

## **THE CONSTITUTION OF THE STUDENTS' UNION**

### **Pithubar Girls' Degree College, Khowang**

Amended in 2007-2008

(College emblem)

#### **Preamble**

We the students of Pithubar Girls' Degree College in an attempt to organize and lead the student community of the college in the right direction give unto ourselves a constitution that aims:

- A. To promote intellectual, moral, cultural, physical and social advancement of its members.
- B. To promote higher education, discussions, and writings on matters of academic, general, and public interest.
- C. To promote and foster the spirit of fraternity and harmony, mutual cooperation, tolerance, and sacrifice.
- D. To inculcate the spirit of social service and dignity of manual labour.
- E. To promote a sense of discipline.
- F. To perform such activities as may be necessary and desirable for the attainment of the above objectives and therefore particularly:
  - i. To conduct and organize meetings, debates, literary, competitions, symposiums, seminars, and exhibitions, and the likes which would help its members to enhance their sphere of knowledge.
  - ii. To conduct and organize functions as like sports and games, music, social service, fine arts, national and local festivals, literary and cultural functions.
  - iii. To publish college magazine annually, literary pamphlets quarterly, and periodic wall magazines and such other literary publications.
  - iv. To submit memorandum to authority concerned wherever deemed necessary for the redressal of its legitimate grievances of students.
  - v. To protect the property of college and adopt such measures as to maintain and improve it.

#### **ARTICLE-I**

##### **Clause-I**

The name of the Union shall be "Pithubar Girls' Degree College Students' Union". Henceforth termed as the 'Union'.

##### **Clause-II**

The college flag will be the flag of the Union.

## **ARTICLE-II MEMBERSHIP**

### **Clause-I**

All the bonafide, and legitimately enrolled students of the college shall be the ordinary members of the Union. The membership of the Union is compulsory and any eligible member can contest in the election of the Union.

### **Clause-II ELIGIBILITY FOR CONTESTING CANDIDATES**

A candidate desirous to contest in the Union elections held annually must fulfil the following conditions:

1. Must be a regular and bonafide student of the college
2. Must have her college dues clear and up to date at the time of filing nomination.
3. Must not be declared as a defaulter or her name must not be struck off from the college nor is she expelled from the college on disciplinary grounds by the college authority.
4. Must have at least 60% of attendance of the total number of classes held.
5. Must be a student from class 1<sup>st</sup> to 4<sup>th</sup> Semester. 5<sup>th</sup> and 6<sup>th</sup> Semester students are not allowed to contest Students' Union elections. However, 5<sup>th</sup> and 6<sup>th</sup> semester students can be proposers and seconder of contesting candidates.
6. Casual or private students cannot cast their vote or contest in the elections to the Union.

## **ARTICLE-III EXECUTIVE COUNCIL OF THE STUDENTS' UNION**

### **Clause-I**

There shall be an Executive Council of the Union and shall consist of the following members:

The Students' Union Executive Council shall consist of 15 Members:

- I. President
- II. Vice-President
- III. General Secretary
- IV. Assistant General Secretary
- V. Literary and Debating and Magazine Secretary,
- VI. Debating Secretary
- VII. Music and Cultural Secretary
- VIII. Games and Sports Secretary,
- IX. Social Service Secretary
- X. Girls' Common Room Secretary
- XI. Three Class-Representatives each representing one semester,

- XII. Two Representatives one each from N.C. C. and N. S. S.

## **Clause-II**

### **Executive Council**

- i. The Union shall be managed in all matters by the Executive Council.
- ii. The term of the Executive Council shall be of one year. The Council shall continue as a caretaker body once notification for fresh elections is announced.
- iii. Member of the Executive Council shall not leave their respective offices until they have handed over charge of their respective portfolios to the newly elected office bearers.
- iv. There shall be a copy of the Constitution with the Principal, Teachers' Body, and every member of the Executive Council.
- v. No elected member to office of the Students' Union can hold any portfolio for more than one term.
- vi. The Executive Council shall be the highest authority of the Union.
- vii. The Executive Council shall meet at least twice in a year.
- viii. The quorum of two/third members of the Executive Council must be present for approval of any decision/resolution.
- ix. All the decisions/resolutions must be conveyed in writing to the principal after duly signed by the respective Prof-in-Charge/Teacher Observer.

## **ARTICLE-IV President**

### **Clause-II**

The President shall ordinarily preside over the sittings of the Executive Council.

### **Clause-III**

The President shall be the final authority in matters related to the Union. She shall however, act according to the wish of the majority in matters related to the Union.

### **Clause-IV**

The President shall have the right to cast vote in the event of equality of votes or a tie in the matter of a proposal put into vote in the Executive Council.

