



Rulebook for the Sports and Cultural Society (SCS)

Introduction

The Sports and Cultural Society (SCS) aims to foster personal growth, cultural diversity, and physical well-being through organized extracurricular and sports activities. To ensure smooth operations and fairness, the following rules and regulations have been established.

Membership Rules

1. Eligibility:

- Membership is open to all currently enrolled students of the university. This ensures that the club remains relevant to the academic and social environment of the institution.
- Students from all disciplines and years of study are encouraged to join, fostering a diverse and inclusive community.
- Members must adhere to the club's core values of respect, collaboration, and inclusivity.

2. Registration:

- Prospective members are required to complete the official registration process. This includes filling out membership forms with accurate personal details and agreeing to abide by the club's rules.
- Registered members will receive a membership ID for identification during events and activities.

3. Attendance:

- Active participation is key to maintaining membership. Members are expected to attend a minimum number of events or meetings each semester, as determined by the executive board.
- Absences must be communicated in advance to the concerned department head, citing valid reasons.

- Consistent lack of participation without notice may result in suspension or removal from the club.
- 4. **Resignation:** All the members of the club are adhered to follow are **not allowed to voluntarily resign before completing at least 4 months of their tenure.**

Resignation should be informed to the Board members atleast a **week prior to** the resignation.

They should provide the club with a written resignation which should include the reason for resigning

The board members hold the authority to remove any Team members under the following circumstances after consulting the chief advisor and looking at their previous record:

- If the member fails to meet the performance expectations of their role.
- If the member is no longer enrolled as a student at the University.
- If the member frequently misses board or departmental meetings without prior notice to their respective directors.
- If the member violates the rules and regulations set by the SCS.

All the executive board members are allowed to vote, there should be **majority of members voting against the member.**

If a board member is once removed from the team they are never allowed to apply for any position in SCS.

5. Code of Conduct:

- Members are expected to uphold the highest standards of behavior and professionalism during all club-related activities.
- Any form of discrimination, harassment, or misconduct will not be tolerated and may result in immediate disciplinary action.
- Members must respect the opinions, ideas, and cultural backgrounds of fellow members, fostering a positive and collaborative environment.
- Participation in events should reflect the values and mission of the club, maintaining its reputation within the university and beyond.

THE CORE AND EXECUTIVE BOARD

- Co-founders:** Co-founders hold a special position in the club within the Core & Executive Board, bringing vision, leadership, and institutional knowledge to the club's governance structure. As the founding members they would play crucial role in

shaping the club's values, direction and their authorities and responsibilities are as follows,

- Co-founders along with Chief Advisor advise the department directors on matters of strategic importance, offering insights, perspectives, and recommendations based on their experience and expertise.
 - They foster a culture of collaboration, innovation, and excellence, inspiring others to actively contribute to the club's success.
 - Co-founders are responsible for providing strategic vision and long-term planning for the club.
- b. **Chief Advisor:** The Chief Advisor holds a distinguished position within the Core/Executive Board, providing invaluable guidance, wisdom, and mentorship to the club's leadership team. As a senior advisor, the Chief Advisor offers strategic counsel, institutional knowledge, and professional expertise to support the club's mission and objectives.
- The Chief Advisor serves as a mentor and coach to the club's officers, offering guidance, support, and encouragement in their leadership roles.
 - The Chief Advisor **may assist in resolving conflicts** or disputes within the Core & Executive Board or between club members, offering impartial advice and mediation to foster constructive dialogue and resolution.
 - They help maintain a harmonious and collaborative atmosphere within the club, promoting unity and cohesion among its members

Roles and Responsibilities

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Department

SCS recognizes the importance of organized and well-structured planning in order to achieve its goals. For the effective functioning of the club shall establish various departments each tasked with specific responsibilities related to the club's operations and initiatives. Through the concerted efforts we thrive to create a vibrant community that enriches personal, professional and social experiences of all our members. The following section outlined the authorities and roles of each department.

