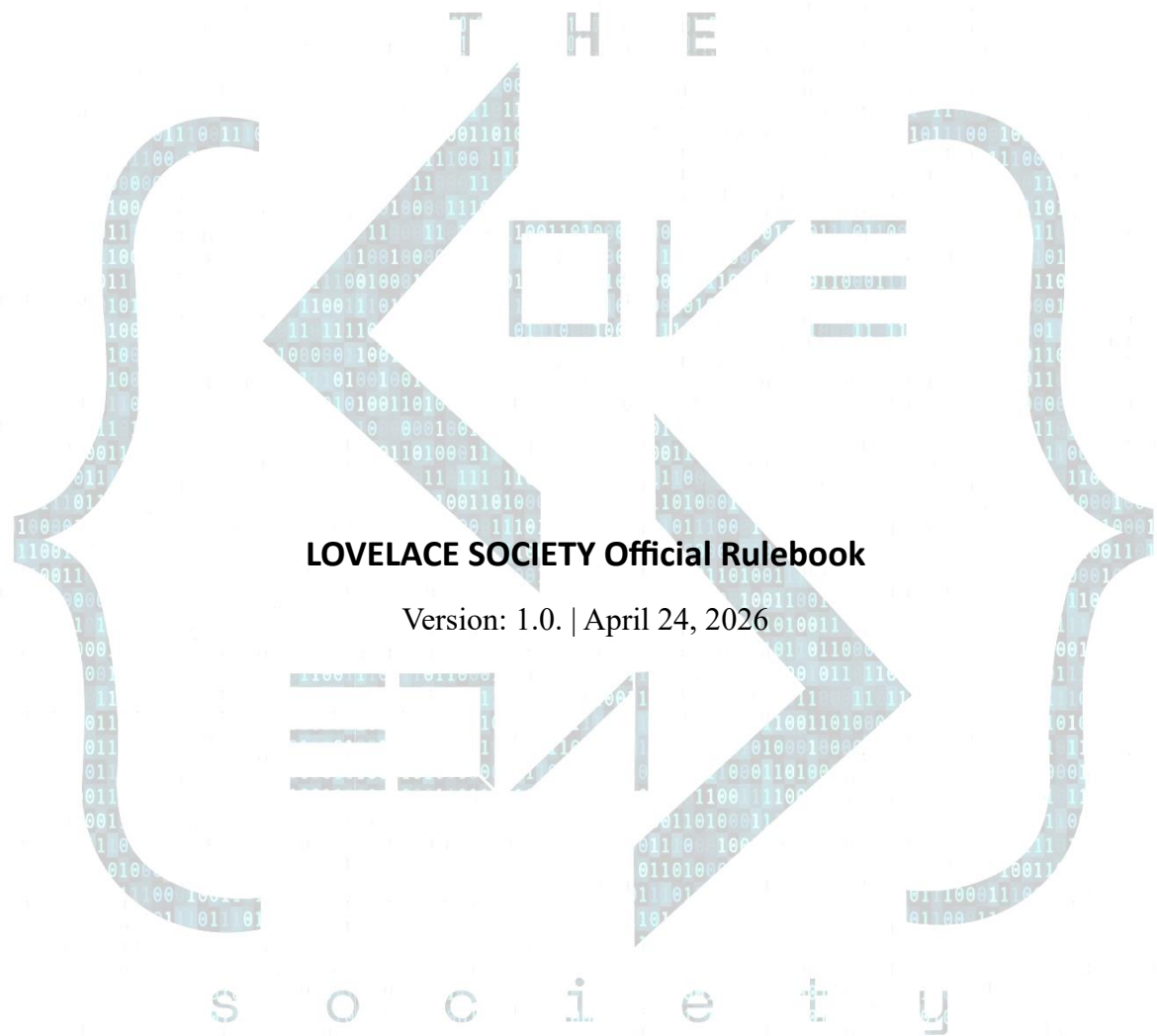


LOVELACE SOCIETY, TECH CLUB OF IISER BERHAMPUR RULEBOOK



LOVELACE SOCIETY Official Rulebook

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1. Introduction

The Lovelace Society is a vibrant community of tech enthusiasts, creators, and innovators at IISER Berhampur, united by a shared passion for learning and building. We aim to foster a culture of curiosity, collaboration, and continuous growth in coding, robotics, electronics, artificial intelligence, and esports.

