

CONSTITUTION AND INTERNAL CHARTER

GOLDENGATE SCIENCE AND ROBOTICS CLUB (GGSRC)

Initial Draft Date: November 5, 2024

Effective Date: May 26, 2025

Jurisdiction: GoldenGate International College (GGIC) Internal Regulatory Framework

PREAMBLE

We, the members of the GoldenGate Science and Robotics Club (GGSRC), in order to foster a disciplined environment for technical innovation, establish a transparent hierarchy of leadership, and protect the intellectual and physical assets of our community, do hereby ordain and establish this Constitution as the supreme governing authority of the Club. All members, Board of Directors (BOD), and associated project teams are legally and ethically bound by this instrument.

ARTICLE I: NAME, IDENTITY, AND DIGITAL SOVEREIGNTY

1.1 Official Nomenclature

1.1.1 The official name of the organization shall be GoldenGate Science and Robotics Club, hereinafter referred to as GGSRC.

1.1.2 All official documentation, social media platforms, websites, and promotional materials may utilize either the full name or the abbreviated "GGSRC" designation.

1.2 Protection of Identity and Emergency Protocols

1.2.1 The official name, registered domain, and social media handles are permanent assets. They are not subject to alteration unless an extraordinary emergency situation arises.

1.2.2 Emergency Name Change Protocol: In the event of a critical necessity for a name change, approval must be obtained through:

- Unanimous written consent of all currently active members.
- Written approval from the Board of Directors of the preceding two (2) tenures.
- Explicit written consent from key founding members: Amar Gupta and Dibas Khanal.
- 1.2.3 A detailed evidentiary report explaining the necessity of such a change must be preserved in the Club's permanent official records.

1.3 Digital Medium Standards

1.3.1 For social media platforms, the abbreviated "GGSRC" shall be used for usernames/handles, while account display names must use the full official name.

1.3.2 The official domain ggsrclub.com is the non-negotiable digital home of the Club and shall not be changed.

1.3.3 Administrative Responsibility: The sitting BOD is responsible for the maintenance and uptime of the digital infrastructure.

1.3.4 Hosting Liability: While domain and hosting fees are typically handled by the College Administration, the sitting BOD bears personal responsibility for maintenance and costs if the College is unable to provide immediate support.

ARTICLE II: MEMBERSHIP AND FISCAL OBLIGATIONS

2.1 Admission Standards

2.1.1 All active students of GoldenGate International College are eligible to apply for membership.

2.1.2 Exclusivity of Platform: All applications must be processed exclusively via the official GGSRC website. The use of Google Forms, physical paper, or third-party platforms is strictly prohibited.

2.1.3 Rejection Rights: Applications may be rejected by the sitting BOD in consultation with the Immediate Past BOD (IPBOD) if the applicant is found to have engaged in conduct damaging to the reputation of GGSRC within the college, outside premises, or on digital platforms.

2.2 Membership Tiers and Dues

2.2.1 Standard Membership Fee: NPR 200 per tenure (subject to BOD revision via majority vote).

2.2.2 Renewal Incentive: Existing members in good standing may renew for subsequent tenures at 50% of the standard application cost.

2.2.3 Merit-Based Exemptions: The BOD or IPBOD reserves the right to waive fees for individuals who have significantly contributed to GGSRC, including but not limited to:

- Core maintenance of the official website or digital systems.
- Active participation in daily club operations.
- Winning medals in recognized technical competitions.
- Completion of breakthrough research or major laboratory contributions.

ARTICLE III: THE BOARD OF DIRECTORS (BOD)

3.1 Executive Structure

The Club shall be governed by a seven-member executive council:

1. President: Strategic leadership, representation, and final administrative authority.
2. Vice President: Operational execution, project oversight, and acting lead in the President's absence.
3. IT Chief: Custodian of digital infrastructure, servers, domains, and technical databases.
4. Secretary: Legal custodian of official records, minutes of meetings, and correspondence.
5. Joint Secretary: Deputy of documentation and internal communications coordinator.
6. Treasurer: Chief Financial Officer; responsible for ledger accuracy and fiscal transparency.
7. Program Director: Chief of Logistics; responsible for events, workshops, and training.