Department Directors:

- The directors would overlook the functioning of each individual department along with communicating with the other departments and ultimately the Core Members.
- Duties and responsibilities specific for each department are mentioned further in the text.

The directors have all the rights to take the decisions necessary for the department, however they must be informed to the board members.

Social Media and Visuals:

- The Social Media and Visuals Committee plays a crucial role in enhancing the club's online presence, communication strategies, and branding efforts. Composed of creative individuals with a passion for digital media and design, the committee leverages social media platforms and visual content to engage members, promote club activities, and advance its mission and objectives.
- The Social Media and Visuals Committee is responsible for managing the club's presence on social media platforms, including but not limited to Facebook, Twitter, Instagram, LinkedIn, and YouTube. They create and curate content, schedule posts, and engage with followers to promote club events, share relevant information, and foster community engagement.
- The committee develops compelling and relevant content for social media platforms, including graphics, videos, infographics, and written posts. They ensure that content aligns with the club's branding guidelines, messaging, and objectives, and resonates with the interests and preferences of the target audience.
- The committee collaborates with other club committees and officers to plan and execute social media campaigns and initiatives. They develop strategies, set goals, and define metrics for success, monitoring and analyzing campaign performance to optimize engagement and effectiveness.

- They provide creative input, content creation support, and visual assets as needed to enhance the effectiveness of club communications and outreach efforts.

Department Director

- Must display visionary leadership skills in order to lead the department and accomplish the task of translating the vision/theme of the project upto the standards of social media.
- Must be able to come up with strategic planning and objectives in order to achieve maximum virtual reach in ethical fashion.
- Should come up with innovative, executable and creative social media campaigns for the purpose of awareness and promotion.
- Must be proactive in conducting proper quality control over the deliverables of the department to avoid any miscellaneous errors.
- Should analyze, evaluate and review the social media in order to provide suggestions for the improvements.
- Must communicate with University and provide them with content for online promotions.

Deputy Director

- Must display visionary leadership skills in order to lead the department and accomplish the task of translating the vision/theme of the project upto the standards of social media.
- Must assist the director in overlooking the working of the department, whilst providing accountability, support and backup as needed.
- Should be approachable by the team members in absence of the Director.
- Must coordinate with the Director in order to delegate the tasks, setting of deadlines etc to ensure a smooth working of the department.
- Must be able to contribute both strategically and creatively in the social media productions.
- Maintain the content calendar and database of posting schedule of the social media posts

PR and Marketing:

- PR and marketing would function as the primary liaison between the club and the public, responsible for managing external communications, promoting club activities, and enhancing its brand visibility and reputation. They would act as a think tank in regards to the marketing strategies and ideas and must work closely with other departments for the execution of those strategies. The team would be responsible for promoting club events and activities through various marketing channels, including social media, email newsletters, posters, flyers, and digital advertising. They develop marketing strategies, create promotional materials, and execute campaigns to attract attendees and generate excitement around club events.

The team oversees the club's brand identity and messaging, ensuring consistency and coherence across all communication channels and materials.

Department Director

- Must be able to creatively identify the audience and come up with marketing strategies.
- Must suggest the ways to organically market the event with optimum usage of the resources.
- Should be able to establish the communication channels and maintain them.

Should come up with a network of collaborators and partners for supporting various activities.

Tournaments and Cultural Events:

- The Tournaments and Cultural Events Team is responsible for planning, organizing, and executing various tournaments, competitions, cultural events, and activities that contribute to the social, and personal development of EEU STUDENTS with a focus on fostering a sense of community and promoting the club's mission and values.
- The CLUB is tasked with conceptualizing, planning, and coordinating a wide range of events, including tournaments, cultural performances, festivals. This includes identifying event themes, securing participants or performers, and developing event agendas and timelines.
- The team also oversees the logistical and operational aspects of events, such as arranging venues, coordinating event setups, managing equipment, organizing catering, and handling attendee registration. They ensure that all aspects of the event run smoothly and efficiently to deliver a memorable experience for all participants.

