

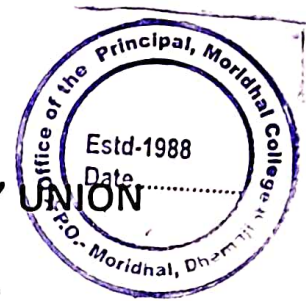
CONSTITUTION

OF THE

STUDENTS' UNION



MORIDHAL COLLEGE
P.O. MORIDHAL, DIST. DHEMAJI, ASSAM



PREAMBLE OF THE CONSTITUTION OF STUDENTS' UNION MORIDHAL COLLEGE

We, the students of Moridhal College having solemnly resolved to form a student's union in the college with a view to provide all its students equality of rights, freedom of thought, opportunity for personality development, a sound environment for education, a sense of fraternity among the students and work for all-round development of the student community as well as the college. The union also aims at assuring the unity and integrity of the students and make them responsible citizen of the country.

In a general meeting of the students of this college held on, do hereby adopt enact and give to ourselves this constitution.

On behalf of the students

Article 1 : Short title and commencement

- Clause : (i)** This constitution shall be called the 'Constitution of Student Union, Moridhal College' for conducting the functions of the student union of the college.
- (ii)** This constitution shall come in to force with effect from the date of adoption by the general meeting of the students of this college.

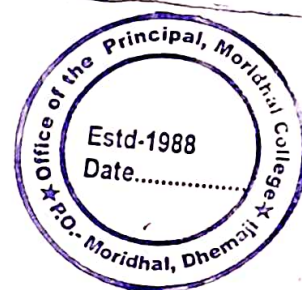
Article 2 : Definition : These rules and regulations will remain enacted unless there is repugnant to the subject or context.

- Clause : (i)** 'Constitution' means the Rules and Regulations framed for conducting the function of the student union of the college.
- (ii)** 'Union' means the executive body of the students constituted by office bearers elected by the regular students.
- (ii)** 'Students' means the bonafide students of the college.
- (iv)** 'President' means first in the hierarchy of the structure of the student union elected by the bonafide students through direct election.
- (v)** 'Vice-president' means second in the hierarchy of student union elected by the bonafide students through direct election.

- (vi) 'General Secretary' means the chief executive of the student union elected by the bonafide students through direct election. He bears overall responsibility of the functioning of the union and makes co-ordination among the different secretaries of the Union Body and represent the students of the college as a whole both inside and outside college.
- (vi) 'Secretary' means executive member of the union body elected by regular student through direct election against a particular port folio and he/she holds the responsibility of a particular department of the union body.
- (vii) 'Professor In-charge' means a teacher or professor of the college selected by the departmental secretary for giving advice in various functions and activities of the department concern for smooth functioning.

Article 3 : Jurisdiction

The Jurisdiction of the Union Body is Moridhal College.



Article 4 : Flag & Symbol

The flag & symbol of the college will be the flag and symbol of the Student Union.

Article 5 : Membership

All the regular students under the age group of 17-22 years are the general members of the General Assembly.

Article 6 : Aims and Objectives

The main aims and objectives of the Student Union are :

- (i) To form a strong and impartial Union Body without having affiliation to any political party or organization.
- (ii) To work for solving various problems of the student community.
- (iii) To work for academic and intellectual development of the students and to create congenial and healthy academic atmosphere in the college.
- (iv) To work for the cultivation of the sense of unity and brotherhood among the students.

- (v) To work for all round development of the students and the college as a whole.
- (vi) To develop a good and healthy relationship among the students, teachers, employees, authority and community.
- (vii) To develop a sense of belongingness & national unity and integrity among the students.

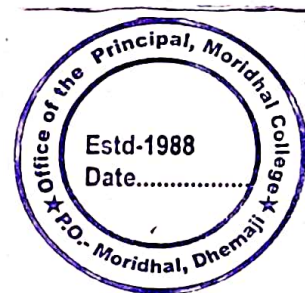
Article 7 : General Assembly

- Clause : (i) All the regular students are the members of the General Assembly.
- (ii) At least two General Assembly meetings will be held in an academic session. The executive body will take the decision for General Assembly meeting and fix the date and time.
- (iii) The General Assembly has the power to supervise the function of the Union Body and advise them to perform their duties for the greater interest of the students. The Union Body is accountable to the General Assembly for its acts and deeds.
- (iv) More than one forth ($\frac{1}{4}$) of the members of the General Assembly is required to form the quorum.

