

THE CONSTITUTION OF THE POST-GRADUATE STUDENTS' UNION

DIBRUGARH UNIVERSITY

PREAMBLE

We the students of Dibrugarh University having solemnly resolved to constitute a Students' Union to promote our intellectual, moral, physical, cultural and material advancements to safeguard our distinctive rights and privileges, to foster goodwill and mutual co-operation among ourselves in particular, and all other members of the University community, other students and people of our country in general, above all, to play a constructive role towards and all-round development of Dibrugarh University give unto ourselves this constitution.

Article 1: Name

The name of the Union shall be "Dibrugarh University Post-Graduate Students' Union", hereinafter referred to as 'DUPGSU'.

Article 2: Emblem

The University emblem shall be the emblem of the Union.

Article 3: Flag

The DUPGSU shall have a flag. The colour of the flag shall be white with emblem of the Dibrugarh University at the centre. The area of the Flag shall be 3' X 2'.

Article 4: Jurisdiction

The jurisdiction of the DUPGSU shall be Dibrugarh University.

Article 5: Objectives

Clause I

- i) To promote the study and discussion of issues of academic, general and public interests;

- ii) To promote intellectual, moral, physical and cultural advancement of the members;
- iii) To train students for corporate life, leadership, good citizenship and discipline;
- iv) To promote scholarship and statesmanship among the students;
- v) To perform and carry out any other activities as may be necessary and desirable for the attainment of the above objectives.

Clause II

Towards the fulfillment of the above objectives, the DUPGSU shall carry out the following functions. The Functions are :

- i) To organize and hold meetings, debates, competitions, symposiums and exhibitions;
- ii) To organize functions such as sports, music, fine arts, social service camps etc;
- iii) To manage the students canteen and other things of a similar nature of common interests;
- iv) To organize and participate in the Inter College festivals;
- v) To publish Journals, Magazines, Bulletins, Pamphlets and submit memorandum whenever necessary;
- vi) To send representatives, delegations, teams to such places and bodies as may be desirable;
- vii) To organize educational excursion to visit different places of academic interests;
- viii) To undertake any other programme of actions as may be necessary for the attainment of the objectives stated above.

Article 6:

Clause I : Language

The regional language of the state of Assam shall be the language of the Union. English can also be used as the language of the Union and a member in the meeting can speak with due permission from the Chair in any language listed in the eighth schedule of the 'Constitution of India'.

Clause II Membership

- i) All the regular students admitted to different Departments / Centres of Studies having at least one year's duration of the University shall be the members of the Union. One departmental/centre Secretary shall be selected from each department/centre from amongst the members of the department/centre by themselves
- ii) Students having been admitted to a course of study of less than two years' duration shall not be allowed to contest the election.

- iii) All the members of the teaching staff shall be the fraternal members of the Union.

Article 7: Executive Committee

Clause I

There shall be an Executive Committee consisting of the following office bearers:

- i) President
- ii) Vice-President
- iii) General Secretary
- iv) Assistant General Secretary
- v) Magazine Editor
- vi) Music Secretary
- vii) Cultural Secretary
- viii) Debating and Symposium Secretary
- ix) Fine Arts and Literary Secretary
- x) General Sports Secretary
- xi) Cricket Secretary
- xii) Indoor Games Secretary
- xiii) Football Secretary
- xiv) Volleyball Secretary
- xv) Common Room Secretary (Boys)
- xvi) Common Room Secretary (Girls)
- xvii) Social Service Secretary
- xviii) Gymnasium Secretary

Clause II

There shall be Executive Committee members from all the Departments and Centres of Studies (One from each department / Centres of Studies).

Article 8:

There shall be one Teacher in-charge for each group of office bearers mentioned below. The Teacher in-charge shall be from among the regular and full time(appointed for one year or more) contractual teachers of the University. The President in consultation with the Secretaries of each group shall request a particular teacher of his choice to act as Teacher-in-charge. The Teacher-in-charge shall allocate additional duties to the respective group secretaries as and when necessary.

