Post Holders

4.1. President.

- 4.1.1 The President shall be the executive head of the club.
- 4.1.2 The President will introduce and set priority to the agendas and activities of the club once listening to the board and general members.
- 4.1.3 The President shall co-sign along with the Treasurer while issuing and receiving funds.
- 4.1.4 The President has to call meeting via secretary.
- 4.1.5 The President can take emergency decision and report it immediately in the next meeting as long as such decision are deemed to be in the favour of the club.
- 4.1.6 The President can delegate and/or assign, subject to approval by the board members, duties to another member of the board or any general members.

4.1.7 The President shall sign along with secretary in any formal notice issued by the club.

4.1.8 The President will have the final say in the procedure of a club, if not passed by consensus or 2/3rd of the members present at the meeting. President might ask for a review for the board members or go to general members for their suggestion and take a decision.

4.1.9 The President should ensure he/her and the board members are abiding by the constitution of the club. The President shall be held responsible for any breach of conduct by the decision taken by the club.

4.1.10 The President shall offer welcome speech in case of activities organized by the club and represent the club in programs that the club shall participate in if until the privilege is transferred to any of the other board or general members.

4.1.11 The President is expected to be present and head in all meetings, disciplinary hearings (unless he is the accused) unless seriously ill or other valid reasons persist. In such case President must inform the Secretary before hand and ask transfer his role to the VP.

4.1.12 The President shall appoint members of the sub-committee, organizing committee etc, and should receive referrals from other post holders if they are liable to do so.

4.1.13 Except in case of 4.1.5 President should make all the decisions, appointments, declaration via club meetings, if consensus does not prevail article 4.1.8 applies.

4.2 Vice President

4.2.1 The vice president shall be in close contact with the President on all matters relating to the organization and to assist him/her in the effective discharge of the duties.

4.2.2 Vice President shall take up all the responsibilities of the President except for taking emergency decision and co signing the financial transaction in the absence of the President, after the power duly transferred by the President assigning proper reason for his absence in custody of the secretary.

4.2.3 Vice President shall refer (not appoint) the name of the members of 2nd yr general members, if required to be put into a organizing committee, sub-committee etc.

4.2.4 Vice President shall form the welcome program committee; the committee has to be approved by the club.

4.2.5 Vice President shall take up the job of the treasurer, if the treasurer is unable to be present due to valid reasons, after the president authorizes the power into him.

4.2.6 Other duties as assigned by the president, and powers that is awarded to him by the decision of board members.

4.3. Secretary.

4.3.1 The secretary shall maintain all club records.

4.3.2 He/she shall keep minutes of all the meetings of the club and board of directors, and provide copies of such to the required body.

4.3.3 The secretary is the official spokesperson of the club.

4.3.4. The secretary will keep the stamp and letter pads and ensure it is not misused.

4.3.5 The secretary shall make the arrangement of the meeting after getting the instruction from the President.

4.3.6 The secretary shall co sign the transactions with the treasurer in the absence of the President.

4.3.7 The secretary shall co sign all the official notices of the club with the president.

4.3.8 The secretary shall manage all the correspondence work of the club. The secretary shall manage the official email Id of the club, open the incoming letters, seal the outgoing letters, and keep record of such correspondence and inform of it in the club meetings.

4.3.9 The secretary shall be in charge of all the publication work of the club. Secretary shall refer the committee for such publication works via the president which must be presented by the board members.

4.3.10 The secretary shall draft original and a copy of every documents, especially the reports safely in KUCEC locker for future reference and use.

4.4 Joint Secretary

4.4.1 The joint secretary shall take up all the power of secretary, if the latter is absent, and the power transfer has been validated by the president after receiving appropriate reason for absence of the secretary.

4.4.2 The joint secretary will be in charge of all the ticketing, entry, voluntary members during activities performed by the club.

4.4.3 The joint secretary shall be the Public Relation head for the club, he shall be present at all the meetings the club makes with community members during the club's work.

4.4.4 Any other duties vested into him by the decision of the board members.

4.5 Treasurer

4.5.1 The treasurer shall have custody of all club funds, maintaining all necessary records and depositing all such funds in a bank approved by the board of directors.

4.5.2 He/she shall report on the club's financial status at each meeting of the club and shall hold all records available for inspection by any club member.

4.5.3 The treasurer shall inform in the club meeting in case of financial irregularity, the charged member shall then be heard by the disciplinary committee.

