

C O N S T I T U T I O N

*of*

SIKKIM UNIVERSITY  
STUDENTS' ASSOCIATION



## **PREAMBLE**

WE, the STUDENTS of SIKKIM UNIVERSITY having solemnly resolved to constitute a better student community with integrity and solidarity that shall act in our interests,

Respond to and raise student

concerns, Promote cooperation and

dialogues, Collaborate and share

intellectual resources, Cultivate

and provide leadership.

WE do hereby ORDAIN, ADOPT and GIVE TO OURSELVES this CONSTITUTION OF THE SIKKIM UNIVERSITY STUDENTS' ASSOCIATION.

## **ARTICLE I: NAME**

The name of this students' body shall be the SIKKIM UNIVERSITY STUDENTS' ASSOCIATION, hereinafter referred to by the succinct and appealing abbreviation "SUSA".

## **ARTICLE II: OFFICE**

The Office of the SUSA shall be located in the University campus. It shall also be its official address for correspondence.

## **ARTICLE III: MOTTO**

The motto of the SUSA shall be "Vision, Unity and Success".

#### **ARTICLE IV: AIMS & OBJECTIVES**

1. To act as a liaison between the students and the University.
2. To foster welfare of the students.
3. To safeguard interests of the students from corruption, deprivation, discrimination and exploitation of all kinds.
4. To contribute towards the society while recognizing essential role of the students.

#### **ARTICLE V: PURPOSE**

The SUSAs are charged with representing the students. The SUSAs shall endeavour to accomplish the spirit of the PREAMBLE, MOTTO and the AIMS & OBJECTIVES.

#### **ARTICLE VI: ACTIVITIES**

To further the AIMS & OBJECTIVES, but not to further any other PURPOSE, the SUSAs may:

1. Promote academic courses conducive to the diverse needs of the society.
2. Promote, develop and provide educational activities, and assist with academic deliberations.
3. Promote social, cultural, sporting and recreational activities, forums and other rhetorical activities to enhance the student life.
4. Cultivate environmental consciousness for the conservation of nature.
5. Promote cordial relations with members of other Universities, Institutions and affiliated Colleges which are deemed necessary.

## **ARTICLE VII: PATRON**

The Vice Chancellor of the Sikkim University shall be the Patron of the SUSA. She/he shall take necessary steps to ensure that the SUSA functions in accordance with this Constitution. She/he shall take appropriate steps to conduct fair elections of the SUSA and declare the results.

## **ARTICLE VIII: MEMBERSHIP**

### **1. MEMBERS**

All persons who are registered students of the University, as full-time candidates for pursuing Degree courses shall be members of the SUSA.

### **2. RIGHTS**

- a. The members shall be entitled to access the services, participate in the activities and use the facilities provided by the SUSA.
- b. The members shall be entitled to participate in the election of the Executive Committee, also hold an Office in the Executive Committee or any Committees of the SUSA subject to this Constitution.
- c. The members shall be entitled to participate in the referenda of the SUSA.

## **ARTICLE IX: MEMBERSHIP FEE**

Every member of the SUSA shall pay ₹ 212/- (RUPEES TWO HUNDRED AND TWELVE) only as a subscription to the funds of the SUSA which shall be collected along with the Tuition Fees collected

at the time of admission every Semester by the University. The fee will increase by 2% annually in a non-cumulative manner, as is the case with other fees charged by the University.

## **ARTICLE X: EXECUTIVE COMMITTEE**

The Executive Committee is the governing body of the SUSA. The Executive Committee is collectively charged with fulfilling the strategy and administrative requirements of the AIMS & OBJECTIVES, PURPOSE and ACTIVITIES of the SUSA.

### **1. MEMBERS**

The Executive Committee will consist of the following 9 (NINE) Officers:

#### **a. PRESIDENT**

The President shall be responsible for leading the SUSA towards further fulfillment of its AIMS & OBJECTIVES, PURPOSE, focusing the desires voiced by the students into achievable goals, helping the Executive Committee achieve these goals and coordinating SUSA with the University and beyond.