Group A

- (i) President
- (ii) Vice President
- (iii) General Secretary

- (iv) Asstt. General Secretary
- Group B**
 - (i) Magazine Secretary
 - (ii) Debating and Symposium Secretary
- Group C**
 - (i) Music Secretary
 - (ii) Cultural Secretary
 - (iii) Fine Arts and Library Secretary
- Group D**
 - (i) General Sports Secretary
 - (ii) Gymnasium Secretary
 - (iii) Common Room Secretary
 - (iv) Indoor Game Secretary
- Group E**
 - (i) Cricket Secretary
 - (ii) Football Secretary
 - (iii) Volleyball Secretary
- Group F**
 - (i) Social Service Secretary

Article 9 :

The President of the new Executive Committee shall vacate his office after one academic year in office or after completion of his course of study which ever is earlier.

Vacating office by the President would mean dissolution of the Executive Committee.

Article 10: Fees

All the members of the Union other than the fraternal members shall pay the Union fee as fixed by the University authority from time to time at the beginning of each academic session.

Article 11: Powers and Functions of the President

The President of the Union shall perform the following functions:

- i) He shall preside over the meetings of the Union. In the absence of the President, the Vice-President will preside over the meetings. In the absence of both of them, the General Secretary will request a member present in the meeting to preside over the meeting.
- (ii) The President shall be the final authority on all the matters concerning the Union excluding matters concerning election disputes.

- iii) He shall exercise his voting right in case of a tie when necessary.
- iv) He shall nominate seven members from the Union to the University court in consultation with the General Secretary of the Union.

Article 12: Powers and Functions of the Vice-President

In the event of the absence of the President due to leave, illness or any other cause, the Vice-President shall exercise all the powers and functions of the President.

Article 13: Functions of the General Secretary

The General Secretary shall perform the following functions:

- i) He shall co-ordinate the activities of the sectional Secretaries as indicated in Article 7 Clause I.
- ii) He shall arrange meetings and other functions of the Union.
- iii) He shall represent the Union to the different bodies and authorities of the Universities on behalf of the Union.
- iv) He shall be the custodian of all the records of the different activities of the Union.
- v) He shall keep records of the minutes of all the meetings.
- vi) He shall be the publisher of all the publications of the Union and he shall be responsible for this.
- vii) He shall represent as a member to the different committees of the University as provided by the rules and regulations of the University.
- viii) He shall have to perform any other activity as assigned by the President of the Union from time to time.

Article 14: Functions of the Assistant General Secretary

In the event of the absence of the General Secretary, the Assistant General Secretary shall act as the General Secretary and will assume all the powers and functions of the General Secretary.

Article 15: Functions of the Sectional Secretaries (Under Article 7 Clause I)

Clause I

The sectional Secretaries shall be responsible for their respective activities, which fall under their respective jurisdiction.

Clause II

All the members of the Executive Committee will be jointly responsible for the activities of the Union.

Clause III

Any jurisdictional disputes between/among the sectional Secretaries shall be resolved by the President in consultation with the Union Executive.

Clause IV

The sectional Secretaries shall maintain records of the activities of their respective jurisdiction.

Article 16: Functions of the Departmental/Centre Representatives

The departmental representatives and the representative studies centers shall take account of the opinions in their respective departments/ studies centers as far as possible.

Article 17: Tenure

The tenure of the Executive Committee shall be one academic year. Under special circumstances, tenure of the Executive Committee may be extended for not more than three months with the approval of the general body of the Union.

Article 18: Election**Clause I**

The Annual General Election of the different office bearers (mentioned in Article 7, Clause I) of the Union shall ordinarily be held within three months of the beginning of the new academic session of the Post-Graduate classes.

Clause II

Students of the Under Graduate classes of the University Campus shall be entitled to contest at most three posts of office bearers to be allocated by the executive committee.

Clause III

The fraternal members of the Union are not entitled to vote or contest in the election of the Union.

Clause IV

No student shall be qualified to contest as a candidate or to vote in the elections of the Union if his or her name is struck off from the rolls of the University classes, for reasons other than arrears of the University fees.

Clause V

When the office of the President of the DUPGSU falls vacant for any reasons whatsoever, the Vice-President shall function as the President of the DUPGSU.

Clause VI

When the office of the General Secretary falls vacant the Assistant General Secretary shall function as the General Secretary of the Union.

Clause VII

If the office of the departmental / center representative falls vacant, this shall be filled by re-election from the respective departments/ centres with due notification from the President.