Article 8 : Structure of the Union

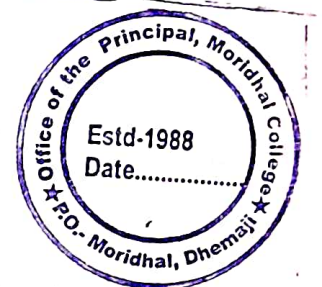
The Union Body consists of the following portfolios:

- | | | | |
|--------|---------------------------------|---|----------|
| (i) | President | : | 01 (one) |
| (ii) | Vice-president | : | 01 (one) |
| (iii) | General Secretary | : | 01 (one) |
| (iv) | Assistant General Secretary | : | 01 (one) |
| (v) | Major Games Secretary | : | 01 (one) |
| (vi) | Minor Games Secretary | : | 01 (one) |
| (vii) | Gymnasium Secretary | : | 01 (one) |
| (viii) | Magazine Secretary | : | 01 (one) |
| (ix) | Cultural Secretary | : | 01 (one) |
| (x) | Debating & Literature Secretary | : | 01 (one) |
| (xi) | Social Service Secretary | : | 01 (one) |
| (xii) | Boys' Common Room Secretary | : | 01 (one) |
| (xiii) | Girls' Common Room Secretary | : | 01 (one) |



Article 9 : Officials of the Union Body:

- Clause : (i) President: First in the hierarchy of the structure of the Student Union Body elected by the regular students through direct election.
- (ii) Vice-President: Second the hierarchy of structure of Student Union body elected by the regular students through direct election.
- (iii) General Secretary: General Secretary means the chief executive member of the Student Union Body elected by the regular students through direct election.
- (iv) Secretary: Secretary means executive member of the Student Union Body elected by the regular students through direct election against a particular portfolio and holds the responsibilities of the particular department in which he/she is elected.



Article 10 : Election Procedure/Modes of Election:

- Clause : (i) A system of direct election of the office bearer of the Student Union Body of the college shall be maintained.
- (ii) The direct election of the Student Union Body will be conducted by the Election Commission of the college constituted by the college authority for the conduct of union election of one year and the Student Union election will be held between 6 (Six) to 8 (Eight) weeks from the date of the commencement of the academic session.
- (iii) The election of the Student Union Body will be held on the date and time as scheduled by the Election Commission.
- (iv) Notification of the election will be issued by the Election Commission and the whole process of election will be completed with 10 (Ten) days.
- (v) If 2 (Two) candidates secure equal number of votes then the decision will be taken by toss conducted by the Commission.
- (vi) Election Commission will decide all the dates and days related to Student Union election and will notify the same in due time.
- (vii) In case of vacancy of any portfolio, the newly elected Student Union Body will nominate the secretary against the vacant portfolio within a month. This rule is not applicable in case of vacancy in the portfolio of President and General Secretary.



Article 11 : Eligibility of Candidates

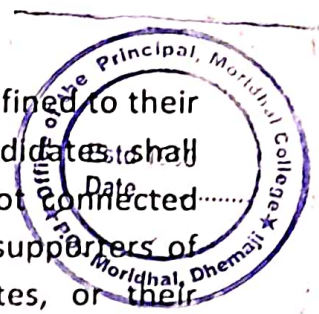
- Clause : (i) The candidate must be a regular student of the college with at least 75% of class attendance and must not be a distance/proximate education student
- (ii) The candidate must clear up all dues before offering his/her candidature.
- (iii) The candidate shall not be allowed to act in favour of any political party and/or organization(s) as candidate in Student Union election.
- (iv) The candidate shall not have any academic areas in the year of contesting the election.
- (v) The candidate shall have one opportunity to contest for the post of the office bearer.
- (vi) The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the college authority.

Article 12 : Election Related Expenditure:

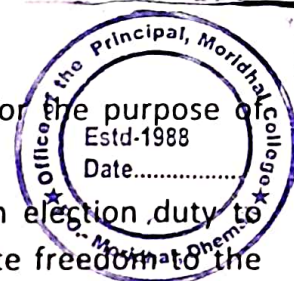
- Clause : (i) The maximum permitted expenditure per candidate shall be Rs. 5000/-
- (ii) Each candidate shall, within two weeks of the declaration of the result, submit complete and audited accounts to the college authorities. The college shall publish such audited accounts, within 2 days of the submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.
- (iii) The election of the candidate will be nullified in the event of any noncompliance or in the event of any excessive expenditure.
- (iv) The candidates are specially barred from utilizing funds from any other sources than voluntary contributions from the student body.

