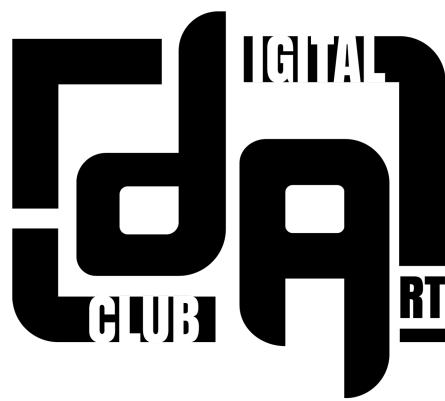




Charter
of
Digital Art Club

(Third Amendment Dated on 24-06-2023 [Extension for Ecc Committee])



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Amendments.

1. First Amendment Dated on 22.03.2023 : [Provisions for website committee]
 - a. Amendments in Articles 20
 - b. Addition of Articles : 24,25,26,27,28,29
2. Second Amendment Dated on 12.04.2023 : [Provisions for Modifying Membership]
 - a. Addition of Article : 30,31,32,33
3. Third Amendment Dated on 24.06.2023 : [Provisions for Administration of Ecc]
 - a. Addition of Article : 34,34A,34B,34C,34D



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Digital Art Club

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Preamble

We the members of the club , Constitute The Digital Art Club as Sovereign Student Body to develop and exhibit our skills in digital medium by exploring, developing and sharing 2d & 3d static and dynamic digital works.

Henceforth, we the members , adopt the charter of digital art club

Author

S . Abijith Kumar

(First President of Digital Art Club)



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Article 1 :

Name of the Club

- a) The Name of the Club Shall be "Digital Art Club " and shall also be called as DAC
- b) Slogan of the Club is " Ignite your Imagination "

Article 2 :

Objective of the Club

- Exploration of 2D Arts and 3D Models
- Exploration in the field of Animation
- Exploration in the field of 3d printing
- Exploration of Unreal Engine , Blender and other software
- Exploration of NFTs and Crypto World

Article 3 :

Logo

- a) The logo mentioned in the article 3 shall be the official logo of digital art club and shall be used for all club documentation purposes.



Article 4 :

Font

- a) Comfortaa and its variants are the official font of Digital Art club and should be used for all documentation purposes
- b) In Absence of Comfortaa , the following fonts and their variants shall be used
 - i. Calibri
 - ii. Times New Roman
 - iii. Arial



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Article 5 :

Charter , Article ,Resolution and Report

- a) Charter is the set guidelines or rules of digital art club to be followed by members of digital art club
- b) Article is a Mutable part of the charter which defines a particular aspect of the club.
- c) Resolution is a immutable record that shall represents the collective will of the members of the club.(it shall be handled by the majority of Club member's will)
- d) Report is a immutable records that describes what happened or going to happen in the club.(it shall be handled by the club officials)
- e) Circular is a immutable record that officially conveys the orders for clubs for administrative purpose
- f) Notice is a immutable record that officially communicates the club activities and changes to any external body

Article 6 :

Records

- a) All Resolution and Reports must contain the Specific and unique Record number with following template, date , author and Logo of the club

DAC/YYYY/X/ZZZ

DAC - Digital Art Club
YYYY - Year
X - First or Second Half of Year
ZZZ - unique Report No

- b) If the no of Report exceeds 999 .Alphabets shall be used in front of the number.

Eg: DAC/YYYY/X/D468

- c) All Club Records are immutable, which means It shall be appended and not deleted from the Record.
- d) Club records shall be maintained by the club president or concerned office appointed by the president.



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Article 7 :

Resolutions and Amendments to Article

- a) Any article in the club charter shall be Created , Amended or Removed by the passing a resolution with simple majority of members present at the time of voting
- b) Any Resolution (including sections a) shall be passed only if the total number of members present at the time of voting is greater than 60 percent of total strength .
- c) Schedules are mutable tables that contain additional information about the club.

