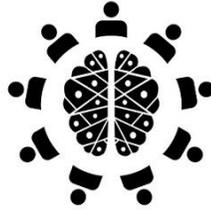


# PROJECT ENCEPHALON

## Index

- I. Preamble to the Constitution • 3
- II. Chapter One: General Regulations • 4
- III. Chapter Two: Status • 6
- IV. Chapter Three: Office • 7
- V. Chapter Four: Main departments and auxiliary departments • 11
- VI. Chapter Five: Meetings • 15
- VII. Chapter Six: Executive Board • 18
- VIII. Chapter Seven: Senate • 19
- IX. Chapter Eight: Special Committees • 20
- X. Chapter Nine: Initiatives and Activities • 23
- XI. Chapter Ten: Recognition of officers, honorary members, participants, invitees • 23
- XII. Chapter Eleven: Identity and Partnerships • 24



# PROJECT ENCEPHALON

XIII. Chapter Twelve: Enactment and Amendments • 25

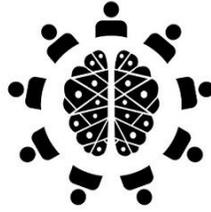
XIV. Chapter Thirteen: Dissolution • 26

XV. Appendix A: Code of Conduct • 27

XVI. Appendix B: Organogram • 30

XVII. Appendix C: Log of Amendments • 31

XVIII. Annexure: Memorandums • 32



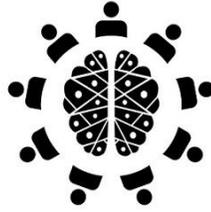
# PROJECT ENCEPHALON

## **Preamble to the Project Encephalon Constitution**

*We, the students, having an interest in the field of neuroscience have established this organisation which is known as Project Encephalon under the Project Encephalon Foundation Trust, to provide us a platform to learn the intricate aspects of the field of neuroscience.*

*We solemnly declare to abide by the Code of conduct associated with this constitution.*

*In our Board Meeting on this 20th day of August 2020, do hereby adopt and enact the constitution to run this organization.*



# PROJECT ENCEPHALON

## Constitution of Project Encephalon

### Chapter One: General Regulations

#### Article 1: Name

1. The official name of the organization shall be Project Encephalon.
2. The recognized abbreviation is PE.

#### Article 2: Language

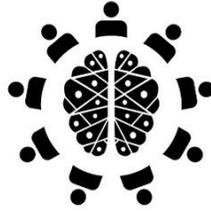
3. The official language of the organization is English.

#### Article 3: Vision

4. To create a vibrant community for the students of neuroscience where they can be exposed to the myriads of realms that encompass the vast expanse of this interdisciplinary field, stimulating them to holistically approach neuroscience, to help student researchers gain knowledge on a wide array of domains, that might prove useful for neuroscience research.

#### Article 3: Mission and Objectives

5. PE intends to create a vibrant community of neuroscience enthusiasts irrespective of their background and connect them all in order to provide not only academic and research opportunities but also provide a platform to nourish creativity. PE also intends to support the endeavors of all

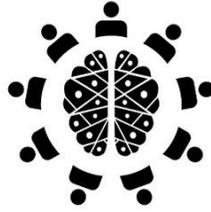


# PROJECT ENCEPHALON

high schoolers, undergraduates, graduates and early career researchers and to encourage and support them to become leaders in the field of neuroscience and allied disciplines.

## **Article 4: Members**

6. The membership can be classified into the following-
  - a. Members, defined as any individual willing to learn or teach neuroscience.
  - b. Collaborators, defined as senior academicians, faculty, post-docs, scientists, or anyone interested in neuroscience who are willing to mentor students.
  - c. Honorary Members, defined as members who have contributed significantly to the advancement of Project Encephalon. The honorary members shall be nominated by the Executive Board and will be selected by the Board of Trustees.
7. Membership to Project Encephalon shall not be denied to anyone except in the cases of the Code of conduct violations.
8. No fee shall be charged to become a member of Project Encephalon.
9. The membership, including collaborators and honorary members, can be terminated in the following events
  - a. The absolute majority of the Board of Trustees decides so.
  - b. The member is found in contempt of Code of conduct violations by the Code of conduct committee
  - c. The member voluntarily leaves the group
10. The member held in contempt of a non-criminal offense can be readmitted after the Code of conduct committee clears them.

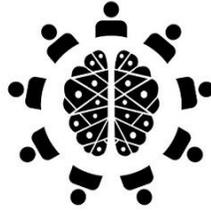


# PROJECT ENCEPHALON

## Chapter Two: Status

### Article 5: Project Encephalon Foundation Trust

11. Project Encephalon is a not-for-profit entity under Project Encephalon Foundation Trust registered with the Government of India.
12. Project Encephalon Foundation Trust and the deed associated with it alone defines Project Encephalon as a legal entity.
13. As mentioned in Project Encephalon Foundation Trust Deed, trustees are alone the legal representatives of Project Encephalon. Managing Trustee presides over the Project Encephalon Foundation Trust.
14. This constitution and the officials appointed by it do not have any legal standing.
15. The trustees of Project Encephalon Foundation shall have the authority to intervene in any facet of the functioning of Project Encephalon.
16. The Project Encephalon Foundation Trust has complete and total authority over Project Encephalon all of its committees or Board as mentioned in this constitution, including but not limited to its functioning, finances, this constitution, and its subsidiaries. The Board of Trustees can overrule the Executive Board's decision, Code of Conduct Committee, Senate, Scientific Advisory Committee, or any other committees or Department of Project Encephalon.
17. The Board of Trustees is not legally bound to comply with the clauses of this constitution.
18. The President and the Vice President of Project Encephalon shall be considered to temporarily serve in the Board of Trustees for a period of 1 year.
19. Only Project Encephalon Foundation is responsible for the management of the finances of Project Encephalon.



