

**THE CONSTITUTION
OF
SALBARI COLLEGE STUDENTS'
UNION**



**SALBARI COLLEGE
P.O:SALBARI
DIST:BAKSA,BTC
STATE: ASSAM PIN:781318**

PREAMBLE

We, the students of Salbari College, with purity of heart, do solemnly resolve to unite the students of various *culture, creed, class* and *group* studying in Salbari College into an organization for better and mutual understanding among ourselves to safeguard and develop the *Discipline, Punctuality, Culture, Tradition, Language, Literature* and *Talent* of the great student community of the lone higher educational institution of greater Salbari area namely ‘**Salbari College**’ and the organization be known as the **Salbari College Students’ Union** (SCSU) and on the expediency of guiding rules, the union, do hereby adopt, enact and give to ourselves this written constitution in the year 2011.

CHAPTER-1

Name And Flag

1. The name of the union shall be known as the ‘Salbari College Students’ Union’ and precisely it shall be known as ‘SCSU’-the students’ organization of the students of Salbari College as a whole.
2. The Flag of the college shall be regarded as the Flag of the Union.

CHAPTER-2

Aims And Objectives

1. The main aims and objectives of the SCSU are to promote ***Discipline, Punctuality, Culture and Talent*** of the students of Salbari College. The union shall try to achieve better and mutual understanding among the students of different communities and it will make efforts, particularly to find out the ways and means -
 - i) To propagate the quality education maintaining discipline and punctuality among the student community.
 - ii) To improve and develop the literary and cultural consciousness through various literary and cultural activities, publications etc.
 - iii) To develop sports ability and talent among the students conducting various competitions.
 - iv) To work for the welfare and development of the student community as a whole.
 - v) To develop the social awareness among the students.
 - vi) To bridge a connection between the Professors and Student community in a friendly atmosphere.
 - vii) To achieve the rights and privileges of the student community through peaceful discussion with the authority.

2. The Union shall always remain under the hood of Salbari College authority and it shall be the only organization of the student community which shall always rise to the occasion to *Defend, Protect and Enhance* the students' right.

CHAPTER- 3

Membership

- i. All the students of Salbari College shall be the general members of the **SCSU**.
- ii. The students who shall be elected against different portfolios through the election process conducted by the Election Commission of Salbari College Students' Union shall be the Executive Members of **SCSU**.
- iii. Executive Members shall have to take an oath of office secrecy in a General Meeting of the **Union** to carry on their responsibilities and express allegiance to the *constitution, convention and decorum*.
- iv. The Principal of the college shall be the President of the Executive Body and hence he shall be the President of the **Union** and he shall preside over the meetings of the **Union**. In his absence the Vice-President of the **Union** shall take over his charge.
- v. The Vice-Principal of the college shall be the in-charge to the G.S. of the **Union**.
- vi. The newly elected General Secretary along with other Executive Members of the **Union** shall be sworn in by the President of the Union in a meeting of charge hand over and take over.
- vii. It is mandatory for all the students to pay Rs. One hundred only (Rs.100/-) as an annual General Membership fee during the admission.

- viii. If a member is found violating the norms, rules, discipline of the **Union**, he/she shall be sent to the college authority for any action the authority deems fit and proper.

EXPALTION AND RESIGNATION OF MEMBER

- i) If a member fails to attend Executive Sitting consecutively for three times he/she shall be liable to be expelled from the union.
- ii) If a member of the Executive Body wants to resign from his service, he/she shall have to inform the Executive Body well in advance in **Black and white**.

CHAPTER-4

Executive Body

The Executive Body of SCSU shall consist of all the Executive Members elected as per the election process of the Election Commission of the Salbari College Students' Union along with the various In-charges to different portfolios.

The formation of the Executive Body shall be as mentioned below:

- i. President
- ii. Vice-President-1
- iii. General Secretary-1
- iv. Assistant General Secretary-1
- v. In-charge to the GS-Vice-Principal of the College
- vi. Editor, College Magazine-1
- vii. Literary Secretary-1
- viii. Cultural Secretary-1
- ix. Major Games Secretary-1

- x. Minor Games Secretary-1
- xi. Social Service Secretary-1
- xii. Boys' Common Room Secretary-1
- xiii. Girls' Common Room Secretary-1
- xiv. Athletics and Gymnastics Secretary-1
- xv. Class Representatives-3 (One for each Class)
- xvi) And the Prof-in-charges (Gent or Lady Prof.) for the sectional secretaries with an exception of Boys'and Girls' common rooms of which Prof-in-charge shall be a Gent and a Lady Professor respectively.