### **Clause-V**

In the event of non-filling up of any office or vacancy in the Executive Council caused due to resignation, expulsion, default, or death of an office bearer, the president shall have the power to nominate any member of the Union to the vacant office concerned in consultation with the other members and prof-in-Charge/Teacher Observer of the Executive Council.

#### **Clause-VI**

- A. The principal of the college, shall have the exclusive right to release funds for the Union according to the budget approved by the Executive Council.
- B. The President shall reserve the right to dissolve the Executive Council if she considers any action of the Union destructive and detrimental to the interest of the general students of the college and hinders the natural function of the institution.

#### **ARTICLE- V**

##### **Clause-I**

**The Vice President:** There shall be an elected Vice-President of the Students' Union who shall ordinarily be a senior student of the college. She shall attend all the Executive Council meetings and act as a co-ordinator among various departments of the Union.

#### **ARTICLE-VI GENERAL SECRETARY**

##### **Clause-I**

The General Secretary of the Union shall initiate and coordinate the activities of all the portfolios headed by different sectional secretaries.

##### **Clause-II**

She shall convene the Union meetings serving due notice with prior permission from the Principal/President of the college. Organizing Freshers' Social, Prize Distribution Ceremony at the end of the College Week, Annual General Meeting, and any other socio-cultural functions not included in the jurisdiction of the sectional secretaries falls under his purview of her function.

##### **Clause-III**

The General Secretary shall have to maintain the minutes of the proceedings of the Executive Council and other meetings held under her leadership and get them approved in the following sitting before any other topic is taken up.

##### **Clause-IV**

She shall have to prepare the annual budget of the Union with the cooperation of the sectional secretaries and maintain accounts of the funds provided to the Union.

##### **Clause-V**

Students of only 3<sup>rd</sup> and 4<sup>th</sup> semester only can contest for the office of General Secretary of the Union.

## **ARTICLE-VI ASSISTANT GENERAL SECRETARY**

### **Clause-I**

She shall have to assist the General Secretary in her functions and in the event of the absence of the General Secretary she may officiate the office of the General Secretary if the President so desires.

### **Clause-II**

Students only from 3<sup>rd</sup> and 4<sup>th</sup> semester are eligible to contest for the office of the Assistant General Secretary.

## **ARTICLE-IX SECTIONAL SECRETARIES**

### **Clause-I**

The sectional secretaries shall be responsible for particular activities which fall within their jurisdiction.

### **Clause-II**

The sectional secretaries shall maintain records of activities and accounts duly approved by the Executive Council in its immediate sittings.

### **Clause-III**

The sectional secretaries must send their respective proposals of expenditure in respective sections with the recommendations of the General Secretary and Prof.-in-Charge/Teacher Observer concerned to the president for approval in the Executive Council.

### **Clause-IV (Function of Sectional Secretaries)**

- A. Literary, Debating, and Magazine Secretary:** There shall be a Literary and Magazine Secretary who shall be responsible for the promotion of literary creativity in the college. She shall also be responsible for organizing literary and the publication of the annual college magazine and any other literary publication of the college.
- B. Debating Secretary:** There shall be a Debating Secretary who shall be responsible for organizing debating competitions
- C. Music and Cultural Secretary:** There shall be a Music and Cultural Secretary who shall be responsible for all the musical and cultural competitions held during the college cultural week and any other cultural celebration in the college in consultation with the concerned Prof-in-Charge/Teacher Observer.

- D. Games and Sports Secretary:** There shall be a Games and Sports Secretary who shall be responsible for the promotion of games and sports among the students in the college. She shall be responsible for the promotion of sports, games, and athletic competitions to be held in the college.
- E. Social Service Secretary:** There shall be Social Service Secretary to look after the social service campaigns the college will undertake from time to time. She shall take the help of N.S. S. volunteers and N.C.C. cadets in the college-organized campaigns.
- F. Girls' Common Room Secretary:** There shall be a Girls' Common Room Secretary who shall be responsible for the maintenance of the Girls' common room. She shall hold indoor games competition like carom, chess, table-tennis etc.
- G. Class Representatives:** (to be nominated by the General Secretary in consultation with the Executive Council) Class Representatives will represent their respective classes and act as the link between their class and the administration. They can put forward their grievances and suggestions regarding their class in the Executive Council to be forwarded to the principal. They will be nominated by the General Secretary in consultation with the Executive Council.
- H. The NCC and NSS Representatives:** (To be nominated by the respective Prof-in-Charges) They shall represent the two organizations in the Executive Council and get their plans and proposals approved in the Executive Council. The two representatives shall coordinate with other secretaries in organizing events in the college and also assist in organizing other campaigns by the college.