Article 13 : Code and Conduct for Candidates and Election Administrators:

- Clause : (i) No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.



- Clause : (ii) Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
- Clause : (iii) There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus shall not be used for election propaganda.
- Clause : (iv) All candidates shall be prohibited from indulging or abetting, all activities which are considered to be "corrupt practices" and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 meters of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.
- Clause : (v) No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such hand-made posters are procured within the expenditure limit set out herein above.
- Clause : (vi) Candidates may only utilize hand-made posters at certain places in the campus, which shall be notified in advance by the election commission / college authority.
- Clause : (vii) No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the college campus.
- Clause : (viii) No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the college campus, for any purpose whatsoever. All candidates shall be held jointly and severally liable for any destruction / defacing of any college property.
- Clause : (ix) During the election period the candidates may hold processions and / or public meetings, provided that such processions and / or public meetings do not, in any manner, disturb the classes and other academic and co curricular activities of the college. Further, such procession / public meeting may not be held without the prior written permission of the college authority.



- Clause : (x) The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- Clause : (xi) Candidates shall co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction. Candidate shall not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day. Candidate shall not make any propaganda on the polling day.
- Clause : (xii) Excepting the voters, no one without a valid pass / letter of authority from the election commission or from the college authority shall enter the polling booths.
- Clause : (xiii) The election commission / college authority shall appoint impartial observers. If the candidates have any specific complaint or problem regarding the conduct of the elections they may bring the same to the notice of the observer.
- Clause : (xiv) All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
- Clause : (xv) Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The election commission / college authority may also take appropriate disciplinary action against such a violator.

Article 14 : Grievance Redressal Mechanism:

There shall be a Grievance Redressal Cell appointed by the college authority to look into election related grievance with the following members:

Chairman	:	01 (one) (Senior Teacher)
Teacher Members	:	03 (three)
Member from Non-teaching staff	:	01 (one)
Student Members	:	02 (two) one girl & one boy

The Grievance Redressal Cell will act and function as per the recommendation of the Lyngdo Committee Report related to Students Union Election as enclosed in Annexure-I.

Article 15 : Election of Union Body:

- Clause : (i) (a) The Election of the Union Body will be held on the date and time as scheduled by the Election Commission.
- (b) Notification of the election will be made by the Election Commission at least 7 (seven) days and not exceeding 10 (ten) days before commencement of poll.
- (c) If 2 (two) candidates secured equal votes, then the decision will be taken by toss conducted by the Election Commission.
- (d) Election Commission will decide date and time relating to election.
- (e) In case of vacancy of any port folio the newly elected Union Body will nominate candidate by unanimous consensus. In case of failure to arrive at unanimous consensus, the projected candidate shall be elected by Union Body.

Article 16 : Teacher In-charge:

After oath taking the Secretaries may take Teacher In-charge for his/her particular department from the teachers of the college to guide and advice them for performing his/her duties smoothly.

Article 17 : Meeting of the Union Body:

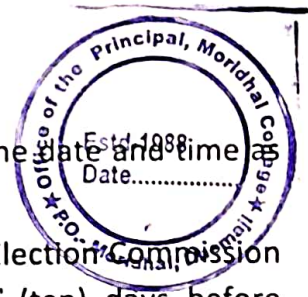
- Clause : (i) At least 2 (two) General Meeting will be held in a year.
- (ii) The presence of at least $\frac{1}{4}$ (one-fourth) of the total members is required to form the quorum of General Meeting.
- (iii) The Executive Meeting of the Union must be held at least 4 (four) times in a year.
- (iv) Any emergency meeting of the Union Body may be called when circumstance so demands.

Article 18 : Quorum:

The presence of more than $\frac{2}{3}$ (two-third) of the members of the Union Body is required to form the Quorum.

Article 19 : Term of Office:

- Clause : (i) The term of office of the Union Body will be 1 (one) year covering the date of taking over the charge to the date of handing over the charge to the next Union Body.
- (ii) The term of office of the individual secretaries is the same as the duration of the Union Body unless removed earlier.