# PROJECT ENCEPHALON

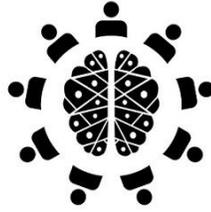
## Chapter Three: Office

### Article 6: Composition

20. All the departments and committees shall be considered the office of Project Encephalon.
21. The office of Project Encephalon is divided into seven main departments, two auxiliary departments, two special committees.
22. The main departments of PE are
  - a. Administrative Department
  - b. Internal Affairs Department
  - c. External Affairs Department
  - d. International Affairs Department
  - e. Human Resources Department
  - f. Marketing Department
  - g. Technical Department
23. The auxiliary departments are
  - a. Design Department
  - b. Editorial Department
24. Special Committees are
  - a. Scientific Advisory Committee
  - b. Code of Conduct Committee

### Article 7: Officials

25. The official of Project Encephalon is a member of any main department, any auxiliary department, or the Code of Conduct Committee.
26. The officials shall have a tenure of 1 year.
27. The presiding official is the member of the main Department, any auxiliary department or Code of Conduct Committee that is responsible for the proper functioning of that Department.



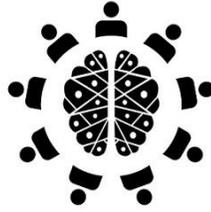
# PROJECT ENCEPHALON

## Article 8: Structure

28. Every main and auxiliary Department shall comprise, except mentioned otherwise
  - a. Executive Board Member – E1
  - b. Presiding Officer (If other than Executive Board Member) - O1
  - c. Deputy Officer - O2
  - d. Assistant Officer - O3
  - e. Associate Officer - O4
  - f. Coordinator - O5
29. The hierarchy of authority- E1 level = C1 -> O1 level -> O2 level -> O3 level -> O4 level -> O5 level
30. The strength of officials at the O1 and E1 level are fixed. The President shall decide the strength of any official below O1.
31. All the officials in the Code of conduct committee shall form level C1.

## Article 9: Selection

32. Any official at the Level of O2, O3, O4, and O5 shall be selected by the E1 posted in that Department, O1 posted in that Department, the President of Project Encephalon, and the Vice President of Project Encephalon.
  - a. The criteria to select officials at this level shall be developed by the Executive Board.
  - b. This selection shall be subject to screening by the Executive Board and the Board of Trustees.
  - c. The Executive Board with a majority can dismiss the appointment, and the Board of Trustees can dismiss according to the Board of Trustees' election procedure.
33. The Executive Board shall select any official at the Level of O1. The candidate that receives the maximum number of votes will be elected.
  - a. The criteria to select officials at this level will be developed by the Executive Board.

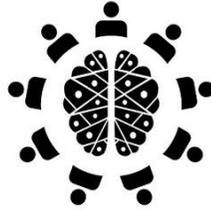


## PROJECT ENCEPHALON

- b. This selection shall be subject to screening by the Executive Board and the Board of Trustees.
  - c. The Executive Board with a majority can dismiss the appointment, and the Board of Trustees can dismiss according to the Board of Trustees' election procedure.
34. The Board of Trustees shall select any official at the Level of E1 and C1. The election procedure will be equivalent to tabling a motion in the trust.
35. The vacancy of any official at all the levels shall be made public on the website and/or social channels of Project Encephalon. The President can accept the unsolicited expression of interest from members of Project Encephalon to volunteer at O2, O3, O4, O5 Level; however, the selection is based on the aforementioned clause.
36. Each official and member of the Code of conduct committee are required to sign a confidential professional declaration. The professional declaration is prepared by the Board of Trustees on recommendation from the Executive Board and maintained by the Administrative Department. The terms mentioned in this declaration are assumed to be the addendum of this constitution.

### **Article 10: Promotion, extension, and transfer**

37. Only after completing tenure at the same Level or different Levels in the same Department or other Department, officials can be provided with the certificate of completion and official letter of recommendation.
38. Any official can be promoted to a higher level only after the completion of the tenure. The officials shall also be allowed to be promoted to a higher level in a different office.
- a. An exception can be made in the case of extraordinary candidates on the recommendation of any two trustees.

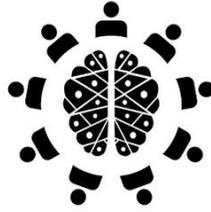


## PROJECT ENCEPHALON

39. The criteria for the promotion to and extension at a level of O2, O3, O4, O5 shall be fixed by the Executive Board.
40. The criteria for the promotion to and extension at a level of E1 and O1 will be fixed by the Board of Trustees.
41. Any official before the end of tenure at the Level of O2, O3, O4, O5 can be transferred to at the same level by the presiding officers.
42. Any official before the end of tenure at the Level of O1 can be transferred to the same Level by Executive Board, provided there is a vacancy.
43. Any official before the end of tenure at the Level of E1 can be transferred to the same level by the Board of Trustees.