## **ARTICLE-X PROFESSOR-IN-CHARGE/TEACHER OBSERVER**

### **Clause-I**

The Principal of the college shall nominate Prof-in-Charges/Teacher Observers for each portfolio of the Executive Council for one full session after discussion with **Sectional Secretaries**. The Prof-in-Charges/Teacher Observer shall attend the Executive Council meetings to guide his/her respective sectional secretary but shall not have any voting right. His/Her role is confined to guiding and advising the sectional secretary of his/her department. However, in financial matters the Prof-in-Charges/Teacher Observers recommendation will be mandatory.

## **ARTICLE-X ELECTIONS**

### **Clause-I**

The annual Students' Union elections shall be held within one month from the closing of admission of all classes. However, the President has the discretionary power to conduct the election at a convenient time keeping the academic interest of the students in view.

## **Clause-II**

The outgoing Executive Council hand over charge to the newly elected Executive Council within ten days of the announcement of the election results and during this interim period the outgoing Executive Council shall be regarded as caretaker Body.

## **Clause-III**

The following shall be the procedure of the elections:

- a. The principal shall notify the date, place, and time of the annual elections at least ten to fifteen days prior to the date of elections.
- b. The principal shall appoint an Election Conducting Committee consisting of the senior members of the teaching staff. A senior member of teaching staff shall be appointed as the Returning Officer, who shall receive the nomination papers, scrutinize them and finalize the list of contesting candidates. The committee shall hear the appeals relating to election matters and its decision shall be final and binding on all concerned.
- c. The principal shall appoint the Presiding and Polling Officers to assist the Returning Officer in the smooth conduct of the elections. The officers of the election shall be responsible till the declaration of the election results the same day.
- d. Nomination papers on prescribed forms must be invited at least six days before the election date. Nomination papers can be had on payment of an amount as fixed by the authority from the authorized counter of the college office.
- e. The ballot papers to be used in the elections shall be kept in the custody of the Returning Officer. The concerning Presiding Officers of different polling booths must put their official seal and signature on each of the ballot papers before issuing them to be used in polling.
- f. The voters list finalized one day before the elections date shall be regarded as the final voters list and defaulting students shall not be allowed to cast their votes. Only legitimate and bonafide students can participate in the election.
- g. Canvassing within one hundred yards of the polling booth, using sound amplifying devices like loudspeakers on the election day or hanging festoons, placards within the college campus is unlawful.
- h. The Election Conducting Committee, may frame subsidiary rules within the framework of the aforesaid principles as deemed fit according to the situation.
- i. Casual and private students cannot cast their votes.
- j. During the period of voting the voter shall be provided with a rubber seal on receiving the ballot paper. The voter shall mark her favourite candidates with the same against their names and fold it and put it in the ballot box without showing it to anybody else.

- k. If a voter spoils a ballot paper and the Presiding Officer is satisfied with the reason of spoiling, he/she may issue another ballot paper to the voter. The number of the spoiled ballot paper must be noted in the counterfoil.
- l. No ballot paper can be issued after the election hours, as notified by the authority, is over.
- m. A ballot paper shall be invalid:
  - I. Upon which a voter signs, writes her name or something, or puts any other sign than the prescribed mark.
  - II. Which does not have the distinguishing mark.
  - III. Which does not bear the initials of the Presiding Officer.
  - IV. On which the distinguishing mark is not clear or marked on more than one contesting candidates.
  - V. If the ballot paper is crumpled, mutilated and torn.

## **ARTICLE-XII BUDGET**

### **Clause-I**

The college authority on request of the General Secretary shall intimate her regarding the estimated income of the Union before the preparation of the annual budget.

### **Clause-II**

Within 15 days of the election of the new Executive Council, the president shall convene the annual budget meeting and in the meeting, General Secretary shall place the statement of expenditure.

### **Clause-III**

The budget shall give an estimate on the expected income and expenditure under the following heads:

- A. Magazine
- B. Music and cultural activities
- C. Games and athletic including competition
- D. Literary and debating competitions
- E. Girls' common room
- F. Social service programmes
- G. Miscellaneous

### **Clause- IV**

All the sectional secretaries shall submit their respective expenditure statements immediately after the event for which the fund was released to the auditors for auditing purpose.

### **Clause-V**



Re-allocation or supplementary budget may be made by the Executive Council in its subsequent meetings. However, the supplementary budget must not exceed five percent of the total budget.

#### **Clause-VI**

The General Secretary shall maintain a general cash-book containing the different heads of income and expenditure. She shall be responsible for the utilization of the funds as approved in the budget.

