

**CONSTITUTION
OF
RATNAPITH COLLEGE
STUDENTS' UNION**



**RATNAPITH COLLEGE
BAHALPUR : CHAPAR
DIST.- DHUBRI (ASSAM)**

CONSTITUTION OF RATNAPITH COLLEGE STUDENTS' UNION

PREAMBLE.

The constitution outline below aims at the following :

1. Promotion of corporate life among the students.
2. Intellectual, spiritual, physical and cultural progress with scientific outlook.
3. Maintenance of discipline, prestige and reputation of the College.
4. Free from political interference.

Title: The name of the Students' Union shall be the
"Ratnapith College Students' Union"

Scope of Activities :- The scope of activities of Ratnapith College Students' Union are mentioned below:

- a) The Ratnapith College Students' Union shall not be affiliated to any organization functioning not within the college campus.
- b) The Ratnapith College Students' Union shall not be a party to any movement, which may be sponsored for furtherance of communal, sectarian or factional interest.

Rule – 1: Membership :

Students duly admitted into the college shall be entitled to the membership of the students union.

Rule – 2: Office Bearers :

The union executive shall consist of the following office bearers :-

1. President.
2. General Secretary
3. Asstt. General Secretary.
4. Secretary, Outdoor Games.
5. Secretary, Indoor Games.
6. Secretary, Magazine .
7. Secretary, Debate &.Culture
8. Secretary, Social Service.
9. Secretary, Boys' Common Room
10. Secretary, Girls' Common Room.
11. One Class Representative from each Class and
12. One Teacher- in-charge in each Portfolio from Sl. 4 to Sl. 10 as mentioned above.

Rule – 3: The tenure of the Union :

The tenure of the Union shall be normally one year.

The year as stated above shall normally commence from 1st October to 30th September.

Rule – 4: Composition of the Union :

- i) **President :-** The Principal of the College will be the Ex-officio President of the Union. The final reference of all dispute including election disputes, matters of administration and finance will lie in him and his decision in any such cases will be final.
- ii) Lecturer in-Charge will be nominated for a particular function or games by the President of the Union.

iii) The following Secretaries shall be elected to the Union by the regular students of the College against the following portfolios.

- (a) General Secretary (From TDC Ist /IInd year classes only)
- (b) Asstt. General Secretary
- (c) Secretary, Debate & Culture
- (d) Secretary, Outdoor Games.
- (e) Secretary, Indoor Games.
- (f) Secretary, Magazine.
- (g) Secretary, Social Service.
- (h) Secretary, Girl's Common Room (For Girls only)
- (i) Secretary, Boys' Common Room (For Boys only)
- (j) One Class Representative from each class.

All the secretaries shall be the members of the Ratnapith College Students' Union Executive Body.

Rules - 5 (i) Loss of Membership:

If a member of a union executive fails to attend their meeting 3 (three) times consecutively, his/her membership will automatically be lost.

(ii) Extension of the term or period :

In an extraordinary situation the Principal may extend the period or term of office of the union Executive Body for a period of three months.

Rules – 6: Method of Election :

- (i) The office bearers of the Union shall be elected by secret ballot.
- (ii) The Election shall be conducted by the Principal himself as Chairman with some Teachers as members of the Election Committee constituted by the Principal.
- (iii) The Election Committee shall announce by notice all matters relating to Union election and invite nomination papers.
- (iv) The Election Committee shall also announce the result of the union election within 24 (twenty four) hours of the completion of the polling.
- (v) Each voter shall have only one vote for each portfolio.
- (vi) The vote shall be counted by the Chairman or the person appointed by him in the presence of candidates or their agents and the results shall be duly announced by the Chairman.
- (vii) One student is eligible to contest for one portfolio only.
- (viii) The students will be able to propose only one contestant for one portfolio. The proposer or a seconder is not eligible to propose or to second another contestant of the some portfolio.
- (ix) The name of the contestants, Proposers and the seconders must tally with their names in registered rolls of the College.
- (x) Canvassing of any kind on the election day will not to be permissible within the College campus.