3.2 Selection and Meritocracy

3.2.1 Application Window: Recruitment must open at least twenty (20) days prior to the interview date.

3.2.2 Public Notice: The interview schedule must be announced at least seven (7) days in advance.

3.2.3 The Jury: Comprised of the sitting BOD, IPBOD, former directors, and invited honorary members from the robotics community.

3.2.4 Documentation: Applicants must submit their details, CV, a presentation of past/future work, and a PDF outlining their vision for GGSRC via the official website.

3.2.5 Minimum Application Threshold: The interview process for any given tenure shall only be called if the total number of valid applications received via the official website crosses two (2) times the number of vacant posts on the Board of Directors.

3.2.6 Extension Protocol for Low Application Volume: If the minimum threshold of applications required under Section 3.2.5 is not met by the standard application deadline, the Application Window

shall be automatically extended by seven (7) business days.

3.2.7 Automatic Dissolution/Interim Selection: If the minimum application threshold remains unmet after the extension period specified in Section 3.2.6, the selection process shall be paused, and the IPBOD, in consultation with Faculty Mentors and founding members, shall appoint an interim committee to oversee essential club operations until a compliant recruitment cycle can be conducted.

3.2.8 Quorum for BOD Meetings: No official executive decision or voting process can occur unless a quorum of at least five (5) active, non-suspended BOD members is present.

3.3 The 150-Point Merit Scale

Selection shall be mathematically determined by the following scoring breakdown:

- Relevant Experience: 10 Marks
- Past Projects: 10 Marks
- Future Plan for GGSRC: 10 Marks
- Achievements/Awards: 10 Marks
- Application/CV Quality: 10 Marks
- Professionalism/Behavior during Interview: 10 Marks
- Problem Solving/Questions Tackled: 10 Marks
- General Technical Knowledge: 10 Marks
- Consistency in Regular Club Activity: 10 Marks
- Medals earned while a GGSRC Member: 20 Marks
- Projects completed while a GGSRC Member: 20 Marks
- General Laboratory Contribution: 20 Marks
- Total: 150 Marks | Qualifying Average: 60 Marks.

3.4 Technical Assessment Standards

3.4.1 The interview must include a minimum of three (3) hardware-specific technical questions for every candidate, covering sensors, actuators, and microcontrollers (MCUs).

ARTICLE IV: INTELLECTUAL PROPERTY AND LABORATORY POLICY

4.1 IP Ownership Model

4.1.1 Individual Work: The intellectual ownership of algorithms, design logic, and research remains solely with the developer(s).

4.1.2 Institutional Branding: GGSRC retains non-commercial display rights for portfolio and publicity purposes for any work developed using Club resources.

4.1.3 Certification: Upon completion, members shall receive an Official Project Authentication Certificate detailing technical specs and individual contributions.

4.2 Laboratory Governance

4.2.1 Pre-Authorization: Members must submit a formal Abstract and Work Plan to the BOD at least twenty-four (24) hours prior to lab access.

4.2.2 Resource Management: Club-funded components remain property of GGSRC. Unauthorized removal or misuse of components constitutes serious misconduct.

4.2.3 Safety Protocols and Lab Hours: All members must adhere to strict hardware safety protocols. The laboratory operating hours will be determined and monitored daily by the Program Director and Vice President.

4.2.4 Legal Compliance: No projects shall be undertaken that violate the laws of Nepal or the regulations of GoldenGate International College.

ARTICLE V: FISCAL RIGOR AND ACCOUNTABILITY

5.1 Financial Transparency

5.1.1 The Treasurer must maintain a verified digital and physical ledger of all income and expenses.

5.1.2 Expenditure above a defined limit requires approval from at least three BOD members, including the Treasurer.

5.1.3 A mandatory End-of-Tenure Financial Report must be published. Failure to do so constitutes administrative negligence.

5.1.4 Event Budget Audits: For all flagship club events and external competitions, a separate financial ledger must be presented to the President and Treasurer within seven (7) days of the event's completion.

ARTICLE VI: DISCIPLINARY ACTIONS AND SUCCESSION

6.1 Oversight and Dissolution

6.1.1 The IPBOD or Faculty Mentor may dissolve the current BOD if they fail to perform their duties or benefit the club. A 7-day improvement notice must be issued prior to dissolution.

6.1.2 The BOD may suspend or terminate members for misconduct, provided the reasons are documented.

6.1.3 The Clawback Clause: GGSRC reserves the right to retroactively revoke Experience Letters or Certificates if it is discovered that the recipient engaged in plagiarism or theft of Club property.

