



EDU-REVO

SOME CHANGES ARE BETTER MADE SOON

BYLAWS

(Last revised Jan. 1, 2024)

Article I: PURPOSE

Section 1: The name of the organization is **EDU-REVO**.

Section 2: (a) The organization has been established to operate exclusively for educational and charitable purposes directed toward the advancement of the theory and practice of education, with a specific focus on revolutionizing the current educational system through the scientific development and integration of practical and theoretical knowledge. (b) Professional development, aimed at enhancing the expertise and standing of educators and professionals within the field, through activities such as conducting and publishing surveys and reports relevant to their respective professions, fostering collaboration with public bodies and other educational societies, and providing avenues for ongoing professional development and advancement.

Article II: THE BYLAW

Section 1: Bylaws shall be established as hereinafter set forth, for the purposes of governing the operations and administration of **EDU-REVO**. The term 'Bylaws,' as used in this Constitution, refers exclusively to the governing regulations and procedures specific to **EDU-REVO**.

Article III: MEMBERSHIP

Section 1: **Membership Benefits:** By becoming a member of EDU REVO, individuals gain access to a host of valuable benefits designed to enhance their skills and career opportunities. Membership is valid for one year and includes free access to exclusive webinars and workshops, providing cutting-edge insights and knowledge from industry experts. Additionally, members receive a one-month free basic training program to build foundational skills. Beyond this,

members can enroll in advanced courses at significantly reduced rates, ensuring continuous professional development at minimal cost.

Section 2: **Eligibility for Membership**, Membership in EDU-REVO is open to individuals and entities who support the mission and objectives of the organization. The following categories of membership are provided in these bylaws. The Board of Directors may establish other categories of membership.

2.1.Individual Membership, Membership status as an individual within the organization is open to all individuals, without discrimination, who express an interest in utilizing technologies for educational purposes.

General Members: Any individual who is committed to the goals of EDU-REVO and actively participates in its programs and initiatives.

Student Members: Any individual who is currently enrolled in an educational institution and is interested in skill development and employment opportunities.

Professional Members: Any individual who is currently employed or self-employed in any field and is interested in contributing to or benefiting from the educational and employment initiatives of EDU-REVO.

Section 3: **Application for Membership**

3.1.Application Process: Prospective members must complete and submit a membership application form provided by EDU-REVO through the website. The application form will be reviewed by the Membership Committee.

3.2.Approval: The Membership Committee will review the application.

3.3.Membership Dues: All members may be required to pay annual membership dues as determined.

Section 4: **Rights and Responsibilities of Members**

4.1.Voting Rights: All general and professional individual members, as well as representatives of institutional members, have the right to vote in organizational elections and on major decisions.

4.2.Participation: Members are encouraged to actively participate in the activities, programs, and initiatives of EDU-REVO.

4.3.Compliance: Members must adhere to the bylaws, policies, and code of conduct of EDU-REVO.

4.4.Contribution: Members are expected to contribute their time, expertise, and resources to further the mission of EDU-REVO.

Section 5: **Expire / cancellation of Membership**

5.1.Renew: Membership in EDU-REVO expires on an annual basis. Members must renew their membership each year to maintain their active status and continue enjoying the benefits and privileges associated with being a member of EDU-REVO. Renewal is possible by paying the annual membership fee through the designated portal provided by EDU-REVO.

5.2.Resignation: Any member may resign from EDU-REVO by submitting a written notice to EDU-REVO via email.

5.3.Financial: The members are free to cancel their own membership at any time during the membership period, but the membership fee is non refundable in this case. The only condition in which it is refundable is when the organization itself decides to terminate one's membership.

5.4.Expulsion: The Executive Committee may terminate the membership of any member who violates the bylaws, policies, or code of conduct of EDU-REVO, or whose actions are deemed detrimental to the interests of the organization. Such termination requires a two-thirds majority vote of the Executive Committee.

5.5.Reinstatement: A former member whose membership was terminated may apply for reinstatement by submitting a written request to the Executive Committee. Reinstatement requires approval by the Executive Committee.