Article 8 :

Members and Learning Members

- a) Members of Club are students who are part of DAC with technical skills and their role is to be Host and Participate in club activities.
- b) Learning Members are students who are part of DAC without technical skills and their roles is learn and develop technical skills

Article 9 :

Club Officials

- a) Club officials are the members , who are assigned with administrative duties of the club with Certain privileges.
- b) Club officials acts as intermediaries between the institution and the club
- c) There are three main officials in the Club.
 - i. President
 - ii. Secretary
 - iii. Treasurer
- d) Any new sub officials shall be created for administrative purposes . it shall be temporary. Until it ratified in the club charter
- e) Only Club officials shall Circular,notice , policy , budget , report with respect to their jurisdiction

Article 10:

Agenda

- a) Agenda or Club Agenda is plan ,that describes how a club should function in entire semester.it is discussed at the beginning every semester
- b) Agenda is decided by collective will of All Club Members and requires a minimum of 80% of support from total club members
- c) Agendas shall be mutable by the club resolutions and subject to Review of the club members at any time
- d) Article 21 defines the term daily agenda.
- e) Club agenda shall also be made for a month,week or certain period of time.



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Article 11 :

President

- a) President or Club President is the Executive office of the club and First-in-charge of club. Whose duty is lead the club with its objectives and club agenda .who takes care of day to day activities of club for a better coordination
- b) President Represents the Club in external affairs
- c) President is Appointed by the collective will of Club members with agenda's majority

Article 12 :

Duties of President

- a) President shall pass Circulars to club members.
- b) President should only work in accordance with the club agenda.
- c) President shall acts as Secretary and Treasurer in their Special Occasions where the concern office is unable to exercise his/her duty.
- d) President shall submit Report about the club activities to ECC Committee

Article 13:

General Secretary

- a) General Secretary or club Secretary or Secretary is the Second-in-charge of the club whose duty is to help President to administer the club if required.
- b) In absence of the President. Secretary should acts as the Acting-President of club and carries out the duties of club President
- c) Secretary is appointed by the Club President on the advice of the club members with simple majority

Article 14:

Duties of General Secretary

- a) Main Duty of Secretary to implement the circulars and agenda of the club.
- b) If the club president goes for a meeting . in that scenario club shouldn't be in active Secretary should Take Care of the club's activities
- c) Secretary is should take the weekly attendance of the club members and pass it to the club president.
- d) Secretary shall pass circular and submit reports on the advice of the club president
- e) The Secretary shall be Speaker of Sessions.



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Article 15:

Treasurer

- a) Treasurer of Club Treasurer is office that deals with finance of club and Third-in-charge of the club who should acts the acting Secretary in the Absence of Secretary
- b) The Office Treasurer is the Custodian of All Club Properties and Entitled to Hold Cash On behalf of club
- c) Treasurer is appointed by the Club President of advice of the club members with simple majority

Article 16:

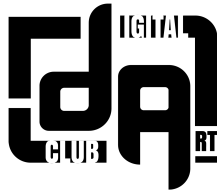
Duties of Treasurer

- a) Treasurer shall collect money from the club members
- b) Treasures is should Prepare Budgets Resolutions for club Activities
- c) Treasures shall write letter on behalf of club
- d) Treasures shall pass circular and submit report on advice of club president

Article 17 :

Club mentor & Club Guide

- a) Club mentor is a faculty who guides the club to achieve its goals and objectives is privileged to grand club Certificates
- b) Club mentor will acts as bridge between club and institution to make Club Progressive
- c) Club Guide is ECC Committee faculty , whose duty is to Audit Club Activities



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Article 18 :

Exception Case.

- a) On some special occasions where any of the offices of the club is vacant or absent or unable to carry out his/her duties. The Current in-charge of club shall temporarily merge, alter , appoint ,remove and append any office or its objectives or its holder with any other office or member or non-member or objective to ensure Stability of Club and its activities

Article 19 :

Term of office and membership

- a) President , Secretary ,Treasurer, members,learning members holds his/her office or membership for a term of one Semester.
- b) All These office terms shall not be increased.
- c) All these office is answerable to club members and any of the officer shall be impeached with respective appointment majorities

Article 20 :

Club incharge

- a) Club incharge is a person who is responsible for the club activities for a particular day. Usually the president is the First-in-charge of the club.
- b) Secretary is the second-in-charge of Club
- c) Treasurer is the third-in-charge of club
- d) Club President Shall appoint any club member as acting president in case of absence of all incharge offices
- e) In absence of all incharge offices & if the club president fails to appoint an acting president .The senior most member by batch and membership in club shall be club incharge and use the term "Acting-President"
- f) Club incharge shall exercise the duties of club secretary.

