

# **Dr. B.R. AMBEDKAR UNIVERSITY DELHI**

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

### **PREAMBLE**

The following document is adopted after due process as the constitution of the Students' Union of Ambedkar University Delhi known as "Ambedkar University Delhi Students' Union" hereinafter referred to as the Union.

The Union shall have the following aims:

1. To defend the freedom of expression, to strive for the autonomy of academic institutions, and to encourage the practice of critical and empathetic thinking in the service of transforming society.
2. To uphold and safeguard the interests of the student community and encourage them to partake in democratic movements that aim at self transformation and empowerment.
3. To uphold the ethic of empathic and self-reflexive engagement with otherness as a way of evolving a solidarity amongst the various communities within the University.

In order to achieve the aims mentioned above, the Union will function at two levels, viz., the University level (Student Council) and the School level (School-level Class Representatives' Committee).

### **ARTICLE 1**

#### **DEFINITIONS**

##### **1. Student**

A person registered on the rolls of the University for a full time programme. All students are members of the Union.

##### **2. Constituency**

A group of full-time students enrolled in a programme offered by a School of the University. For example, the students of the M.A English programme form a constituency.

##### **3. General Body (GB)**

- a) The highest decision-making body of the Union comprising all students at Class, Programme, School, Campus and University levels.
- b) No member of the teaching and non-teaching staff can be part of the GB.
- c) Full-time faculty pursuing their Ph.D. from the University shall not be part of the GB.

5. **General Body Meeting (GBM):** An assembly of the GB for the purpose of redressing a matter raised at the level of the class, programme, School, campus or the University. For details, refer to Article 4.2.
6. **Elected Representative:** A member of the Union chosen by the GB at class-level (Class Representative) or constituency level (Councillor) by vote according to procedures elaborated under Articles 6.1 and 6.2.
7. **Student Council:** The principal executive body of a campus of the University comprising all elected representatives. For details, refer to Articles 2 and 3.
8. **School-Level Activity:** An activity that does not involve other Schools and administration of the University beyond School level.
9. **Campus-Level Activity:** An activity that does not involve other campuses and administration of the University beyond campus level.
10. **University-Level Activity:** An activity of the Union excluding those governed under Articles 1.8 and 1.9.
11. **Matter:** A grievance, complaint or issue conveyed by non-elected members of the GB and/or elected representatives to the Student Council.
12. **Ordinary matter:** A matter that can be resolved below or at the level of the School-level Class Representative Committee (SCRC) according to procedures elaborated under Articles 3.2 and 3.3.
13. **Extraordinary Matter:** A matter that cannot be resolved below and at the level of the SCRC in which case it will be raised in a Campus-level GBM through procedures elaborated under Articles 3.4, 4.2 (c) and 9.

*N.B:* A matter is deemed Ordinary or Extraordinary *in retrospect* i.e. on the basis of resolution or irresolution respectively at the level of the SCRC after having followed due procedures.

## ARTICLE 2

### THE ELECTED REPRESENTATIVES OF THE UNION

Class Representatives (CRs) and Councillors are the two kinds of elected representatives that form the Student Council of a given campus of the University.

#### 2.1 CLASS REPRESENTATIVES (CRs)

##### a) Definition

The elected representatives at class level of a given programme of a School.

##### b) Election

Every class elects one CR according to the procedures elaborated under Article 6.1.

**c) Functions**

CRs are responsible for the redressal of any and all matters raised by the GB of their class.

**d) Tenure of Office**

CRs can hold office for up to two consecutive semesters or one academic year.

**e) Resignation**

- i. CRs wishing to resign must call for a class-level GBM to discuss the grounds for resignation upon which they must submit a letter of resignation to the Election Committee.
- ii. Research scholars holding a position of CR shall have to vacate the same if and for whatever period of time they assume a temporary faculty position on campus.
- iii. In the event of vacancies within the Student Council, the Election Committee shall conduct by-elections according to the procedures elaborated under Article 6.4.

**f) Recall**

The GB of a class can recall its CR according to the procedures elaborated under Article 7.

**g) Impeachment**

The elected representatives of a campus can impeach a CR according to the procedures elaborated under Article 8.

**2.2 COUNCILLORS**

**a) Definition**

The elected representatives at programme level of a School. For example, the constituency of B.A. Mathematics will be represented by one Councillor.

**b) Election**

Every constituency elects one Councillor according to the procedures elaborated under Article 6.2.

**c) Functions**

Councillors are responsible for the redressal of any and all matters raised by any member of the Union. They mediate between the GB and the University administration.

**d) Tenure of Office**

Councillors can hold office for up to two consecutive semesters or one academic year.

**e) Resignation**

- i. Councillors wishing to resign from their post must call for a campus level GBM to discuss the grounds for resignation upon which they must submit a letter of resignation to the Election Committee.
- ii. Research scholars holding a position of Councillor shall have to vacate the same if and for whatever period of time they assume a temporary faculty position on campus.
- iii. In the event of vacancies within the Student Council, the Election Committee shall conduct by-elections according to the procedures elaborated under Article 6.4.