4.5.4 The treasurer shall not accept duplicate, exaggerated bills. In case of offence, both the bill issuing member and the treasurer shall be held responsible.

4.5.5 The treasurer should be actively involved in bringing funds into the club.

4.5.6 The treasurer shall manage a feasible bank account for the club and issue all its detail at the club meeting.

4.5.7 The treasurer shall co-sign with the president in case of all the financial transactions.

4.6 Executive members

4.6.1 The executive members will help in decision making process.

4.6.2 The executive members should interact with their respective class members, and put in the views of the general members during the club meeting.

4.6.3 The executive members must help in executing program, policy made by the club.

4.6.4 At least two of the executive members must be present in the committee formed by the club such as sub-committee, organizing committee etc.

4.6.5 The executive members of the 1st year shall refer members from the first year during the formation of the various committees of the club.

4.6.6 The executive member shall collect any fees, if necessary from their respective class members and submit it to the treasurer.

4.7 The duties of the Immediate Past president shall be:

4.7.1 To aid continuity by liaising with the President and new Executive.

4.7.2 To complete a specific task or project initiated the previous year or as directed by the Executive.

4.7.3 To present annual report of his tenure to the AGM.

4.8 Advisory board:

4.8.1 To offer their suggestion, when asked with regards to the smooth functioning of the club

Article 5: Club Activities

5.1 Club Meetings:

5.1.1 Club meetings are called by the President via the secretary.

5.1.2 The newly elected body must have its first meeting within the first week of the election.

5.1.3 * The next meeting after the first meeting must set agendas, program for the full semester.

5.1.4 * A midterm review meeting must be held after 3-4 month of the first meeting, to review the progress made and to formulate plans and policies to meet the agenda set. The secretary shall present a review report to the board members in written.

5.1.5 * A final meeting must be held at the end before the end semester examinations to review the activities of the semester. The president shall present a final activity report to the board members in written. The activity report should be posted in the notice board.

5.1.6 The rule indicated in (*) shall be repeated the same way in the 2nd semester of the term.

5.1.7 There must be at least two meetings in a month except in case of end semester examinations, end semester breaks, strikes etc.

5.1.8 There must be at least $2/3^{\text{rd}}$ of the elected members present in the meeting (excluding guest and advisory members). If $2/3^{\text{rd}}$ of the elected members are not present the meeting would not be considered valid and the secretary shall call for another meeting.

5.1.9 The gap between two meetings cannot exceed by 3 weeks unless due to unavoidable circumstances.

5.1.10 Important decisions taken by the club meeting must be posted in the notice board.

5.1.11 If any board member fail to participate in club meeting for more than two successive times without proper reason, submitted in written, the member shall be subjected to disciplinary hearing.

5.2 Welcome and Farewell Program

5.2.1 The welcome program shall be coordinated by the 2nd year students.

5.2.2 The farewell program shall be coordinated by the 3rd year students.

5.2.3 The welcome and farewell program if combined into one, than the program's coordinator shall be from third year and the vice coordinator shall be from second year, the committee for the particular program shall consist of equal number of members from second and third year.

5.2.4 Students from any year can perform in the welcome and farewell programs. However, the right to choose the performances shall be with the committee.

5.3 Talk Programs, Seminars, Community Service

5.3.1 There must be at least two talk programs or seminars during the functioning period of the club.

5.3.2 The talk programs may include all years or certain years.

5.3.3 The talk programs, seminars must be in line with the objectives of the club.

5.3.4 The club will have to co-ordinate with the department to finalize time for such events and create environment for maximum participation.

5.4 Sports Activities

5.4.1 The club shall promote sports activities and establish and sustain a trend of having regular annual intra or inter department sporting events.

5.4.2 The sports organizing committee shall have coordinator from 4th year and vice co-ordinator from the 3rd year.

Article 6. Finances

6.1 The source of Finance for the organization are as mentioned below

6.1.1 Annual Fund from Civil Department, KU. This should be transparent to every members of the organization during AGM

6.1.2 Membership form

6.1.3 Fund raising campaigns

6.1.4 The monetary resources of the Organization shall be administered by the Treasurer.

6.2 Any program that raises fund in the name of KUCEC shall deposit money in the account of KUCEC.

6.3 The resources of KUCEC shall be used shall be used according to the decision of the executives, majorly for carrying out different programs/ activities.

6.4 Decisions regarding the financing of a program shall be carried out according to the decision of the executives.

Article 7. Launching of programs under KUCEC

7.1 To launch a program, a written proposal should be submitted to General Secretary at least 15 days before the launch date.