- (xi) Canvassing through wall writing in the College compound will not be allowed.
- (xii) Defaulter shall not be allowed to contest the Union election in any capacity.
- (xiii) The students must have to show their Identity Card at the time of casting their votes.
- (xiv) The contestant may appoint polling agent not more than two for each portfolio, their names must be submitted to the Principal atleast one day earlier of the election.
- (xv) Complaints shall be entertained after the announcement of the election results within the time limit of five hours and after doing proper investigation, decision taken by the President of the Election Committee be final and binding to all.
- (xvi) When 2 (two) candidates got equal number of votes, the Chairman shall resolve the matter by the toss of a coin.
- (xvii) The contestant shall have to deposit a security of Rs. 100/- (One hundred) only for every portfolio and the security deposit is not be refundable except in case of withdrawal.
- (xviii) Each nomination paper must be accompanied by the security deposit receipt and all College dues clearance receipt.
- (xix) The amount of security deposit will be credited to the election expenditure.

Rules – 7: Cancellation of Nomination Paper :

- (a) A nomination paper will be declared invalid if the

candidate does not fulfill provisions mentioned in Rule – 6 (xvii) and 6 (xviii)

- (b) If the nomination paper is not duly signed by the candidate and his proposer & seconder or is disfigured/illegible due to over writing or in any other way.
- (c) The nomination paper which does not bear the signature of the Returning officers.

Rule - 8 : Handing over the Charge :

The out going members of the Union executive shall hand over charges to the Newly Elected Union Executive within 7 (seven) days of the announcement of the results of the Union election.

Rule – 9 : Removal and Impeachment :

An office bearer may be removed from office for gross misconduct, incompetency or violation of the constitution of the Students' Union, if it is approved by two thirds of the members present in the meeting.

Rule – 10 : Quorum of the Meeting :

One-third of the total members of the executive will be necessary to form quorum in the Executive Committee meeting and the decision on any issue will be taken by the votes of the majority.

Rule – 11 : Presiding Officer :

The Presiding Officers and Polling Officers in connection with the election shall be appointed by the President

of the Union. The Votes will be counted by the Presiding Officer assisted by the Teachers of the College nominated by the Principal and the results will be published under the signature of the Principal.

Rule- 12 : Oath Taking :

Soon after the completion of the election, the President of the Union shall administer the Oath of office and each of the secretaries of the College Students' Union Executive Committee.

Rule- 13 : Co-option :

Any vacancy in the Executive Committee through resignation or otherwise will be filled up by Co-option by Executive Committee of the College Union and not by election.

Rules – 14 : Specimen Copies of Nomination Paper, Ballot Paper and Oath Taking Column.

The proforma of the ballot paper, nomination paper and the Oath of office to be issued in connection with the College Union election is given in the appendices "A", "B" and "C".

Rules – 15 : Magazine and Editorial Board :

- (i) For the Magazine of the College, there shall be one Editorial Board for each session. The Principal shall nominate some Teachers of the College as members of the Board with himself as Chairman.
- (ii) The General Secretary and the Editor shall be the members of the Editorial Board.

each meeting held under auspices of the above union and its Executive Committee. The proceeding book must be submitted to the President at the end of each executive meeting .

- (b) The G.S. shall convene the meeting of the Executive committee in consultation with the President or as and when requisitioned by half of its elected members or asked by the President of the Union.
- (c) He shall prepare an Annual Report of the activities of the College union together with a statement of accounts for the session and submit it to the President at the time of handing over the charge. In the absence of G.S., the Asstt. G.S. shall execute his functions.
- (d) The G.S. in consultation with the President must convene at least two General meeting in a session.
- (e) The G.S. shall supervise the activities of all other secretaries of the Union.

(ii) Functions of other Secretaries.

The Secretaries will perform the duties of their respective Department with consultation with the Principal and the concerning teacher in-charge.

(iii) Functions of the Class Representatives :

The Class Representatives will look after the problems of their class rooms and report it to the Principal accordingly.

