

ORDINANCE NO.2

UNIVERSITY STUDENTS' UNION

(Refer Section 37 (xx1))

1. The University Students' Union at the Headquarters of the University shall be a Federation of Students' Union in College and Teaching Departments/ School of Studies and the Students' Union in every College or in the Teaching Departments /School of Studies shall be a member of the University Students' Union. Members of the Students' Union in Colleges/Teaching Departments/School of Studies (here -in-after referred to as " College Union ") shall, unless disqualified under any provision of the Adhiniyam, the statutes or the ordinances, have the right to participate in the activities of the University Students' Union.
2. The objectives of the University Students' Union shall be -
 - (a) to promote intellectual, cultural, social and corporate life of the Students;
 - (b) to foster activities to bring out and develop the creative talents of the students and to promote their welfare;
 - (c) to develop a tradition of service and to inculcate in the students the sense of social responsibility.
3. (i) In order to achieve these objectives the University Students' Union may -
 - (a) Organise and participate in the debates, symposia, study circles, lectures, contests, scientific and cultural exhibitions, science and literary clubs;
 - (b) Promote social service activities and students welfare programmes;
 - (c) Examine and determine the nature and extent of the difficulties of students, such difficulties being of general nature and not relating to any individual student, in the conduct of their academic, cultural, social and corporate life and place them before University authorities for their solution.
- (ii) The activities of the University Students' Union shall be spread over the entire area of the University and the University Students' Union will avail of assistance of College Union to implement its programmes. The University Students' Union shall not identify or associate itself with any political party.

4. Every College Union shall contribute at the rate of half a rupee for each of its members towards the funds of the University Students' Union. The total amount of such contribution payable from out of the Amalgamated Fund/Composition Fee, collected every year shall be sent by the Principal of the College or the Head of the Teaching Department/School of Studies to the Registrar ordinarily not later than the last working day of August.

If a College fails to remit by the last date prescribed the amount of contribution due from its Students' Union, the President and the Representatives, if any of the said Union of the College shall stand debarred from taking part in the Elections of the University Students' Union.

5. The Kulapati shall be the Patron of the University Students' Union and the Dean Students' Welfare or when there is no Dean Students' Welfare, a teacher not below the rank of Reader nominated by the Patron shall be its Adviser-cum-Treasurer.

6. (i) The University Students' Union shall have a Council and Executive Committee.

(ii) The Council shall be composed of:

(a) the Presidents of the College Unions and

(b) one representative for every 500 College Union members in excess of 500, elected by the General Council of the College Union concerned from amongst the members of such College Union in accordance with the provisions of the Ordinances.

(iii) The Council shall elect by simple majority vote from amongst its members the following office bearers of University Students' Union :

(a) The President

(b) The Vice-president

(c) The Secretary

(d) The Joint Secretary

The office bearers so elected together with other members, equal to 20 % of the total strength of the Council and subject to a maximum of 15, elected by the Council from amongst its members in accordance with the system of proportional representation by means of single transferable vote shall constitute the Executive Committee.

N.B. The Statute/Ordinance relating to the election of registered graduate on the Court shall provide the guidelines in regard to the system of proportional representation.

(iv) No candidate shall contest the election for more than one office or seek re-election to an office which he has held twice.

(a) Every Professor in-charge of a College Union shall send by registered post or through special messenger every year the names of the President and the representatives, if any of the College Union so as to reach the Adviser-cum-Treasurer of the University Student's Union not later than the seventh day of September or the following working day if the seventh day is a Sunday or a holiday :

Provided that when the circumstances are not normal, the Kulapati may prescribe any other day as the last day.

(b) The Adviser-cum-Treasurer shall notify on the day following the last day referred to in (a) above the names of the Presidents and representatives of College Unions constituting the Council and convene, as early thereafter as may be, a meeting of the members of the Council for the election of office bearers and the members of the Executive Committee of the University Student's Union. All elections shall be by secret ballot :

Provided that once the date for the election of the office bearers and the members of the Executive Committee of the 'University Students' Union is notified, by the Adviser-cum-Treasurer, the election will be held notwithstanding the fact that a College or the University Teaching Departments have not held the election to the College Union before the days specified under clause (a) above.