7.2 The Secretary will have to distribute a copy of the proposal to all the executives for study.

7.3 KUCEC meeting shall be called by the General Secretary at least after three days of proposal distribution and the proposal shall be discussed for feasibility. If needed, one or two representatives from the organizer shall be invited in the meeting for discussion of the proposal.

7.4 The proposal should be thoroughly studied by all members and its feasibility should be studied well.

7.5 The approval criteria will be based on following points:

7.5.1 Time of program launch should be best so as not to disturb the academic calendar. However, care should be taken that the date/ time of launch should be feasible for the

- program attendees and the targeted people.
- 7.5.2 The decision for budget of the program should be decided by the treasurer in accordance to the present financial condition of KUCEC.
 - 7.5.3 If possible, the program should be self-fund generative and should find sponsors.
- 7.6 The rejection of any proposal can be done if:
- 7.6.1 It doesn't belong to a part of civil engineering or doesn't ensure professional and personal development and departmental feasibility.
 - 7.6.2 It can be rejected if 2/3rd of the executives finds it of no use.
 - 7.6.3 If the budget exceeds the amount KUCEC can approach.
- 7.7 It is the decision of executives that come in role for approval or rejection of any program before presenting it to KUCEC coordinator.
- 7.8 If the proposal is found feasible and good enough, it will be approved and a copy of the proposal will be submitted to the HOD, through the coordinator.
- 7.9 Final decision will be made by HOD for launching any program.
- 7.10 After final approval, written notice will be kept at the KUCEC notice board with details of the program.
- 7.11 After the program, all the materials provided to the organizing committee by KUCEC or department should be returned to respective places. The organizing committee will be strictly responsible for any damage to the provided material.
- 7.12 After the program, a detailed report should be submitted by the concerned person to the executives for future reference.
- 7.13 The report should contain following additional materials:
- 7.13.1 Photos from the site.
 - 7.13.2 Expenses detail
 - 7.13.3 Bills and receipts (with pan number on bill) as a matter of evidence of expenses, whenever it is possible.
 - 7.13.4 Things to be amended for future launch of similar program.
- 7.14 Letter of appreciation to any sponsor or helping agency and volunteer certificate to the volunteers are distributed at the end of fiscal year on the occasion of AGM. It may be well printed or in KUCEC letter pad as per the financial status of KUCEC for that fiscal year.

Article 8 Miscellaneous

8.1 Relation with the Department

8.1.1 The president must be in regular contact with the department. The president must settle issues of time, funding, etc. for various purposes of the club with the department.

8.1.2 Faculty members can be asked to be advisors, supervisors of a certain committee to facilitate the students during certain projects.

8.1.3 The club decisions should not be hampered, affected, altered, modified with by the department. However, department is always welcomed to suggest, recommend, enhance the activities of the club.

8.2 Disciplinary Hearing

8.2.1 The disciplinary hearing shall be called and coordinated by the President (if president is the accused than by the secretary), must have one member from every year (i.e 4th, 2nd and 1st) and HOD

of the department. The decision shall be taken by the committee and be authenticated by the HOD.

8.2.2 The charged member must attend the hearing otherwise shall be suspended from the board members.

8.2.3 The appropriate decisions shall be taken by the hearing committee; fines must be issued in case of financial irregularities.

8.2.4 The members if proven guilty should apologize formally.

8.2.5 A member shall be subjected to hearing in case of article 5.1.11, financial fraud and other serious allegations.

8.3 Reversal of Club Decisions

8.3.1 Once the decision is taken by the club, the decision can be reversed only by the majority of general members.

8.3.2 A decision taken by 2/3rd consensus or the president can be overturned only if majority of all the students in at least three classes are in favor of reversing the decision.

8.2.3 The unsatisfied general member must sign against the decision of the club in presence of at least 2/3rd of board members including the president.

8.3.4 If a member of the board member is not satisfied by certain points of a deal but agrees with most of it, he can put down a note of dissent expressing his views, and vote in favor of it.

8.4 Amendment of the Constitution

8.4.1 The laws of the constitution can only be changed by 2/3rd majority of the board members and the approval of the President.

8.4.2 The proposal of law amendment shall be sent to the HOD via coordinator and final decision of law amendment shall be on the part of HOD and Department.

8.4.2 The amendment made must be posted in the notice board, the amendment if not agreed upon could be suggested otherwise by the general members in written form within a week of the posting.