



CONSTITUTION OF
ACHARYAJAGADISH CHANDRA BOSE COLLEGE STUDENTS' UNION

ARTICLE --- I

1.PREAMBLE :

- a) There shall be a Students' Union at Acharya Jagadish Chandra Bose College Kolkata-700020 to promote healthy fraternity among the students of the College.
- b) To maintain good relation between the teachers, the members of non-teaching staff and the students and to assist the College authority in maintaining peace, discipline and all round development of the College.
- c) To promote among the students a perception of the culture and assist in preserving the property of the College.
- d) Above all to safeguard and uphold the rights and interests of all the students as a whole.

2.NAME :

The name of the union shall be “**ACHARYAJAGADISH CHANDRA BOSE COLLEGE STUDENTS' UNION**”

3.OBJECTIVES :

In order to achieve the objectives and ideals laid down in the preamble, the Union shall be engaged in the following activities :

- a) To organize Debates, Symposium, Recitations, Musical and other Cultural Programme and Games.
- b) To publish College magazine and Wall papers.
- c) To keep all possible Co-operation among the students for proper manifestation of education and culture.

- d) To organize relief measures for the students and tender all possible facilities to the students for their needs and endeavour for achieving academic and cultural excellence, and
- e) To raise funds during natural calamities and disasters and also on certain specific issues as directed by the Secretary of the Governing Body of the College, subject to the approval of the Governing Body.

4. GENERALMEMBERS :

All regular students of the college will be GENERAL MEMBERS of the Union provided one is not in default of the prescribed tuition fees and other dues of the college till such date as may be notified and does not include casual students and continuing candidates.

5. OFFICE BEARERS :

- a) **President** b) **Vice-President**
- c) **General Secretary** d) **Assistant General Secretary**
- e) **Treasurer** f) **Magazine Secretary**
- g) **Games Secretary** h) **Cultural Secretary**
- i) **Students' Welfare Secretary** j) **Common-room Secretary for Boys**
- k) **Common-room Secretary for Girls** i) **Canteen Secretary**

6. ELECTION OF CLASS REPRESENTATIVES :

General members of 1st, 2nd and 3rd year of B.A., B.Sc., B.Com (Hons. & Gen.) and B. Ed. regular students will elect two representatives from each class of Science (Hons.), Commerce(Hons.), Arts (Hons.), Science(Gen.), Commerce(Gen.), Arts (Gen.)and B.Ed. (each year)of which at least one must be a male and one must be a female representative.

7.SUB-COMMITTEES :

To discharge the duties properly, there shall be the following Sub-Committees :

- a) Cultural and Debate Sub-Committee. b) Magazine and Literary Sub-Committee

- c) Students' Welfare Sub-Committee & d) Games Sub-Committee.

8. DUTIES AND RESPONSIBILITIES OF OFFICE BEARERS :

i) President :

- a) To preside over and conduct all meetings of the Union;
- b) To see that the provisions of the Constitution of the Union are strictly followed.
- b) The President may call requisition General meeting at the request of one third of the members.
- c) In case of a tie, the President may exercise his casting vote.
- e) The President may include any item in the agenda for a meeting.

ii) Vice President

The Vice President shall assist the President and shall exercise the power of the President in absence of the President.

iii) General Secretary:

- a) To convene meetings of the Executive Committee, Office Bearer and all other meetings of the Union.
- b) To prepare agenda for all such meetings strictly in accordance with the provisions of the Constitution.
- c) To be along with other Office Bearers collectively responsible for the management of all sorts of affairs of the Union.
- d) To record the minutes of the proceedings of all such meetings, and
- e) To keep co-ordination with all the Sub-Committees of the Union.

iv) Assistant General Secretary:

The Assistant General Secretary shall assist the General Secretary and in his (General Secretary) notified absence the Assistant General Secretary may exercise the power of the General Secretary.

v) Treasurer :

The Treasurer shall be responsible for proper operation of the fund and submit the accounts of receipts and payments to the General Secretary.

vi) Games Secretary:

The Games Secretary shall be the Secretary of the Games Sub-Committee .The Games Secretary shall arrange all kinds of Indoor and Outdoor games, he/she shall submit report of the activities of the Games Sub-Committee to the General Secretary.

vii) Cultural Secretary:

The Cultural Secretary shall be the Secretary of the Cultural Sub-Committee and will arrange discussion, all cultural activities, drama, debate, etc.He/she shall submit the report of the activities of the Sub-Committee to the General Secretary.

viii) Students' Welfare Secretary :

The Students' Welfare Secretary shall be the Secretary of the Students' Welfare Sub-Committee. He/she shall submit a report of the activities of the sub-committee to the General Secretary.

viii) Canteen Secretary:

To keep watch about the quality and price of the food supplied by the Canteen. He/she will take care of the cleanliness and hygienic condition of the canteen.