Department Directors

- Must display the skills of leadership, communication , event planning & management.
- Must have the ability to communicate and divide the tasks in order to achieve the best outcomes from the events.
- Must come up with innovative event ideas and execution plan, along with considerations for the backup and last minute changes.
- Should be flexible with the planning process and execution considering the ever changing nature of event planning
- Must conduct timely meetings especially before an event for effective planning.

Deputy Director

- Must be able to track the tasks allocated to the department and ensure that they are delegated very well.
- Should be able to identify the potential creative ideas for the organizational processes involved in tournaments and events
- Should present with skills of resourcefulness and adaptability during the entirety of the tenure.

Meetings

➤ Board Meetings:

The Executive Board meetings shall be convened on a regular basis for the conduct of club activities, decision making and overseeing the operations of the club.

- Board meetings shall be held **once in a month** or as deemed necessary by the. The

Executive Board meetings would comprise of all the board members the Co-founders, Chief Advisor and Directors of the departments.

- All board members shall be provided with a notice of board meetings at least one day prior to the date of the same.
- Attendance by all committee members or officers within a particular department is compulsory in the departmental meetings. Absence, if any, must be communicated well in advance to the Co-founders.
- The Co-founders, in consultation with other members, shall prepare the agenda to be discussed during the board meeting. All board members can submit items to be included in the agenda at least 3-4 hours in advance of a meeting.
- Unless otherwise stated in the bylaws of the club, decisions within the board meeting are reached by a simple majority of the present board members. The Chief Advisor may serve as a tiebreaker in case of a deadlock.
- Accurate notes shall be kept for all meetings of the board, including decisions made, action taken, and other business conducted. The meeting minutes shall be updated in the Notion page of the Executive Board.

General Meetings:

- General meetings will be held quarterly to ensure all members are informed and engaged in the club's activities.
- These meetings will serve as a platform to:
 - Update members on past, ongoing, and upcoming events.
 - Discuss ideas for new activities and initiatives.
 - Address any concerns or suggestions raised by members.
- Attendance at general meetings is highly encouraged as it fosters a sense of community and collective decision-making.
- Detailed agendas will be shared with members at least 48 hours before the meeting to allow for preparation.
- Meeting minutes will be recorded and made available to members for reference and transparency.

Events and Activities

1. **Planning:**

- All events must be pre-approved by the executive board to ensure alignment with the club's mission and values.
- Each event will be assigned a dedicated planning committee responsible for logistics, budgeting, and execution.
- The timeline, roles, and responsibilities for each event must be clearly defined and communicated to all involved members.

2. **Types of Events:**

- **Cultural Events:** Festivals, art exhibitions, and traditional performances to promote cultural diversity and appreciation.
- **Sports Tournaments:** Competitive and recreational sports events catering to different skill levels, including intramural and inter-university matches.

3. **Participation:**

- Events are open to all members, with priority given to active participants and contributors.
- Members are encouraged to volunteer for event planning and execution to develop leadership and organizational skills.

4. **Feedback:**

- Feedback sessions will be conducted after every event to assess its success and identify areas for improvement.
- Members are encouraged to provide honest and constructive feedback through surveys or open discussions.
- Feedback will be documented and reviewed during executive board meetings to inform future planning.

5. **Recognition and Rewards:**

- Outstanding contributions by members during events will be acknowledged through awards, certificates, or public recognition.
- Participation in events will be tracked and may count towards eligibility for leadership roles or other incentives.

Disciplinary Actions

1. **Violations:** Any violation of the rules, including misconduct, lack of participation, or non-compliance, will result in disciplinary action.
2. **Procedure:**

- The issue will be reviewed by the executive board.
- The member will be given an opportunity to explain their actions.
- Final decisions will be communicated formally.

3. **Penalties:**

- Warning for minor infractions.
- Suspension or removal from the club for severe or repeated violations.