(c) All nominations shall be made in the form prescribed by the Adviser-cum-Treasurer and a Nomination Paper shall be rejected if :

(i) the nomination paper was received after the time prescribed or announced by the Adviser-cum-Treasurer.

(ii) the nomination is not on the prescribed form.

(iii) the nomination is in any way incomplete.

(d) A ballot paper for the election of an office bearer shall be rejected if :

(i) it bears any mark or writing by which the elector can be identified, or

(ii) it bears no mark to indicate the vote or bears a mark other than tick-mark () placed for the purpose, or

(iii) the tick-mark indicating the vote is placed in such a manner as to make it doubtful as to which candidate the vote has been given, or

(iv) the elector has given more votes than the number of seats to be filled, or

(v) the ballot paper is signed by the elector :
Provided that where there is uncertainty in respect of any vote/ votes but not in respect of all votes given by the elector, the ballot paper shall be void to the extent of the uncertainty only,

8. (i) The Council shall start functioning from the date of the election of the office bearers and the members of the Executive Committee of the University Students' Union and continue till the end of April of the academic session in which the Council is constituted.

(ii) The Council shall meet at least twice in the academic session on dates to be fixed by the President in consultation with the Adviser-cum-Treasurer. The President shall upon a requisition in writing signed by not less than one third of the total number of members of the Council, convene a special meeting of the Council within 20 days of the receipt of such a requisition. Members shall be given at least 16 days notice of every meeting and the agenda shall be sent to the members with the notice of the meeting.

(iii) One third of the members of the Council shall constitute a quorum.

The Council shall have the following powers and perform the following duties, namely-

(i) to lay down the broad programme of work to be undertaken by the Union;

(ii) to approve with or without modifications the annual report and the budget estimates of the Union submitted by the Executive Committee;

(iii) to approve the matters to be placed before the University Authorities by the Union;

(iv) to make such rules as it considers necessary to regulate the activities of the Union;

(v) to exercise all other powers conferred on it by the Ordinances;

(i) The Executive Committee and the office bearers shall remain in office during the period the Council which

elected them functions unless the Committee or the office bearer is removed by an order of the Patron after a no-confidence motion against the Executive Committee or the office bearer is passed by the council;

- (ii) The Executive Committee shall meet atleast once in two months on a date to be fixed by the President in consultation with the Adviser-cum-Treasurer. A special meeting of the Executive Committee, if requisitioned in writing by not less than one-third of the total membership of the Executive Committee, shall be called by the President within fifteen days of the receipt of such requisition :

Members shall be given at least ten days notice of an ordinary meeting or a special meeting and three days notice of an emergent meeting. Agenda of an ordinary meeting or a special meeting shall be sent to the members with the notice of the meeting.

- (iii) One third of the members of the Executive Committee shall constitute a quorum.

11. The Executive Committee shall :-
- (a) draw-up detailed schemes to be implemented and take steps to implement them ;
 - (b) prepare the budget and submit it to the Council for approval;
 - (c) study students' problems and bring them before the Council with its suggestion;
 - (d) allot duties to its members and may constitute sub-committee for specific purposes consisting of its own members or members of the Council/College Union or any combination of members of the Executive Committee, the Council and the College Unions as it deems necessary and appoint a Programme Secretary for any specific purpose;
 - (e) prepare the Annual Report of the Union and submit it to the Council for approval,
 - (f) have such other powers and duties as may be assigned to it by the Council.
12. The Patron shall have the following powers, namely-
- (a) to be present at any meeting of the Council or the Executive Committee and to address the members thereof;
 - (b) to decide all disputes arising out of elections of the office-bearers and other members of the Executive

Committee referred to him within five days following the date of the declaration of the result of election. His decision in the matter shall be final;

- (c) to administer the oath of office to the members of the Executive Committee.
- (d) to annul any resolution or proceedings of the Council or the Executive Committee if he deems such resolution or proceedings to be beyond the legitimate functions of the Union or detrimental to the interests of the University;
- (e) to give direction to the Council or the Executive Committee in the interest of proper functioning of the Union and the Council or the Executive Committee, as the case may be, shall act in the accordance with such direction;
- (f) to suspend the Council or the Executive Committee in the event of violation of the provisions of this Ordinance by the Council or the Committee;
- (g) such other powers as are vested in the Patron under this Ordinance.