N.B.All Secretaries of different Sub-Committees shall arrange meetings with their respective Sub-Committees and keep records of the minutes and accounts.

ARTICLE-II

1. FUNCTIONS OF THE OFFICE BEARERS AND EXECUTIVE COMMITTEE:

- a) The Office Bearers shall conduct the day to day activities of the Union.
- b) Just after the election of Office Bearers they will prepare a Budget for the approval of the executive Committee, The treasurer will complete the Budget and

receipt of the information from different Secretaries and place the Budget before the Executive Committee for its approval.

- c) The Office Bearer shall be responsible to the Executive Committee for all its activities. The Office Bearers shall form the Sub-Committees as mentioned.
- d) The Executive Committee is the highest administrative Body of the Union.

The Executive Committee shall approve the Annual Budget of the Union. All decision of the Executive Committee shall be by a simple majority vote.

2. FORMATION & FUNCTION OF DIFFERENT SUB COMMITTEE.

a) Cultural & Debate Sub-Committee:

The Cultural and Debate sub-Committee will be formed from amongst the members of the executive committee with not less than **eight members**. The Secretary of this Committee will be the In-Charge of this Committee and will arrange the Annual Social, regular debates and debate competitions, discussions, symposium, drama and all sort of cultural activities for the Cultural upliftment of the students in general.

b) Students' Welfare Sub-Committee:

The Students' Welfare Sub-Committee will be formed in accordance with the provisions as laid down in Clause 2 (a) of the Article-II. The Secretary of this Sub-Committee will supervise the **Canteen affairs, Cheap Stores, Aid Fund** and look after the general interest of the Budget.

c) Magazine & Library Sub-committee

The Magazine & Library sub Committee will be formed in accordance with the provisions laid down in clause 2(a) of Article II. The Secretary of this Sub-committee will arrange for the publication of College Magazine and Wall papers.

d) Games Sub-Committee :

The Games Sub-committee will be formed in accordance with the provisions as laid down in clause 2(a) of Article-II. The Secretary of this Sub-committee will arrange indoor and outdoor games of the College and the Annual Sports of the College.

- e) The General Secretary shall be the Ex-Officio Member of all the Sub-Committees.

- f) Every Sub-committee shall be headed by a Prof-in-Charge to be nominated by the Principal/Teacher-in-Charge of the College.

3. ELECTION :

- a) There shall be an Election Commission to conduct the election of the Union.
 - b) The Election Commission shall consist of the following members.
 - i) Principal/Teacher-in-Charge of the College Chairperson
 - ii) Secretary, Teachers' Council of the College Member
 - iii) Secretary, Non-Teaching Employees' AssociationMember
 - iv) to vii). Four Teachers' representatives to the Governing Body..... Members.
 - viii) The Chairperson of the Election Commission shall be the Returning Officer.
 - d) The Election shall be held within 30 (thirty) working days from the date of dissolution of the Union.
 - e) The Principal/Teacher-in-Charge shall fix the date of the election and shall announce the programme at least two weeks before the date of the election.
 - f) The programme schedule shall be as follows :
 - i) Issue of Nomination papersat least two full working days .
 - ii) Submission of Nomination papersdo
 - iii) Withdrawal of Nomination papers One full working day after scrutiny.
 - iv) Date of publication final list of valid candidates electionAt least 6(six) working days after the publication of the final list of valid candidates.
- In the emergency situation the date of publication may be changed by Returning officer with the consultation of Election Commission. The decision of Election commission will be final.
- g) A candidate must be proposed and seconded by two electors from his/her class, which is his/her constituency, in prescribed nomination form to be obtained from the Election

Commission. Each nomination form must be accompanied by the copies of the fee acknowledgement receipt and the college identity card of the candidate, the proposer and the seconder.

h) Any candidate desiring to withdraw his/her candidature, shall submit a letter of withdrawal personally to the Returning Officer on production of his/her Identity Card.

i) Election of members of the Executive Committee shall be held every year soon after the admission to the first year Degree classes is completed.

j) Teachers recommended by the Election Commission shall act as presiding officers to conduct the election,

k) The election shall be held according to the time schedule to be announced by the Returning Officer.

l) All voting shall be by secret Ballot. The Counting of Ballot papers shall be conducted in presence of the presiding officers, candidates or their authorized representatives, immediately after completion of voting of all the classes. In case there is tie decision shall be taken by drawing of lots.

n) An elector is not eligible to cast votes for more than the number of representatives to be elected from the section of the class concerned as otherwise the ballot paper should be cancelled, and

o) An elector must produce his /her fee acknowledgment receipt and Identity Card at the time of voting.