Clause VIII

If the office of any elected member other than those mentioned in Article 18, Clauses V, VI, VII falls vacant, the office shall be filled by the Executive Committee from among the members of the committee. The modus operandi will be decided upon by the Executive Committee itself.

Article 19: Election Procedure

The following shall be the procedure for the election:

Clause I

The President shall appoint one Returning Officer from among the members of the Post-Graduate teaching staff for conducting the election. The Returning officer shall appoint two Assistant Returning Officers from the teaching staff to assist him in conducting the election.

Clause II

The Returning Officer shall notify the date, place and time of the Annual General Election atleast ten days prior to the date of election.

Clause III

The Returning Officer shall arrange and conduct the election in accordance with the provisions of the Constitution and shall observe the following procedures:

- a) Nomination Paper, in the prescribed form should be invited not less than seven days before the date of election (Annexure I).
- b) The final list of the candidates after the scrutiny of the nomination papers should be notified atleast five clear days before the date of election.
- c) The Returning Officer shall if he deems necessary frame subsidiary rules within the framework of the aforesaid principles for fair conduct of elections. Such rules shall be binding on the electorate, which should be duly notified.
- d) The election shall be held according to the principle of vote by secret ballot.
- e) The candidate gaining simple majority of votes shall be declared winner.
- f) In case of a tie, recounting of the votes will be performed. Even then if there is a tie, the decision shall be taken by drawing lot by the Returning Officer.
- g) All the election disputes shall be filed by the candidate himself or his Agent to the Returning Officer within twenty four hours from the time of the announcement of the election result.
- h) The election disputes will be heard by an "Election Dispute Committee" of five members under the chairmanship of the Returning Officer.
- i) The "Election Dispute Committee" shall consist of the following members:
 - i) Returning Officer—Chairman
 - ii) President, DUPGSU Member-Secretary
 - iii) Two members to be appointed from among the teaching staff by the Returning Officer.
 - iv) One member to be appointed by the Executive Committee from the general members of the Union.
- j) The committee itself shall decide the modus operandi of the committee.
- k) The function of the Returning Officer, Assistant Returning Officer and the Committees constituted for conducting the election shall cease to exist as soon as the results of the election are declared.
- l) The departmental/centre representatives shall be elected by the members of the Union except the fraternal members from the departments/centres concerned by the same procedure as mentioned in Article 19, Clause. III (d), (e). The President shall request the Secretary of the respective department/centre concerned to move become arrangement to elect the departmental/centre representatives.
- m) The President may, if and when necessary co-opt members from the Union to the Executive Committee in consultation with the members of the Executive

Committee. They shall have no right to vote. The number of co-opted members should not exceed five.

Article 20:

The outgoing Union shall handover charge within a fortnight from the time of the announcement of the election result.

Article 21:

Clause I

There shall be at least two General Body meetings in an academic year. The General Secretary shall issue notice for a general meeting at least four clear days in advance by putting up a notice on the Notice Board of the Union. The quorum for the general meeting shall not be less than 1/3 of the total members of the Union excluding the fraternal members.

Clause II

The Executive Committee meeting shall be convened by the General Secretary giving at least two clear day's notice and duly serving such notice to the individual members of the Executive. The quorum for the Executive meeting shall be 2/3 of the elected members of the Executive Committee.

Clause III

Emergent meeting of the General Body as well as of the Executive Committee may be convened by the General Secretary giving not less than three hour's notice, which will be put up on Notice Board of the Union. The quorum for such meeting shall be 1/4 for the General Body meeting and 1/3 for the Executive Committee meeting.

Clause IV

1/4 of the elected members of the Executive Committee by petition duly signed by them can request the General Secretary to convene a Special Executive Committee meeting if they deem it necessary. On such request being made, the General Secretary must convene a special Executive Committee meeting within two days.

Clause V

1/10 of the total members of the Union with the exception of the fraternal members can request the General Secretary to convene a special meeting of the General Body by a petition duly signed on them. On such request being made, the General Secretary must convene a special meeting of the General Body within three days.

Clause VI

The president can terminate the membership of any member of the Executive Committee if he or she is found to be absent from three executive meetings of the Executive Committee without prior information to the President in writing.