Article 20 : Removal of Members:

Any member of the Union Body may be removed by the Union Body with the approval of 2/3 (two-third) majority on the following grounds:

- (i) If he/she is involved in any unsocial and unlawful activities inside and outside the college, which may demean the status and good name of the college as well as the Union Body.
- (ii) If he/she violates rules and regulations of the college and the constitution of the Student Union.
- (iii) If he/she fails to perform his/her duties and responsibilities as a secretary of the Union Body for what so ever reasons.
- (iv) If he/she remains absence for 3 (three) consecutive routine meeting of the Union Body, his/her membership will automatically be ceased.
- (v) If any member of the Union Body is removed, his/her secretary ship shall automatically be cancelled.

Article 21 : Duties and Functions of the Union Body:

- (i) As an Executive Body of the General Assembly, the Union Body will perform all functions as per the decision of the General Assembly.
- (ii) Union Body will be collectively and individually responsible to the General Assembly.
- (iii) The Union Body will perform the duties and functions to fulfill the aims and objectives as laid down in Article-6 (six) of the constitution.

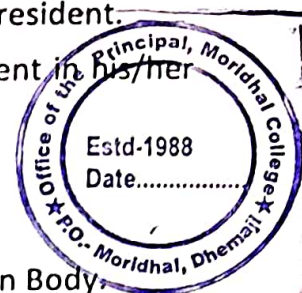
Article 22 : Duties and Responsibilities of the office bearers:

Clause (i) : President :

- (a) The President will preside over all the meetings of the Union Body as well as General Assembly.
- (b) The president will have the right to call the executive meeting as and when required.
- (c) The president will look after whether the decisions of the Union Body are executed.
- (d) The president in consultation with and majority consensus of the Union Body can take disciplinary action against the secretaries and / or members who violet rules and regulations.

Clause (ii) : Vice-President :

- (a) The Vice-president will preside over the meetings of the Union Body as well as the General Assembly in the absence of the President.
- (b) He/she will perform all normal functions of the president in his/her absence.



Clause (iii) : General Secretary :

- (a) The General Secretary is the Chief Executive of the Union Body.
- (b) He/she will have overall responsibilities of the Union Body and will make co-ordination among the members of the Union Body.
- (c) He/she will have to submit report on the activities of the Union Body in the meeting of the Union and General Assembly.
- (d) He/she will have to keep the proceedings and records of the Union Body in his custody.
- (e) He/she will represent the students of the college as a whole both inside and outside of the college.
- (f) In emergency situation the General Secretary may take urgent decision in consultation with the president of the Union Body and the same decision will be intimated to the Union Body later on.
- (g) He/she will have the right to call the Executive Meeting of the Union Body after discussion with the president and also the decision of the General Assembly in consultation with the Union Body. At least 3 (three) days prior notification is required for General meeting.

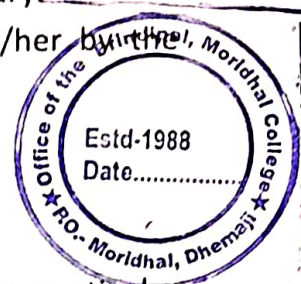
Clause (iv) : Assistant General Secretary :

- (a) The duties of the Assistant General Secretary is to assist the General Secretary in performing his/her various functions.
- (b) In the absence of General Secretary or in his/her inability to act as General Secretary, the Assistant General Secretary will act as General Secretary.
- (c) He/she will perform any other duty vested upon him/her by the Union Body.

Clause (v) : Major Games Secretary :

- (a) The Major Games Secretary is responsible for his/her particular department as well as individually and collectively responsible in performing duties of the Union Body.

- (b) He/she will have to conduct or maintain the games like Football, Cricket and Athletics inside and outside the college. He/she will also take necessary measures for the development in his field.
- (c) He/she will have to keep the annual records of Major Games and submit the same to the deputed authority, when necessary.
- (d) He/she will perform all other work vested upon him/her by the executive Body.