6.2 Transition of Power

6.2.1 At the end of tenure, all digital credentials, keys, and inventories must be formally handed over via a signed Handover Document involving the Outgoing and Incoming Presidents.

ARTICLE VII: SPECIAL DISCIPLINARY MATTERS AND PENALTIES

7.1 Degrees of Punishment

7.1.1 First-Degree Punishment: A violation at this level shall result in a mandatory suspension of one (1) week from all Club activities, general meetings, and official communication channels.

7.1.2 Second-Degree Punishment: A severe or repeated violation shall result in a mandatory suspension of fifteen (15) days from all Club activities, executive meetings, and official representation.

7.2 Recidivism and Permanent Revocation of Office

7.2.1 In the event that any member, including executive officers and members of the Board of Directors (BOD), receives a disciplinary punishment three (3) times within a single tenure, their position, title, and voting rights within the Club shall be permanently revoked.

7.3 Filling of Temporarily or Permanently Vacated Posts

7.3.1 If an executive post is permanently revoked or becomes vacant due to ongoing disciplinary actions, the Vice President shall immediately assume the responsibilities, executive powers, and title of that post.

7.3.2 If the position being vacated is that of the Vice President, or if the sitting Vice President is currently serving an active suspension under Section 7.1, the President shall directly assume the duties of the vacant post or appoint an interim officer as necessary.

ARTICLE VIII: TEMPORARY HANDOVER OF PRESIDENTIAL AUTHORITY

8.1 Protocol and Duration

8.1.1 The President retains the absolute authority to temporarily handover presidential powers, executive command, and duties to the Vice President for a specified period of one (1) day to twenty-eight (28) days, depending on internal organizational requirements.

8.2 Documentation and Execution

8.2.1 Any temporary handover of power must be formally documented via an official Handover Letter.

8.2.2 The Handover Letter must bear the physical or verified digital signatures of both the Handover Party (President) and the Receiving Party (Vice President).

8.2.3 The entire mediation, verification, and recording process must be executed and archived in the Club's permanent official records by the Secretary.

ARTICLE IX: SPECIFIC OFFENSES AND MISCONDUCT

9.1 Defamation of the Club

9.1.1 Any member who engages in the defamation of GGSRC, its brand identity, its sitting Board of Directors, or its general community—whether verbally, in writing, or via digital, web, and social media platforms—shall face immediate disciplinary action.

9.1.2 The penalty for defamation shall be categorized as either a First-Degree or Second-Degree punishment, to be determined by the Board of Directors based on the severity and public impact of the offense.

9.2 Financial Misconduct

9.2.1 Any unauthorized use of Club funds, failure to report financial transactions, or misallocation of project budgets shall result in an immediate Second-Degree suspension pending a formal audit by the Treasurer and the Board.

9.2.2 Fiscal Fine Penalty: In addition to the mandatory suspension, the violating member shall be required to pay a financial fine equivalent to 1.5 times the total amount of the funds misused.

9.2.3 If financial fraud or a refusal to reimburse the penalty is proven, it will result in immediate and permanent revocation of membership under Section 6.1.2.

9.3 Intellectual Property and Project Protection

9.3.1 Unauthorized sharing, copying, or public distribution of club-developed source code, technical designs, schematics, or competition blueprints without explicit written consent from the executive team shall be treated as a severe breach of trust, carrying an automatic Second-Degree punishment or immediate permanent revocation of membership along with an active trigger of the Section 6.1.3 Clawback Clause.

ARTICLE X: LIABILITY AND INDEMNITY

10.1 Assumption of Risk

10.1.1 Equipment Liability: The Club is not liable for damage to personal equipment or projects brought into the laboratory.

10.1.2 Medical Liability: Members acknowledge the inherent hazards of robotics work (electricity, chemicals, mechanics). The Club is not liable for injuries sustained during laboratory operations.

ARTICLE XI: AMENDMENTS AND SUPREMACY

11.1 Supremacy and Voting

11.1.1 This Constitution supersedes all prior drafts and oral agreements.

11.1.2 Amendments require a Two-Thirds (2/3) majority vote of the sitting BOD and a "Letter of Non-Objection" from founding members Amar Gupta and Dibas Khanal.

BY ORDER OF THE BOARD OF DIRECTORS

GoldenGate Science and Robotics Club