Article IV: VOLUNTEERSHIP

Section 1: **Definition and Role,** Volunteers of EDU-REVO are a dedicated group of individuals who work towards the betterment of the organization. These volunteers actively engage in various programs and initiatives to support the mission of EDU-REVO.

Section 2: **Eligibility and Selection**

2.1.Eligibility: Any individual who supports the mission and objectives of EDU-REVO and is willing to contribute their time and skills can become a volunteer. They may or may not be members of EDU-REVO.

2.2.Application Process: Prospective volunteers must complete and submit a volunteer application form provided by EDU-REVO. The application will be reviewed by the ExCom Committee.

2.3.Approval: The ExCom Committee will review applications and select volunteers based on their skills, experience, and align with the organization's goals.

Section 3: **Coordination and Supervision**

3.1.Coordination: Volunteers will be coordinated by the Executive Committee (ExCom) members. Each volunteer will be assigned to specific projects or tasks according to their skills and interests.

3.2.Supervision: ExCom members will provide guidance, support, and supervision to ensure that volunteers can effectively contribute to the organization’s activities and initiatives.

Section 4: **Rights and Responsibilities**

4.4.Rights: Volunteers have the right to receive proper training and orientation for their assigned tasks, can expect clear communication regarding their roles and responsibilities, and are entitled to a safe and respectful working environment.

4.2.Responsibilities: Volunteers must adhere to the bylaws, policies, and code of conduct of EDU-REVO, are expected to fulfill their commitments and complete assigned tasks to the best of their abilities, and should maintain open communication with their coordinators and report any issues or concerns.

Section 5: **Recognition and Benefits**

5.1.Recognition: Volunteers will be acknowledged for their contributions through various means such as certificates, awards, and recognition at organizational events.

5.2.Benefits: Volunteers may receive benefits such as skill development opportunities, networking events, and potential pathways to membership or leadership roles within EDU-REVO.

Section 6: **Termination of Volunteer Service**

6.1.Resignation: Volunteers may resign from their position by providing written notice to their assigned Ex-Com member.

6.2.Termination: The Executive Committee reserves the right to terminate the service of any volunteer who fails to adhere to the organization ’s bylaws, policies, or code of conduct, or whose actions are deemed detrimental to the interests of EDU-REVO. Such termination requires a majority vote of the Executive Committee.

Section 7: **Volunteer Records**

7.1.Maintenance: The Secretary of EDU-REVO shall maintain an up-to-date list of all volunteers, including their contact information and volunteer status.

7.2.Privacy: Volunteer records shall be kept confidential and used only for organizational purposes.

Article V : BOARD OF DIRECTORS

Section 1: **Board Composition**, The Board of Directors of EDU-REVO shall consist of the following members

Staff Advisor: One faculty or staff member from the institute who supports the mission and objectives of EDU-REVO.

Student Coordinator: One student who is responsible for coordinating the activities and initiatives of EDU-REVO within the institute.

Assistant Student Coordinator: One student who assists the Student Coordinator and acts as a secondary point of contact for the organization.

Section 2: **Roles and Responsibilities**

Staff Advisor: The Staff Advisor provides guidance and support to the Student Coordinator and Assistant Student Coordinator, ensures that the activities of EDU-REVO align with the institute's policies and regulations and acts as a liaison between the institute's administration and EDU-REVO.

Student Coordinator: The Student Coordinator leads the planning and execution of EDU-REVO's programs and initiatives within the institute, represents EDU-REVO at internal and external events and meetings, and coordinates with volunteers, members, and other stakeholders to achieve the organization's objectives.

Assistant Student Coordinator: The Assistant Student Coordinator assists the Student Coordinator in their duties and takes on leadership roles when necessary, helps manage and organize events, programs, and initiatives, and acts as a secondary point of contact for volunteers and members.

Section 3: **Term Length**, the term length of the board of members is as mention

Staff Advisor: The term of office for the Staff Advisor shall be determined by the institute's policies or as agreed upon by the EDU-REVO advisory committee.

Student Coordinator: The term of office for the Student Coordinator shall be one academic year and must be from the final year of course, with the possibility of reappointment based on performance and commitment.

Assistant Student Coordinator: The term of office for the Assistant Student Coordinator shall be one academic year and must be from the pre-final year of course completion, with the possibility of reappointment based on performance and commitment.

