ARTICLE II – Student Representative Committee

Section 1.

The members of the Student Representative Committee shall comprise a President of the Student Association, a Vice President, a Secretary, and a Treasurer, a publication and documentation head and a publicity head as defined in the Constitution.

Section 2.

President:

The President of the Student Association shall be responsible for the day-to-day operations of the Student Association and shall coordinate the work of its officers and representatives. S/he shall chair meetings of the Student Association and the Student Representative Committee, shall serve as the chief liaison between the Student Association and Governing Body and other committees and officers of the College, shall execute the mandates of the Student Association and the Student Representative Committee, and shall exercise all other powers granted to him/her by the Constitution and these By-laws.

Section 3.

Vice President:

The Vice President shall be prepared to assume the duties of the President whenever s/he is temporarily unable to discharge his/her office.

Section 4.

Treasurer:

The Treasurer shall maintain and oversee the accounts of the Student Association, maintain an accurate inventory of funds, prepare the annual budget of the Student Representative Committee in accordance with the Constitution. He/She shall work closely with other members of the Student Representative Committee in the disbursement of monies.

Section 5.
Secretary:

The Secretary shall prepare and publish accurate minutes of all Student Representative Committee meetings, as well as of Student Association meetings. S/he shall maintain copies of the Constitution and these By-laws as specified in these By-laws. Secretary shall also be responsible to prepare the agenda of the team meetings alongside the President.

Section 6.

Head - Publication and Documentation:

Publication and Documentation Head shall prepare all the documents pertaining to the functioning of the society. S/ He shall be responsible for all sorts of written communications on behalf of the society.

Section 7.

Head - Publicity:

S/ He shall be responsible for the publicity of the events of the society in BVCOE and in other colleges as well. S/ He shall also be responsible for the online presence of the society and shall work to expand the reach of the society on social media.

ARTICLE III – Meeting with BVCOE - ACM Chairperson

The President of the society shall report to the Chairperson of BVCOE – ACM Student Chapter every month regarding the work done and the future course of action.

ARTICLE IV – Standing Orders

Section 1.

This article shall apply to all Student Representative Committee meetings.