#### **b. VICE-PRESIDENT**

The Vice-President shall work closely with the President and other Officers of the Executive Committee towards an effective functioning of the SUSA. She/he shall share the responsibilities of the President when necessary and Chair the meeting of SUSA in the absence of the President.

#### **c. GENERAL SECRETARY**

The General Secretary shall work closely with the

President and the Vice President to facilitate the SUSA in pursuit of its desired AIMS & OBJECTIVES, PURPOSE and ACTIVITIES.

- i. She/he shall oversee and coordinate the work of other Officers of the Executive Committee and endeavor to build community among the other representatives of the Students' Association.
- ii. She/he shall manage communications/activities that promote, enhance and protect the SUSA reputation.
- iii. She/he shall endeavour to build relationships with the media, affiliated Colleges and other institutions to drive broader awareness.
- iv. She/he shall be responsible for SUSA's varied and integrated communications including newsletters and print publications, online communications, media and public relations and marketing.
- v. She/he shall also be the Spokesperson of the Students' Association in all matters.

**d. JOINT SECRETARY**

The Joint Secretary shall work with the Secretary to ensure that the SUSA is communicating effectively.

- i. She/he shall assist the Secretary in the distribution of agendas for the meeting, taking minutes at the meetings and managing the SUSA archive of information.
- ii. She/he shall share other responsibilities of the General Secretary whenever necessary.

**e. TREASURER**

The Treasurer shall be charged with maintaining the budget of the SUSU and handling all financial transactions of the SUSU.

- i. She/he shall also be responsible for administering financial disbursements to the Officers of the Executive Committee, Committees and Sub-Committees subject to ratification of the Executive Committee.
- ii. She/he shall work closely with the Dean of Students' Welfare to ensure that the budgets are approved and expenses are paid in due time.

**f. SECRETARY FOR ACADEMIC AFFAIRS**

The Secretary for Academic Affairs shall oversee the advocacy of the SUSU.

- i. She/he shall be head of the Committee for all academic activities of SUSU.
- ii. She/he shall also be responsible for addressing career related concerns of SUSU.
- iii. She/he shall endeavour to bring together students from other universities, institutions and affiliated colleges to collaborate and engage with the students of Sikkim University for academic deliberations.

**g. SECRETARY FOR SOCIAL SERVICE AFFAIRS**

The Secretary for Social Service Affairs shall be responsible for sponsorships, donations and social

engagement. Her/his work involves working with various clubs, societies, forums and associations of the State to ensure collaboration, sponsorships and organizing events for effective social engagement of the students.

**h. SECRETARY FOR GAMES & SPORTING AFFAIRS**

The Secretary for Games & Sporting Affairs shall be responsible for logistics, volunteer management and event operations for the sporting events of the SUSAs.

- i. She/he shall ensure through careful planning and coordination of volunteers from amongst the members of the SUSAs that the events are executed smoothly.
- ii. She/he shall endeavour to bring the students together and facilitate the process of team work building, sharing of ideas, opinions and strategies to execute games and sporting events in the University.

**i. SECRETARY FOR CULTURAL AFFAIRS**

The Secretary for Cultural Affairs shall be responsible for logistics, volunteer management and event operations for varied cultural events of the SUSAs.

- i. She/he shall ensure through careful planning and coordination of volunteers from amongst the members of the SUSAs that the events are executed smoothly.
- ii. She/he shall endeavour to bring the students together and facilitate the process of team work



building, sharing of ideas, opinions and strategies to execute thoughtful and enriching cultural events in the University.

## **2. TENURE**

The term of Office for the Executive Committee shall be 1 (ONE) academic year. Such term shall be as per the academic year of the University.

## **3. DUTIES**

- a. The Executive Committee shall meet at least TWICE in every Semester during the academic year of the University.
- b. The Executive Committee shall create, evaluate and record a budget for the SUSA in consultation with DSW.
- c. The Executive Committee may create Committee(s) to collectively fulfill the AIMS & OBJECTIVES and PURPOSE of the SUSA if deemed necessary. Similarly, Sub-Committees may be formed underneath each Committee, to allow for specialized groups and flexibility with regard to the ACTIVITIES of the SUSA.
- d. The Executive Committee shall create, present to the SUSA and University, and publicly record a summation of the work of the SUSA each and every academic year in an Annual Report.

## **ARTICLE XI: DEPARTMENTAL REPRESENTATIVES**

All the academic Departments of the University shall elect 1 (ONE) Departmental representative to assist the Executive Committee in its functioning in accordance to this Constitution.

She/he shall bring forth the grievances and concerns of the students to the Executive Committee.

## **ARTICLE XII: ELECTIONS**

### **1. MODALITIES**

- a. A fair debate amongst the candidates for the post of Executive Committee shall precede 2 (TWO) days before the election at a specified place in the University campus, which shall be notified in advance by the Chief Election Officer appointed by the Patron in consultation with DSW.
- b. The system of election for the posts of Executive Committee shall be direct election whereby every student of the University shall vote directly for the candidates with parity value of 1 (ONE) student 1(ONE) vote.
- c. A candidate shall be eligible to contest for only 1 (ONE) post of the Executive Committee in an academic year.
- d. Any individual once elected to the Executive Committee shall be barred to contest in the subsequent elections during her/his tenure of study in the University.
- e. The entire process of election of the Executive Committee of the SUSU, commencing from the date of filing of nomination for candidature to the date of declaration of results, including the period for campaigning should not exceed 10 (TEN) days.

- f. The outgoing Executive Committee shall hand over the charges to the newly elected Executive Committee within 5 (FIVE) days of the declaration of the results.
- g. The election for the Executive Committee of the SUSU shall be held on a yearly basis and same should be held within 6 (SIX) weeks from the date of commencement of an academic year.
- h. The Patron shall appoint every year a Chief Election Officer and other Election Officers as deemed necessary, who shall arrange to conduct the elections to the posts of the Executive Committee for that academic year in the University.
- i. In the event of the Office of any post of the Executive Committee falling vacant within 2 (TWO) months of elections, re-elections shall be conducted. Otherwise the Vice President may be promoted to the post of President and Joint Secretary to the post of General Secretary as the case may be.
- j. Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the University as soon as possible, but not later than 12 (TWELVE) hours after the alleged commission of the offence.

## **2. ELIGIBILITY CRITERION FOR CANDIDATES**

- a. The students pursuing Under Graduate courses of study at University between the age group of 17 (SEVENTEEN) and 22 (TWENTY TWO) may contest elections. However, the prescribed age group may be relaxed in the case of

- students pursuing Professional Degree courses, where the courses range between 4 (FOUR) to 5 (FIVE) years.
- b. The students pursuing Post Graduate courses of study, the maximum age limit to legitimately contest the elections would be 24 (TWENTY FOUR) to 25 (TWENTY FIVE) years.
  - c. The Research Scholars, i.e. the students pursuing M.Phil and Ph.D. courses of study at University, the maximum age limit to legitimately contest an election would be 28 (TWENTY EIGHT) years.
  - d. The candidate must be enrolled in a full-time course, the duration of such course being at least 1 (ONE) year. She/he must be a regular student of the University.

### **3. DISQUALIFICATIONS**

- a. The candidate shall not have a previous criminal record, that is to say she/he should not have been tried and/or convicted of any criminal offences or misdemeanor.
- b. The candidate shall also not have been subject to any disciplinary action by the University.
- c. The candidate should have attained the minimum percentage of attendance as prescribed by the University or 75% (SEVENTY FIVE PERCENT) attendance, whichever is higher.
- d. The candidate should in no event have any academic arrears in the year of contesting an election.
- e. The election of the candidate will be nullified in the

event of any non-compliance or in the event of any excessive expenditure.

f. To prevent the inflow of funds from political parties into the election of the SUSU, the candidates are strictly barred from utilizing funds from any other sources other than voluntary contributions from the student body.

g. During the period of the election no person, who is not a full-time student on the rolls of the University, shall be permitted to take part in the process of election in any capacity. Any person or candidate or member of the SUSU, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked.

#### **4. EXPENDITURES**

The maximum allowed expenditure per candidate shall be ₹ 5,000/- (RUPEES FIVE THOUSAND) only. However, it shall be subject to the most recent regulations mandated by the Government of India.