4. ELECTION OF OFFICE, BEARER, & DIFFERENT SUBCOMMITTEE

A. The Principal/Teacher-in-Charge of the College shall be the *Ex-Officio* President of the Union.

B. The President of the Union shall convene the first meeting of the Executive Committee within seven working days from the date of announcement of the election result.

C. In the first meeting of the Executive Committee, Office Bearers will be elected from amongst the elected class representatives.

D. After the election of Office Bearers the General Secretary will assume charge.

ARTICLE - III

1. EXECUTIVE COMMITTEE :

- A) The Executive Committee shall meet at least 4(Four) times during the term. Time and date of meetings shall be determined by the Office Bearers and notified by the General Secretary at least three days in advance.
- B) One third number of the total members of a committee shall form the quorum for a meeting.
- C) The Secretaries of the different Sub-Committee shall convene the meeting of respective Sub-Committee as and when necessary in consultation with the General Secretary, by two days' notice.
- D) Emergency meetings may be held by 24 hours' notice.
- E) No meeting shall be held outside the College premises.

2. UNION FUND & ITS OPERATION :

- a) There shall be a fund called 'Union Fund'.
- b) The Cashier and the Accountant of the College shall keep the fund and its accounts under a separate ledger A/C named the "A.J.C.Bose College Union Fund".
- c) The fund shall be kept in deposit with a Bank.
- d) The Bank Account will be operated by the President (Principal/Teacher-in-Charge), the General Secretary and / or the Treasurer of the Union.
- e) In absence of the Union, the Procedure followed in operating the Bank Accounts of the College shall be introduced.
- f) The Union must submit yearly budget estimates duly passed in a meeting of the Union at the beginning of each session on the basis of which the expenses will be incurred.
- g) Supplementary Budget, if any must be passed by the Executive committee.

h) The outgoing Executive Committee must submit the total income and Expenditure A/Cs duly passed in the last meeting of the Executive committee to the President along with all charges of the Union, within seven days from the date of dissolution of the Union.

i) The Secretaries of the different Sub-Committees must submit their income and Expenditure A/C, along with all necessary papers and documents to the General Secretary duly passed in the Sub-committees meeting and countersigned by the Prof-in-charge, of the Sub-Committee at least 5(five) days ahead of the last meeting of the Executive Committee.

3. CONTROL OVER EXPENDITURE :

A) No expenditure shall be incurred by the General Secretary unless recommended by the President of the Union.

B) No expenditure shall be incurred by the Secretaries of the different Sub-Committee unless recommended jointly by the Prof-in-charge of the sub-committee concerned and the General Secretary of the Union.

4. AUDIT OF THE UNION FUND :

A) The accounts of the fund of the Union shall be duly audited annually along with the Audit of the College Accounts. The Auditor shall however prepare a separate report for the Accounts of the Fund.

B) The Report of this Fund shall be placed by the Presidents of the Union before the Governing Body of the College for approval.

ARTICLE –IV

1. NO CONFIDENCE MOTION :

a) A No Confidence motion may be moved by at least one third of the members of the Executive committee.

b) A vote of the No Confidence on a member of the executive committee must be passed by two third majority of the total number of the members of the executive Committee.

c) If a vote of no confidence is passed against any student office Bearer, he shall cease to hold office. The President may thereafter call upon the executive Committee to fill up the vacancy by election.

d) If however a vote of no confidence is passed against all the elected student office Bearers and the Executive Committee by two third majority of the total number of the elected members , the Executive Committee will cease to exist and the new executive committee will be formed by the elected members.

2. AMENDMENT :

The Governing Body may amend the constitution. In emergency situation, any provision of this constitution may be amended at the assistance of the Union. A General meeting of the Union is to be called for the purpose of the proposed amendment. Decision of amendment requires to be passed by two third majority votes. The amendment should be approved by the Governing Body within one month and the decision of the Governing Body shall be treated as final.

3. DISSOLUTION :

- a) The union shall be treated as dissolved after the expiry of the tenure of office.
- b) The Union shall be treated as dissolved as soon as the date election is announced by the Principal/Teacher-in-Charge of the College.
- c) The Governing Body of the College shall have the final power to dissolve the Union.

4. TENURE OF OFFICE :

The tenure of office of a Union is usually for 12 months. But in no circumstances the tenure of office of the Union will exceed 15 months.

ARTICLE –V

- 1. This Constitution is hereby adopted at the emergency meeting of the Governing Body of A.J.C. Bose College, Calcutta, 700020 held on 27 th December, 2014
- 2. This Constitution will come effect into with effect from the 2nd January,2015