Clause (vi) : Minor Games Secretary :

- (a) The Minor Games Secretary is responsible for his/her particular department individually and collectively in performing duties of the Union Body.
- (b) The games included in the Minor Games department are Volley Ball, Badminton, Kabaddi and Kho Kho and it is the duty of minor games secretary to maintain these games inside and outside the college.
- (c) He/She will have to keep the annual records of his/her activities and performance of the students and submit the same to the deputed authority when necessary.
- (d) He/she will perform all other duties vested upon him/her by the executive body.

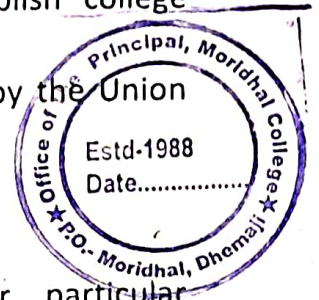
Clause (vii): Gymnastic Secretary:

- (a) The Gymnastic Secretary is responsible for his/her particular department individually and collectively in performing duties of the Union Body.
- (b) Weight lifting, Power lifting, Boxing, Gymnastics, Arm Wrestling are included in this department and the departmental secretary will have to maintain the same inside and outside the college.
- (c) He/she will have to keep the annual records and submit to the authority when necessary.
- (d) He/she will perform all other duties vested upon him/her by the Union Body.

Clause (viii): Magazine Secretary:

- (a) The Magazine Secretary is responsible for his/her particular department individually and collectively in performing duties of the Union Body.

- (b) Magazine Secretary is vested upon the duty to publish college magazine.
- (c) He/she will perform all other duties vested upon him by the Union Body.



Clause (ix):

Cultural Secretary:

- (a) The Cultural Secretary is responsible for his/her particular department individually and collectively in performing duties of the Union Body.
- (b) It is the duty of the Cultural Secretary to maintain the cultural competition and organized cultural programmes among the students inside and outside the college.
- (c) He/she will have to keep the annual records of his/her activities and performance of the students and submit the same to the deputed authority when necessary.
- (d) He/she will perform all other duties vested upon him by the Union Body.

Clause (x):

Debating & Literature Secretary:

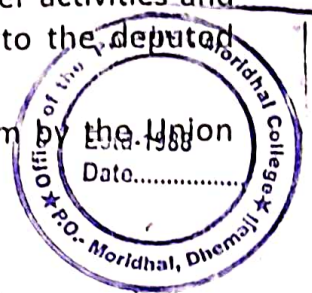
- (a) The Debating & Symposium Secretary is responsible for his/her particular department individually and collectively in performing duties of the Union Body.
- (b) The subjects included in this department are – Debating, Seminar, Symposium, Discussion, Quiz, Extempore speech and Art & Literature. The duty of the secretary is to organize and conduct the same activities inside and outside the college.
- (c) He/she will have to keep the annual records of his/her activities and performance of the students and submit the same to the deputed authority when necessary.
- (d) He/she will perform all other duties vested upon him by the Union Body.

Clause (xi):

Social Service Secretary:

- (a) The Social Service Secretary is responsible for his/her particular department individually and collectively in performing duties of the Union Body.
- (b) The Social Service Secretary will take steps for cleanliness and beautification of the college campus.
- (c) He/she will organize various social service activities inside and outside of the college.

- (d) He/she will have to keep the annual records of his/her activities and performance of the students and submit the same to the deputed authority when necessary.
- (e) He/she will perform all other duties vested upon him by the Union Body.



Clause (xii): **Boys' Common Room Secretary:**

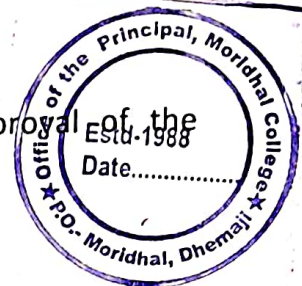
- (a) The Boys' Common Room Secretary is responsible for his particular department individually and collectively in performing duties of the Union Body.
- (b) The games included in this department are – Carrom, Chess, Tug-of-war etc. The secretary will organize and conduct the same games inside and outside of the college.
- (c) He will have to look after the proper maintenance of the common room and the sports materials of the college related to his own department and take steps for the development of these games.
- (d) He will have to keep the annual records of his activities and performance of the students and submit the same to the deputed authority when necessary.
- (e) He will perform all other duties vested upon him by the Union Body.

