

Constitution
Indraprastha College Students' Union
With Amendments 2014

Preamble

1. Indraprastha College *will have a Students' Union. This students' union will be an* elected body of representatives.

- ***Objectives of the student' union:***

- (i) to *engage* with the cultural *activities* of the College
- (ii) to raise common grievances/demands of the students *with appropriate authorities, as per laid down procedure. (See Appendix A)*
- (iii) to *monitor* the maintenance of facilities provided by the College.

2. Every student of the College will be a member of the Students' Union.

3. The core group of the Students' Union will comprise:

- (i) President
- (ii) Vice President

- (iii) General secretary
- (iv) Treasurer
- (v) Editor-in-Chief
- (vi) Secretary, Cultural Affairs

- The Executive Body of the Students' Union will consist of the elected members of Extra-Curricular Activities Committee i.e. ECAC.
- The Staff Advisor/s to the Students' Union will function in an advisory capacity and as a signatory, along with the Treasurer of the Students' Union, to the funds of the Union.

Elections

1. The elections of the of the Core group of Students' Union and the Executive Body of the Students' Union will be held in August every year.
2. The eligibility criteria for elections to the Core group (first four posts) of the Students' Union and all Executive Body members will be as follows:
 - (vii) Attendance – 66 %
 - (viii) Aggregate – 50 %

- (ix) Four members of the core group – President, General Secretary, Editor-in-Chief and Treasurer will be elected from amongst all the students of the College

Note: It is desirable that the students contesting for these posts possess a profile exhibiting keen interest in cultural activities of the College both in organizational capacity and in terms of participation. The student contesting for the post of Editor-in-Chief should have been a member of the Editorial Society; contributed to literary activities in College and/or outside; have published in the College Magazine and/or any other. The candidature of a student with bilingual abilities, proficiency in computers, graphics, illustrations etc will be preferred.

- (x) The President of the Students Union should have at least one year experience of working in the College Union
- (xi) The Post of the Vice President will be reserved a student from the II year alone.
- (xii) The post of the Secretary, Cultural Affairs will be reserved for a student from the I year alone.
- (xiii) No student shall hold two posts simultaneously in the College Union and the Hostel Union

4. The tenure of the Students' Union and the Executive Body will be for a year or until the new Students' Union is formed.
5. All elected members are expected to continue in office for the term defined.
6. No resignations are permissible except under extraordinary circumstances. However, if any member resigns, her resignation must carry convincing reasons that meet the approval of the elected student body. The Staff Advisor/s should be duly informed of any such development.

Functions

1. The Students' Union along with the members of the Executive will be responsible for organizing the following functions in addition to any other.

- (i) Orientation Day
- (ii) Independence Day
- (iii) Gandhi Jayanti
- (iv) Republic Day
- (v) Martyrs' Day
- (vi) College Day
- (vii) Shruti

- (vi) Martyrs' Day
- (vii) College Day
- (viii) Shruti
- (ix) Annual Public Lecture
- (x) Farewell to the Outgoing Students
- (xi) Students' Union Elections in August

2. All meetings of the Students' Union must be notified a week in advance except the emergent ones.
3. Notices for meetings must specify the following details:
Agenda, Venue, Time.
4. The Quorum required in the meeting of the core group of the Students' Union will be 4 out of 5.
5. The Quorum required for any meeting of the Students' Union and its Executive will be two-third of the total strength.
6. All decisions of the Students' Union pertaining to College functions have to be necessarily taken along with the Executive. The presence of the Staff Advisor/s is desirable for such meetings. If the need be, a vote may be taken to arrive at decisions.

9. Minutes of the previous meeting should be confirmed in the next meeting before any discussion on the new Agenda begins.

Note: The Constitution provides for the **Recall** of any elected/nominated member of the Students' Union found lacking in the discharge of responsibilities towards the position held.

The Constitution permits the elected body of representatives to enlarge the scope of its activities during its given tenure, if necessary. It also offers the elected body, if the need arises, an opportunity to co-opt members for organizing such activities of the College.

