



LAKSHMI BAI COLLEGE STUDENTS' UNION

DRAFT CONSTITUTION

(Adaptation of
Delhi University Students' Union
Constitution)

AUGUST/SEPTEMBER 2018

DRAFT CONSTITUTION

CHAPTER – 1

1. **Name**

The Union will be called “**Lakshmibai College** Students’ Union”, hereinafter referred to as the Union.

2. **Office**

The office of the Union will be located in the College building . It shall also be its official address.

3. **Aims and Objectives**

The following will be the aims and objects of the Union:-

- (i) To promote mutual contact, a democratic outlook and a spirit of oneness among the students of Lakshmibai College.
- (ii) To promote the social, cultural and intellectual development of the students of Lakshmibai College.
- (iii) To promote among the students of Lakshmibai College awareness of the events taking place around them with a view to better equipping them as responsible and educated citizens and to build up a healthy students movement.
- (iv) To promote among the students of the college a sense of service to the people and duty towards the State.
- (v) To promote harmonious relations among all sections of the college community.
- (vi) To meet, discuss and make representations to the college authorities on matters concerning common interests of the students.

4. **Activities**

The Union may organize the following activities namely :

- (i) Debates, lectures, discussions, study circles, essay competitions etc
- (ii) Cultural performance and contests
- (iii) Social service and social relief activities
- (iv) Book Bank to help needy students.
- (v) Such other activities as will further the realization of the above aims and objects.

CHAPTER -II

5. ***Patron***

The Principal of the college shall be the Patron of the Union. The Patron shall take all necessary steps to ensure that the Union functions in accordance with this Constitution.

6. ***Membership of the Union***

- (i) Students of various departmental (Honors) societies, sports, NSS, NCC, B Com (Prog) and BA (Prog) elected by students or nominated shall be the members of the Union.
- (ii) These students will have the right to withdraw and a new member may be elected or nominated as per the DUSU constitution.
- (iii) Resolutions passed by the students of the departmental (Honors) societies, sports, NSS, NCC, B Com (Prog) and BA (Prog) under sub-clauses (ii) will become effective from a date to be notified by the Patron.

CHAPTER – III

8. ***The Central Council***

- 1) There shall be a Central Council of the Lakshmibai College Students' Union which shall consist of the following :
 - i) One member directly elected by simple majority vote from each departmental (Honors) societies, sports, NSS, NCC, B Com (Prog) and two members from BA (Prog).
 - ii) All the office-bearers of the Union elected under this Constitution.
 - iii) The Staff Advisor of the Union.
 - iv) The Treasurer of the Union and
 - v) The out-going President of the Union, provided he/she continues to be on the rolls of a College or Institution of the University.
- 2) The members of the Central Council mentioned in sub clause (iii), (iv) and (v) above will have no right to vote in the Meetings of the Central Council.
- 3) The Central Council will be the supreme authority of the Union and shall carry on the activities of the Union in accordance with this Constitution.
- 4) Subject to the provisions of the Constitution, the Central Council shall have the power to give such directions to the Executive Committee of the Union, or Sub-Committees appointed by it, and the Office-bearers of the Union as it may consider necessary.

9. ***Disqualifications for student members of the Central Council***

No students shall be entitled to be a member of the Central Council if,

- (i) She is not a member of the Union ; or
- (ii) She has completed the age of 26 years, or
- (iii) She has completed 7 years in a University ; or
- (iv) She has been convicted of a criminal offence including moral turpitude ; or
- (v) She has been punished by the University/College for an act which is coercive in nature and constitutes a threat to life and property ; or
- (vi) She has been found guilty of and punished for the use of unfair means in any of the examination of a college, University or Board.

Explanation :

A mere warning issued against a student will not be deemed to be a punishment for the purpose of this clause.

10. The Executive Committee of the Union

- 1) There shall be an Executive Committee of the Union which shall consist of the following : -
 - (i) All the office-bearers of the Union elected under this Constitution;
 - (ii) Five members of the Central Council elected by its members.
 - (iii) The Staff Advisor of the Union.
 - (iv) The Treasurer of the Union ; and
 - (v) The out-going President of the Union, provided she continues to be on the rolls of the college.
- 2) The members of the Executive Committee mentioned in sub clause (iii), (iv) and (v) above will have no right to vote in the Meetings of the Executive Committee.
- 3) The Executive Committee will function within the framework of the policies laid down by the Central Council and in accordance with this Constitution.
- 4) The Executive Committee may appoint such sub-committees as may be necessary for the conduct of its business. A sub-committee, if appointed, will be subordinate and responsible to the Executive Committee.
- 5) Subject to the provisions of this Constitution the Executive Committee may give such directions to the Office-bearers of the Union as it may deem necessary in the discharge of their duties.
- 6) The Executive Committee will be responsible to the Central Council.

