

CONSTITUTION

Of the

Bijni College

Students' Union



**Adopted in the General meeting of the students
held on 7.11.1998**

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Bijni College Students' Union**

PART-I

Article-1 NAME:

The Students' Union of Bijni College shall be named "Bijni College Students' Union" here-in-after be called 'Union' in short.

Article-2 AIMS AND OBJECTIVES OF THE UNION:

- a) The Union shall strive to establish and promote a healthy and moral atmosphere amongst the students.
- b) The union shall strive to maintain and foster unity, discipline and a sense of fellow feelings among the students.
- c) The union shall Endeavour to encourage and amongst the students healthy competitions in various curricular and extracurricular activities.
- d) The union shall extend whole hearted co-operation to the administration in the general interest of the college as and when necessary.
- e) It shall strive to encourage settlement of dispute arising out of any issue concerning the students, the teachers and other employees of the college through mutual understanding and negotiations.
- f) It shall be the obligation of union to organize different functions such as Fresher's social, Parting social, Annual college wee" festival, different cultural functions, debate and symposia, publication, of the college magazine, wall magazine, social service activities and such other functions connected with the welfare and uplift students and the institution as a whole.

Article-3: MEMBERSHIP OF THE UNION

Membership of the union is compulsory. Only a bonafied student of the college shall be the member of the union provided r1 has paid-up the membership fees of the union.

Article-4: DISQUALIFICATION OF MEMBERS:

The authority is vested with the power to disqualify a member of the union if he/she intentionally violates the provisions of the constitution. Of course, before taking such a step the authority should consult the Executive Body. Explanation: In the above art icle-4. 'authority' means the Principal of the college.

PART-II

Article-5: EXECUTIVE BODY OF THE UNION

There shall be an Executive Body of the union headed by the Principal of the college, who shall be the Ex-officio president of the union.

Article-6: COMPOSITION OF THE EXECUTIVE BODY

The Executive Body of the union shall consist of the following:-

- (A) i. President- The Principal of the College shall be the Ex-officio President of the union
- (B) ii. One- Vice-President
- iii. One- General Secretary
- iv. One- Asst. General Secretary
- v. One- Secretary for Out-door Games
- vi. One- Secretary for In-door Games
- vii. One- Secretary for Literary Activities
- viii. One- Secretary for Fine Arts
- ix. One- Secretary for Debate and Symposium
- x. One- Secretary for Social Service
- xi. One- Secretary for Boys' Common Room
- xii. One- Secretary for Girls' Common Room
- xiii. One- Class Representative for 1st year H.S. Class
- xiv. One- Class Representative for 2nd year H.S. Class
- xv. One- Class Representative for T.D.C. 1st year class (Both Arts and Science Section)
- xvi. One- Class Representative for T.D.C. 2nd year Class (Both Arts and Science section)
- xvii. One- Class Representative for T.D.C. 3rd year Class (Both Arts and Science section)

Proviso: The contestants for the office of the Vice-President must always be from 3rd year T.D.C. Class, whereas the contestant for the office of the General Secretary shall be always either from T.D.C. 1st year class or T.D.C. 2nd year Class.

(C) Prof-in-Charge: The President shall nominate one Profⁿ in-charge for each portfolio as enumerated in Article 6 (B) above i.e., from iii to xvii to the Executive Body of the union in its first meeting who have no right to vote.

(D) The Vice-President, all the Secretaries and Class Representatives shall be elected by secret ballot directly by the student voters. The Class Representatives shall be elected by the student voters of the respective class.

Artiele-7: FUNCTIONS OF THE EXF.CUTIVE BODY

1. It shall be the responsibility of the General Secretary to convene different meetings of the Executive Body and the General meetings of the students as and when necessary with the Poor permission of the President. Normally, the members of the Executive Body should meet at least once in a month.
2. He shall supervise and co-ordinate the activities of the different secretaries from time to time.
3. He shall play the key role in managing functions College Fresher's Social, Parting Social and the Annual College Week festival
4. He shall maintain the records and proceedings of each meeting,
5. In case of any portfolio/department lying defunct. owing to the negligence or long absence of the secretary concerned or any other causes, the general secretary shall assume to himself of all the functions of such department with the prior consultation of the president.
6. He shall be the custodian of all assets of the student union.

Asstt. General Secretary: Normally, the Asstt. General Secretary shall extend all possible helps to the general secretary for the smooth discharge of his functions. But when the G.S. is unable to discharge his functions owing to absence. Illness or any other cause. the Asstt. G.S. shall discharge his functions till the date on which the G.S. resumes his office

Secretary for Out-door Games: The Secretary for Out-door Games shall be responsible for organizing competitions in athletics, foot-ball, volley-ball and any other similar games especially during college festival. And also he shall be responsible for sending out college team to participate in various Inter-College tournament in consultation with the prof-in-charge subject to the approval by the president.

Secretary for In-door-Games: Secretary for In-door Games shall organize competitions in various In-door Games such as carom, table-tennis and any other similar games during the college week in consultation with the prof-in-charge.