Section 4: **Meetings**

Frequency: The Board of Directors (ExCom) shall meet at least once per month to discuss ongoing activities, review progress, and make necessary decisions.

Special Meetings: Special meetings may be called by the members of the Board of Directors as needed, with adequate notice provided to all members.

Quorum: A majority of the Board of Directors (namely staff advisor & student coordinator) must be present for a meeting to be considered valid and for decisions to be binding.

Section 5: **Vacancies:**

6.1.Filling Vacancies: In the event of a vacancy on the Board of Directors, a replacement shall be appointed by the remaining members of the Board, subject to approval by a majority vote of the Executive Committee

6.2Interim Roles: Temporary appointments may be made to fill vacancies until a permanent replacement is found.

Section 6: **Removal and Replacement of Board Members,** A board member may be removed from their position if it is deemed necessary by EDU-REVO and the institute, in accordance with the institution's guidelines. This decision will be made following a thorough review process to ensure that it aligns with both EDU-REVO's mission and the policies set forth by the institute. The removal process will involve consultation and agreement between the leadership of EDU-REVO and the appropriate institutional authorities to ensure fairness and adherence to established procedures.

Article VI: THE Ex-COM

Section 1: **General Powers and Duties,** The Executive Committee (ExCom) is the body responsible for actively coordinating the volunteers and managing the activities and initiatives for the betterment of EDU-REVO. The ExCom ensures that all programs and projects align with the organization's mission and objectives. It has the authority to make decisions, plan events, and implement strategies to achieve the goals of EDU-REVO.

Section 2: **Composition and Term Length,** The ExCom shall be composed of members who are selected from among the volunteers and members of EDU-REVO, and approved by the Board of Directors. All ExCom members must be members of EDU-REVO and must meet the minimum qualification of being free from all barriers to effectively fulfill their roles. The term length for

each ExCom member is one academic year, with the possibility of reappointment based on performance and commitment.

Section 3: **Elected Officers**, The ExCom shall include the following elected officers

Chief Executive Officer (CEO): Leads the ExCom, oversees all activities, and represents EDU-REVO in official capacities.

Assistant Executive Officer (AEO): Assists the CEO and steps in during their absence.

Chief Financial Officer (CFO): Oversees financial matters, including budgeting and fund management.

Assistant Financial Officer (AFO): Assists the CFO in managing financial tasks and steps in during their absence.

Chief Marketing Officer (CMO): Handles communication with the public, media, and stakeholders.

Assistant Marketing Officer (AMO): Assists the CMO in managing public relations and marketing tasks.

Chief Documentation Officer (CDO):Manages records, minutes of meetings, and documentation.

Assistant Documentation Officer (ADO): Assists the CDO in managing records and documentation tasks.

Chief Volunteer Officer (CVO): Coordinates the activities of volunteers, responsible for providing volunteers for the smooth operation of the organization.

Assistant Volunteer Officer (AVO): Assists the CVO in coordinating volunteer activities and steps in during their absence.

Event Coordinator: Organizes and manages events and programs which are pre-determined by EDU-REVO or approved by EDU-REVO.

Section 4: **Election of Officers**, Officers of the ExCom shall be elected annually by the Board of Directors and the current ExCom. The election process will include

Nomination:Members of the ExCom are nominated by the directors, or in the case of an existing panel, the assistants ascend to the chief ExCom roles. ExCom assistants are nominated by the directors and chiefs and must be an active volunteer of EDU-REVO.

Voting: Elections will be conducted through a fair and transparent voting process by the existing panel, and the results will be announced after the votes are tallied. In the case of a tie, the Board of Directors will cast the deciding vote.

Section 5: **Removal of Officers**, An officer may be removed from their position if they fail to adhere to the bylaws, policies, and code of conduct of EDU-REVO, or if their actions are detrimental to the organization's interests. The removal process will involve

Review: A thorough review by the ExCom and the Board of Directors.

Decision: A majority vote by the Board of Directors is required to remove an officer.

Notification: The officer in question will be notified of the decision in writing.