From hands-on workshops and hackathons to competitive gaming tournaments and interdisciplinary projects, we provide a platform for students to explore, create, and excel. Whether you're writing your first line of code, building a robot, designing circuits, training AI models, or leading a squad in an esports match, there's a place for you in the Lovelace Society.

2. Membership

i. Eligibility:

- a. Open to all students of IISER Berhampur with an interest in technology.
- b. Basic experience in Python and Arduino is required to join the Coding and Robotics team.

ii. Joining Procedure

- a. Fill out the official registration form when shared by the club.
- b. Attend a short interview session.
- c. Agree to abide by this rulebook and be active with the club

3. Club Structure

i. Advisory Committee:

- a. **Faculty Advisor** - The Faculty Advisor serves as the guiding force of the committee, offering mentorship, institutional support, and ensuring that all activities align with the academic values and regulations of the institute.
- b. **Coordinator** - The Coordinator oversees the overall execution of events and initiatives, ensuring effective communication between all teams and managing resources to achieve the committee's goals.
- c. **Co-coordinator** - The Co-coordinator supports the Coordinator in planning and administration, takes charge in their absence, and assists in maintaining smooth operations across all verticals.
- d. **Team Leads** - Team Leads manage their respective teams, distribute tasks efficiently, and promptly complete assigned responsibilities with creativity and dedication.

ii. Core teams:

- a. **Design Team:** The Design Team brings ideas to life through creativity and visuals. From posters to web graphics, they ensure every design element reflects the spirit and identity of the club.
- b. **Social Media Team:** Responsible for the club's digital presence, the Social Media Team curates content, manages platforms, and engages with the audience to build a strong online community.
- c. **Coding Team:** The Coding Team handles the development side of things — websites, apps, automations — and represents the club in hackathons, competitions, and tech challenges.
- d. **Robotics Team:** From building bots to programming hardware, the Robotics Team drives innovation and hands-on problem-solving in the field of automation and electronics.
- e. **Esports Team:** The Esports Team manages and participates in gaming tournaments, building strategies, hosting events, and promoting competitive gaming within and beyond campus.

iii. **Precore-Newly joined members:**

- a. The Precore consists of recruits eager to explore and contribute. They gain exposure to various teams, receive mentorship, and prepare to take on future responsibilities as core members.

4. Code of Conduct

- i. **Respect and Inclusion** - All members must foster a respectful, inclusive, and harassment-free environment. Discrimination or exclusion based on gender, race, religion, sexual orientation, or any other personal characteristic will not be tolerated. Everyone's voice should be heard and valued.
- ii. **Discipline** - Punctuality, active participation, and professionalism are essential during all meetings, sessions, and events. Members should maintain decorum, adhere to schedules, and respect the time and effort of others. Any repeated misconduct may result in formal warnings, event suspension, or permanent removal from the club.
- iii. **Academic integrity** - All projects, competitions, or event submissions must reflect original work. Plagiarism, data fabrication, or unethical behaviour will result in disqualification and may be reported to academic authorities if necessary.
- iv. **Team Responsibility** - Members must take responsibility for their assigned tasks and communicate clearly if facing difficulties. Lack of contribution or poor accountability may affect team performance and lead to reassignment or removal from active roles.
- v. **Representation** - While representing the club in inter-institutional events, members are expected to uphold the club's values and maintain a professional and positive image of the institution.
- vi. **Confidentiality** - Sensitive internal information, including decisions, strategies, and team discussions, must not be shared publicly without proper consent.
- vii. **Conflict Resolution** - In case of any conflicts or grievances, members are encouraged to contact the Faculty Advisor or Coordinators for resolution. All concerns will be handled with fairness and confidentiality.

