

# **Geomatics Engineering Society (GES)**

Kathmandu University  
Department of Geomatics Engineering  
Dhulikhel, Kavre

Constitution 2023

## **Preamble**

As students pursuing Geomatics Engineering at Kathmandu University, we collectively align to express our solidarity and unity, with the shared goal of advancing our skills and virtues for the inclusive development of both the University and the nation. Acknowledging the imperative for a compatible framework to foster unity and enhance our collaborative effectiveness, we hereby institute the Constitution of the Geomatics Engineering Society (GES). We earnestly commit to embrace and implement the provisions outlined in this constitution.

## Article 1: General

### 1.1. Introduction

Founded in 2008 by students specializing in Geomatics Engineering, Geomatics Engineering Society operates as a non-political and non-profit entity. As a neutral organization, its primary focus is on social welfare, strictly devoid of any affiliations, sympathies, or engagement in political activities. The organization retains independence in coordinating its activities, remaining within the confines of its objectives and functioning beneath the broader framework of Kathmandu University (KU).

### 1.2. Name

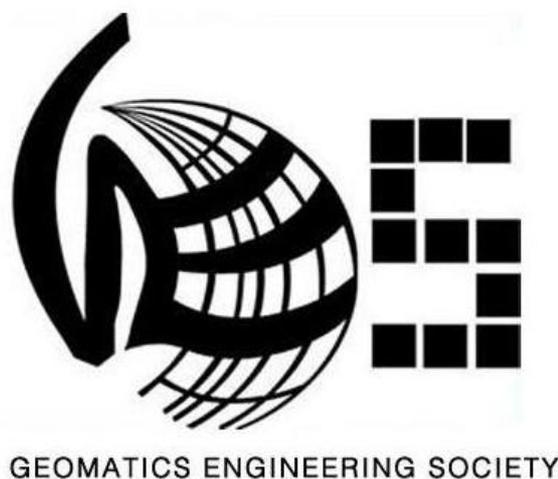
The society's full name will be "Geomatics Engineering Society" (abbreviated as GES). This name shall be used in all official documents, activities and purposes.

### 1.3. Location

Office of the club shall be at central college of Kathmandu University at Department of Geomatics Engineering Block.

### 1.4. Logo

The club logo is as below:



## **Article 2 Club Objectives**

GES aims to:

- 2.1. Act as an official representative body, while interacting with other bodies inside or outside the University.
- 2.2. Organize interaction program among students.
- 2.3. Perform regular activities like welcome, farewell programs along with workshops, seminars, tournaments and other innovative activities as per the demand of situation and time.
- 2.4. Develop leadership skills and talent among its members
- 2.5. Organize an annual event and publishing the annual magazine
- 2.6. Coordinate with department for holistic development of student
- 2.7. Bridge or establish contact with the professional geomatics engineering organization and also with other organizations of geomatics engineering students

## **Article 3: Membership**

The following should be categorized as the membership:

### **3.1. General Membership**

The general membership shall be provided to all the Geomatics Engineering students enrolled in the university if they do not fail to fulfil the criteria proposed by the executive committee about membership charges and code of conduct.

### **3.2. Termination of Membership\**

The GES executive committee holds all the rights to terminate the membership of any General Member who violates the GES constitution.

### **3.3. Automatic Termination of Membership**

The GES membership automatically terminates after the member of the club is graduated.

## **Article 4: Meeting and Quorum Requirements**

### **4.1. Meeting**

#### **4.1.1. Executive Committee Meeting**

The executive committee meeting shall be called by the club secretary at least once in a month and shall consist of club's executive body only. The executive committee meeting should inform the decisions made to the general members.

#### **4.1.2. General Committee Meeting**

The General Committee Meeting shall be called by club secretary and the general committee consists the executive body and general members.

#### **4.1.3. Annual General Meeting**

The Annual General Meeting shall be called by club secretary at the end of the tenure and shall submit annual report embedded with financial report.

### **4.2. Quorum Requirements**

4.2.1. There must be at least a majority (i.e. 51) percent of the executive members in any executive committee meeting but may be more according to the club preference.

4.2.2. There must be at least a majority (i.e. 51) percent of the general members in any General meeting but may be more according to the club preference.

4.2.3. There must be at least a majority (i.e. 51) percent of the general members in any Annual General meeting but may be more according to the club preference.