Section 6: **Filling Vacancies,**In the event of a vacancy in any of the elected officer positions, the ExCom will

Interim Appointment: Appoint a temporary officer to fulfill the duties until a permanent replacement is found.

Special Election: Conduct a special election if necessary to fill the vacancy for the remainder of the term.

Approval: Ensure the appointment or election is approved by the Board of Directors.

Article VII: FINANCIAL POLICIES

Section 1: Membership Fee

1.1.Membership Fee: The membership fee for joining EDU-REVO shall be INR 120.

1.2.Payment Method:All membership fees must be paid through the portal provided by EDU-REVO. Members who are unable to make payments through the portal can do so through the Chief Financial Officer (CFO), who will then transfer the funds to EDU-REVO board.

Section 2: Sponsorships

Directed Sponsorships: Any sponsorships or financial support obtained must be directed to EDU-REVO.

Section 3: Financial Dealings

3.1.Prohibition of Financial Dealings with Members: No financial dealings, including but not limited to loans, investments, or financial assistance, shall be conducted with members in the name of EDU-REVO.

3.2.Financial Assistance: All financial assistance required for conducting events or activities in the name of EDU-REVO shall be provided by EDU-REVO.

Section 4: Audit Committee,

4.1.Formation: The Board of Directors shall appoint an Audit Committee responsible for overseeing the audit process and internal controls.

4.2.Responsibilities: The Audit Committee shall review audit reports, assess the effectiveness of internal controls, and make recommendations for improvements.

4.3.Regular Audits: EDU-REVO shall conduct regular audits of its financial records to ensure accuracy and compliance with financial policies and regulations.

4.4.Audit Reports: Audit findings and recommendations shall be presented to the Board of Directors and included in the annual financial reports of EDU-REVO.

Article VIII: EVENTS AND PROGRAMME COMMITTEE

Section 1: Committee Formation

1.1.Establishment: Ex-Com shall establish an Events and Programme Committee responsible for planning, organizing, and executing events and programs in alignment with the organization's and institutional objectives.

1.2.Membership: The committee shall consist of members appointed by the Board of Directors, including a designated head responsible for leading the committee's activities.

Section 2: Event Planning and Execution

2.1.Calendar Alignment: All events and programs shall be undertaken following the EDU-REVO calendar to ensure coordination and avoid scheduling conflicts.

2.2.Additional Events: The committee may organize additional events with the permission of the Board of Directors, provided such events do not violate the institutional and EDU-REVO guidelines and contribute positively to the organization's mission

Section 3: Responsibilities

3.1.Event Planning: The committee shall be responsible for brainstorming event ideas, creating event proposals, and developing detailed plans for implementation.

3.2.Resource Allocation: The committee shall allocate resources, including budget, manpower, and materials, for each event or program in accordance with the organization's financial policies and guidelines.

3.3.Execution: The committee shall oversee the execution of events and programs, ensuring they are conducted smoothly and efficiently.

3.4.Evaluation: Following each event or program, the committee shall conduct evaluations to assess its success, gather feedback, and identify areas for improvement.

Section 4: Reporting

4.1.Regular Updates: The committee shall provide regular updates to the Board of Directors regarding event planning, progress, and outcomes.

4.2. Annual Report: An annual report summarizing the activities and achievements of the Events and Programme Committee shall be presented to the Board of Directors and made available to EDU-REVO members.

Section 5: **Compliance**

5.1. Guideline Adherence: All events and programs organized by the committee shall adhere to the institutional and EDU-REVO guidelines and policies.

5.2. Legal and Regulatory Compliance: The committee shall ensure compliance with all relevant laws, regulations, and policies governing event management and execution.

Article IX: MEETINGS

Section 1: **Annual General Body Meeting,** There shall be an annual meeting of the general membership of the organization. This meeting shall be held in conjunction with and at a location which may include colleges or other suitable venues

Section 2: **Annual Meeting Notice,** General members of the organization shall be notified of any meeting by email, no less than 30 days and no more than 60 days prior to that meeting, in accordance with these bylaws.

Section 3: **Purposes of the Annual Meeting:** The annual meeting shall serve the following purposes:

- Conduct such business of the organization as determined by the Board of Directors.
- Provide information about the organization that will be of interest to the members.
- Present any awards that are appropriate to present at this gathering.
- Provide a forum for membership interaction.