5. Activities and Responsibilities

- i. **Monthly Sessions** - Members are encouraged to actively participate in technical sessions, hands-on workshops, and knowledge-sharing meetups organised by the club. To retain active member status, attendance in one session per month is expected, unless valid reasons are communicated in advance.
- ii. **Projects** - Members are welcome to propose, collaborate on, or lead technical projects in software development, robotics, AI/ML, or any innovative tech domain. Projects may be guided by faculty or senior students. All projects should be well-documented and shared within the club's repository to promote collaboration and learning.
- iii. **Events** - Lovelace organizes various events throughout the year, including tech talks, coding competitions, robotics challenges, hackathons, and flagship tech fests. All members are expected to volunteer in at least one major event per semester, contributing to planning, logistics, promotion, or execution based on their strengths and interests.

6. Attendance & Participation

- i. **Meeting Attendance** - Members are expected to attend scheduled meetings, sessions, and events regularly. If unable to attend, prior notice must be given through the official group or by informing a core team member. Accumulating 3 unexcused absences may result in temporary suspension from sessions, events, or project opportunities.
- ii. **Active Contribution** - Consistent engagement and contribution are more important than passive presence. Members are encouraged to share ideas, ask questions, assist peers, and contribute to ongoing discussions, sessions, or collaborative tasks.

7. Communication & Media

i. Official Channels

- a. **Internal Communication:** All internal updates, meeting info, and discussions will be shared via WhatsApp. Members are expected to stay responsive and check updates regularly.
 - b. **External Communication:** Club activities, announcements, and achievements will be shared via Instagram, LinkedIn, and the official webpage.
 - c. **Event announcement:** Club events will be announced through emails, social media pages and webpages.
- ii. **Representation-** Only designated Public Relations (PR) members or core team members can represent the club on public platforms to maintain clarity and professionalism. Members must refrain from making unofficial statements or sharing internal matters externally without permission.

8. Resource Usage

All club inventory, especially electronic and robotics components, must be handled with care and used responsibly.

- i. Before borrowing any item, members must fill out the online "Borrow Sheet" (Google Sheet) and sign a declaration form, mentioning their name, item details, purpose, and expected return date.
- ii. This process is mandatory and helps avoid misplacement or loss of items.
- iii. A track record is maintained specifically for robotics components to ensure accountability and prevent shortages.
- iv. All borrowed items must be returned in proper condition within the agreed-upon timeframe.
- v. Any loss or damage should be reported immediately to the team lead or inventory coordinator.
- vi. To request **new items or funding**, members must submit a **valid note sheet** detailing the item(s) required and justification. This note sheet must be signed by:
 - a. **Club Coordinators**
 - b. **SAC President**
 - c. **SCDC Secretary**
 - d. **Faculty Advisor of the Club**
 - e. **CSA Representative**
 - f. **Science Activity Head**
 - g. **Dean of Student Affairs (Dosa)**
- vii. No purchases will be approved or reimbursed without following the official procurement procedure.

9. Recognition & Awards

i. To appreciate dedication and excellence:

- a. A "**Member of the Month**" and notable "**Project Highlights**" will be featured on our social platforms.
- b. Certificates, digital badges, or goodies may be awarded for outstanding contributions in sessions, events, or project work.
- c. Active participation, leadership, and initiative will be key criteria for recognition.

10. Violation & Disciplinary Action

Violations of the club's code of conduct or responsibilities will follow a three-step protocol:

- i. **First Offence:** Verbal or written warning
- ii. **Second Offence:** Temporary suspension from club activities

- iii. **Third Offence:** Permanent removal from the club (after review by the core committee)
Cases involving academic dishonesty or harassment may lead to immediate escalation.

11. Amendments

- i. This rulebook is a living document and may be updated biannually or as required.
- ii. Suggestions for revisions are always welcome and can be submitted via official feedback forms.
- iii. All members will be notified of changes, and updated versions will be shared through official channels.

12. Final Note

The **Lovelace Society** is more than just a club — it's a space to **learn, grow, and ignite innovation**. Every member contributes to a collective journey of exploration, creativity, and progress. Let's shape the future — **one project, one line of code, one breakthrough at a time**.

"The more I study, the more insatiable do I feel my genius for it to be."

— Ada Lovelace

