

# CONSTITUTION AND BYLAWS

## WEIR SYNERGY - WATER, ENERGY, AND INFRASTRUCTURE RESEARCH CLUB

### KATHMANDU UNIVERSITY

#### PREAMBLE

We, the students of Kathmandu University, recognizing the critical importance of water, energy, and infrastructure in sustainable development, do hereby establish WEIR Synergy as an interdisciplinary research club dedicated to fostering innovation, collaboration, and impactful solutions. This Constitution serves as the fundamental governing document for our organization.

#### ARTICLE I: NAME AND IDENTIFICATION

##### Section 1.1: Official Name

The name of this organization shall be "WEIR Synergy - Water, Energy, and Infrastructure Research Synergy Club," hereinafter referred to as "WEIR Synergy" or "the Club."

##### Section 1.2: Abbreviation

The official abbreviation shall be "WEIR Synergy."

##### Section 1.3: Affiliation

WEIR Synergy is a registered student organization of Kathmandu University, operating under the supervision of the Student Welfare Directorate.

#### ARTICLE II: PURPOSE AND MISSION

##### Section 2.1: Vision

To redefine the boundaries of innovation in water, energy, and infrastructure through relentless collaboration and pioneering research, creating impactful solutions that address local and global challenges.

## **Section 2.2: Mission**

- Foster interdisciplinary innovation by breaking down departmental silos
- Catalyze impactful research with real-world applications
- Enhance efficiency through cutting-edge project management and collaborative tools
- Develop high-caliber research projects contributing to sustainability, efficiency, and resilience

## **Section 2.3: Objectives**

1. Initiate and complete innovative, scalable projects with direct or indirect impact on policy, industry, or community practices
2. Establish partnerships with other departments and external institutions annually
3. Conduct bi-annual workshops, seminars, and symposiums for knowledge dissemination
4. Provide platform for collaborative research across engineering disciplines
5. Create opportunities for practical application of theoretical knowledge
6. Build connections with industry and research institutions
7. Contribute to Nepal's sustainable development goals

## **Section 2.4: Compliance**

WEIR Synergy shall operate in full compliance with all policies, regulations, and guidelines of Kathmandu University, the Student Welfare Directorate, and applicable laws of Nepal.

# **ARTICLE III: MEMBERSHIP**

## **Section 3.1: Eligibility**

Membership is open to all currently enrolled students of Kathmandu University who demonstrate genuine interest in water, energy, and infrastructure research.

## **Section 3.2: Types of Membership**

- **Active Members:** Currently enrolled students participating in club activities
- **Associate Members:** Faculty, staff, and alumni who contribute to club objectives
- **Honorary Members:** Distinguished individuals recognized for exceptional contributions

### **Section 3.3: Rights and Privileges**

Active members shall have the right to:

- Participate in all club activities and meetings
- Vote in elections and on club matters
- Hold office (subject to eligibility requirements)
- Access club resources and facilities
- Represent the club in external forums

### **Section 3.4: Responsibilities**

All members shall:

- Maintain academic standing as per university requirements
- Attend meetings and participate actively in club activities
- Uphold the values and objectives of the club
- Contribute to collaborative research efforts
- Respect diversity and promote inclusive environment

### **Section 3.5: Membership Process**

- Submit application form with required information
- Demonstrate interest in club's focus areas
- Attend orientation session
- Pay membership dues (if applicable)
- Commit to active participation

### **Section 3.6: Termination of Membership**

Membership may be terminated due to:

- Academic disqualification from the university
- Violation of club constitution or university policies
- Failure to meet participation requirements
- Misconduct detrimental to club objectives

## **ARTICLE IV: ORGANIZATION STRUCTURE**

### **Section 4.1: Leadership Structure**

The club shall operate under a rotating chairperson system guided by the Faculty Advisor.

### **Section 4.2: Executive Committee**

- President/Chairperson
- Vice President
- Secretary
- Treasurer
- Project Coordinators (2-3 positions)
- Public Relations Officer
- Technical Officer

### **Section 4.3: Advisory Structure**

- Faculty Advisor: Prof. Dr-Ing. Ramesh Kumar Maskey
- Technical Advisory Board (industry professionals and senior faculty)
- Alumni Advisory Network

### **Section 4.4: Operational Teams**

- Research Teams: Interdisciplinary sub-teams for specific projects
- Event Management Team
- Documentation and Communication Team
- Resource Management Team

## **ARTICLE V: OFFICERS AND DUTIES**

### **Section 5.1: President/Chairperson**

- Provide overall leadership and strategic direction
- Represent the club in official capacities
- Preside over meetings and ensure agenda implementation
- Coordinate with faculty advisor and university administration
- Ensure compliance with constitution and university policies

### **Section 5.2: Vice President**

- Assist President in all duties
- Act as President in their absence
- Coordinate with project teams
- Oversee internal operations and member relations

### **Section 5.3: Secretary**

- Maintain accurate records of meetings and decisions
- Handle official correspondence
- Manage membership records and documentation
- Coordinate meeting schedules and venues

### **Section 5.4: Treasurer**

- Manage club finances and budget
- Maintain accurate financial records
- Oversee fundraising activities
- Prepare financial reports for executive committee

### **Section 5.5: Project Coordinators**

- Lead specific research projects
- Coordinate interdisciplinary teams
- Ensure project timelines and deliverables

- Facilitate collaboration with external partners

#### **Section 5.6: Public Relations Officer**

- Manage club communications and publicity
- Coordinate with media and external organizations
- Maintain club website and social media presence
- Organize public engagement activities

#### **Section 5.7: Technical Officer**

- Manage technical resources and equipment
- Coordinate with WEIR Lab facilities
- Oversee technical aspects of projects
- Ensure safety and compliance standards

### **ARTICLE VI: ELECTIONS AND APPOINTMENTS**

#### **Section 6.1: Appointment Schedule**

Appointments shall be done by the club faculty advisor and the executive committee according to merit of the applicants after interview.