## Article 5: Executive Board Structure and Roles

### 5.1. The club's executive board consists of following:

SN	Position	Count	Year
<b>Core Executive Committee</b>			
1	President	1	4 <sup>th</sup> Year
2	Vice-President	1	3 <sup>rd</sup> Year
3	Secretary	1	3 <sup>rd</sup> Year
4	Joint-Secretary	1	2 <sup>nd</sup> Year
5	Treasurer	1	3 <sup>rd</sup> Year
6	Research and Academic Coordinator	1	4 <sup>th</sup> Year
7	Sports Coordinator	1	3 <sup>rd</sup> Year
8	Web Designer	1	3 <sup>rd</sup> Year
9	Graphic Designer	1	3 <sup>rd</sup> Year / 2 <sup>nd</sup> Year
10	Executive Members	6	1 – 4 <sup>th</sup> Year 2 – 3 <sup>rd</sup> Year 2 – 2 <sup>nd</sup> Year 1 – 1 <sup>st</sup> Year
<b>Advisors</b>			
11	Head Of Department	Department of Geomatics Engineering	
12	Executive Director	Land Management Training Centre	

### 5.2. Executive Committee Member Roles

#### 5.2.1. President

S/He leads the society and has the following roles and responsibilities:

- 5.2.1.1. The President will introduce and set priority to the agendas and activities of the club once listening to the board and general members
- 5.2.1.2. The President has to call meeting via secretary.
- 5.2.1.3. The President can make and promptly report emergency decisions to executive board as long as they benefit the club.
- 5.2.1.4. The President shall sign along with secretary in any formal notice issued by the club.
- 5.2.1.5. The President holds ultimate authority in club procedures, stepping in if consensus or a 2/3 majority is not reached. S/He may seek input from board or general members before making a decision.
- 5.2.1.6. The President is required to lead all meetings and disciplinary hearings (unless personally accused), unless seriously ill or with valid reasons. In such instances, advance notice to the Secretary is necessary for role transfer to the Vice President.

5.2.1.7. 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.

### **5.2.2. Vice President**

5.2.2.1. 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.

5.2.2.2. Vice President shall take up all the responsibilities of the President except for taking emergency decision.

5.2.2.3. Vice President shall refer (not appoint) the name of the general members, if required to be put into an organizing committee, sub-committee etc.

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

### **5.2.3. Secretary**

5.2.3.1. He/she shall keep minutes of all the meetings of the club and board of directors,

5.2.3.2. The secretary shall maintain all club records and provide copies of such to the required body.

5.2.3.3. The secretary is the official spokesperson of the club.

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

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

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

5.2.3.7. 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.

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

### **5.2.4. Joint Secretary**

5.2.4.1. 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.

5.2.4.2. Any other duties vested into him/her by the decision of the board members.

### **5.2.5. Treasurer**

- 5.2.5.1. 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
- 5.2.5.2. The treasurer shall inform in the club meeting in case of financial irregularity, the charged member shall than be heard by the disciplinary committee
- 5.2.5.3. The treasurer shall not accept duplicate, exaggerated bills. In case of offence, both the bill issuing member and the treasurer shall be held responsible.
- 5.2.5.4. The treasurer shall manage a feasible bank account for the club and issue all its detail at the club meeting.
- 5.2.5.5. The treasurer shall co-sign with the Head of Department in case of all the banking financial transactions.

### **5.2.6. Research and Academic Coordinator**

- 5.2.6.1. Design workshops, seminars and other educational activities that align with the club's objectives
- 5.2.6.2. Foster collaboration among members and encourage interdisciplinary research
- 5.2.6.3. Establish connections with professors, and professionals to enhance the club's network
- 5.2.6.4. Inform general members about research opportunities within the university or externally.

### **5.2.7 Sports Coordinator**

- 5.2.7.1. Manage all the sporting activities organized by the club.
- 5.2.7.2. Take the permission from concerned authorities to organize the sport activities, mobilize the volunteers and take the sole responsibility of the event.
- 5.2.7.3. Submit the complete report of sport events to executive board.

### **5.2.8. Web Designer**

- 5.2.8.1. Update and manage the website of the club.

### **5.2.9. Graphic Designer**

5.2.9.1. Designing certificates, posters, banners, and other promotional materials to advertise events, activities, and initiatives organized by the club.

5.2.9.2. Collaborating on the design and layout of the club's website to ensure it is visually appealing, user-friendly.

5.2.9.3. Assisting in visual content creation, including photo editing and video graphics, to document and promote club activities.