Appendices

Appendix A: Procedure for raising Common Grievances and Demands of the Students

1. The Students' Union Core Committee may seek Students' Grievances/demands at a General Body Meeting (duly notified for the purpose) and make a list of grievances/demands received. It should then whet those grievances/demands at a Core Committee Meeting along with the Executive and prioritize them.
2. Forward a list to the Staff Advisor/s or have the list forwarded to the Principal through the Staff Advisor/s.
3. Unresolved grievances/demands will be taken up directly with the Staff Advisor/s and the Principal after a requisitioning a meeting with them.

Appendix B: List of Societies forming the Students' Union Executive

Extra-Curricular Activity Committee (ECAC)

1. English Editorial Society
2. Hindi Editorial Society
3. English Debating Society

4. Hindi Debating Society
5. Dramatics Society
6. Dance Society (Classical, Western and Choreography)
7. Western Music Society
8. Indian Music Society
9. Spic Mccay
10. Fine Arts Society
11. Film and Photography Society

President, General Secretary and Treasurer of all Societies will be part of the Executive Body of Students' Union.

Other Societies (These are Autonomous Societies for reasons of their own funds and their Agenda is National)

1. Discussion Forum
2. College Magazine
3. Women's Development Centre (WDC)
4. Eco Club
5. North East Society
6. Gandhi Study Circle
7. NSS
8. Sports
9. Career Guidance and Placement Cell
10. NCC
11. Website Committee

Appendix C: Role of Advisor's

The Execution and organization of the Programmes and activities have to be done in consultation with the staff Advisor's as follows;

- (i) Presenting the Proposal
- (ii) Presenting the Budget Estimates

- (iii) Examining the feasibility, availability of finance and offer of the proposal as per the norms of the Institution and advise on timings/calendar etc
- (iv) Seeking Sanction
- (v) Will be a signatory on the accounts submitted to her satisfaction as per norms laid down by the Institution
- (vi) Any conflict has to be resolved through discussion and dialogue among the stake-holders, the office-bearers and the concerned Society Advisor with the intervention of the Staff Advisor/s and the Principal, if necessary.

Appendix D: Election Procedure

1. The Staff Advisor/s will act as the Electoral Officer/s and conduct the elections in the following manner:
 - (i) Notification of Election Schedule and Calendar
 - (ii) Inviting Nominations duly proposed and seconded by one student each
 - (iii) Announcement of last dates and time for Nomination and Withdrawal
 - (iv) Conduct of the Election

(v) Declaration of the Results

2. A Committee will be formed for the Screening of Nomination Forms. The members of the Committee will be:

- (i) Staff Advisor/s and the ECAC Convener for the Core Group of the Students' Union
- (ii) Staff Advisor/s, ECAC Convener and the respective Society Advisor for the ECAC and Other Societies

3. Screening of the Nomination Forms will be done only to verify Eligibility Criteria of Attendance, Marks and Disciplinary Record

4. A Candidate has to affirm that no Disciplinary Action has been taken against her in the College or Elsewhere

Appendix E: Procedure for Resignation

- 1. Resignation has to be placed before the entire Students' Union after the meeting has been duly notified with resignation as an Agenda item
- 2. The quorum for the conduct of the meeting is as specified
- 3. The office-bearer will continue to discharge her duties till the decision or till the post is filled

Appendix F: Procedure for Recall

1. Full house of the elected body i.e. the core group of the Students' Union and the Executive has the right to recall members of the core group who have failed to discharge their duties
2. General Body of the respective societies has the right to recall the office-bearers of the concerned societies who have failed to discharge their duties and/or have indulged in financial irregularities
3. Quorum for such meetings has to be fixed

Appendix G: Procedure for Constitutional Amendment

1. Amendments may be proposed by the elected student representatives or teachers in a duly notified meeting with Amendments as an Agenda item
2. The proposed amendments may be circulated before-hand
3. Proposed amendments will have to be seconded and passed with a majority consent

Appendix H: Formation of New Societies

1. A new society may be proposed by a group of students in the General Body Meeting or by teachers

2. Feasibility and finances will be examined first at a meeting of Students' Union Executive along with the Staff Advisor/s
3. The proposal will be put before the Principal for approval and disbursal of funds.