### **Article 11: Removal**

44. Any official at the Level of O1, O2, O3, O4, O5 can be removed in the following situations-
  - a. At the end of tenure
  - b. After the Code of conduct committee finds the person in contempt of the Code with a majority.
  - c. After the Executive Board, due to any reason with a majority decides so.
  - d. After the Board of Trustees, due to any reason, decides so.
  - e. After official at the said level resigns.
45. Any official at the Level of E1 and C1 can be removed in the following situations-
  - a. At the end of tenure
  - b. After the Code of conduct committee (except the person of interest) finds the person in contempt of the Code with a majority of 50%.
  - c. After the Board of Trustees, due to any reason, decides so.
  - d. After official at the said level resigns.

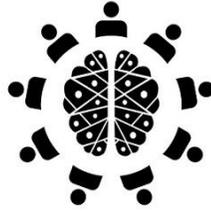


# PROJECT ENCEPHALON

## Chapter Four: Main Departments and Auxiliary Departments

### Article 12: Composition and Functioning of Main Departments

46. The Executive Board of Project Encephalon can give additional roles to the officials. Moreover, specific roles shall be decided by the President, Vice President, and the presiding officer.
47. Administrative Department comprises
  - a. President at E1 Level (One position)
  - b. Vice President at E1 Level (One position)
  - c. Administrative Officer at O1 Level (Two positions)
  - d. Deputy Administrative Officer at O2 Level
48. The role of the administrative Department is-
  - a. Organize and arrange all meetings
  - b. Maintain service record of every official and document assessment report of all the officials.
  - c. Review the constitution regularly and recommend changes that are necessary for the proper functioning of Project Encephalon.
  - d. Administer administrative action proposed by the Executive Board.
  - e. Coordinate between all the departments of Project Encephalon.
  - f. Develop, monitor, and enforce a redressal system for all the officials.
  - g. Issue and enforce memorandum recommended by the President.
  - h. Regulate interdepartmental collaborations and communications.
  - i. Provide logistical support to all the departments of Project Encephalon.
49. Internal Affairs Department comprises
  - a. Chief Operating Officer at E1 Level (Two positions)
  - b. Deputy Chief Operating Officer at O2 Level
  - c. Assistant Chief Operating Officer at O3 Level
  - d. Associate Chief Operating Officer at O4 Level



## PROJECT ENCEPHALON

e. Activity Coordinator at O5 Level

50. The role of the internal affairs Department is-

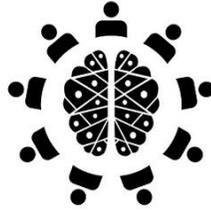
- a. Design, manages, and monitors all internal activities being run in Project Encephalon.
- b. Act as a nodal officer of the activities to the Board.
- c. Help the Board and the members in understanding the impact of the activity.
- d. Coordinate with external affairs to conduct activities in collaboration with a partnering organization.
- e. Manage and run discord community efficiently and according to specified neuroscientific disciplines.
- f. Coordinate between the members and officials to smoothly run any activity and ensure apt participation.
- g. Receive feedback for activities and function accordingly.

51. External Affairs Department comprises

- a. Chief External Affairs Officer at E1 Level (One position)
- b. Deputy External Affairs Officer at O2 Level
- c. Assistant External Affairs Officer at O3 Level
- d. Associate External Affairs Officer at O4 Level

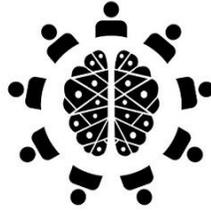
52. The role of the external affairs department is-

- a. Find new partners and recommend them to the Executive Board for their acceptance.
- b. Design and Sign MOUs with all the partners.
- c. Keep a tab on all the MOUs signed between Project Encephalon and other organizations.
- d. Regularly communicate with the partners.
- e. Represents Project Encephalon in external relations.
- f. Monitor the defunct partners and report them to the Board.
- g. Cancel MOU's with the non-productive partners upon the advice of the Board.
- h. Refer relevant activities to be conducted in collaboration with Internal Affairs department when conducted in collaboration with partners.



## PROJECT ENCEPHALON

53. International Affairs Department comprises
- a. Chief International Officer at E1 Level (Two positions)
  - b. Deputy Chief International Officer at O2 Level
  - c. Regional Director at O2 Level
  - d. Deputy Regional Director at O3 Level
  - e. Assistant Regional Director at O4 Level
54. Human Resources Department comprises
- a. Chief Human Resources Officer at E1 Level (One position)
  - b. Deputy Chief Human Resources Officer at O2 Level
  - c. Assistant Chief Human Resources Officer at O3 Level
  - d. Associate Chief Human Resources Officer at O4 Level
  - e. Discord Executive at O5 Level
55. The role of the Human Resources Department is-
- a. Act as the spokesperson of Project Encephalon.
  - b. Induct new officials on recommendations of the Board of Trustees, Executive Board, and the presiding officer and guide them through the onboarding process.
  - c. Admit new members to Project Encephalon and maintain their database.
  - d. Act the nodal officer to address grievances and feedback of the members except the Code of conduct violations and official's grievances.
  - e. Assist the President in understanding member affairs.
  - f. Continuously design and run surveys to design member-centric activities.
  - g. Manage discord community along with the internal affairs department.
56. Marketing Department comprises
- a. Chief Marketing Officer at E1 Level (One position)
  - b. Deputy Chief Marketing Officer at O2 Level
  - c. Assistant Chief Marketing Officer at O3 Level
  - d. Associate Chief Marketing Officer at O4 Level
  - e. Social Media Manager at O5 Level