Secretary for Literary Activities: Normally, the Secretary for the Literary Activities shall be responsible for arranging different competitions among the students during college week such as spot writing competitions on story, poem, article etc. and also shall have to take necessary steps for the publication of Annual college magazine namely "Bijni College Magazine" in 4(four) languages i.e. English, Assamese, Bodo and Bengali. and also the wall Magazine from time to time under the direct guidance and control of Prof-in-Charge concerned.

Secretary for Cultural Activities: Normally, the secretary for Cultural Activities shall undertake the responsibility of organizing cultural programmes in connection with different festivals in the college. But it shall be his special responsibility to hold various competitions such as music, song, drama etc. during the Annual college week festival and also he shall make necessary arrangement for sending students representatives to outside competitions in consultation with the Prof-in-Charge.

Secretary for Fine Arts: It shall be the responsibility of the Secretary for Fine Arts to organize and hold Exhibition-cum-Competition on various items of Fine Arts during the college week in consultation with the Prof-in-Charge concerned.

Secretary for Debate and Symposium: The secretary for Debate and symposium shall organize Debate, symposia, quiz' extempore speech etc. among the students especially during the college week and also shall take initiative to organize debate, lectures, seminars etc. occasionally subject to the final approval by the authority. He shall also be responsible for sending students representatives from the college to take part in the out-side competitions in consultation with the Prof-in-charge concerned.

Secretary for Social Service: It shall be the first and foremost responsibility of the Secretary for Social Service to beautify the college campus and keep it neat and clean. For that purpose he shall have the right to engage students workers as and when necessary" in consultation with the Prof-in-Charge concerned with a special aim to develop a sense of dignity of labour among the students.

He shall be responsible for organizing axial service activities in connection with the Annual College Week festival.

Secretary for Row Common Room and Girls' Common Room: Both the secretaries shall make himself and herself aware c, the problems of their respective common room and shall try to solve them through mutual understanding and negotiations with the authority. In consultation with the authority, he or shall provide various news papers, magazines and other recreational activities to the students within the common room. Class Representatives: The Class Representatives shall provide the leadership for solving the various problems relating to class in consultation with the authority and the Union Body.

PART-III

Article-8: POWER AND FUNCTIONS OF THE PRESI-DENT:

- a) The President of the union shall preside over the meetings of the Executive Body and the general meetings of the union.
- b) All the debatable points and controversial issues at the meetings of the Executive Body shall be put to vote by the president
- c) Normally, the president shall not have the right to vote but he shall have a casting vote in the case of a tie.
- d) In case of any vacancy caused due to death, resignation, transfer, expulsion or any other cause, the president shall have the right to nominate member to the Union Body subject to the approval by the Executive Body.
- e) On the ground of non-attendance of 3(three) consecutive meetings of the Executive Body by an executive member without furnishing any genuine reasons, the president shall have the right to disqualify such member in consultation with the authority.
- f) In the event of serious irregularities and indiscipline relating to the functioning of the Executive Body, the president shall have the prerogative to suspend or dissolve the Executive Body of the union with the prior approval of the Governing Body.
- g) Resolutions adopted at the meetings of the Executive Body must be countersigned/passed by the president.

- h) If no nomination paper is received or if no nomination paper is found to be valid against a particular portfolio section, the president shall have the right to fill up such vacancy by selection after the election in consultation with the Executive Body. Of course, no defeated candidate in the election to the Union Body shall be nominated by the president.

Article-9: VICE-PRESIDENT: In absence of the president, the Vice-president shall preside the meetings of the Executive Body of the union. He shall perform such functions and exercise such powers as are assigned to him by the president of the union.

Article-10 : POWERS AND FUNCTIONS OF THE PROF-IN-CHARGE:

- a) (a) Prof-in-Charge or each section of the Executive Body of the union shall advise and guide the respective secretaries in discharging their duties properly.
- b) (b) Amount as earmarked in the Executive Body's meetings shall be released through the respective Prof-in-Charge.
- c) (c) The secretaries of respective departments shall submit their accounts to the principal with proper vouchers through the Prof-in-Charge after the end of each and every function. The accounts supported by proper vouchers must be submitted to the principal within 30 days from the date of function. The failure to submit the accounts within the stipulated period shall be considered as the violation of the constitution.

Article-11: FUNDS OF THE UNION:

- a) The Funds of the union shall be created out of the subscription realized from the students at a rate prescribed by the authority at the time of admission to the college.
- b) The principal of the college shall be the custodian of the Funds of the union and shall operate the Funds. Principal shall also finalize the accounts.
- c) The amount to be received by the respective section/deptt shall be allotted by the principal.

Article-12 : TERM OF OFFICE: The term of office of the Union Body shall be for one year only. Explanation: The year of the union shall be counted from the date of taking over charges from the previous Union Body. As soon as the new academic year begins the election to the Students' Union Body must be held. The entire process of election and the handing over the charge to the new body must be completed within the month of September every year. In case of any extra-ordinary situation, the authority can alter the schedule in consultation with the Executive Body.