#### **5.2.10. Executive Members**

5.2.10.1. The executive members will help in decision making process.

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

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

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

#### **5.2.11. Advisors**

5.3.1. Take an active role in advising the student club.

5.3.2. Meet with the organization's president on a regular basis (at least once a month).

5.3.3. Remain informed of all activities sponsored and conducted by the student organization and attend events as feasible.

5.3.4. Offer guidance to the organization on goal setting, organization management, program planning, and problem solving and group evaluation.

## **Article 6: Executive Board Selection**

The executive committee board will be selected by interviewing in case of multiple candidates.

### **Selection Procedure**

6.1. The selection committee will include the current committee: President, Vice President and Secretary.

6.2. The selection committee will be joined by one of the representatives from the department and one of representative from outgoing committee; representative can be President, Vice-President or Secretary.

6.3. The representative from the department will hold 40 percent of the power, the representative from outgoing committee will hold 10 percent power, and present committee President, Vice

President and Secretary will hold the 40 percent power.

6.3 Remaining 10 percent evaluation will be done considering the following activities:

6.3.1. Activeness in club activities

6.3.2. Help and support provided to the present committee.

6.4 Individual holding any post in the current committee can also be the candidate for the future committee.

### **Article 7: Life Time of Committee**

7.1 An executive committee will work for a year.

7.2 After one year the board should handle all the activities, records, and transactions to the new committee in the annual general meeting.

### **Article 8: Impeachment of Executive Committee Members**

8.1 Board members failing to attend three consecutive meeting without any prior notice shall be eliminated from respective position.

8.2 New candidates shall be chosen in case of resignation or elimination from any position as in article 5.

### **Article 9: Committee formation for Annual Events**

9.1. Form sub-committee; and for the first phase Coordinator and Vice-Coordinator will be open called.

S.N.	Position	Number	Year
1.	Coordinator	1	4 <sup>th</sup> Year
2.	Vice-Coordinator	1	3 <sup>rd</sup> Year

9.2. Further members for the sub-committee can be open called after a meeting with present committee members and selected Coordinator and Vice-Coordinator.

9.3. Coordinator and Vice-Coordinator shall be selected by the Present Committee (President, Vice-President, and Secretary) and representative from department sharing 50 percent power to present committee and 50 percent power to representative from department.

9.4. For other positions, President, Vice-President and Secretary holds the 100 percent power.

### **Article 10: Resignation from post**

10.1. The president shall present resignation in front of executive board through Vice-president and Vice-president along with executive board shall resign to the president.

10.2. As per article 9.1, s/he must submit a formal resignation letter to the executive board 1 week earlier.

### **Article 11: Financial sources:**

Fund shall be collected by GES as per following:

11.1. Amount collected from general membership form.

11.2. Entry fees collected in different events.

11.3. Grant obtained from Department of Geomatics Engineering of Kathmandu University.

11.4. Grant obtained from different organizations.

### **Article 12: Vote of no-confidence:**

12.1. Vote of no-confidence shall be subjected to executive board members.

12.2 Signature of at least 25% general member along with reasons is mandatory for registering vote of no confidence.

12.3 General meeting shall be called to discuss over vote of no-confidence, a 2/3rd majority shall be considered unanimous but a chance shall be given to concerned executive board to defend his/her position with defense statement. Even after defend statement if 2/3rd of the general members decide to pass vote of no confidence candidate shall be eliminated with the written information from the president.

### **Article 13: Amendments**

13.1. The laws of the constitution can only be changed by 80 percent majority of the board members and the approval of the President.

13.2. The proposal of law amendment shall be sent to the Head of Department (HoD) by president and final decision of law amendment shall be on the part of HoD.

13.3. 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.

13.4. Discussion on those suggestion shall be carried out in the executive board meeting and president has the full right to include or exclude those suggestion. The revised constitution must be submitted to the Head of Department and final decision shall be on the part of the HoD.

## **Article 14: Oath:**

As a member of GES, I vow to:

- Attend club meetings regularly.
- Provide helpful and constructive evaluations to club members.
- Help the club to maintain the positive and friendly environment necessary for all members to learn and grow.
- Actively participate in the programs organized by GES.
- Help the society in every activities.
- Treat my club members and our guests with respect and courtesy.
- Invite guests to different events for the role reflection of the society.
- Follow all the rules and regulations of the society.
- Act with core values of integrity, respect, service and excellence during the conduct of all GES activities.