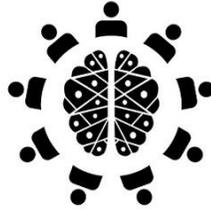


## PROJECT ENCEPHALON

57. The role of the marketing department is-
- Manage all social media accounts of Project Encephalon except GitHub.
  - Design and implement intricate marketing strategies to maximize the reach as much as possible and improve the efficacy to the maximum.
58. Technical Department comprises
- Chief Technical Officer at E1 Level (One position)
  - Deputy Chief Technical Officer at O2 Level
  - Assistant Chief Technical Officer at O3 Level
  - Associate Chief Technical Officer at O4 Level
  - Advisor to Chief Technical Officer at O5 Level
59. The role of the technical Department is-
- Design, develop and maintain the website, software, and mobile applications.
  - Manage GitHub of Project Encephalon.
  - Provide logistical support to other departments.
  - Provide technical support to other departments when asked for.

### **Article 13: Auxiliary Department**

60. Design Department comprises
- Vice President at E1 Level (One position)
  - Head of Design at O1 Level (Three positions)
  - Deputy Head of Design at O2 Level
  - Assistant Designer at O3 Level
  - Associate Designer at O4 Level
  - Creative Consultant at O5 Level
61. The role of the Design department is-
- Create posters for all announcements.
  - Provide design support to all other departments.



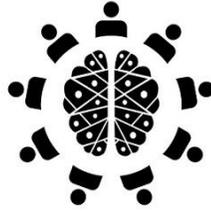
## PROJECT ENCEPHALON

62. Editorial Department comprises
- Vice President at E1 Level (One position)
  - Editor in Chief at O1 Level (Two positions)
  - Executive Editor at O2 Level
  - Assistant editor at O3 level
  - Associate editor at O4 level
63. The role of the Editorial Department is-
- Run the blog of Project Encephalon.
  - Design the newsletter of Project Encephalon.
  - Provide support when preparing a document to all other departments when required.

### Chapter Five: Meetings

#### Article 14: Types of meetings, quorum, and Platform

64. The official meetings of Project Encephalon are as follows-
- Executive Board Meetings
  - Board of Trustees Meeting (takes place according to Project Encephalon Foundation Trust Deed)
  - Senate Meeting
  - Code of Conduct Committee Meeting
65. All the clauses of this chapter and this constitution shall not apply to the Board of Trustees meeting.
66. The quorum of the meetings is two-third of the total eligible attendees in each case.
67. The presiding officer shall decide the platform of the meetings. Following are the acceptable platforms-
- Online meeting
  - In-person meeting
  - Messaging application



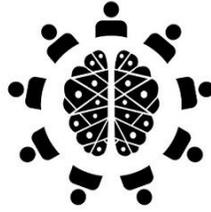
# PROJECT ENCEPHALON

## **Article 15: Tabling of the motion and Voting procedures**

68. At the start of each session, the presiding officer will call for all the attending members with voting rights and check for the quorum.
69. The election process, selection process, and all voting procedures mentioned in this constitution are equivalent to table a motion.
70. All the attendees with voting rights will be allowed to table motions. Motions shall be conveyed to the eligible attendees with voting rights at least a week before.
  - a. Unless the presiding office classifies it as an emergency.
71. All the attendees with the voting rights will have equivalent voting power, except otherwise mentioned, and are entitled to cast one vote on all motions introduced in the meeting. No proxy voting shall be allowed.
72. The voting process shall be anonymous unless deemed unnecessary by the presiding officer.
73. The majority required for passing any motion shall be fifty percent of the attending eligible voters unless mentioned otherwise.
74. The presiding officer shall have one extra vote to resolve any ties.

## **Article 16: Frequency of meetings**

75. The Executive Board meetings will be held as needed. At least one meeting shall be held in one month.
76. The Senate meetings will take place once in one financial year. The Executive Board can call for the emergency meeting if deemed necessary.



## PROJECT ENCEPHALON

77. Code of Conduct Committee meetings shall be held as needed or whenever there is a code of conduct violation.

### **Article 17: Executive Board Meeting**

78. The official language of the Executive Board Meetings is English.

79. The Executive Board meeting shall be presided by the President of Project Encephalon. In their absence, the Vice President shall preside over the meeting.

80. All the members of the Executive Board are considered eligible voters and eligible attendees.

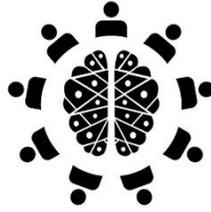
81. Such meetings will be responsible for the complete functioning of Project Encephalon, including but not limited to conducting day-to-day activities of Project Encephalon, running subsidiaries of Project Encephalon, introducing new activities, and for appointing all other officers to run Project Encephalon smoothly.

82. Executive Board members who are not present in the meeting are allowed to disclose their opinions in advance; however, they shall not be allowed to vote.

83. The Executive Board meetings shall be held for dealing with all emergencies more than once in one financial year. The Executive Board can declare an emergency at their discretion.

84. The Executive Board can allow other officials to join the Executive Board meeting as observers whenever deemed necessary. Observers do not have proposing, speaking, or voting rights. The Executive Board can confer speaking and proposing rights to observers.

85. The observers can be asked to leave the meeting whenever deemed necessary by the Executive Board.



## PROJECT ENCEPHALON

86. The members of the Executive Board are not allowed to delegate their role in the Executive Board meeting.

### **Article 18: Senate Meeting**

87. The official language of the senate meeting is English.

88. The Senate meetings will be presided by the President of Project Encephalon. In their absence, the Vice President will preside over the Senate meetings.

89. The members of the Senate are all eligible voters and eligible attendees of the Senate Meeting.

## **Chapter Six: Executive Board**

### **Article 19: Composition**

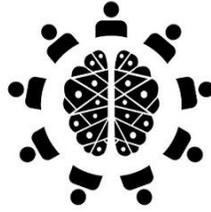
90. The Board will be comprised of officials at the E1 level as follows:

- a) President- 1 member
- b) Vice President -1 member
- c) Chief Operating Officer- 2 members (COO)
- d) Chief Human Resource Officer- 1 member (CHRO)
- e) Chief Technical Officer- 1 member (CTO)
- f) Chief External Affairs Officer- 1 member (CEAO)
- g) Chief Marketing Officer – 1 member (CMO)
- h) Chief International Officer- 2 members (CIO)

27 There are ten members in the strength of the Executive Board.

### **Article 20: Selection**

91. The Board of Trustees will appoint the members of the Executive Board at E1 Level.



# PROJECT ENCEPHALON

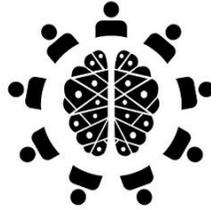
## **Article 21: Role**

92. The Executive Board of Project Encephalon is the highest executive body of Project Encephalon responsible for the smooth functioning of Project Encephalon.
93. The Executive Board acts on behalf of the members, Senate, main Department, axillary Department, and special committees to run Project Encephalon.
94. The Board shall look after the day-to-day activities of Project Encephalon.
95. All the initiatives, management directly and indirectly associated with it, will be carried forward by the Executive Board.
96. The President is the chair of the Executive Board and Senate and acts as the executive head of Project Encephalon.
97. The Vice President is the presiding officer of the Editorial department and Design department, Chief Operating Officer is the presiding officer of Internal Affairs Department, Chief Human Resources department is the presiding officer of Human Resources department, Chief Technical Officer is the presiding officer of Technical Department, Chief External Affairs Officer is the presiding officer of external affairs department, Chief Marketing Officer is the presiding officer of the Marketing department, and Chief International Officer is the presiding officer of International Affairs Department.

## **Chapter Seven: Senate**

### **Article 22: Composition**

98. The Senate comprises of the following members-
  - a. Officials of Project Encephalon
  - b. Members of Special Committees
  - c. Honorary Life Members



## PROJECT ENCEPHALON

99. The members of Project Encephalon, except above, shall be the observers of Senate.

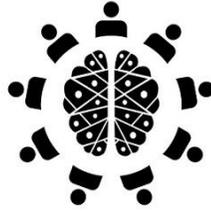
### Article 23: Role

100. The Senate shall prepare a report containing the following and submit the same to the Executive Board
- a. Review of past initiatives
  - b. Review of past year functioning and difficulties faced and proposed changes.
  - c. Proposed finances of the entire organization in one year
  - d. the milestones and goals of Project Encephalon that need to be accomplished in one year.
  - e. Review of the milestones of previous years and assess the shortcomings, and lays out the plan to fulfill the goals.
101. The Senate will review the official documents of Project Encephalon- This constitution, the Code of conduct, memorandums issued, financial records and will put forth the evaluation to the Executive Board. Executive Board, upon review, shall propose the changes to the Board of Trustees.

## Chapter Eight: Special Committees

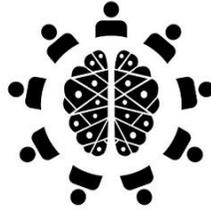
### Article 24

102. The Code of conduct committee (hereinafter referred to as the CC) shall act as the guardian of the CC as described in Appendix A.
103. CC shall comprise six members.
- a. Chief Human Resources Officer (One) – E1 Level
  - b. Members (of diverse backgrounds and different nationalities) (Five) – C1 level



## PROJECT ENCEPHALON

104. The CC shall always have at least one person from the LGBTQ+ community and at least one who identifies herself as a woman. The CC shall never have a member of the Executive Board as the appointee, except the Chief Human Resources Officer.
105. CC proceedings abide by the following rules-
- a. Chief Human Resources Officer will preside over the proceedings
  - b. CC shall decide on the Code of conduct violations
  - c. The CC has the sole power to determine the punishment of the individual held in contempt
  - d. The CC shall be responsible for assisting the victim in reporting the case to the Government of India if a criminal offense is committed.
  - e. All decisions in CC shall be taken by voting.
106. The maximum duration to make a decision about the complaint is two weeks, starting from the day complaint is reported.
107. The Board of Trustees can overturn the decision of CC according to the Board of Trustees' election procedures.
108. The power to select the member to CC in the Board of Trustees, following the nomination and election process.
109. In case of contempt of CC proceedings against the Chief Human Resources Officer, the President of Project Encephalon will preside over the proceedings. In this case, the President will be allowed to having voting power of one.
110. In case of complaint of contempt of Code of Conduct against any official, the presiding officer of the Code of Conduct proceedings based on the atrocity of complaint shall first decide whether the official needs to be suspended from the position.

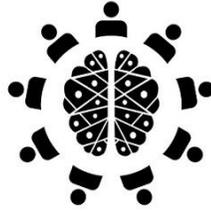


## PROJECT ENCEPHALON

111. The Board of Trustees can only amend the Code of conduct following the election procedure of the Board of Trustees upon the recommendation of the Code of Conduct Committee.
112. Code of Conduct contempt against any member of the Board of Trustees shall be looked upon solely by the Board of Trustees.
113. The decision to inform the accused about the complaint or the decision and the complainer about the complaint shall be made by CC on a case-to-case basis. The report of the complaint shall be provided to the Board of Trustees after the proceedings.

### Article 25

114. Scientific Advisory Committee (hereinafter referred to as the SAC) shall be constituted to assist the Board in matters related to neuroscience teaching.
115. The SAC members shall be nominated by the Chief Human Resources Officer from the list of collaborators. The Executive Board shall vote to elect them.
116. SAC shall consist of members with outstanding standing in the field of neuroscience and allied disciplines.
117. The tenure of a member to SAC is for two years.
118. Membership to SAC can be quashed when
  - a. The tenure of the member expires.
  - b. The Member of SAC resigns from the position
  - c. The Code of Committee unanimously finds them in contempt.
  - d. The Executive Board quash their membership with a majority of 2/3



# PROJECT ENCEPHALON

## Chapter Nine: Initiatives and Activities

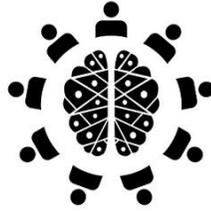
### Article 26

119. Any member of Project Encephalon shall be allowed to initiate any relevant activity in the group after the approval of the Board. The activity proposal shall be submitted to Executive Board at least one month before the proposed beginning date.
120. The proposing member can be invited to the Executive Board meeting as the observer.
121. If the Board accepts the proposal, the proposing member shall be appointed as an official at the O5 level. The tenure of the said officer shall be the completion of the initiative or one year, whatever is earlier.
122. The proposing official shall be subject to all the rules of other officials.
123. All the activities and initiatives will be presided by the Chief Operating Officer unless decided by the President of Project Encephalon.
124. All the officials can be accepted on deputation in the internal affairs department to conduct any activity after the approval from the President of Project Encephalon.

## Chapter Ten: Recognition of officers, honorary members, participants, invitees

### Article 27

125. The officers, honorary members, participants, and invitees shall be recognized with the issuance of the certificate if demanded or deemed necessary by the President of Project Encephalon.
  - a. Officers shall receive the certificate of achievement only when more than fifty percent of the tenured time is completed.



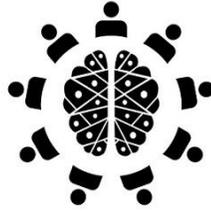
## PROJECT ENCEPHALON

- b. Officials can only be provided with a certificate of completion after the completion of complete tenure.
  - c. Honorary members shall be awarded the certificate as soon as they are conferred the title.
  - d. Participants and invitees shall be issued a certificate after the completion of the activity
126. The template of the certificate shall be possessed by the Vice President and shall not be shared with anyone. The template must have a logo and shall be verifiable by Project Encephalon.
- a. Only the Board can change the template.
127. Only e-certificates shall be issued in a pdf format.
128. The certificate of initiatives and commendation for O2, O3, O4, O5 officials shall possess the signatures of the President, Vice President, and the presiding officer.
129. The certificate to Honorary members and commendation for O1, E1, C1 officials shall possess the signature of the Managing Trustee and other relevant Trustees.

### **Chapter Eleven: Identity and Partnerships**

#### **Article 28**

130. The Chief External Affairs Officer shall act as the guardian of the identity of this organization when partnering with any organization and Chief Marketing Officer when on public platforms.
- a. The logo and the name refer to the identity of this organization.
131. Any organization, club, association, society, or university that furthers Project Encephalon's goal shall be allowed to partner with Project Encephalon.
132. The Board shall approve the partners of Project Encephalon upon the advice of the Chief External Affairs Officer.



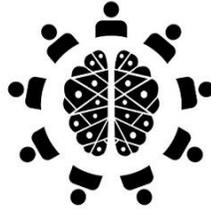
## PROJECT ENCEPHALON

133. The Chief External Affairs Officer shall nominate, and the Board shall appoint officers to act as the contact person to the partnering organization.
134. The Chief External Affairs Officer shall preside over meetings with partnering organizations.
135. The MOU (with no legal binding) with the partnering organizations shall possess the signature of the President, the Chief External Affairs Officer, and other relevant officials from the External Affairs Department. The MOU will legal implications shall be referred to the Board of Trustees and shall possess the signature only of the Managing Trustee and other relevant Trustees.
  - a. Only the Board of Trustees can legally represent Project Encephalon.

### **Chapter Twelve: Enactment and Amendments**

#### **Article 29: Memorandums**

136. On behalf of the Executive Board, the administrative office can issue a memorandum that needs to be complied with by the members and/or collaborators and/or officials of Project Encephalon.
137. The memorandum shall clearly mention the issuance date, effective date, expiration date, and agenda.
138. The memorandum shall be strictly complied along with the constitution for a maximum period of 2 months before the decision of the Board of Trustees.
  - a. The Executive Board will forward the memorandum to the Board of Trustees. If approved, the memorandum will be added as the addendum to this constitution. If not, the memorandum will cease to be the official policy.
139. The notification and the memorandum shall be conveyed to the Board of Trustees at least three days before the issuance date.



## PROJECT ENCEPHALON

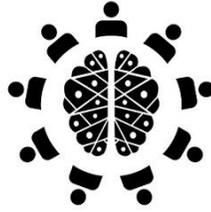
### Article 30

140. This constitution, including all appendices, can be amended only by the Board of Trustees according to the rules of the Board of Trustees during the Board of Trustees meeting.
141. Any official of Project Encephalon can sponsor the amendment to the constitution; however, only the Board of Trustees can amend the constitution.
- a. The proposal to amend shall be sent to the Board of Trustees directly by the proposing official.
142. The Executive Board shall act as the guardian of this constitution and should uphold it on all occasions. The Executive Board shall report all violations of this constitution to the Board of Trustees, following which the Board of Trustees can decide upon the appropriate action.

### Chapter Thirteen: Dissolution

#### Article 31

143. Project Encephalon can be dissolved after the motion for the same is passed by the Board of Trustees upon the Executive Board's recommendation.
144. In case the Board of Trustees decides not to dissolve Project Encephalon, the Board of Trustees shall appoint the new Executive Board.
145. One-month notice shall be given to the members, pending dissolution.
146. The Executive Board and Board of Trustees shall maintain the required transparency in dealing with the dissolution.



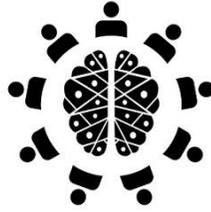
# PROJECT ENCEPHALON

## Appendix A Code of Conduct

1. Project Encephalon is committed to providing an open and inclusive learning environment to all the members. All members regardless of their position in Project Encephalon are expected to adhere to this Code of Conduct.
2. Members of Project Encephalon who are asked to stop any inappropriate behavior are expected to comply immediately. If a participant engages in behavior that violates this Code of Conduct, the presiding officer may warn the offender, ask them to leave the event or platform. They might be asked to engage with the Code of Conduct Committee to look into the matter.
3. According to the decision of the committee, the member might be asked to leave Project Encephalon either for a short time or permanently.
4. Everybody will be allowed to report violations of the Code of Conduct. Complaints can be made anonymously. The information about the accused and the victim will never be disclosed in the public unless necessitated by the law of the land.
5. Any bias by the Board, any officer, and the members of the Code of conduct committee can also be reported as a code of conduct violation.
6. The following are the main components of the Code.

### **A. Be inclusive.**

We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national



## PROJECT ENCEPHALON

origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

### **B. Be considerate.**

We all depend on each other to produce the best work we can as an organization. Your decisions will affect other members around the world, and you should take those consequences into account when making decisions.

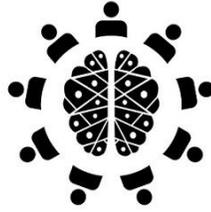
### **C. Be respectful.**

We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration to become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.

### **D. Choose your words carefully.**

Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior aren't acceptable. This includes, but is not limited to:

- I. Threats of violence.
- II. Discriminatory jokes and language.
- III. Sharing sexually explicit or violent material via electronic devices or other means.



## PROJECT ENCEPHALON

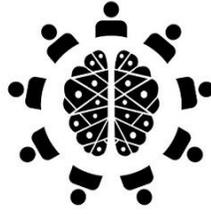
- IV. Personal insults, especially those using racist or sexist terms.
- V. Unwelcome sexual attention.
- VI. Advocating for, or encouraging, any of the above behavior.

### **E. Don't harass.**

In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.