**f) Recall**

The GB of a constituency can recall its Councillor according to the procedures elaborated under Article 7.

**g) Impeachment**

The elected representatives of a campus can impeach a Councillor according to the procedures elaborated under Article 8.

## **ARTICLE 3**

### **THE STUDENT COUNCIL**

The Student Council functions on the basis of an integrated system of representation wherein CRs and Councillors work towards the efficient redressal of all matters across various levels of administration. The Student Council will act for the benefit of the Union without discriminating on the basis of age, caste, class, gender, sexuality, ability, race, ethnicity, religion, language, region and nationality.

**3.1 Eligibility:** Any member of the Union who is eligible as specified hereunder can run for the office of the Student Council in a given academic year. Under no circumstances can a member of the Union run for the office of the Student Council for two consecutive years. The eligibility criteria for all elected representatives will be as under 6.5 of the report of the Lyngdoh Committee under the auspices of the Ministry of Human Resource development and directed for implementation by the Supreme Court of India on the 22<sup>nd</sup> of September, 2006. Undergraduate students between the ages of 17 and 22 may contest elections. For Postgraduate students the maximum age limit to legitimately contest an election would be 24 - 25 years. For research students the maximum age limit to legitimately contest an election would be 28 years. A candidate should have attained the minimum percentage of attendance prescribed for the programme she/he is a student of or 75% attendance, whichever is higher.

**3.2 Class Representative Committee (CRC)**

**a) Definition**

The committee that comprises all CRs of a constituency. For example, the CRC of B.A. History in a given academic year shall comprise the CRs of the 1st, 2nd and 3rd year B.A. History students.

**b) Functions**

- i. The CRC is responsible for the redressal of any and all matters raised by the CRs of a constituency.
- ii. The CRC must meet at least twice a month in a meeting also attended by the Councillor of the constituency.
- iii. Any decision(s) taken in the meetings of the CRC that need the intervention of the University administration must be conveyed in the form of letters addressed to the concerned authorities. It is mandatory that all such letters carry the stamp of the Student Council. The attendant Councillor is in charge of getting letters duly stamped according to the procedures elaborated under Article 3.6.2 (c) iii.
- iv. In case matters cannot be resolved by the CRC, the attendant Councillor is in charge of facilitating resolution according to the procedures elaborated under Article 3.3 (b).



### **3.3 School Level Class Representative Committee (SCRC)**

#### **a) Definition**

The committee that comprises all CRs of all constituencies within a School. For example, the SCRC of the School of Culture and Creative Expressions shall comprise the CRs of M.A. Performance Studies, M.A. Visual Art, M.A. Literary Art and M.A. Film Studies.

#### **b) Functions**

- i. The SCRC is responsible for the redressal of any and all matters raised by one or more CRCs within the School.
- ii. The Councillor(s) of the School shall facilitate communication between the CRCs and other Councillors of the School by calling for the meeting of the SCRC of the school.
- iii. The SCRC must meet at least once a month in a meeting also attended by all the Councillors of the School.
- iv. The quorum for a meeting of the SCRC is constituted by 50% of all elected representatives of the School.
- v. The SCRC votes on decisions on the basis of a simple majority.
- vi. Any decision(s) taken in the meetings of the SCRC that need the intervention of the University administration must be conveyed in the form of letters addressed to the concerned authorities. It is mandatory that all such letters carry the stamp of the Student Council. The attendant Councillors are in charge of getting the letters duly stamped according to procedures elaborated under Article 3.6.2 (c) iii.
- vii. In case matters cannot be resolved by the SCRC, the attendant Councillors must prepare a report stating the reasons for non-redressal within two weeks of having received the complaint(s) from the CRC(s).
- viii. The report must be addressed to the All Councillors Committee of the Student Council (refer to Article 3.6) and submitted to the Coordination Committee (refer to Article 3.6.1) along with a cover letter.
- ix. It is the responsibility of the CR(s) and the Councillor(s) of the constituency in which the matter was raised to be present in all meetings until a conclusion is reached.
- x. The SCRC can conduct school-level GBMs to mobilize the GB of the School according to the procedures elaborated under Article 4.2 (b).

### **3.4 Campus-level Class Representative Committee (CCRC)**

#### **a) Definition**

The committee that comprises all CRs of a campus of the University.

#### **b) Functions**

- i. The CCRC is responsible for the redressal of any and all matters raised by the SCRCs and Councillors of one or more Schools.
- ii. The Councillor(s) of the campus shall facilitate communication between the SCRCs and Councillors of that campus by calling for the meeting of the CCRC.
- iii. The CCRC must meet at least once in two months in a meeting that is also attended by the Councillors of that campus.
- iv. The quorum for the meeting of the CCRC is constituted by 50% of all elected representatives of the campus.
- v. The CCRC votes on decisions on the basis of a simple majority.