Clause VII

The General Secretary shall maintain minutes of each meeting of the Executive Committee and the General Body meetings and read them out in the subsequent meetings for approval.

Article 22: No-confidence MotionClause I

Any member of the Union can move a no-confidence motion.

Clause II

A no-confidence motion shall be admitted for discussion in a General Body meeting provided it is supported by atleast 1/3 of the total members of the Union, excluding the fraternal members.

Clause III

The no-confidence motion shall be adopted in a General Body meeting if it is supported by 2/3 of the Union members excluding the fraternal members.

Clause IV

In case the no-confidence motion is won against an office bearer or the whole elected Executive Committee, a fresh election shall be announced to fill the vacancy/vacancies so created within a fortnight from the date on which the no-confidence motion was passed.

Clause V

The resignation of any member of the Executive Committee shall be accepted by the President, in consultation with the Executive Committee.

Clause VI

The resignation paper of the President shall be received by the Vice-President and may be accepted by him on the advice of the Executive Committee.

Article 23: Fund

There shall be a fund known as "Dibrugarh University Post-Graduate Students' Union Fund". The fund shall be operated by the Registrar in consultation with the President, General Secretary and any three teachers-in-charge vide article 8.

Article 24: Sources of Income

The Union shall have the following sources of income:

- 1) Union fees collected from the members (other than the fraternal members).
- 2) Grants from the University.
- 3) Donations from individuals and organizations subject to the approval of the University authority.
- 4) The Executive Committee shall have the right to adopt measures to raise additional fund of the Union through donation, subscription and earning from the theatrical and other performances to supplement the financial requirements of the Union, if and when occasion arises, with the permission of the University Authority.

Article 25: BudgetClause I

Within a month of the election of the new Executive Committee, the Executive Committee in the Budget Meeting will prepare the Annual Budget of the Union.

Clause II

The budget should give an estimate of the expected income and expenditure of the Union.

Clause III

The Executive Committee shall allocate expenditure under the following broad heads:

- 1) General
- 2) Magazine
- 3) Music
- 4) Cultural Activities
- 5) Debating and Symposium
- 6) General Sports
- 7) Cricket
- 8) Fine Arts and Literary Activities
- 9) Football and Volleyball
- 10) Indoor Games
- 11) Common Room (Boys and Girls)
- 12) Gymnasium
- 13) Social Service

14) Any other head as deemed necessary by the Executive Committee.

15) Contingency: 40% of the contingency fund will be operated by General Secretary and the rest 60% will be operated by the President, Vice-President and Assistant General Secretary in equal proportion for the purpose of T.A.D.A. of the office bearers. Reallocation may be made by the Executive Committee in a subsequent meeting.

Clause IV

- a) The General Secretary shall maintain a general Cash Book containing different heads of income and expenditures.
- b) The President shall be responsible for the utilization of the fund in accordance with the allocation in the budget. He shall forward the applications of the sectional Secretaries to withdraw money from the University after getting recommendation from the concerned Teacher-in-charge.

Clause V

There shall be an Auditor to audit the accounts of the Union and to submit report to the Executive Committee from time to time.

Clause VI

The Auditor shall be appointed by the President from the auditor(s) serving in the University in consultation with the Registrar of the University.

Clause VII

The budget of the Union shall be notified by the President for the information of the members of the Union and also to the Deputy Registrar, F&A of the University.

Clause VIII

In case of misappropriation of Union funds by any member of the Executive Committee, the University authority shall appoint an Enquiry Committee consisting of three members to enquire into the matter and submit the report within one month from the date of appointment of the committee. The University authority shall take necessary action on the basis of the report.

Article 26: AmendmentClause I

Any amendment to the constitution relating to a particular Clause, Article or whole of it may be moved by a member of the Union in writing and be submitted to the President of the Union.

Clause II

Such a proposal for amendment shall be admitted for discussion in an Executive Committee meeting, provided it is supported by atleast 1/3 of the total members of the Union excluding the fraternal members.

Clause III

Such an amendment of a particular Clause, Article or Whole of it shall be approved at the General Body meeting by 1/3 of the Union members present and voting excluding the fraternal members. No other matter shall be discussed in such a meeting.

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