11. The office bearers of the Union

- 1) There shall be the following office-bearers of the union:

(i) President	(ii) Vice-President
(iii) Secretary, and	(iv) Joint-Secretary

- 2) All the office-bearers of the Union will be directly elected by and from amongst the members of the Union by a simple majority vote in accordance with this Constitution and the rules framed thereunder; provided that the Vice-President and the Joint-Secretary will be elected by the members of the Union from among such of the members of the Union as will not be taking a final year examination of the University during the year in which they seek election to the office of the Vice-President or Joint Secretary.
- 3) The Executive Committee may elect a Cultural Secretary from among its own members.
- 4) All the office-bearers of the Union will function within the frame work of the policies laid down by the Central Council and under the general supervision and direction of the Executive Committee in the performance of their day-to-day work. Delegation of powers, if any, to the office bearers will have to be specifically provided for by a resolution of the appropriate council or committee for a specific duration of time but not exceeding one month.
- 5) All the office-bearers of the Union shall be responsible to the Executive Committee and to the Central Council and will function strictly in accordance with the provisions of this Constitution.
- 6) The office-bearers of the Union shall be responsible for the smooth and orderly functioning of the Union.

12. Disqualifications for Office-Bearers

1. No member of the Union shall be entitled to hold any post of office-bearer, if,
 - (i) She has exceeded the age of 25 year on the 16th August of the year in which he/she wishes to seek election; or
 - (ii) She completed more than 7 year from the 1st July of the calendar year of passing +2 examination to the 30th June immediately preceding the election.
 - (iii) She has been convicted of a criminal offence including moral turpitude, or he/she has been punished by the University/College for an act which is coercive in nature and constitutes a threat to life and property; or
 - (iv) She has been found guilty of and punished for the use of unfair means in any examination of a University or Board.

Explanation :

A mere warning issued against a student will not be deemed to be a punishment for the purpose of this clause.

- 2) No elected office-bearers shall be entitled to hold the same office twice.

13. Staff Advisor of the Union

There shall be a Staff Advisor of the Union who shall be appointed by the Patron.

14. Treasurer of the Union

There shall be a Treasurer of the Union who shall be appointed by the Patron.

CHAPTER – IV

15. Official Year and Tenure

- (i) The official year of the Union will be from 16th of August of every year to the 15th of August, of the following year/ as per DU guidelines.
- (ii) The election of the office-bearer should be completed at the latest by the 16th of August each year/ as per DU guidelines.
- (iii) The election of the five members of the Executive Committee from among the members of the Central Council should be completed latest by the 30th September each year.
- (iv) The Central Council, the Executive Committee, the sub-committees, if any, and the office-bearers of the Union will not remain in office beyond one year as defined in sub-clause (i) of this clause.
- (v) An office-bearer of the Union or a member of the Executive Committee or the Central Council may in writing, addressed and delivered to the Patron resign her office before the expiry of the term.
- (vi) A student shall cease to be a member of the Union when she ceases to be a student; she shall also cease to be a member of the Central Council, the Executive Committee or a sub-committee thereof, and shall cease to be the office-bearer of the Union if she was such a member or an office-bearer.

16. Election

- (i) The Patron will appoint every year an Election Officer who shall arrange to conduct the elections of the office-bearers and the members of the Central Council of the Union for that year from various departmental (Honors) societies, sports, NSS, NCC, B Com (Prog) and BA (Prog).
- (ii) The Staff-Advisor of the Union conducts the elections of the members of the Executive Committee of the union.

CHAPTER – V

17. Functions of the Officer Bearers of the Union

- 1) (i) The President of the Union will be the Chief Executive Head of the Union and will function in all matters relating to the Union in accordance with this Constitution.

(ii) The Secretary of the Union will act in consultation with the President and will function in all matters relating to the Union in accordance with this Constitution;

(iii) In the absence of the President, the Vice-President of the Union will perform all the functions of the President in accordance with this Constitution;

(iv) In the absence of the President and the Vice-President, the Secretary will discharge the functions of the President in addition to her duties as the Secretary of the Union.

(v) In the absence of the Secretary, the Joint-Secretary of the Union will perform all the functions of the Secretary in accordance with this Constitution.
- 2) (i) The President of the Union shall preside at the meetings of the Central Council and the Executive Committee and it shall be her duty to conduct these meetings in an orderly and peaceful manner in accordance with this Constitution.

(ii) It shall be the duty of the Secretary of the Union to prepare the minutes of all the meetings of the Central Council and Executive Committee and to keep the records of these meetings properly and in safe custody.