- vi. Any decision(s) taken in the meetings of the CCRC that need the intervention of the University administration must be conveyed in the form of letters addressed to the concerned authorities. It is mandatory that all such letters carry the stamp of the Student Council. The attendant Councillors are in charge of getting letters duly stamped according to procedures elaborated under Article 3.6.2 (c) iii.
- vii. In case matters cannot be resolved by the CCRC, the attendant Councillors must prepare a report stating the reasons for non-redressal, within two weeks of having received the complaint(s) from the SCRC(s).
- viii. The report must be addressed to the All Councillors Committee of the Student Council (refer to Article 3.6) and submitted to the Coordination Committee (refer to Article 3.6.1) along with a cover letter.
- ix. It is the responsibility of the CR(s) and the Councillor(s) of the school in which the matter was raised to be present in all meetings until a conclusion is reached.
- x. The CCRC can conduct campus-level GBMs in order to mobilize the GB of a campus according to the procedures elaborated under Article 4.2 (c).

### **3.5 University-Level Class Representative Committee (UCRC)**

#### **a) Definition**

The committee that comprises all CRs of all campuses of the University.

#### **b) Functions**

- i. The UCRC is responsible for the redressal of any and all matters raised by the CCRCs and Councillors of one or more campuses of the University.
- ii. The Councillor(s) of the campus(es) shall facilitate communication between the CCRCs and Councillors of all campuses by calling for the meetings of the UCRC.
- iii. The UCRC must meet at least once in six months in a meeting that is also attended by all the Councillors of the University.
- iv. The quorum for the meeting of the UCRC is constituted by 50% of all elected representatives of the University.
- v. The UCRC votes on decisions on the basis of a simple majority.
- vi. Any decision(s) taken in the meetings of the UCRC that need the intervention of the University administration must be conveyed in the form of letters addressed to the concerned authorities. It is mandatory that all such letters carry the stamp of the Student Council. The attendant Councillors are in charge of getting letters duly stamped according to the procedures elaborated under Article 3.6.2 (c) iii.
- vii. In case matters cannot be resolved by the UCRC, the attendant Councillors must prepare a report stating the reasons for non-redressal, within two weeks of having received the complaint(s) from the CCRC(s).
- viii. The report must be addressed to the All Councillors Committee of the Student Council (refer to Article 3.6) and submitted to the Coordination Committee (refer to Article 3.6.1) along with a cover letter.
- ix. It is the responsibility of the CR(s) and Councillor(s) of the campus(es) in which the matter was raised to be present at all meetings of the UCRC until a conclusion is reached.
- x. The UCRC can conduct university-level GBMs in order to mobilize the Union according to the procedures elaborated under Article 4.2 (d).

- xi. A call for any kind of mobilization of the Union for socio-political purposes can be given at the level of the UCRC. The UCRC can enable the participation of the Union through peaceful gatherings and demonstrations.

### **3.6 ALL COUNCILLORS' COMMITTEE (ACC)**

#### **a) Definition**

The committee that comprises all Councillors of a given campus of the University. Its members elect a Treasurer and the members the Coordination Committee amongst themselves.

#### **b) Functions**

- i. The ACC is responsible for facilitating communication between all the Councillors of a given campus of the University.
- ii. The ACC must meet at least once in two months in a meeting that is convened by the Coordination Committee of the Student Council of the given campus of the University (refer to Article 3.6.1). The Coordination Committee is responsible for communicating the date of an ACC meeting at least 48 hours before the start of the session through formal channels of communication. A Councillor may call for an emergency meeting by giving a notice period of at least 24 hours via formal channels of communication.
- iii. The ACC discusses those matters that are pending resolution in the meetings of the SCRC and CCRC.
- iv. The ACC discusses any and all matters affecting the GB of a given campus of the University that have not been raised in the meetings of the CRC, SCRC, CCRC and UCRC.
- v. The quorum for the meeting of the ACC is constituted by 50% of all Councillors of the campus.
- vi. The ACC votes on decisions on the basis of a simple majority.
- vii. The ACC can conduct campus-level GBMs (CGBM) in order to mobilize student community according to the procedures elaborated under Article 4.2 (c). At least one CGBM shall be organised by the ACC in a month.
- viii. Any decision(s) taken in the meetings of the ACC that need the intervention of the University administration must be conveyed in the form of letters addressed to the concerned authorities. It is mandatory that all such letters carry the stamp of the Student Council. The attendant Councillors are in charge of getting letters duly stamped according to procedures elaborated under Article 3.6.2 (c) iii.

#### **3.6.1 COORDINATION COMMITTEE**

##### **a) Definition**

A unit of the Student Council comprising six Councillors that facilitates and expedites bureaucratic processes on a given campus of the University. CRs cannot be a part of the Coordination Committee.

##### **b) Composition**

The Coordination Committee shall comprise six Councillors of which two shall represent undergraduate constituencies, two shall represent postgraduate constituencies, and one each shall represent M. Phil and Ph.D. constituencies.