Clause (xiii): **Girls' Common Room Secretary:**

- (a) The Girls' Common Room Secretary is responsible for her particular department individually and collectively in performing duties of the Union Body.
- (b) The games included in this department are – Carrom, Chess, Tug-of-war, Musical Chair, Ring etc. The secretary will organize and conduct the same games inside and outside of the college.
- (c) She will have to look after the proper maintenance of the common room and the sports materials of the college related to her own department and take steps for the development of these games.
- (d) She will have to keep the annual records of her activities and performance of the students and submit the same to the deputed authority when necessary.
- (e) She will perform all other duties vested upon him by the Union Body.

Article 23 : Financial Resources/Funds:

- Clause : (i) The Union Body fees to be collected from the students is the main financial resources/fund of the Union Body.
- (ii) The secretary of each department will prepare a budget for the session after taking over the charge on the advice of the prof. in-charge.
- (iii) 10% of the total fund will be reserved for emergency purpose of the Union Body.
- (iv) The budget must be approved by the Executive Body.
- (v) For releasing the fund of each department the approval of the professor in-charge is mandatory.



Article 24 : Accounts of Expenditure:

- Clause : (i) The Secretary of each department must have to submit the records of account to the authority regarding utilization of the fund within 7 (Seven) days from the date of completion of the particular program
- (ii) Against each head of expenditure the secretary must have to submit cash-book and vouchers.
- (iii) The account of the expenditure of each department must be approved by the Prof. in-charge/adviser before submission to the Student Union Body. Such accounts of expenditure must be audited by the auditors appointed by the Student Union Body.

Article 25 : Oath Taking:

After the election, the newly elected union body will take oath for fulfillment of aims and objectives keeping in term with the constitution of the Union.

Article 26 : The Oath:

I Sri/Miss as a Secretary of Moridhal College Student Union hereby swear in the name of God that I will abide by the constitution of the Student Union as well as the rules and regulations of the college in force and devote myself in performing all the duties and responsibilities vested upon me sincerely and honestly to fulfill the needs and solve the problems of the students for the all round development of student community and the college as a whole.

Article 27 : Amendment of the Constitution:

The constitution of the union body may be amended to meet the needs and requirements of time and problems arising out of its functioning.

The following procedures may be adopted for amendment of the constitution:

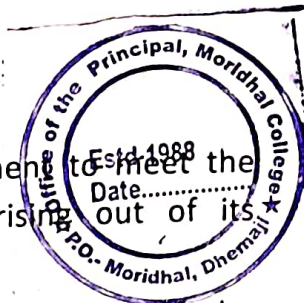
- (a) The proposal for amendment of the constitution may be initiated in the executive meeting of the Union Body and such proposal must be approved by the $\frac{1}{4}$ majority members of the Union Body and be submitted to the General Assembly meeting. If this proposal will be supported by $\frac{3}{4}$ majority members present in the General Assembly meeting then the amendment will come in to force.
- (b) The amendment proposal may also be initiated by the members of the General Assembly with the signature of $\frac{1}{4}$ of the total members. Which should be submitted to the Union Body. In such cases the Union Body will have to call the meeting of General Assembly and place the proposal for discussion. The same procedure is to be maintained for adopting the amendment as in Article – 27 (a).

Article 28 : Election Commission:

- (a) **Formation:** There shall be an Election Commission consisting of 1 (one) Chief Election Commissioner and 2 (two) other Assistant Election Commissioners appointed by the college authority from among the teachers.
- (b) **The Term of Office:** The term of Office of the Election Commission is for conducting Union Election of one year.
- (c) **Powers and Functions:** The Election Commission will have the power to appoint the officials for the smooth conduct of the Election.
- (d) The Election Commission will maintain all the procedure required for the smooth conduct of the election as per the constitution.
- (e) The decisions of the Election Commission will be final and binding upon the related persons in connection with the election.

Article 29 : Use of Office seal & Writing Pad:

- (i) Each secretary of the Union Body of the college has the right to use seal and writing pad only for his normal functions and for the greater interest of the student community as well as the college.
- (ii) For any kind of misuse of seal and writing pad the secretary will be responsible individually and will face punitive action for the offence.



(iii) When a secretary will hand over the charge to the newly elected officials of the Body then he/she must have to deposit his/her seal & writing pad along with other papers/documents.

(iv) The respective office bearers of the Union will have to submit Annual Report of activities and performance of their department at the time of handing over charge to the newly elected Union Body, which will be kept as record in the Annal of the Student Union.