Section 4: **Meetings,**

Section 5: **Special Meeting,** Additional regular meetings, provision for special meetings and the manner of giving notice of annual, additional regular and special meetings shall be conducted accordingly.

Section 6: **Meeting through Telecommunication,** Members of EDU-REVO (Board of Directors, Executive Committee (ExCom), and volunteers), may conduct meetings through

telephone conference calls, video conferencing, chat rooms, or other similar electronic methods in which (1) all participants in the meeting can simultaneously hear or read each other's communications during the meeting; or (2) all communications during the meeting are immediately transmitted to each participant, and each participant is able to immediately send messages to all other participants

Section 7: **Meeting Attendance**, Reflecting the importance of attendance and participation, the Board may establish in its governing policies an attendance requirement, which may stipulate that absence from more regular meetings than allowed for in said requirement may be deemed cause for removal. Exceptions to this requirement may be made on an individual basis only by action of the Board of Directors.

Article X: LIABILITY AND INDEMNIFICATION OF OFFICERS AND DIRECTORS

Section 1: **Liability**, Officers and Directors of EDU-REVO shall not be personally liable for any debts, liabilities, or other obligations of the organization. They are protected from personal loss arising from actions undertaken in their official capacity, provided such actions are performed in good faith and in accordance with the organization's bylaws, policies, and applicable laws.

Section 2: **Indemnification**, EDU-REVO shall indemnify its Officers and Directors to the fullest extent permitted by law against any and all expenses, including legal fees, judgments, fines, and amounts paid in settlement, actually and reasonably incurred by them in connection with any action, suit, or proceeding to which they are made a party by reason of their service in such capacity.

Section 3: **Conditions for Indemnification**, Indemnification shall be provided under the following conditions

Good Faith: The Officer or Director acted in good faith and in a manner reasonably believed to be in or not opposed to the best interests of EDU-REVO.

Official Capacity: The actions were within the scope of their duties as an Officer or Director of EDU-REVO.

Legal Proceedings: In the case of a criminal proceeding, the Officer or Director had no reasonable cause to believe their conduct was unlawful.

Section 4: **Advancement of Expenses**, Expenses incurred by an Officer or Director in defending a civil or criminal action, suit, or proceeding may be paid by EDU-REVO in advance of the final disposition of such action, suit, or proceeding upon receipt of an undertaking by or on behalf of the Officer or Director to repay such amount if it shall ultimately be determined that they are not entitled to be indemnified by the organization

Section 5: **Non-Exclusivity of Rights**, The indemnification and advancement of expenses provided by this article shall not be deemed exclusive of any other rights to which those seeking indemnification or advancement of expenses may be entitled under any agreement, vote of disinterested directors, or otherwise, both as to action in their official capacity and as to action in another capacity while holding such office.

Section 7: **Continuation of Indemnification**, The indemnification and advancement of expenses provided by this article shall continue as to a person who has ceased to be an Officer or Director and shall insure to the benefit of the heirs, executors, and administrators of such a person.

Article XI: AMENDMENTS

Section 1: **Amendment Procedure**, These bylaws may be amended, altered, or repealed, and new bylaws may be adopted by the affirmative vote of a majority of the Board of Directors present at any regular or special meeting called for that purpose.

Section 2: **Notice**, Notice of any proposed amendment to these bylaws must be given to all members of the Board of Directors at least [insert number] days prior to the meeting at which the amendment will be voted upon. Such notice shall include the text of the proposed amendment or a summary thereof.

Section 3: **Board Approval**, The proposed amendment shall be presented for discussion and a vote at a regular or special meeting of the Board of Directors. A majority vote of the Board of Directors present and voting is required for the adoption of the amendment.

Section 4: **Record Keeping**, Any amendments to these bylaws shall be recorded in the official records of EDU-REVO and shall be made available to all members upon request.

Section 5: **Effective Date**, Amendments to these bylaws shall become effective immediately upon their adoption by the Board of Directors, unless otherwise specified in the amendment itself.

Adopted by the Board of Directors on
[date]

Sign
Board Secretary