##### **c) Election**



The members of the Coordination Committee are elected according to the procedures elaborated under Article 6.3.a.

**d) Functions**

- i. To submit to the concerned authorities of a given campus of the University, any and all letters duly signed by the various CR committees and Councillors concerned (refer to Articles 3.2 – 3.6), and bearing the stamp of the Student Council.
- ii. To submit to the concerned authorities of a given campus of the University, any and all letters [duly signed by the ACC (refer 3.6(vii)) and bearing the stamp of the Student Council.
- iii. To form the Election Committee (EC) for the subsequent academic year according to the procedures elaborated under Article 5.3.

**e) Tenure of Office**

The Coordination Committee holds office for six months after which it is dissolved by the Election Committee. The Election Committee conducts fresh elections for the formation of a new Coordination Committee within the ACC according to procedures elaborated under Article 6.3 (a). The second coordination committee that is elected, after six months shall continue in office till the next students council is elected. For this, the second coordination committee shall be composed of those Councillors who will be enrolled as students for at least one more academic year.

### 3.6.2 TREASURER

**a) Definition**

A Councillor elected to administer and manage the financial assets and liabilities of the Student Council of a given campus of the University.

**b) Election**

The ACC elects one Treasurer according to the procedures elaborated under Article 6.3

**c) Functions**

- i. The Treasurer is responsible for allocating the budget for the Student Council of the given campus and maintaining due records. Other budget-related duties have been elaborated under Article 9.
- ii. The Treasurer is the sole keeper of keys to official lockers of the Student Council as well as of the official Student Council seal.
- iii. She/he is responsible for stamping any and all letters addressed to the University administration by the various CR committees and the ACC. The CRs/Councillors must call for the Treasurer who shall produce the seal and attest the letter only after it has been signed in her/his presence by the respective CRs/Councillors.

**d) Tenure of Office**

The Treasurer holds office for up to two consecutive semesters or one academic year.



## **ARTICLE 4**

### **MEETINGS**

Members of the Union can hold official meetings as elaborated hereunder:

#### **4.1 MEETINGS OF ELECTED REPRESENTATIVES**

- a) The various meetings of the elected representatives have been elaborated under Articles 3.2 - 3.6.
- b) Details of meetings of the various CR committees as described under Articles 3.2-3.5 are provided below:
  - i. The number of meetings mandated for the CR committees has been stated under Articles 3.2 -3.5.
  - ii. It is recommended that the agenda for the meetings be proposed at least 48 hours prior to it.
  - iii. The number of elected representatives that constitutes a quorum for the meetings has been stated under Articles 3.2 -3.5.
  - iv. Voting on decisions is carried out on the basis of a simple majority.
  - v. The decorum of the meetings of CR committees is elaborated under Article 4.1(d).
- c) Details of meetings of the ACC as described under Article 3.6 are provided below.
  - i. The number of meetings mandated for the ACC has been stated under Article 3.6.
  - ii. The number of Councillors that constitutes a quorum for the meetings of the ACC has been stated under Article 3.6.
  - iii. Voting on decisions is carried out on the basis of a simple majority.
  - iv. The decorum of the meetings of the ACC is elaborated under Article 4.1 (d).

#### **d) Decorum**

All meetings of the elected representatives must abide by the rules of decorum stated hereunder:

- i. Every meeting must have a moderator to ensure efficiency in proceedings. The moderator can appoint any member of the given committee to record the minutes of the current meeting, and appoint the moderator for the next meeting.
- ii. The minutes of the meeting must be released to the relevant GB of the Union through formal channels of communication no later than 7 working days after the date of the meeting.
- iii. Every meeting must include the presentation of progress reports by the individual members and/or sub-committees wherever present.

## **4.2 MEETINGS OF THE GENERAL BODY (GBM)**

**4.2.1 The quorum:** The quorum for all General Body Meetings shall be two thirds of the total number of elected representatives and one third of the total members of the general body excluding the number of elected representatives.

### **4.2.2 The General Body Meetings at Various Levels:**

#### **a) Programme-level General Body Meeting (PGBM)**

- i. A PGBM comprises all members of a constituency.
- ii. The CRC along with the Councillor of the constituency can call for a PGBM to raise and redress matters.
- iii. The Election Committee convenes a PGBM when the GB of a constituency files an application to recall its Councillor according to the procedures elaborated under Article 7.
- iv. The Election Committee can convene a PGBM when a Vote of No Confidence has been registered against the Councillor of a constituency according to procedures elaborated under Article 8.
- v. The GB of the constituency must be notified of the agenda of the PGBM at least 24 hours prior to the start of the meeting through formal channels of communication.
- vi. In case of matters deemed as emergency, the elected representatives of the constituency can call for a PGBM after having given a twelve hour notice to the GB of the constituency through formal channels of communication.

