Computer Science Society
README.md

Ashoka University

13th July, 2023

1. Manifesto

Administrative Ethos[1]

- Maintain academic integrity in all endeavours
- Conduct in line with CASH, CADI and ARC guidelines
- Guidelines ahead outline further requirements

About Us

The Computer Science Society at Ashoka University was founded in 2016 to strengthen the emerging CS culture on campus. It is an academic society that aims to create opportunities and resources for all students interested in this field through a host of activities. The society successfully conducted workshops and an inter-university competition named Decipher, an adaptation of technical war games in the session 2022-23. This year, our events are focused towards motivating students to contribute to open source projects online and to help improve the coding culture on campus, along with developing an interest in all things CS related for all students, irrespective of their preferred subjects!

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[1] OAA Handbook & Guidelines for Academic Societies:
https://my.ashoka.edu.in/SIS/UploadedFile/OrientationMaterial/Handbook_&_Guidelines_7cba3d39-12fe-4f6f-a4a4-3e48ba4f35a9.pdf

2. Organization

Factsheet

Category	: Academic Society (Office of Academic Affairs)
Budget	: 5000 INR/annum
Inception	: 2016 (fully restructured in 2023)
Faculty Advisor(s)	: Professor Manu Awasthi, Professor Debayan Gupta
Past Presidents	: Koishore Roy, Onish Garg, Archit Checker, Soham De, Soham Bagchi, Medini Chopra, Aakash Rao
Flagship Event(s)	: 21 Days of Code, Hacktoberfest, Ministry and Society Collaborations
Periodical(s)	: The CS Society Blog
Wings	: Events, Social Media and Marketing, Outreach and Logistics, Finance
Partnerships	: CodeChef, DigitalOcean, WiCS, Ashoka Economics Society, IEEE, Technology Ministry, Makerspace
Communications	: cs.society@ashoka.edu.in , Instagram, LinkedIn, Twitter
Current Leadership	: Aryan Nath Roshni Agarwal

Society Structure

The society consists of four departments: Events, Social Media and Marketing, Outreach and Logistics, and Finance. Each member is inducted into only one of these departments, and their primary responsibility lies within their respective department. Members from different departments will join teams to ideate and work on events. Among the permanent teams are workshops, projects, the newsletter, alumni connect, and fun events, these handle recurring events. New teams may be formed temporarily based on event requirements, or new permanent teams may be proposed for frequent events. Joining teams is entirely up to the prerogative of the members, but they are expected not to overwork themselves and are required to contribute effectively to each team they join. Members are allowed to switch or leave teams, but they will have to find a replacement from their department.

Weekly departmental meetings will take place with the Head of the respective department to brainstorm and formalize the departmental work. For event-based team members, the method of coordinating with their team is up to them, but we recommend minimizing the number of team meetings and utilizing communication platforms like WhatsApp or other options wherever possible. Organizing departmental meetings is the responsibility of the department head. In some cases, the weekly departmental meetings may be replaced with a team meeting.

Furthermore, for each individual event, there will be a Point of Contact (POC). Members may volunteer to be POCs, or the heads and presidents may appoint POCs to ensure that all members have an opportunity to contribute. Additionally, there will be a bi-weekly meeting with the entire society to catch up on updates from each department, and the rest of the meeting will be dedicated to society members connecting with each other through various fun activities. Initially, these meetings will be held weekly at the beginning of each semester, and they will transition into bi-weekly meetings once all departments have been organized efficiently. In case of events requiring additional work, the weekly meetings may be reinstated. Moreover, members from different departments may also propose events, the responsibilities of such events will be decided on a case-by-case basis.

Member Inductions

- Membership to the CS-Soc is open to all members of the student body, irrespective of their major.
- Prospective members can be a part of both, WiCS and the CS Soc if they wish to be.
- Prospective members may apply to be a part of the society during the induction cycle that happens once a year during the Monsoon semester and new members will be on probation for their first semester.
- Prospective members will be required to obtain the following documents as proof of conduct (a simple screenshot of email will be sufficient):
    - NOC from the office of the Registrar.
- At the discretion of the presidents with advice from the faculty and student advisors, a decision can be taken to hold reinductions to the entire society. This clause is to be invoked only in situations where it is deemed necessary. In this case, all current members, excluding the core leadership must sit through the entire induction process.
    - During this process, regular attendance to meetings and active participation will count positively towards the given members re-application.
- Prospective members must go through a rigorous process of induction consisting of the following:

- ○ **An Application Form:** This form will ask applicants to answer basic questions regarding their aim and vision for the society along with different aspects of their lives such as the time commitment they can offer to the society.
- ○ **An Interview Round:** This will be an extension of the application form where we get to know the prospective member better and further the process of induction. The interview panel will consist of 3 people:
  - One of the presidents
  - One of the advisors
  - The head of the wing that the prospective member has requested to join.

Presidential Elections

- ● The role of president is open to any member of the society provided they have been active members for a minimum of two semesters;
  - ○ A member that has not met the above criteria may be considered for the role in case of exceptional circumstances that prove their ability to work in and lead the society.
- ● All the remaining members get a single vote. The mode for this will be google forms.
- ● The outgoing presidents may vote only in case of ties in order to ensure that a clear winner exists.
- ● The candidate with a simple majority (>50% of the votes) gets elected as the president of the society.
- ● A president may be impeached on grounds of inactivity, incompetence, or disciplinary offenses, within and outside the society, at least 2/3rd majority vote among Departmental Heads.