#### **Clause-VII**

There shall be an audit committee consisting of three members of the teaching staff nominated by the principal. The auditors shall audit the expenditure statement of each sectional secretary and the cash book maintained by the General Secretary supported by the vouchers and account of the Union and submit a report to the principal.

#### **Clause-VIII**

The audit report shall be placed in the Executive Council meeting for discussion and approval before the annual General Meeting.

#### **Clause-IX**

In case of any alleged misappropriation of the Union funds by any member of the Executive Council an enquiry may be initiated against the member by an enquiry committee consisting of three senior teachers of the college nominated by the principal. In case of the guilt being proved the matter shall be reported to the principal for necessary action.

### **ARTICLE-XIII MEETING**

#### **Clause-I**

There shall be an annual conference of the Union at the end of the session. The General Secretary shall notify for it in the notice board of the college at least four days in advance. The quorum of the General Body Meeting shall not be less than one third of the total members of the Union.

#### **Clause-II**

An emergency meeting of the General Body as well as Executive Council may be summoned by not giving less than twenty-four-hour notice in the notice board. The quorum for such meetings shall be the same as for the Executive Council.

#### **Clause-III**

The General Secretary must obtain prior permission from the principal to convene emergency meeting of the Union Executive Council.

**Clause-IV**

The Executive Council meeting shall be convened by the General Secretary giving at least two days' notice to the individual members of the Executive Council. The quorum for the Executive Council meeting shall be one third of the elected members of the council.

**Clause-V**

One third members of the Executive Council may demand in writing that a meeting of the council may be convened. On such demand being made the General Secretary shall have to convene a meeting of the Executive Council with prior permission of the principal.

**Clause-VI**

The membership of any member of the Executive Council shall automatically cease if she is found to remain absent in three consecutive sittings of the council without proper information and prior permission.

**Clause-VII**

When the college authority is satisfied to declare a member of the Union of being guilty of any offence, she automatically shall cease to be an office bearer of the Union from the date of declaration with immediate effect.

**ARTICLE-XIV VOTE OF NO-CONFIDENCE****Clause-I**

No confidence motion against the whole Executive Council or any individual member of the council may be submitted to the president for admission and discussion in the General Body meeting provided it is supported by two third of the total members of the Union in writing.

**Clause-II**

A no confidence motion shall be carried in the meeting of the General Body convened by the principal if it is supported by two third of the total members present in the Union General Body meeting.

**Clause-III**

In case of the no confidence motion passed successfully against any individual office bearer or the entire elected body of the Executive Council, fresh election shall be held to fill that vacant post or for the entire Executive Council as per the convenience of the students of college.

#### **Clause-IV**

The resignation of any member of the Executive Council shall be accepted by the president if he/she deems it fit. The president shall have the power to nominate any member of the Union to the office concerned in consultation with the General Secretary. In case of death, resignation, expulsion, or long unauthorized absence of the General Secretary, the Executive Council shall nominate another member of the council for the post or the Assistant General Secretary may be asked to take charge of the General Secretary.

#### **ARTICLE-XV TERM OF THE EXECUTIVE COUNCIL**

##### **Clause-I**

The usual term of the Executive Council shall be one full academic session or one year from the date of it taking charge. However, the president shall have the power to extend the tenure of the Executive Council up to a maximum period of sixty days in case of emergency.

#### **ARTICLE-XVI AMENDMENT**

##### **Clause-I**

A proposal for amendment to the constitution may be initiated by the Executive Council. The Council shall pass such proposals by two third majority of the elected members of the Executive Council. Such proposal of amendment shall have to pass in a meeting of the General Body by two third majority.

##### **Clause-II**

A proposal for amendment of the constitution may also be initiated by the General Secretary if such a proposal is submitted to her in writing and signed by at least one third of the total members of the Union. Such proposal must be passed in General Body meeting of the Union by two third majority.

##### **Clause-III**

Any amendment to the constitution shall not come into effect unless it obtains the approval of the president.

**The Oath:**

I \_\_\_\_\_ do swear in the name of God that I will faithfully execute the office of \_\_\_\_\_ Students' Union of Pithubor Girls' Degree College, Khwoang, and will do to the best of my ability to preserve, protect, and defend the constitution of the College Union and will devote myself wholeheartedly to maintain discipline and to promote cultural activities in the college. I will not indulge in any such activity detrimental to the interest and image of the college.

Signature of the Office-bearer

This constitution has been prepared by the drafting committee on \_\_\_\_\_ and placed in the General Body meeting on \_\_\_\_\_ and after due deliberation accepted and adopted unanimously by the General Body.

This constitution has been placed and approved by the Executive Committee of the Students' Union of Pithubor Girls' Degree College on \_\_\_\_\_.

Members of the Drafting Committee:

Some names of the teaching staff