13. The Adviser-cum-Treasurer shall-

- (a) conduct the elections to the Executive Committee;
- (b) have the power to be present at any meeting of the Council or the Executive Committee and to advise the Council and the Executive Committee in regard to their activities;
- (c) be in-charge of the funds of the Union and ensure that no part thereof is spent without proper authority or for purposes other than those for which they are allocated;
- (d) bring to the notice of the Patron an resolution or proceeding or act of any of the bodies or officers of the union which is violative of the provisions of this Ordinance or likely to be prejudicial to the interest of the University.

14. (i) The President of the Union shall preside at meetings of the Council and the Executive Committee;

(ii) The President shall have the powers and perform the following duties, namely-

- (a) subject to the control of the Executive Committee to be in-charge of the general management of the affairs of the Union;

- (b) to ensure discipline at meetings of the Council and the Executive Committee or at any meeting or gathering organised by the Union;
 - (c) to ensure that the provisions of this Ordinance are faithfully observed;
 - (d) to discharge any other function entrusted to him or any duty imposed on him by the Council or the Executive Committee;
15. The Vice-President shall carry out the work assigned to him by the President and in the absence of the President perform his functions.
16. The Secretary shall perform the following functions, namely-
- (i) to issue and maintain the minutes of the meetings of the Council and the Executive Committee;
 - (ii) to prepare and maintain the minutes of the meetings of the Council and the Executive Committee;
 - (iii) to maintain the accounts of the Union, conduct the correspondence of the Union and keep all records thereof;
 - (iv) to ensure that the decisions of the Council and the Executive Committee are properly carried out;
 - (v) to perform all other functions entrusted to him by the Council or the Executive Committee;
17. The Joint Secretary shall assist the Secretary in the discharge of his duties and shall have such powers as may be assigned to him by the President with the approval of the Adviser-cum-Treasurer.
18. (i) The University Students' Union fee collected from the College Unions through the Colleges/Teaching Departments together with the donations from any source shall constitute the fund of the University Students' Union;
- (ii) Whenever any expenditure is authorised by Executive Committee, the Adviser-cum-Treasurer shall obtain the required funds from the Registrar and make it available to the person authorised by the Committee to receive the same;
 - (iii) Whenever any amount is paid to any office-bearer or member of the Union by the Adviser-cum-Treasurer, account shall be rendered to the Secretary who shall maintain the accounts of Union and submit at the end of each month the accounts with complete vouchers (duly counter-signed by the Secretary) to the Adviser-cum-Treasurer;

(iv) The accounts of the Union shall be audited every year by such agency as the Patron may appoint.

19. (i) The Council may pass a motion expressing no-confidence in the President or any other office bearer or the entire Executive Committee if it is moved by not less than one third of its total members and supported by a majority of at least two third of the members present and voting at the meeting and constituting not less than half of the total membership of the Council. Such motion can be moved only on the ground that the office bearer or Committee has disregarded the provisions of this Ordinance or failed to perform his/its duties and a meeting of the Council shall be convened to consider the no-confidence motion after the Adviser-cum-Treasurer decides that the motion is sought to be moved on admissible ground/grounds. The meeting at which such a motion is considered shall be presided over by the Adviser-cum-Treasurer;

(ii) The Executive Committee or an office-bearer shall not be removed except by the order of Patron passed after the resolution passed by the Council in accordance with the provisions of this para, has been submitted to him.

20. A student who is expelled or rusticated by the Principal of his College or the Kulapati shall cease to hold office in the University Students' Union from the date of his expulsion or rustication.

(i) An office bearer of the University Students' Union or a member of the Executive Committee may resign by a letter addressed to the Adviser-cum-Treasurer and the resignation shall take effect as soon as the resignation letter is received by the Adviser-cum-Treasurer.

(ii) Where any membership of the Executive Committee of an office of the University Students' Union falls vacant the Adviser-cum-Treasurer shall, as soon as may be, take steps to fill the vacancies by election.
(Co-ordination Committee dated G.1.78, E.C. Item No.4 dated 12.8.78)