#### **b) School-level General Body Meeting (SGBM)**

- i. An SGBM comprises all students of a School.
- ii. The SCRC along with the Councillors of the School can call for an SGBM to raise and redress matters.
- iii. The GB of the School must be notified of the agenda of the meetings at least 24 hours prior to the start of the meeting through formal channels of communication.
- iv. In case of matters deemed as emergency, the elected representatives of the School can call for an SGBM after having given a twelve hour notice to the GB of the School through formal channels of communication.

#### **c) Campus-level General Body Meeting (CGBM)**

- i. A CGBM comprises all students of a given campus of the University.
- ii. The CCRC along with the Councillors of the campus (i.e. the Student Council) can call for a CGBM to raise and redress matters.
- iii. A CGBM must be organised as an inaugural meeting at the beginning of every term of office of the Student Council of a given campus of the University.
- iv. It should be organised within seven days of the announcement of the results of the Student Council elections.
- v. At least one CGBM shall be organised by the Student Council in a month.
- vi. The GB of the campus must be notified of the agenda of the meetings at least 24 hours prior to the start of the meeting through formal channels of communication.

- vii. In case of matters deemed as emergency, the Student Council can call for a CGBM after having given a twelve hour notice to the GB of the campus through formal channels of communication.
- d) **University-level General Body Meeting (UGBM)**
  - i. A UGBM comprises all members of the Union.
  - ii. The UCRC along with the Councillors of the University (i.e. the various Student Councils) can call for a UGBM to raise and redress matters.
  - iii. The Union must be notified of the agenda of the meetings at least 24 hours prior to the start of the meeting through formal channels of communication.
  - iv. In case of matters deemed as emergency, the elected representatives of the University can call for an UGBM after having given a twelve hour notice to the Union through formal channels of communication.
- e) **On-call General Body Meeting (OGBM)**
  - i. An OGBM is an assembly of the GB that can be called by one or many non-elected members of the Union at the level of the Programme, School, Campus and University in order to raise and redress matters whenever one or many nonelected members of the Union issue the call for such.
  - ii. The concerned GB must be notified of the agenda of the meetings at least 24 hours prior to the start of the meeting through formal channels of communication.
  - iii. In case of matters deemed as emergency, the non-elected members an OGBM after having given a twelve hour notice to the concerned GB through formal channels of communication.
- f) **Decision-making Process**
  - i. All decisions at a GBM must be taken on the basis of a simple majority.
  - ii. In those CGBMs that have been called to pass amendment(s) to the constitution, voting is carried out according to procedures elaborated under Article 10.
- g) **Decorum**  
All GBMs must abide by the rules of decorum stated.
  - i. Every GBM must have a moderator to ensure efficiency in proceedings. The GB should choose a moderator amongst themselves. The moderator can appoint any elected representative present to record the minutes of the current meeting, and appoint the moderator for the next meeting.
  - ii. Minutes of a GBM shall be made public through formal channels of communication such as notice boards and email, no later than seven working days after the date of the GBM.

## ARTICLE 5

### ELECTION COMMITTEE

#### 5.1 Definition

The Election Committee of a given campus of the University, hereinafter known as the EC, is a body that comprises students in charge of conducting all elections for the Student Council on the campus in a given academic year.



## **5.2 Eligibility**

Any member of the Union eligible under Article 3.1 can be a part of the EC in a given academic year. Under no circumstances can an erstwhile member of the Student Council of the previous academic year run for the office of the EC in a given academic year.

## **5.3 Composition**

The EC is composed of not more than three students per School. In the extraordinary situation of there being fewer than five nominations for the post of the member of the EC, the Coordination Committee of the previous academic year will function in the capacity of the EC until the completion of the process of the Student Council elections.

## **5.4 Formation**

The formation of the EC shall take place within the first four weeks of the commencement of the academic year. The procedure of forming the EC is elaborated hereunder:

- a) The Coordination Committee of the previous academic year releases a notice inviting nominations to become a member of the EC no later than the third week of the new academic year.
- b) Interested candidates have up to three working days in which to file their nominations in the office of the ACC. The Coordination Committee releases the list of nominated candidates within two days of receiving nominations. No member of the Student Council is eligible for membership in the EC.
- c) In case there are more than three nominations from a school, the Coordination Committee conducts elections in that particular School. Voting is conducted by the system of secret ballot.
- d) The Coordination Committee convenes a meeting with the newly formed EC during which the EC shall elect a coordinator from amongst its members by an absolute majority.

## **5.5. Functions**

- a) The EC announces the fully-prepared schedule of elections for the Student Council within a week of its formation.
- b) The EC conducts elections for CRs and Councillors according to the procedures elaborated under Articles 6.1 and 6.2 respectively.
- c) The EC conducts elections for the members of the Coordination Committee and the Treasurer according to procedures elaborated under Articles 6.3 (a) and 6.3 (b) respectively.
- d) The EC supervises the process of the recall and impeachment of elected representatives according to the procedures elaborated under Articles 7 and 8 respectively.
- e) The EC conducts by-elections in the event of vacancy of seats in the Student Council of a given campus according to the procedures elaborated under Article 6.4.

## **5.6.1 Tenure of Office**

Members of the EC can hold office for up to two consecutive semesters or one academic year.

- 5.7 The method of voting during all student elections within the University is through secret ballot.
- 5.8 It is recommended that the EC conduct all elections for the Student Council between 60 and 75 days from the date of commencement of the academic year.
- 5.9 **Code of Conduct for Candidates and Election Committee Members**  
The constitution adopts the Code of Conduct for candidates and EC members as has been elaborated under Article 6.7 of the report of the Lyngdoh Committee under the auspices of the Ministry of Human Resource Development and directed for implementation by the Supreme Court of India on the 22nd of September, 2006.
- 5.10 The EC shall have total powers for conducting student elections. This shall include, but is not limited to, the disqualification of candidates from contesting and of voters from voting provided that such a decision is taken by a 2/3rd majority of members of the EC present and voting. All decisions of the EC are final and binding during its tenure of office.

## **ARTICLE 6**

### **STUDENT COUNCIL ELECTIONS**

#### **6.1 ELECTION OF CLASS REPRESENTATIVES**

The elections for CRs shall be held within the first two weeks of announcement of the election schedule.

##### **a) Nomination process**

- i. The EC releases the notice of the election schedule no later than a week after its formation.
  - ii. Interested candidates have to file their nominations with the office of the EC as per the schedule.
  - iii. The EC must release the list of nominated candidates after the last date of the filing of nominations along with the electoral list.
- b) In the event of a single nomination filed from a class, she/he will be declared the CR of that class, unopposed.
- c) In case more than one nomination is filed from a class, CRs shall be elected on the basis of voting by a simple majority with the process being observed by a member of the EC.
- d) If there are more than 50 students in the class, one more CR shall be elected for the class.
- e) There shall be no more than 2 CRs for a class under any circumstances.

#### **6.2 ELECTION OF COUNCILLORS**

The elections for Councillors shall be as per the schedule of elections announced by the EC.

##### **a) Nomination process**

- i. Interested candidates have to file their nominations with the office of the EC as per the election schedule.

- ii. A nomination is valid only when a candidate is proposed and seconded by members of her/his constituency.
  - iii. Nominations shall be invalidated when the names of the candidate, proposer and/or seconder do not figure in the appropriate electoral list.
  - iv. A member of a constituency can second only one candidate. No candidate can second another candidate.
  - v. A student is eligible to stand for one post only. In case a candidate files nominations for more than one post after the date of withdrawal, her/his nominations to all posts shall be declared invalid.
- b) Withdrawal**  
Withdrawal of nominations shall be allowed within two working days from the last date of filing nominations.
- c) Campaigning**  
Campaigning can begin only after the release of the final list of nominated candidates by the EC along with the electoral list. All campaigning must end 24 hours before the commencement of voting.
- d) The Councillors' Debate**  
Participation in the Councillors' Debate is a pre-condition for contesting in elections failing which candidacy stands disqualified. The debating schedule shall be released by the EC within two working days from the release of the final list of nominated candidates.  
The debates shall go on for not more than two days prior to the day of voting. In case a candidate for a particular constituency stands unopposed, the candidate is required to present her/his manifesto to the respective constituency during the debate.
- e) Election Day**  
The process of casting of votes, counting of votes and the declaration of results shall Happen, as far as possible, in the course of a single day. Counting of votes for a given position shall be done in the presence of the candidates or representatives nominated by the candidates (one by each candidate).
- f)** The entire duration of elections commencing from the date of filing of nomination papers to the date of declaration of results including campaigning shall not exceed ten days.

### 6.3 OTHER ELECTIONS

- a) Coordination Committee**
- i. The EC attends to the formation of the Coordination Committee immediately after the election of the Councillors.
  - ii. Councillors can nominate themselves or can be nominated by other Councillors as candidates for the Coordination Committee. A nomination is valid only when each candidate has the support of two other Councillors.
  - iii. In case only a single nomination is filed for a given seat in the Coordination Committee, she/he automatically becomes a member of the Coordination Committee.
  - iv. In case more than one nomination is filed for a given seat, elections should be held among the Councillors by voting on the basis of a simple majority.
  - v. A Councillor can be a member of the Coordination Committee only once during her/his tenure as Councillor.



- vi. A Councillor who is not yet a member of the Coordination Committee is eligible to stand for elections for a maximum of four times during her/his tenure as Councillor.

**b) Treasurer**

- i. A Councillor can nominate herself/himself for the post of Treasurer backed by the support of a proposer and seconder.
- ii. Elections will be conducted under the supervision of an observer from the EC.
- iii. No member of the Coordination Committee can nominate herself/himself for the post of Treasurer.

**6.4 BY-ELECTIONS**

By-elections shall be conducted by the EC in a campus under the following conditions:

- i. Resignation of elected representatives.
- ii. Recall of elected representatives.
- iii. Impeachment of elected representatives
- iv. Non-representation from a given class/constituency.
- v. In order to fill vacant seats in the Student Council created under the aforementioned conditions, by-elections should be conducted as and when found feasible.

**ARTICLE 7**

**RECALL OF ELECTED REPRESENTATIVES**

1. Every member of the Union has the right to recall the members of the Student Council in case incumbent members are unable to sufficiently represent the needs and/or efficiently redress matters of the complainant(s).
2. Members can exercise their right to recall an elected representative only two months after the formation of the Student Council.
3. To recall one or more Councillors, at least 1/4th of the GB of the respective constituency should submit a duly-signed application addressed to the EC stating reasons for the recall of the Councillor.
4. Upon the receipt of the application, the EC shall convene a PGBM comprising the GB of the respective constituency and the Councillor. In the PGBM, the Councillor will be given an opportunity to defend the charges levelled against her/him.
5. The quorum of the GB of the constituency is constituted by 50% of the GB for such a PGBM. In case quorum is not met, the EC must convene a second PGBM within a week's time. In case quorum is not met in the second PGBM, the Councillor shall retain her/his post till another application to recall the Councillor is filed in the office of the EC.
6. The motion to recall the Councillor is ratified or vetoed after the GB votes on the basis of a simple majority. In case the motion is ratified, the Councillor is recalled indefinitely from the Student Council.
7. At the end of the process, the EC shall prepare a report of the proceedings and make it available to the Union through formal channels of communication.
8. In case the Councillor to be recalled is the Treasurer, the procedure to recall her/him is similar differing only in the nature of the GBM. The EC shall convene a campus-level GBM (CGBM) according to the procedures laid down under Article 4.2 (c). The motion to recall the Treasurer is ratified or vetoed after the GB votes on the basis of a

- simple majority. In case the motion is ratified, the Treasurer is recalled indefinitely from the Student Council.
9. Following the recall of Councillor, the EC shall conduct by-elections in the respective Constituencies as soon as it is found feasible.
  10. In case the recall of a Councillor occurs one month prior to the dissolution of the Student Council, by-elections will not be conducted.
  11. The process of recalling a CR is similar to that of a Councillor, differing only in the nature of the GBM in which the motion to recall the candidate is put to vote.
  12. In case the office of the EC receives an application to recall a CR, the EC must convene a meeting of the GB at the level of the class represented by the incumbent CR, and follow due process as mentioned under Article 7.3-7.9.
  13. The motion to recall a member of the Student Council can be initiated a maximum of three times during the tenure of its elected representatives.

## ARTICLE 8

### IMPEACHMENT OF ELECTED REPRESENTATIVES

1. Councillors can register a Vote of No Confidence against one or more Councillors within the Student Council of a given campus of the University.
2. The Vote of No Confidence can be registered only two months after the formation of the Student Council.
3. A 2/3rd majority of the Councillors should submit a duly-signed letter to the EC stating the reasons for registering the Vote of No Confidence.
4. The EC shall issue a notice to the defendant within three working days.
5. The EC shall institute an Inquiry Committee from within itself which shall investigate the allegations raised against the defendant and submit a report of its findings to the EC within ten working days.
6. The defendant has the right to form a committee that may include any number of students on campus in order to assist her/him in preparing a defence.
7. The report of the Enquiry Committee will be presented to the GB of the defendant's constituency in a PGBM organized by the EC. 50% of the members of the constituency shall constitute the quorum for such a PGBM.
8. The GB shall ratify or veto the Vote of No Confidence on the basis of a simple majority. In case the motion is ratified, the Councillor is impeached indefinitely from the Student Council.
9. At the end of the process, the EC shall prepare a report of the proceedings and make it available to the Union through formal channels of communication.
10. The duration between the day of issuing the notice to the defendant and the day of voting should not exceed 15 days.
11. Following the impeachment of the Councillor, the EC shall conduct by-elections in the respective constituency within one month to fill in the vacant seat.
12. In case the Councillor to be impeached is the Treasurer, the procedure to impeach her/him is similar differing only in the nature of the GBM. The EC shall convene a campus-level GBM (CGBM) according to the procedures laid down under Article 4.2(c). The motion to impeach the Treasurer is ratified or vetoed after the GB votes on the basis of a simple majority. In case the motion is ratified, the Treasurer is impeached indefinitely from the Student Council.
13. In case the impeachment of Councillors occurs one month prior to the dissolution of the Student Council, by-elections will not be conducted.

14. The process of impeachment of a CR is similar to that of a Councillor except the nature of the GBM in which the motion to impeach the candidate is put to vote.
15. In case the office of the EC receives a Vote of No Confidence against a CR, the EC must convene a meeting of the GB at the level of the class represented by the incumbent CR, and follow due process as mentioned under Article 8.3-8.12.
16. The Vote of No Confidence can be registered against a member of the Student Council for a maximum of two times during her/his tenure.