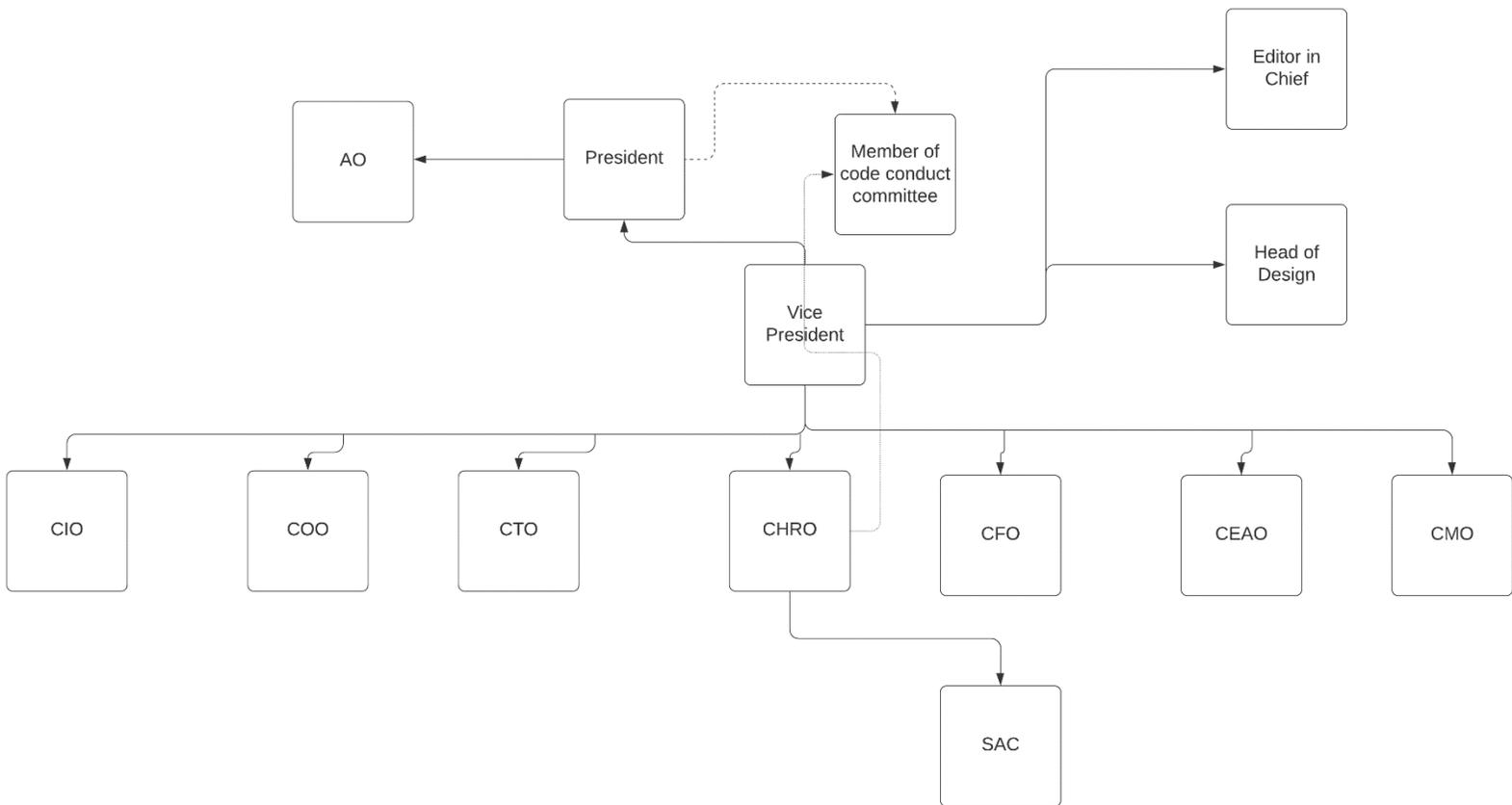
### **F. Our differences can be our strengths**

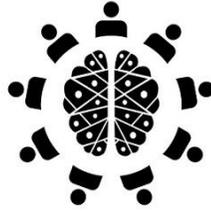
We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes, and blaming each other doesn't get us anywhere. Instead, focus on resolving issues and learning from mistakes.



# PROJECT ENCEPHALON

## Appendix B Organogram



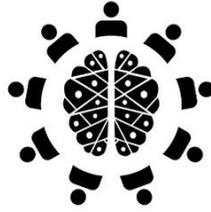


# PROJECT ENCEPHALON

## Appendix C

### Log of amendments

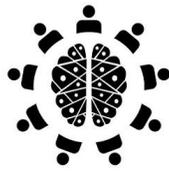
1. Board Meeting, 26th August 2020
2. Board Meeting, 3rd September 2020
3. Board Meeting, 5th September 2020
4. Board Meeting, 6th January 2021
5. Board Meeting, 8th July 2021



# PROJECT ENCEPHALON

## **Annexure Memorandums**

*-Memorandums follow-*



## PROJECT ENCEPHALON

**No. Memo/21/001/001**

### **Memorandum**

Date: June 2, 2021

To: All volunteers

From: Jay Verma, Administrative Officer

Subject: Leave Application

This is to inform all volunteers that if due to any commitments they are unable to devote at least 5 hours per week to their respective Project Encephalon duties, they should apply for a temporary leave by filling the attached Google form- <https://forms.gle/BCPRd18DfZKR7svC7>

We request that volunteers fill the form at least 3 days before their leave period begins so that the Administrative Department can make necessary arrangements.

Thank you for your cooperation.

Copy to-

- 1) All volunteers/ executive board
- 2) Department heads