Article 21 :

Daily Agenda

- a) Daily Agenda is plan that describes about sequence of activities of particular day
- b) It shall be proposed by the club president.



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Article 22 :

Finance

- a) Budget resolution is a resolution that deals with spendings of clubs.
- b) budgets resolution prepared by treasures comes under category of circular
- c) it should prepared on the advice of club president
- d) if budgets resolution deals with collection of money from the members.it should be approved by the members of club

Article 23 :

Nominees to Funds

- a) Any Money left unused for a particular event should returned at the end of semester
- b) The Nominee for the funds received from the institution is ECC Committee
- c) The Nominee for the funds received from the members are members and it should be equally divided among the members with respect to contribution.

Article 24 :

Policy

- a) The club shall be asked to do certain tasks .without proper rules those task shall lead to anarchy . So Policies shall be created by the club President to make the club organised.
- b) Policy is a Set of Statements , that defines how a Activity of club should be done.it is similarly to procedure with Parameters
- c) Club President and official that are entitled to created policy shall Create Policies of the club
- d) Policy will come under the Circular
- e) Policy shall be attached with the club charter.

Article 25:

Website Committee

- a) The Website Committee will be the name of the committee , which is assigned to create and manage the website for the digital art club.



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- b) It will be led by the office called Digital Content Director on the advice of the Club President.

Article 26

Secretary (DCD) - Website Committee

- a) Secretary of Website committee is the head of website Committee and shall also be called as Digital Content Director.
- b) This office is the fourth in-charge of Club and will succeed after Treasurer as mention in article 22 section d
- c) this office shall Create , Amend any policy of the Website Committee
- d) this office is also entitled sent circular regarding the committee affairs
- e) All Activities of this office is subjected to President's Review

Article 27 :

Appointment of Secretary (DCD) - Website Committee

- a) Any Member of Website Committee is eligible to become Secretary of Website Committee
- b) This Office is Appointed by the President of Digital Art club
- c) Trem of this office shall be defined by President of Digital Art Club

Article 28 :

Membership - Website Committee

- a) Members of this committee shall be appointed by the Digital Content Director.
- b) Any Member and Non-Member of Digital Art club , who got approval from Digital Content Director shall become its members
- c) Member shall be asked to do certain task by DCD for website
- d) if he/she doesn't do task mentioned in the Section c . he/she shall be removed by the DCD

Article 29:

Duties of Website Committee

- a) Website committee shall create New Websites
- b) Website committee shall Alter the content of Existing Website



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- c) Can Create its own policy to Run the Committee and Maintain Stability of committee

Article 30:

Membership Revocation

- a) Inorder to maintain club Stability and increase productivity of club .the inactive members shall be removed by the Club President on the advice of the General secretary.
- b) If member is absent for 3 Consecutive Session, He\She shall be considered as In-Active members
- c) If any member refuses to take part in club proceeding (or) not capable of doing club activities Shall be considered as In-Active members
- d) If any member wishes to leave club.he\she shall ask the General secretary to consider them as In-Active
- e) The status of In-Active members shall be given by the General Secretary

Article 31

Procedure of Membership Revocation

- a) Any In-Active members shall be Removed from the club by passing a notice or circular by the president on the recommendation of General secretary
- b) If a membership of person is converted into In-Active membership.He\She must informed about the conversion through vocal or written intimation .by the General secretary
- c) He or she must be allowed to sent a replay regarding his conversion to General Secretary within a time of 24 Hours from time of intimation.
- d) If the General Secretary is Satisfied with the reason for absence . General Secretary shall recommend to Cancel the Revocation of Membership
- e) If General secretary is not Satisfied with Reason or Not Received any replay from In-Active member within the given time. General Secretary shall recommend to Remove the member from club
- f) All actions regarding revocation is subject to Club officials Review.

Article 32

Membership Admission

- a) If there is a vacancy in club membership to increase the productivity of Club .The Club president shall add new members to club.
- b) The President shall not Add Members more than the sanctioned limit of Club.