Rule – 19 : Accounts of the Committee :

When any expenditure is to be incurred in connection with any activities of any Deptt. of the College Union, the Union Secretary of the relevant Deptt. shall submit an estimate of expenditures in advance to the President after receiving due recommendation of the Teachers-in-charge concerned and the President shall make available the requisite amount to the Secretary of the Deptt. concerned to meet the necessary expenses. He shall submit a statement of account duly supported by voucher and certified by their Teachers-in-charge of the Deptt. In case any of the Secretaries of the Students' Union fails to submit the proper accounts of expenditure made by him/her with a reasonable period , the President of the College union may take drastic action against the secretary concerned after receiving the report from the Teachers-in-charge. Teachers-in-charge of every Deptt. shall verify and check the account of his Deptt. before the final submission to the President.

Rule – 20 : Amendment of the Constitution :

Amendment to this constitution may only be made when the following stages of amendment have been gone through:

- (i) The executive meeting for amendment is convened within 7 (seven) days notice.
- (ii) The proposed amendment is to be passed in the executive committee by two-third majority and then it is to be passed in the General meeting of the students of the college.

Rule – 21 : Overriding power :

Supervision of the G.B. of the Ratnapith College :

- (i) In the larger interest of the students and the College, the President of the Union shall have all power to override a particular or controversial decision of the Union Executive Committee or suspend the same for a period of 5 (five) months or dissolve the Union Executive Committee with the approval of the Governing Body of the College.
- (ii) In case of dissolution of the College union Executive Body by the President or G.B. of the College, the new Union Executive Committee is to be formed within three months from the date of dissolution according to the Election Rules and Regulation.

Sd/ P. Das.

(Dr. Provash Das)

Principal/Secretary

Ratnapith College,

Bahalpur.

Chapar – 783 371

Appendix 'A'

NOMINATION PAPER

RATNAPITH COLLEGE STUDENTS' UNION

ELECTION SESSION 20.....

1. *I Propose the name of*

*Roll No. Class for the post
of*

Signature of the Proposer Date

Roll No. Class

2. *I second the proposer.*

Signature of the seconder Date

Roll No. Class

3. *I agree to the proposal*

Signature of the candidate Date

Roll No. Class

Signature of the Returning officer

Date

Appendix "B"
BALLOT PAPER

<u>Portfolio/Name of the Candidates</u>	Marking Column
1. General Secretary (I)..... (II).....	
2. Asstt. General Secretary (I)..... (II).....	
3. Secretary, Debate & Culture (I)..... (II).....	
4. Secretary, Indoor Games (I)..... (II).....	
5. Secretary, Outdoor Games (I)..... (II).....	
6. Secretary, Magazine (I)..... (II).....	
7. Secretary, Social Service (I)..... (II).....	
8. Secretary, Boys' Common Room (I)..... (II).....	
9. Secretary, Girls' Common Room (I)..... (II).....	
10. Class Representative (I)..... (II).....	

Signature of Presiding officer
Date.....

Appendix 'C' (Specimen Copy)

I, Sriofclass
..... do hereby solemnly take the oath of allegiance to
the College Union Constitution and under take to discharge
my duties to the best interest of the students and the College
as the General Secretary/Asstt. General Secretary/ Secretary
ofDeptt. of the Ratnapith Collge
Students' Union with unflinching devotion and loyalty in my
office.

Signature

Secretary.....

Signature of Oath taker

.....

Date.....

Notes :

The constitution of Ratnapith College Students' Union has been drafted by a "Constitution Drafting Committee" with the following members. It has been approved by the Governing Body and passed in the general meeting of the students of the college in the session 2007-08.

Name of the Members :

- | | |
|---------------------------|----------------|
| 1. Dr. Provash Das | Principal i/c. |
| 2. Mr. Juran Ali | Sr. Lecturer. |
| 3. Mr. Kandarpa Barpujari | Sr. Lecturer. |
| 4. Mr. Sudhir Ch. Roy | Sr. Lecturer. |
| 5. Mr. Uttam Kr. Poddar | Sr. Lecturer. |
| 6. Sk. Hedayetulla | Sr. Lecturer. |
| 7. Dr. Barkatullah Khan | Lecturer. |
