INDIAN STUDENTS ASSOCIATION COTTBUS

Working Guidelines
Term – 2021

Valid from 1st January 2021

**Brought into force in Working Committee on
27th March 2021**

Indian Student Association Cottbus (ISAC)
Working Guidelines

ARTICLE I: INTRODUCTION

Section I: Objective
The working Guidelines of ISAC shall be the basic framework of the working procedure for the Working Committee of Indian Students Association Cottbus.

Section II: Purpose
The main purpose of the working guidelines are to provide a written document clearly mentioning the rules that all the members of the Working Committee of ISAC, including both the Advisory Body and the Core Committee, shall follow.

Section III: Amendments
After the election of a new Working Committee in every January, it will be decided by the newly elected Working Committee if they want to follow the same model of working as followed by the outgoing working Committee or to make changes as per required. The Working Guidelines shall then be amended as required, with a vote carried out in a presence of a quorum, as mentioned in the ISAC Constitution Article IV Section II

ARTICLE II: RESPONSIBILITY OF THE WORKING COMMITTEE

Section I: Working Committee

The committee constitutes of the following teams:

A. Admin Team

B. Social Media Team

C. Events Team

D. Finance Team

Section II: Responsibility of the Working Committee

1. To organize and coordinate events which fulfill the objective of the association.
2. To collate, interpret and disseminate information particularly relevant for Indian students Cottbus.

3. To prepare yearly calendar and monthly reports to archive all events and actions.
4. To hold regular meetings amongst the team members as prescribed in the Working Guidelines
5. Each committee member needs to be present in these meetings. In the case that a memb cannot attend a particular meeting, he/she is liable to remove themselves from the respecti meeting card before the meeting commences. In this case, any updates/announcements that t person is responsible for, for the particular meeting, should be conveyed to some other memb from the same team.

Section III: Roles of different teams in the Working Committee

A. Admin Team

The Admin Team shall:
1. Coordinate between different teams of ISAC.
2. Maintain an online database of the Indian students who reach out to ISAC via participation events or any other official medium.
3. Remain in touch and coordinate with Indian Students in Germany (ISG), Indian Embassy Germany or any other network/ organisation that wishes to collaborate for the benefit of Indi students in Cottbus.
4. Coordinate with and reply to requests received from Indian Students on official ISAC portals.
5. Upload pdf versions of the Minutes of Meetings of every meeting conducted in-house on Tre on the Board 'Group Meetings and Agendas'.
6. Update and maintain as per requirement the contact details of each and every member of bo the Core Committee and the Advisory Body of ISAC. A pdf version of the same shall be upload on the board 'Attachments for Team' on Trello.
7. Once a meeting is decided, the Card is created by the Admin Team on the board 'Group Meetin and Agendas' on Trello, in which they shall add all the members.

B. Social Media Team

The Social Media Team shall:
1. Manage the various social media accounts of ISAC i.e. Facebook, Instagram, Website etc.
2. Carry out Admin duties for FB groups BTU Indians and New Indian Students, including but r limited to admitting people into the groups (Only Indian BTU students and Alumni shall be let join the BTU Indians group), keeping the groups free of spam and posting updates a information necessary for the Indian Student community in Cottbus.
3. Carry necessary publicity of the organization's activities.

4. Brainstorm about various initiatives that can be taken up to increase engagement with the B'... Indian community.
5. Create Graphics for social media posts. The online platform Canva through a dedicated accou... for ISAC is used for the creation of graphics for Instagram and Facebook.
6. Manage all the initiatives taken up by the social media Team to maintain a virtual presence a... communicate with the contributors.
7. Communicate and clarify the queries of individuals approaching ISAC through the Social Mec... Channels as well as redirect, if needed, to the concerned person responsible.

C. Finance Team

The Finance team shall:
1. Manage all the finances procured to conduct events or organise activities within t... organisation or between ISAC and any other organisation.
2. Give financial summary along with original or scanned copies of receipts and archive t... information for accessibility to all committee members.

D. Events Team

The Events team shall:
1. Organize events in coordination with the opinions of the committee members.
2. Arrange and coordinate for volunteer and financial assistance with the other committee team...
3. Brainstorm about various events that can be organized to increase engagement with the B'... Indian community.
4. Provide technical support all through an event. At least two people from the events team shou... be present in the event.

ARTICLE III: ORGANISATION AND COMMUNICATION TOOLS

Section I: Communication

A. All the communication between ISAC and any other person, network or organisation will be carried out via the primary Email i.e. isacottbus@gmail.com. In the event that a team needs to communicate with any other person, network or organisation, the primary Email must be added in cc. The Admin Team will have the credentials and access to the Primary email ID.

B. The three other teams shall coordinate amongst themselves and with the Admin Team via their respective Email IDs. The individual team Email IDs are:

      Social Media Team – isacsocialmedia@gmail.com
      Events Team – isac.events@gmail.com
      Finance Team – isac.finanz@gmail.com

C. No Email shall be sent without the signature of the Person drafting the email.

Section II: Managing the Tasks

A. The official medium to manage the Tasks shall be Trello.

B. Each team is supposed to do the following on their respective boards:
    a. Manage the To-Do List.
    b. Upload the monthly reports.
    c. Upload MoMs of any meeting held within the team.

Section III: Meetings

A. Meetings shall be held online, until further decision. The primary online mode of Meetings shall be Big Blue Button.

B. Bi-weekly team meetings shall be held every alternate Saturday at 10:00 am, unless otherwise decided by the team members unanimously before a particular meeting.[Amendment 1]

C. Every Team Member shall be added on the Trello weekly Meeting card. In case a member is unable to attend a particular meeting, they shall remove themselves from the meeting card during the week before the meeting starts, signifying their absence.

D. A total of two absences would be accepted, after which the Working Committee members may take a unanimous decision (simple majority) to vote the person out of the responsible position.

ARTICLE IV: ETHICS

Section I: Moral obligation

    A. The working members of the team are obliged to maintain a moral ground for work and comply with the code of conduct of communication, training and monitoring, compliance with rules and regulations, respect for personal dignity and impartiality, honesty, propriety, business integrity and value of human resources and teamwork.

Section II: Anti discrimination

    A. As per the policy, there will be no discrimination or harassment on the grounds of sex, race, color, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment.

The Working Guidelines of the Working Committee of the Indian Students Association, Cottbus shall come in force for the term of 2021, on the day of 27th of March 2021, passed with a vote – 11 in favour and 0 against.

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Amendments:

1. 10.04.2021 – Meetings would be held every alternate week instead of every week. **Article III, Section III. C** amended in the weekly meeting on 10th April 2021, unanimously, without the need of a vote.