#### **Section 6.2: Eligibility for Office**

- Must be active member for at least one semester
- Demonstrate commitment to club objectives
- Not be on academic or disciplinary probation

#### **Section 6.3: Selection Process**

- Nominations accepted two weeks before decision date.
- Candidates present platforms to general membership

#### **Section 6.4: Term of Office**

- Standard term: One academic year
- Officers may be re-elected for consecutive terms

#### **Section 6.5: Vacancy Procedures**

- Interim appointments by executive committee and advisory board
- Approval by general membership required

### **ARTICLE VII: MEETINGS**

#### **Section 7.1: Regular Meetings**

- General meetings: Monthly
- Executive meetings: Bi-weekly or as needed
- Project team meetings: Weekly or as needed
- Special meetings: As called by President or petition of 25% of members

#### **Section 7.2: Meeting Procedures**

- Meetings conducted according to established agenda
- Quorum: 50% of active membership for general meetings
- Decisions by simple majority vote
- Minutes recorded and distributed within 48 hours

#### **Section 7.3: Annual General Meeting**

- Held once per academic year
- Review annual activities and achievements
- Present financial reports
- Elect new officers

- Approve annual budget and plans

## **ARTICLE VIII: FINANCES**

### **Section 8.1: Revenue Sources**

- Membership dues (if applicable)
- University funding and grants
- Research project funding
- Industry partnerships and sponsorships
- Fundraising activities
- Donations and endowments

### **Section 8.2: Financial Management**

- Treasurer maintains all financial records
- Executive committee approves major expenditures
- Monthly financial reports to membership
- Annual audit by university authorities

### **Section 8.3: Budget Approval**

- Annual budget prepared by Treasurer
- Approved by executive committee
- Ratified by general membership
- Submitted to Student Welfare Directorate

## **ARTICLE IX: ACTIVITIES AND PROJECTS**

### **Section 9.1: Core Activities**

- Interdisciplinary research projects
- Workshops and technical seminars
- Industry collaboration and site visits
- Public demonstrations and exhibitions
- Academic conferences and symposiums

### **Section 9.2: Project Management**

- Projects approved by executive committee
- Project coordinators assigned for each initiative
- Regular progress reviews and assessments
- Documentation and dissemination of results

### **Section 9.3: External Partnerships**

- Collaboration agreements with other departments
- Industry partnerships for real-world applications
- International research collaborations
- Community engagement projects

## **ARTICLE X: AMENDMENTS**

### **Section 10.1: Amendment Process**

- Proposed amendments submitted in writing
- Reviewed by executive committee
- Presented to general membership
- Two-thirds majority vote required for passage

**Section 10.2: Effective Date**

Amendments become effective immediately upon passage unless otherwise specified.

**Section 10.3: University Approval**

All amendments subject to approval by Student Welfare Directorate.

**ARTICLE XI: DISSOLUTION****Section 11.1: Dissolution Conditions**

The club may be dissolved by:

- Two-thirds vote of active membership
- Failure to meet university requirements
- Violation of university policies
- Insufficient membership or activity

**Section 11.2: Asset Distribution**

Upon dissolution, all assets shall be transferred to Kathmandu University for use in related academic activities.

**BYLAWS****BYLAW I: MEETING PROCEDURES****Section 1.1: Regular Meeting Schedule**

- Two times of each month.
- Venue: WEIR Lab or virtual
- Special meetings called with 24-hour notice

**Section 1.2: Agenda Setting**

- Agenda prepared by Secretary in consultation with President
- Distributed 24 hours before meeting
- Emergency items may be added with majority consent

### **Section 1.3: Participation**

- All members encouraged to participate
- Non-members may attend with permission
- Guest speakers and experts may be invited

## **BYLAW II: PROJECT MANAGEMENT**

### **Section 2.1: Project Approval Process**

- Project proposals submitted to executive committee
- Evaluation based on feasibility, impact, and alignment with objectives
- Approval requires majority vote of executive committee

### **Section 2.2: Project Teams**

- Interdisciplinary composition preferred
- Team leader appointed by executive committee
- Regular progress reports required

### **Section 2.3: Research Ethics**

- All research conducted according to university guidelines
- Proper citations and acknowledgments required
- Intellectual property rights respected

## **BYLAW III: FINANCIAL PROCEDURES**

### **Section 3.1: Expense Approval**

- Expenses under NPR 5,000: Treasurer approval
- Expenses NPR 5,000-20,000: Executive committee approval
- Expenses above NPR 20,000: General membership approval

### **Section 3.2: Reimbursement**

- Proper receipts required for all reimbursements
- Reimbursement requests submitted within 30 days
- Treasurer processes approved reimbursements within 7 days

### **Section 3.3: Audit Requirements**

- Annual financial audit by university
- Quarterly internal reviews by executive committee
- Financial records maintained for minimum 3 years

## **BYLAW IV: COMMUNICATION**

### **Section 4.1: Official Communication**

- Official communications through university email
- Club website maintained for information dissemination
- Social media accounts managed by PR Officer

### **Section 4.2: External Relations**

- Media interactions coordinated through PR Officer
- Official statements require President's approval
- University branding guidelines followed