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Article 33:

Schedules

- a) Schedules are the Part of Club Charter that shows the additional information about the club. Such as list of Active members and List of officials, protocol etc.
- b) Schedules are dynamic and shall be changed through notice, Resolution, circular, ect.

.

Article 34 :

Administration of ECC Committee

- a) The Ecc Committee shall be led by its own President ,Vice president and General Secretary collectively called Presidency . where powers and Responsibilities are Equally shared among these members
- b) Any Major Action taken in Ecc Committee shall be Proposed by the collective will of these Presidency [with the majority mentioned in the Section b of Article 7]
- c) Ecc committee shall use Article 4,5,18 of Charter digital art club for administration and jurisdiction of this charter is extended to Ecc committee and its
- d) Any of these officials in section a of article 34 is empowered to use article 18 for business of ecc committee

Article 34 A :

Records of ECC Committee

- a) All Resolution and Reports must contain the Specific and unique Record number with following template, date , author and Logo of the club

ECC /YYYY/X/ZZZ

ECC - ECC Committee

YYYY - Year

X - First or Second Half of Year

ZZZ - unique Report No

- b) If the no of Report exceeds 999 .Alphabets shall be used in front of the number.

Eg: ECC /YYYY/X/D468



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- c) All Records are immutable, which means It shall be appended and not deleted from the Record.

Article 34 B :

Powers of Presidency

- a) Presidency shall create or Modify any sub-committee with its own officials
- b) Presidency shall appoint or remove any club official such as President ,Secretary , Treasure of any club.which comes under the Ecc committee
- c) c) Presidency shall alter membership of any Member in any club [Such as transferring , adding ,removing members in any club]
- d) Presidency shall create new clubs, alter a existing club [Altering names,Membership limit and other attributes of club],dissolve clubs
- e) Presidency shall sent Circulars ,Resolution , Orders , Announcements , Notice,Agenda. and summon its own members for meeting

Article 34 C :

Ecc Committee

- a) Ecc committee shall have 2 members from each class for its core committee.
- b) Duty of these Core committee Members is to Implement the policies and Ecc Committee and ensure the Day to Function of Ecc committee and club
- c) These members shall appointed by the ecc committee on advice of respective class students

Article 34 D :

Validity of Ecc Committee's Article

- a) Article 34 , 34A , 34B , 34C , 34D shall be used for administration of Ecc committee from 24.06.2023
 - b) These Article will be considered as repealed if the Ecc committee has framed and Ratified its own charter
 - c) A Separate Article.for Repealing these articles [mentioned in section a of Article 34D] shall be framed in the Ecc Committee's Charter
-



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First Schedule - List of Active Members and Officials

Officials

President : Abijithkumar
General Secretary: Nithes
Treasurer : Vinothagan
Secretary (DCD) : Sai Rishi

Members:

1.Abijith Kumar	- 3 B
2.Ajith	- 4B
3.Anand	- 3B
4.Atchaya	- 1B
5.Blessina	- 1B
6.Harshitha	- 1A
7.Jai Harish	- 3B
8.Kaashif	- 4B
9.Keerthana	- 3B
10.Maria	- 4B
11.Parthipan	- 4B
12.Parthipan	- 1A
13.Nithies.	- 2A
14.Rishmika	- 3B
15.Sai Rishi	- 3B
16.Shirin	- 4B
17.Shreeya	- 1B
18.Vinayaga Moorthy	- 1A
19. Vinodhagan	- 2A
20.Yuvashree	- 3B



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Second Schedule - List of Officials

List of Presidents

2023/1

1. Abijith Kumar (16.02.2023 to Present Day)

List of Secretary.

2023/1

1. Nithies (16.02.2023 to 23.02.2023)
2. Vacant (23.02.2023 to 01.03.2023)
3. Nithies (01.03.2023 to Present Day)

List of Treasurer.

2023/1

1. Harshitha (16.02.2023 to 29.03.2023)
2. Vinodhagan (29.03.2023 to Present Day)

List of Website committee Secretary.:

2023/1

1. Sai Rishi (29.03.2023 to Present Daily)