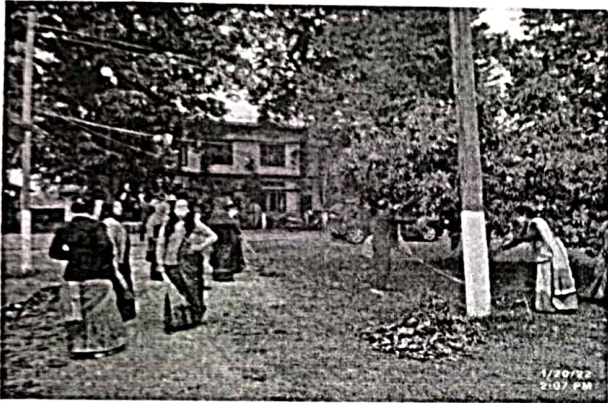




POLICY DOCUMENT

ECO-CLUB



GOGAMUKH

**GOGAMUKH COLLEGE
GOGAMUKH
DHEMAJI
ASSAM**

Introduction:

The Eco-Club of Gogamukh College is a student-led initiative committed to promoting environmental awareness and sustainable practices within our college community. This document outlines the policies governing the operations, activities, and membership of the Eco-Club to ensure its effective functioning and alignment with its mission.

Eco-club of Gogamukh College came into existence on 29-01-2022 with a view to foster a culture of environmental responsibility and sustainability among students, faculty, and staff through education, action, and advocacy.

1. Aims & Objectives

- **Education and awareness:-** Raise awareness about environmental issues and sustainable practices
- **Action and Implementation:-** Organize activities and projects that promote environmental sustainability
- **Community Engagement:-** Collaborate with local and global organizations to further environmental goals
- **Advocacy:-** Advocate for sustainable practices within the college and the broader.

2. Membership

Eligibility:

- Membership is open to all students, faculty, and staff of the college.
- Interested individuals must submit a membership application form.

Supporting Members: They should contribute to the club's goals but may not participate regularly in activities.

3. Rights and Responsibility:

- Members have the right to vote in club elections and decisions.
- Members are expected to adhere to the club's code of conduct and actively participate in club activities.

4. Organizational Structure:

Executive Committee:- The Executive Committee is responsible for the overall management and decision-making of the Eco-Club. It consists of-

- **President** - Leads the club, presides over meetings, and represents the club in official capacities.
- **Vice-President-** Assists the President and assumes their duties in their absence.
- **Secretary-** Maintains records, prepares meeting agendas, and handles correspondence

- **Treasurer-** Manages the club's finances, prepares budgets, and keeps financial records.
- **Event Co-ordinator-** Plans and organizes club events and activities.
- **Public Relation Officer-** Manages communication, publicity, and engagement with the communities.

5. Meetings:

General Meeting

- Held monthly to discuss ongoing and upcoming activities, and other relevant issues.
- Open to all members.

Executive Committee Meetings : Monthly plan and co-ordinate the club's activities

Special Meetings : May be called by the President or a majority of the executive committee members for urgent matters.

6. Work Areas

- **Workshop and Seminar-** Educational sessions on environmental topics.
- **Campus Clean-ups-** Regular clean-up drives within the college premises.
- **Cleanness Drive Outside the Campus:** Occasional clean-up drives are conducted outside the campus
- **Tree Plantation-** Organizing tree planting events to promote greenery.
- **Recycling Programs:** Initiatives to encourage recycling and waste management.
- **Awareness Campaigns:** Campaigns to spread awareness about environmental issues.

7. Project Proposals

- Any member can propose a project by submitting a project proposal form.
- Proposals will be reviewed and approved by the executive Committee.

8. Code of Conduct

- Members must respect each other and work collaboratively.
- Discrimination, harassment, or any form of misconduct will not be tolerated.
- Members should strive to minimize their environmental footprint.

9. Funding and Resources:

- Membership Fees.
- Fund Raising events.
- Grants and donations

➤ Financial Management

- The Treasurer will maintain detailed records of all financial transactions.
- An annual financial report will be prepared and presented to the members.

10. Amendments to the policy:

- Proposed amendments to this policy can be submitted by any member.

- Amendments must be approved by a two-thirds majority of the voting members present at a general meeting.

11. Conclusion:

The Eco-Club of Gogamukh College aims to be a dynamic and impactful organization dedicated to promoting environmental sustainability. By adhering to this policy, we can ensure the club operates effectively and achieves its mission.



Signature of the Principal
Gogamukh College



Signature of the Co-ordinator
Eco-Club
Gogamukh College

Principal
Gogamukh College
Date:.....

GOGAMUKH COLLEGE