CHAPTER-5

Powers And Functions Of The Office Bearers

1. The President:-

- i) The President of the Union Body shall be the head of the **Union**.
- ii) The President shall preside over all the Executive and General meetings of the SCSU.
- iii) He shall be the responsible for maintenance of discipline in the meetings.
- iv) Under any circumstances, if the General Secretary remains inactive or absent, the President shall direct the Assistant General Secretary to carry out the function of the General Secretary in a meeting.
- v) In the absence of both GS and AGS the President shall direct any one of the secretaries to carry out their functions in a meeting.

- vi) The President shall have the power to dissolve the Executive Body in the month of July/August so as to form a new Executive Body of the **Union**.

2. Vice-President :-

In the absence of the President the Vice-President shall preside over the meeting.

3. General Secretary:-

- i) The General Secretary shall mainly be responsible for any or all activities of the **Union**. For adoption of policy or in settling any problems he/she shall consult with the In-charge at first and then with the President. Such a policy or a problem may be placed in the Executive Sitting of the union as and when deemed necessary by him or her.
- ii) He/ She shall maintain all the accounts of the **Union**.
- iii) The Annual report on the activities of the Union prepared by him or her for presenting on the occasion of the Annual Function of the College shall have to be approved by the Executive Body.
- iv) He/She shall direct the AGS or any one of the Secretaries to perform any activity as and when he feels necessary.

4. Assistant General Secretary:-

- i) In absence of the General Secretary the AGS, as directed by the President or Executive Body, shall function as the General Secretary.

5. Editor, College Magazine:-

- i) The Editor of College Magazine shall be responsible for publishing the College Magazine.

- ii) The Editor of College Magazine shall also be responsible for publishing the Wall Magazine of the college namely 'Padumshree' twice in a year in the month of September and February.
- iii) The Editor of College Magazine shall inspire the student for writing various articles so as to publish in College Magazine and Wall Magazine.
- iv) The Editor of the College Magazine shall also be responsible to form Editorial Board for the Magazines to be published.

6. Literary Secretary:-

- i) The Literary Secretary shall hold the literary competitions particularly in College Week and in other literary events of the College.
- ii) He/She shall be the leader of the participants if the college sends team for taking part in the literary events outside the college campus.

7. Cultural Secretary:-

- i) The Cultural Secretary shall conduct the cultural competition held on the occasion of Annual College Week and in other college festivals
- ii) He/She shall be the leaders of the participants if the college sends team for taking part in the cultural events outside the college campus.

8. Major Games Secretary:-

- i) The Major Games Secretary shall manage all the major outdoor games like Football, Cricket, Hockey, Archery, Basket Ball etc. on the occasion of Annual College Week and other such events.

- ii) He/She shall be the leader of the participants if the college sends team for taking part in the Major Games events outside the college campus.

9. Minor Games Secretary:-

- i) The Minor Games Secretary shall manage all the indoor games like Tennis, Table tennis, Badminton, Kabbadi, Volley Ball, Hand Ball, etc. on the occasion of Annual College Week and other such events.
- ii) He/She shall be the leader of the participants if the college sends team for taking part in the Minor Games events outside the college campus.

10. Social Service Secretary:-

- i) The Social Service secretary shall be responsible for the cleanliness of the college campus and the discipline among the students.
- ii) He/She shall look after the uniform of the students. If any student of the college is found without uniform in the College Campus, he/she shall inform the matter to the Executive Body and the College Authority for any action to be taken.
- iii) He/She shall manage competitions related to Environment and Social Services during the Annual College Week or in any occasion if the college deems it fit and proper.

11. Boys' Common Room Secretary:-

- i) The Boys' Common Room Secretary shall manage the sport events like Carrom, Bridge, Ludo, Chess and Weight Lifting and Body Building competition for men during Annual College Week.