## ARTICLE 9

### BUDGET

1. The Student Council has its own budget to spend for various activities in a given academic year. The sources of funds may comprise of subscription collected from students and support granted by the University following due process. All finances and sources of funds, internal and external to the University including sponsorships, shall be accounted for in a transparent manner and subject to financial audit and scrutiny. Proposals for sponsorship/funding from external sources shall require prior permission of the Dean, Student Services. All financial matters related to the Union shall have to be approved by the Dean, Student Services and subject to formal audit. The amount and mode of collection of the subscription and any other proposal of the Union having financial implications for students or any other constituent unit of the University shall require approval of the Board of Management of the University. The right of the student to be represented by the Council shall not be contingent upon payment of subscription.
2. The Treasurer of the Student Council is responsible for all transactions related to the annual budget. Councillors will elect a Treasurer according to the procedures elaborated under Article 6.3 (b).
3. The Treasurer, assisted by the Coordination Committee will present the allotted budget to the Student Council. It shall be divided amongst all Schools in a certain ratio decided by the Student Council for school-level and campus-level activities through voting on the basis of a simple majority.
4. Any elected representative can propose a budget for conducting an activity.
5. Any student can propose a budget to her/his respective CR or Councillor for conducting an activity. The CR or Councillor should then present the proposal in one of the meetings mentioned hereunder:
  - (a) If the proposed activity is at school level, the budget will be deliberated and passed in the meeting of the SCRC plus the Councillors of the respective School. Voting is conducted on the basis of a simple majority. 50% of the elected representatives of the School constitutes the quorum for this meeting.
  - (b) If the proposed activity is at campus level, the budget will be deliberated and Passed in the meeting of the CCRC plus the Councillors of the respective campus. Voting is conducted on the basis of a simple majority. 25% of the elected representatives of the School constitutes the quorum for this meeting.
6. The Treasurer is responsible for allocating funds once the activity and the budget for it are passed in the appropriate meetings as described above. She/he is prohibited from spending any portion of the allocated funds for personal use.
7. All elected representatives are prohibited from spending any portion of the allocated funds for personal use.



8. The Treasurer shall maintain a record of all proofs of money spent such as bills and vouchers.
9. The Treasurer should maintain a monthly income and expenditure account that must be made public on a monthly basis to the GB during GBMs and through formal channels of communication.
10. If any student wishes to see proofs of the amount spent, she/he can write an application to the Treasurer who should then disseminate the relevant proofs within five to seven working days.
11. In case of an emergency wherein an elected representative uses personal funds for approved activities of the Student Council, the Treasurer shall reimburse the amount after collecting proofs for the same from said elected representative.
12. Any amount left over from the allocated budget will be added to the budget of the subsequent Student Council.
13. In case the Student Council requires funds over and above the allotted budget, it can apply for the same to the University.

## **ARTICLE 10**

### **AMENDMENTS**

Amendments to the constitution are Extraordinary Matters that can be proposed by any member of the Union. The procedure to amend the Constitution is given hereunder:

1. The proposer of the amendment must collect the signatures of one tenth of the members of the GB of the given campus of the University
2. The proposer must submit an application detailing the proposed amendment along with the collected signatures to the Coordination Committee of the Student Council.
3. The Coordination Committee must call for a CGBM with a prior notice of seven working days. One third of the members of the GB of the campus constitutes the quorum for such a CGBM.
4. The proposed amendment is passed by a 2/3rd majority of the members present and voting.
5. Once the amendment is passed in one campus, the Coordination Committee of that campus should notify those of other campuses of the University. They must conduct C-GBMS in their respective campuses. One third of the members of the GB of the campus constitutes the quorum for such a CGBM.
6. The amendment can be formally adopted in a UGBM only when they are passed in all campuses of the university.
7. All amendments adopted by the UGBM and any proposed change in the constitution shall go through and require the approval of the appropriate statutory bodies of the University.

## **Article 11**

### **Interface with the University**

The interface of the Students' Union with the University shall be through the Dean, Student Services or a member of her/his team who shall be designated as the Faculty Advisor in each campus and/or at the University level. The Dean, Student Services shall have the authority to ensure that the Student Council functions as per the extant rules of the University. The Dean, Student Services shall facilitate the functioning of the Student Council including the conduct

of elections. It shall be incumbent upon all students and elected representatives to cooperate with the office and representative/s of the Dean, Student Services.

#### **Article 12**

This constitution and its future versions along with all residual matters shall comply with the prevailing general laws and the Constitution of the country, be in compliance with the recommendations of the Lyngdoh Committee under the auspices of the Ministry of Human Resource Development and directed for implementation by the Supreme Court of India on the 22<sup>nd</sup> of September, 2006. It should be in conformity with all relevant and appropriate regulatory/legal/policy frameworks related to student representation and regulations promulgated by relevant statutory bodies or decisions of the authority bodies of the University from time to time.



**Dean, Student Services**