Department Head Elections

- ● The role of department head is for a renewable term of one year.
- ● The inductions for the department heads will be open only to members that have been active in the previous two semesters.
- ● Head Candidates will be evaluated based on their exceptional skills and abilities for the respective departments they would be applying to.
- ● The electoral college for the head of department elections will consist of the presidents and the advisors.
- ● The process for the election of a new department head will be the following:
  - ○ **An Application Form:** A google form will be circulated to the members. This form will consist of different questions that will make up the manifesto of the said candidate.

- ○ **An Interview Round:** Selected applicants will be called for an interview in which they will be further evaluated on their relevant capabilities.
- In **cases where deemed necessary** (*jointly by the presidents, the student advisors, and the faculty advisors*), the presidents, may open up department head inductions to the entire student body or to members of the society who do not meet the membership timeline criteria;
  - ○ This must happen in close coordination with the faculty advisors of the Society
  - ○ In the situation where inductions are opened to the student body, there will be a panel that will be tasked with interviewing and selecting prospective candidates;
    - ■ The panel will consist of the president(s), two previous members of the CS society (at least one of whom must be a non-cis male), and may include one of the faculty advisors.
    - ■ The panel will carry out the entire procedure of inductions for the department heads.
    - ■ Existing members of the society that wish to apply for the role must be a part of this formal procedure.
- A department head may be impeached on grounds of inactivity, incompetence, or disciplinary offenses, within and outside the society, or at least 2/3rd majority vote among departmental heads and the presidents.

Student Advisors

- Senior members of the society going into their third-year or ASP may be nominated as advisors by the presidents on an exceptional basis.
- Their preference will be asked via a Google form at the end of the academic year.
- The decision made during this process will be binding and not reversible in the case that the said member decides not to be an advisor.
- Any advisor can resign from their advisory position at any time by intimating the presidents about the same.

5. Internal Guidelines

Brand Guidelines

- **Logo:** The CS Society logo[2] uses 2 fonts (League Spartan, Open Sans) and 2 colors (red (196,18,47) and blue (13,56,98))
- **Logo Usage:** There are 2 permitted lockups. Logo must be used on white background
- **Ashoka Logo:** Ashoka Logo to be used according to university-wide brand guidelines

Membership Guidelines

- Membership to the society is valid for a renewable period of one year and renewable if and only if the said member is able to provide an NOC from the registrar as well as the AIC as stated in the Member Induction guidelines.
- Members must be active in the society and regularly attend meetings
    - A member that misses 3 consecutive Weekly team meetings without prior intimation to the leadership can be impeached from the Society
    - A member that misses more than 7 meetings in a given semester can be impeached from the Society
- Every month, all members will be subject to a feedback session based on the feedback given by the department heads.
- In case a member is attending meetings but not contributing to the teams they have joined, then after discussion with the department head the member will be put on probation for the entire semester.
- The process of impeachment from the society will be carried out by a strong majority vote among all Department Heads (> 50%)
- Members can apply to be a head of the department in which they have been a member at the end of the year. The heads are elected in accordance with the procedure outlined earlier in this document.
- Inactive members to be impeached from leadership by a strong majority vote among all Department Heads.

Amendment Guidelines

- Current leadership is advised to consult previous leadership while amending this constitution.

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[2] Brand Guidelines: https://docs.google.com/presentation/d/1f6T4SiE44QwDoK2Dcr9ab_vHS-B1j831xsQnShXSTZQ/edit?usp=sharing

- All amendments must receive a strong majority vote among departmental heads to be approved.
    - If extenuating circumstances require a change of structure to the entire society (referring to changes in 2020, 2022 and 2023), the voting procedure is abandoned.
    - In the case of extenuating circumstances, the amendments to the society constitution must be made in close discussion with member advisors and faculty advisors.

General Guidelines

- **Affirmative Action**: Leadership is advised to non-cis male member at any point
- While most leadership roles are renewable, senior leadership is advised to step down to an advisory position after multiple terms to increase participation of newer members in the leadership
- Members are expected to step down, voluntarily, in the event of any CASH/ ARC/ CADI/ AIC/ SH allegations against them, via formal or informal channels.
- The official email ID of the society will be under strict access control. Only the presidents will have access to it due to the sensitive nature of data present and access may be provided to a given member only to certain files and not the account entirely.
- Any and all outgoing correspondence from the Society must go through the presidents.

Grievance Redressal Guidelines

- Any form of CASH/ CADI/ ARC/ must be taken up with the respective official bodies and will not fall under the purview of the presidents.
- Any other form of grievances that may arise must be taken up with the president(s) directly and will be dealt with on a case by case basis.

6. Department Structures

Events

- Will be responsible for the ideation and implementation of different events across the year.
- Will be responsible for carrying out the yearly and regular events as well as the creation of new events.

Social Media and Marketing

- Will be responsible for maintaining all social media (Website, LinkedIn, Twitter, Instagram handles) of the Society and building our social presence.
- Applicants with a good sense of humor, who possess marketing skills for promoting the society while making social media promotions enjoyable, will have an advantage during the application process.

Outreach and Logistics

- Outreach:
    - Will be responsible to liaise with the different academic societies, academic departments, and administration to ensure smooth functioning of the society and effortless implementation of the different events.
    - Will be responsible for bringing in different opportunities from various parts of the world to members of the department.
    - Will be responsible for reaching out to ashokan and external professors for seminars, alumni for alumni connect sessions and industry professionals for industrial connection seminars
- Logistics:
    - Members of the logistics team will be responsible for handling all the logistics required to organize an event. This includes tasks such as contacting IT support, arranging refreshments, being present on-site for the events they volunteer to assist with, and providing any other necessary logistical support.
- Students applying to this department will be responsible for both the above roles.

Finance

- Will be responsible for all finance related matters of the Society including budgeting, procuring funding (where required), and working with the different departments to ensure effective use of funds.