Article-13 : MEETINGS: At least 3(three) days notice shall be required to convene the meetings of the Executive Body as well as the general meetings of the student union. Of course, in emergent situation one day's notice shall be sufficient to hold any kind of meeting. In such case, president should convene the meeting.

Article-14: QUORUM: One third of the total members of the Executive Body shall form quorum in an Executive Body meeting where as in the General meeting of the students at least 100 students shall form the quorum.

Article-15: AMENDMENT: Any provision of this constitution is subject to amendme provided a proposal for amendment is initiated by at least 10, students. Such a proposal shall have to be passed by a majority of no. less than two-thirds of the total members of the Executive Body within a period of 20 days from the date of initiating the proposal. The amendment shall be effective as soon as the president gives his assent to the proposal.

PART-IV Article- 16 : CONDUCT OF ELECTION:

- a) **Formation of Election Committee:** For the purpose of conducting the election to the Union Body, principal shall constitute one Election Committee 15 days before the election comprising the following persons:-
1. Principal Chairman
 2. One Returning Officer from the teaching staff..... Convener
 3. One Lecturer Member
 4. Vice-Principal Member
 5. GeneralSecretary Member
 6. Vice-President Member.
- b) The Returning Officer shall have to shoulder the responsibility of the entire process of election.
- c) He shall appoint presiding officer, polling officers. scrutinizers and the counting Officers for the smooth conduct of the election from among the staff.
- d) Generally he shall be guided by the Rules and Regulations enumerated in Article 17 (A) of the constitution for the purpose of conducting the election. But he shall have some discretionary Prove° for ensuring fine and fair election if situation so demands.
- e) On all points of disputes and controversies relating to election, the decision of the election Committee shall be final and binding on all.

Article-17 (A) : RULES AND REGULATIONS OF THE ELECTION:

- i. Election to the Union Body shall have to be held sometime in the month of September in every calendar year.
- ii. The Principal shall notify the date of election 15 day ahead_ so that nomination papers are filed and properly scrutinized before the election takes place.
- iii. The contestants, the proposes the supporters as well at the voters must be the regular students of the college.

Explanation of Regular Students: Regular Student are those who have duly got themselves admitted to the college and who have been paying regularly their session fees. Also a student shall be able t make himself or herself a regular student provided he/she get admitted to the college at least one week before the filing (nomination papers of the election of the Union Body.

- iv. The voters must produce their current college identity card before the polling officer at the polling booth.
- v. v) Voters must cast their votes putting a cross mark (X) in the space specified against the name of the candidate of his/her choice.
- vi. w) No student shall be allowed to contest the election under the banner of any political party and organization.
- vii. vii) Only one polling agent for each candidate in a polling booth shall be allowed at a time. Of course, there shall be the provision for a reliever
- viii. No voter shall be allowed to propose and second the name of more than one candidate.
- ix. Postering inside the college campus is strictly prohibited once the election process is started.
- x. The date and time of filing up of nomination papers and their withdrawal shall be determined by the Returning officer.
- xi. Only one counting agent for each candidate shall be allowed in the counting centre at a time. Of course, there shall be provision for reliever.
- xii. Process of voting and counting of votes shall be determined by the Returning officer in consultation with the election committee.
- xiii. Immediately after the close of poll, the ballot box is used, duly signed by the presiding officer, polling officers and the polling agents, shall be deposited in the custody of the principal.
- xiv. At the time of filing nomination papers, the candidates, the proposers and the supporters must be physically present and they shall have to show their current college identity cards to the Returning officer or other concerned officials.
- xv. xv) With regard to withdrawal of nomination papers too, the candidate shall have to be physically present. In the absence of the candidate due to various reasons, proposer or his supporter shall have the right to withdraw the nomination papers subject to the production of a letter of authority before the Returning officer duly signed by the candidate. In both the cases production of the current college identity card by the candidate, proposer and supporter is compulsory.
- xvi. Dummy ballot is not allowed inside the booth at the time of voting.
- xvii. While filing up nomination papers everything in detail must be written correctly. Otherwise the nomination papers may be rejected.

Article- 17 (B): VOTER'S LIST:

Voter's list shall be prepared and published 5 (five) days before the filing of nomination papers. Complaint regarding non-entry of any name into the voter's list shall be entertained in the first 3 days and in the last 2 days additional and final voter's list shall be published.

Article- 17 (C): ELECTION COMPLAINT:

On the grounds of rigging, anomaly in voter's list and counting etc. the candidates shall have the right to lodge complain during the process. The ruling of the Retuning officer/Election committee shall be binding in this respect.

Article-18: SWEARING-IN-CEREMONY:

Soon after the result of the election is out, Swearing-in-cum-Charge handover ceremony to the new Executive Body shall be arranged. The oath shall be administered to the member by the president individually either in English or in Assamese according to one's choice in the following format

"I Shri..... swear in the name of god/solemnly affirm that. I will faithfully execute the office..... (name of portfolio) and will to the best of my ability Pre-serve, protect and defend the constitution and that, I will devote myself to the service and well-being of the students of Bijni College "