- ii) He shall be the leader of the participants if the college sends team for taking part in the sport events mentioned in the clause-11/i outside the college campus.

12. Girls' Common Room Secretary:-

- i) The Girls' Common Room Secretary shall manage the sports events like Carrom, Bridge, Ludo, Chess, Ring Throw and Beauty Contest for women during Annual College Week.
- ii) She shall be the leader of the participants if the college sends team for taking part in the sport events mentioned in the clause-12/i outside the college campus.

13. Athletics And Gymnastics Secretary:-

- i) The Athletics And Gymnastics Secretary shall manage the sport events like 100mtrs race, 200mtrs race, 400mtrs race, 400mtrs Rellay race, Marathon race, Swimming(both for men and women) and other gymnastics events during the Annual College Week.
- ii) He/She shall be the leader of the participants if the college sends team for taking part in the sport events mentioned in the clause-13/i outside the college campus.

14. Executive Members And Class Representative:-

- i) All the Executive Members and Class Representatives shall have the right to speech and vote in the executive meetings of SCSU.
- ii) The Class Representatives shall be the class captain of the respective classes. He/She shall have to control the class during the class hour.

15. Prof.-in- Charge:-

- i) The Prof.-in- Charges to respective sections shall be the guide of the respective Secretaries.
- ii) He/She shall be responsible for maintaining discipline of his section and controlling the respective Secretary.
- iii) No Secretary shall be allowed to take any decision without prior approval of his/her in-Charges.
- iv) The Prof.-in-Charges shall inspire his/her Secretary to work out any activity to have success of his section with flying colours.
- v) The respective Secretaries shall have prior approval in allocating budgets and to utilize any fund from the respective Prof. in-Charges.

CHAPTER-6

Fund And Finance

- i) The SCSU shall have separate fund on their own.
- ii) The fund of the SCSU shall be strengthened by collecting membership fees from the students at the beginning of each Academic Session.
- iii) The fund of the SCSU shall be strengthened by collecting various fees like Magazine fees, literary fees, Cultural fees, Boys' Common room fees, Girls' Common Room fees at the time of admission.
- iv) All the funds shall be treasured in a joint account in any Branch of Nationalized Bank.
- v) The Account shall be opened in the name of General Secretary and the President of the Union jointly.

- vi) The General Secretary shall maintain the account and he/she can withdraw money with prior approval of the Executive Meeting vide resolution.

CHAPTER-7

Election Commission

The **Union** shall be constituted through an election process which shall be run by the Election Commission of Salbari College. The Election Commission shall be formed with Vice-Principal as the Chief Election Commissioner and four other Assistant Professors shall be the Commissioners of the Commission. The Election Commission shall set up rules and guide lines to conduct the election of Salbari College Students' Union. Election shall be held once in every year in the month of August. Election shall be held, incase more than one member are proposed for a single portfolio and none of the proposers withdraws their proposals. No election shall be held in case only one candidate files nomination against one portfolio. The Election Commission shall notify the dates of election procedure viz.-date of submission of nomination, date of withdrawal of nomination, date of verification of nomination, date of publication of list of candidates against the portfolio from time to time at least seven (7) days before the commencement of the election.

The candidate having absolute majority in his/her support shall be declared elected.

CHAPTER-8

Short Title, Commencement And Amendments

This constitution may be called the “**Constitution of the Salbari College Students’ Union**”.

CHAPTER-9

Commencement

The sections, sub-sections or clauses of this constitution shall come into force with immediate effect from the adoption of this constitution as per amendments on varying days.

The constitution committee with the help of the Election Commission shall take resolution to make changes or amendments of any provision of the constitution in the oath taking ceremony of the **SCSU**.

The constitutional amendment of **SCSU** may be made at a General Meeting of the **union**. Any proposal for changes or amendments of the Constitution shall be submitted to the Constitution Committee as well as to the Election Commission at least a month before the election.

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Annexure-I
Oath of Office

I.....
.....today the.....swear in
the name of God and with true heart to carry out the responsibility
sincerely as theof Salbari
College Students' Union and promise to abide by the constitution of the
SCSU and organizational discipline and decorum falling which I shall be
liable to prosecution as per the provision of the Constitution of the Union.

Sincerely

Signature of the Candidate

Name of the Candidate

Date:

Place: