

CONSTITUTION OF STUDENTS' UNION

GOVT. SERCHHIP COLLEGE



STUDENTS' UNION CONSTITUTION

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**CONSTITUTION
OF
GOVT. SERCHHIP COLLEGE STUDENTS' UNION**

ARTICLE - I

1. PREAMBLE

- a) There shall be a Students' Union at Govt. Serchhip College to promote healthy fraternity among the students of the College.
- b) To maintain good relation between the teachers, the members of non-teaching staff and the students and to assist the College authority in maintaining peace, discipline and all round development of the College.
- c) Above all to safeguard and uphold the rights and interests of all the students as a whole.

2. NAME

The name of the union shall be "GOVT. SERCHHIP COLLEGE STUDENTS' UNION".

3. AIMS & OBJECTIVES

The aims and objectives of the Union shall be:

- a) To promote mutual contact and spirit of oneness among the students of the College

- b) To promote social, cultural and intellectual development of the students of the College
- c) To promote closer relations between the students and teachers of the College
- d) To represent the College students in the Inter-College and Inter-University functions and activities
- e) To make concrete and constructive suggestions to the Principal from time to time
- f) With regard to the regulations of extra academic activities and in matters concerning the general welfare of the students

4. GENERAL MEMBERS

All bona fide students of the College shall be members of the Union. All members shall be entitled to use the facilities of the Union and take part in its educational, social, sporting and cultural activities. Members shall be allowed to speak and vote at Union meetings, to nominate and to vote in union elections, and to hold office in Clubs and Committees.

5. OFFICE BEARERS

- a) President
- b) Vice-President
- c) General Secretary
- d) Games & Sports Secretary
- e) Common Room Secretary

- f) Magazine Secretary
- g) Debating Secretary
- h) Cultural & Entertainment Secretary
- i) Music & Drama Secretary

6. PRESIDENT OF THE UNION

The Principal of the College shall be the President of the Students' Union. The President shall have the right to prorogue or suspend any or all activities of the Union. All decisions of the Union are to be implemented only after they have been ratified by the President. The President shall reserve the right to refuse his consent to the decisions of the Union. In doing so he may have prior consultation with the Executive Council of the Union or the Staff Welfare of the College.

7. ELECTION OF CLASS REPRESENTATIVES

General members of First, Second and Third of B.A., B.Sc., and B.C.A. regular students will elect two representatives from each class of which at least one must be a male and one must be a female representative.

8. DUTIES AND RESPONSIBILITIES OF OFFICE BEARERS

- i) **President:**

- a. To see that the provisions of the Constitution of the Union are strictly followed.
- b. In case of a tie, the President may exercise his casting vote.
- c. The President may include any item in the agenda for a meeting.

ii) Vice President

The Vice President shall preside over meetings, and shall exercise the power of the President in absence of the President

iii) General Secretary:

- a. To convene meetings of the Executive Committee, Office Bearer and all other meetings of the Union.
- b. To prepare agenda for all such meetings strictly in accordance with the provisions of the Constitution.
- c. To be along with other Office Bearers collectively responsible for the management of all sorts of affairs of the Union.
- d. To record the minutes of the proceedings of all such meetings.

iv) Games & Sports Secretary:

The Games & Sports Secretary shall be the Secretary of the Games & Sports Sub-Committee. The Games & Sports Secretary shall arrange all kinds of Indoor and Outdoor games. He/she shall submit report of the activities of the Games & Sports Sub-Committee to the General Secretary.

v) Common Room Secretary :

The Common Room Secretary' shall take care of the cleanliness and hygienic condition of the Students' Common and organized sporting events in the Common Room in consultation with the Games & Sports Secretary.

vi) Magazine Secretary:

The Magazine Secretary shall be responsible for the timely publication of the College Annual Magazine.

vii) Cultural & Entertainment Secretary:

The Cultural & Entertainment Secretary shall be the Secretary of the Cultural Sub-Committee and will arrange all cultural activities. He/she shall submit the report of the activities of the Sub-Committee to the General Secretary.

viii) Debating Secretary:

The Students' Welfare Secretary shall be responsible for organizing all the discussions, debates, etc. and he/she shall submit the report of all the activities to the General Secretary.

ix) Music & Drama Secretary:

The Music & Drama Secretary shall be responsible for arrangement in all the functions organized by the Union and organizing musical and drama events in the College. He/she shall submit the report of all the activities to the General Secretary.

9. Disqualifications for Office Bearers

- a) No member of the Union shall be entitled to hold any post of office bearer, if,
 - i) He/she has been convicted of a criminal offence including moral turpitude, or he/she has been punished by the University/College for an act which is nature and constitutes a threat to life and property: or
 - ii) He/she has been found guilty of and punished for the use of unfair means in any examination of a University or Board.

- iii) He/she violates any rule of discipline of the College and if the Principal takes any disciplinary action against him.
- b) No elected office-bearers shall be entitled to hold the same office twice.

10. Student Welfare in charge of the Union:

There shall be a Student Welfare in charge of the Union who shall be appointed by the Principal.