(iii) The Secretary of the Union will also carry on correspondence on behalf of the Union and will keep and maintain all records.

18. Meetings

- (i) The Central Council will meet at least thrice a year;
- (ii) The Executive Committee will meet as often as may be necessary
- (iii) The meetings of the Central Council or the Executive Committee will be convened by the Secretary of the Union by giving at least 7 days' notice. An emergency meeting of the Executive Committee may, however, be convened in consultation with the Staff Advisor by giving at least 24 hours' notice.
- (iv) All the meetings of the Central Council and the Executive Committee shall be held at the Union office.
- (v) An agenda of the meeting will be issued along with the notice of the meeting except for an emergency meeting.

(vi) The notice of a meeting and a copy of the agenda (except for an emergency meeting) for the meeting will be duly served on all the members; the notice of the meeting would be served well in advance.

(vii) The attendance and the minutes of the meetings of the Central Council and the Executive Committee shall be confirmed in the subsequent meeting. A copy of the confirmed minutes shall be furnished to the Staff Advisor immediately thereafter.

(viii) A register of attendance of the members at the meeting of the Central Council and the Executive Committee shall be maintained by the Secretary and signed by the Staff Advisor or in his absence by the Treasurer at each meeting.

(ix) A meeting of the Central Council or the Executive Committee may be requisitioned, by not less than 25% of the members thereof, excluding those who have right to vote, submit such a requisition in writing to the Secretary, who shall thereupon call such a meeting within a period of one week from the date of receipt of the requisition. The Staff Advisor may call the meeting on the failure of the Secretary to do so.

19. Quorum

In all ordinary as well as emergency meetings of the Central Council or the Executive Committee one-third of the total membership of the body will constitute the quorum.

20. Vote of No-Confidence

- (i) Not less than one-third members of the Central Council of the Union may move a resolution of no-confidence against any of the elected office bearers ;
- (ii) Such a resolution cannot be moved before the First of December of the year.
- (iii) A notice of a minimum of 15 days will be required for such a resolution to be moved.
- (iv) Such a resolution in order to be effective will be required to have been passed by a majority of not less than two-thirds of the total membership of the Central Council.
- (v) In case no-confidence motion is directed against the President, the Staff Advisor shall preside at the meeting.

CHAPTER – VI

21. Budget and Accounts

A meeting of the Central Council shall be convened within two weeks of the formation of the Executive Committee and the budget estimates proposed by the Executive Committee shall be placed before the Central Council for consideration.

A copy of the budget as approved by the Central Council shall be filed with the Patron within 2 days after its approval.

22. Funds

- (i) Funds of the Union will be utilized for the welfare of the students in accordance with the approved budget.
- (ii) No expense out of the Union funds will be incurred unless provision with regard to them is made under a specific head of the duly approved budget.
- (iii) All expenses out of the Union fund will be incurred in accordance with the rules made in this regard.
- (iv) The Treasurer will regulate the disbursement of Union funds in accordance with the rules framed in this regard from time to time.
- (v) The Accounts of the Union shall be subject to audit by the Internal Auditor of the college as well as the Chartered Accountant approved by the college. The Accounts of Union will be audited twice in a year at half yearly intervals.
- (vi) Unspent balance of the Union funds of a year, if any, will be credited to a special fund of the Union. The money under this fund may be spent for student welfare purposes in accordance with the rules framed by the University in this behalf.

CHAPTER – VII

23. Amendment of the Constitution

A provision of this Constitution may also be amended if such amendment is agreed to and passed by a majority of the total membership of the Central Council at the beginning of the year and by a majority of not less than two-thirds of the members of the Central Council present and voting in meeting specially called for this purpose by giving at least one month notice in advance, provided that no such amendment shall come into force unless it has been approved by the Executive Council of the University.

CHAPTER – VIII

24. Rule Making

The Patron may appoint a Committee for framing such rules as may be necessary for the working of the Constitution. The rules so framed will come into effect from a date to be notified by the Patron.

25. Interpretation of the Constitution, Removal of Doubts and Difficulties

If any question arises relating to the interpretation of this Constitution or any rules framed thereunder, it shall be referred to the Patron whose decision thereon shall be final.

26. Appointment of a Tribunal

The Patron may, if she considers it necessary, refer any matter concerning the Union to a Tribunal consisting of one or more persons to be appointed by the Staff Council of the college. The decision of the Tribunal shall be final.

27. Emergency Power

Notwithstanding anything contained in the Constitution, the Patron in any emergency may take any action as she deems fit and report the same to the Staff Council of the College.

28. Commencement of the Constitution

This Constitution, or any amendment thereof, shall come into force with effect from a date to be notified by the Patron.