ARTICLE II

1. EXECUTIVE COMMITTEE

- a) The Executive Committee is the highest administrative Body of the Union.
- b) The President of the Union shall convene the first meeting of the Executive Committee within ten working days from the date of announcement of the election result.
- c) The Office Bearers shall from the Executive Committee as mentioned:
 - i) Office Bearers
 - ii) Class Representatives
 - iii) Students' Welfare in charge
- d) All decision of the Executive Committee shall be by a simple majority vote.
- e) The Executive Committee shall meet at least 4 (Four) times during the term. Time and date of meetings shall be determined by the Office Bearers and notified by the General Secretary at least three days in advance.
- f) In all ordinary as well as emergency meetings of the Students' Union or the Executive Committee one-third of the total membership of the body will constitute the quorum
- g) Emergency meetings may be held by 24 hours' notice.

- h) No meeting shall be held outside the College premises.
- i) General Body Meeting will be conducted only in extremely special circumstances, with prior permission of the Principal

2. ELECTION:

- a) There shall be an Election Commission to conduct the election of the Union.
- b) The Election Commission shall consist of the following members.
 - i) Principal.....Chairperson
 - ii) President, MCTA.....Member
 - iii) Student Welfare in charge.....Secretary
 - iv) Chairman, Staff Welfare Committee..Member
- c) The Secretary of the Election Commission shall be the Returning Officer.
- d) The Election shall be held within 20 (twenty) working days from the date of commencement of the Academic Session or dissolution of the Union.
- e) The Principal shall fix the date of the election in consultation with the Student Welfare in charge.
- f) The programme schedule shall be as follows:
 - i) Issue of Nomination papers
 - ii) Submission of Nomination papers
 - iii) Withdrawal of Nomination papers
 - iv) Scrutiny of Nomination papers

- v) Date of publication final list of valid candidates election
- vi) Date of Election

In the emergence situation the date of publication may be changed by Returning officer with the consultation of Election Commission. The decision of Election commission will be final.

- g) A candidate must be proposed and seconded by two electors from his/her class, in prescribed nomination form to be obtained from the Election Commission. Each nomination form must be accompanied by the copies of the fee acknowledgement receipt and the college identity card of the candidate, the proposer and the seconder.
- h) Any candidate desiring to withdraw his/her candidature shall submit a letter of withdrawal personally to the Returning Officer on production of his/her Identity Card.
- i) Teachers recommended by the Election Commission shall act as presiding officers to conduct the election.
- j) The election shall be held according to the time schedule to be announced by the Returning Officer.
- k) All voting shall be by secret Ballot. The Counting of Ballot papers shall be conducted in presence of the presiding officers, candidates or their authorized

representatives, immediately after completion of voting of all the classes. In case there is tie decision shall be taken by drawing of lots.

- l) The outgoing Students' Union office bearers should handover the charge to the newly elected office bearers within one week after the declaration of the election result.

3. QUALIFICATIONS OF OFFICE-BEARERS:

Only the Students of the final year i.e. Fifth Semester shall be eligible to contest the election for the post of Vice-President and General Secretary and for all other offices, all the senior students viz. third and fifth semester student can contest in the Students Union Election provided:

- a) He/she has cleared all the previous examinations, i.e. no due papers in all the previous University Examinations.
- b) He/she should not be convicted by a Court in India for any criminal offence.
- c) He/she should not be punished by the College or the University for any act of indiscipline or use of unfair means in an examination.

ARTICLE III

1. STUDENTS' UNION FUND & ITS OPERATION:

- a) There shall be a fund called "Students' Union Fund"
- b) The Cashier and the Accountant of the College shall keep the fund and its accounts under a separate ledger.
- c) The fund shall be kept in deposit with a Bank.
- d) The Bank Account will be operated by the Vice President and the General Secretary on the approval of the President.

2. CONTROL OVER EXPENDITURE:

- a) No expenditure shall be incurred by the General Secretary unless recommended by the President of the Union.
- b) No expenditure shall be incurred by the Secretaries unless recommended jointly by the Students' Welfare in-charge of the sub-committee concerned and the General Secretary of the Union.

3. AUDIT OF THE STUDENTS' UNION FUND:

- a) The accounts of the fund of the Union shall be duly audited annually
- b) The President may request for audit of the accounts whenever he/she deems necessary.

- c) The auditors shall be appointed by the President, from the senior members of the teaching faculties.

ARTICLE -IV

1. AMENDMENT:

The Executive Committee of the Union may propose amendment in the constitution. A General meeting of the Union is to be called for the purpose of the proposed amendment. Decision of amendment requires to be passed by two third majority But, the amendment should be approved by the Joint Committee of the Head of Department and Students Union elected office bearers within one month and the decision of this Committee shall be treated as final.

2. DISSOLUTION:

- a. The union shall be treated as dissolved after the expiry of the tenure of office.
- b. b) The Union shall be treated as dissolved as soon as the result of election is announced by the Returning Officer.
- c. c) The Principal of the College shall have the final power to dissolve the Union.
- d. Constitution of Student

3. TENURE OF OFFICE:

The tenure of office of a Students' Union is usually for 12 months. But in no circumstances the tenure of office of the Union will exceed 13 months.