#### **5. FINANCIAL ACCOUNTABILITY**

Each candidate shall, within 2 (TWO) weeks of the declaration of the result, submit complete and audited accounts to the University. The University shall publish such audited accounts within 2 (TWO) days of the submission of such accounts, through a suitable mechanism so that any member of the Students' University may freely examine the same.

## 6. CODE OF CONDUCT FOR CANDIDATES

Any contravention of the below mentioned Code of Conduct may make the candidate liable to be stripped of her/his candidature or her/his elected post, as the case may be. The University may also take appropriate disciplinary action against such a violator in this milieu.

- a. No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any ideological group(s) of students.
- b. The candidates shall not appeal to caste or communal feelings for securing votes.
- c. All candidates shall be prohibited from indulging or abetting, any activities which are considered to be "corrupt practices" and offences, such as bribing or intimidation or impersonation of voters, canvassing or the use of propaganda within 100 (ONE HUNDRED) metres of polling stations, holding meetings during the period of 24 (TWENTY FOUR) hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.
- d. Criticism of other candidates, when made, shall be confined to their policies and programmes, past record and work. Candidates shall refrain from criticism of any aspects of private life, not connected with the public activities of other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters, based on unverified

allegations or distortion shall be avoided.

- e. No candidate shall be allowed to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize handmade posters for the purpose of canvassing, provided that such handmade posters are procured within the allowed expenditure set out in this Constitution.
- f. The candidates may only utilize handmade posters at certain places in the University campus, which shall be notified in advance by the University.
- g. No candidate shall, nor shall her/his supporters, deface or cause any destruction to any property of the University, for any purpose whatsoever. All candidates shall be held jointly and severally liable for any destruction or defacing of any University property.
- h. No candidate shall be permitted to carry out processions or public meetings or in any way canvass or distribute propaganda outside the University campus.
- i. The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be strictly prohibited.
- j. On the day of polling, the members of the SUSA shall:
  - i. Cooperate with the Officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to annoyance or obstruction.
  - ii. Not serve or distribute any eatables or other

solid and liquid consumables except water on polling day.

- iii. Not hand out any propaganda on the polling day.
- k. Except the voters, no one without a Letter of Authority from the University shall enter the polling station.
- l. All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 (FORTY EIGHT) hours of the conclusion of polling.
- m. Certain provisions of the Indian Penal Code, 1860 (Section 153 A and Chapter IX A: Offences Relating to Election may also be made applicable to the election of the SUSA if deemed necessary.
- n. If the candidates have any specific complaint or problem regarding the conduct of election they may bring the same to the notice of the Election Observer.

## **7. GRIEVANCE REDRESSAL MECHANISM**

- a. The Grievance Redressal Cell shall be mandated with the redressal of election related grievances, including, but not limited to the Code of Conduct of elections and complaints relating to election related expenditures. This Cell shall be a regular unit of the University.
- b. The Grievance Redressal Cell shall appoint impartial observers to oversee the election process of the Executive Committee of the SUSA.



## **8. OATH**

The Patron shall administer the Oath to the members of the Executive Committee.

## **ARTICLE XIII: MEETINGS**

### **1. PURPOSE**

The meetings of the Executive Committee are intended to bring together the members of the Executive Committee on a regular basis.

- a. The Executive Committee shall meet at least 2 (TWO) times every Semester in an academic year.
- b. The meetings of the Executive Committee shall be scheduled at the beginning of every Semester in an academic year by the Executive Committee and the same should be made public.
- c. The meetings of the Executive Committee shall include discussions on University wide matters, business matter and opportunities for engagement across the University and beyond.

### **2. QUORUM**

A quorum allows enough members to be present to fulfill the needs of the Executive Committee of the SUSA.

- a. Quorum for Executive Committee exists when at least 7(SEVEN) members of the Executive Committee are present and 10% of the members for GBM.
- b. No meeting of the Executive Committee exists without a quorum.

c. Quorum shall not be suspended.

### **3. PRESIDING OFFICER**

The President shall ordinarily preside at all meetings of the Executive Committee. If he/she is not able to preside for reasons beyond his/her control, the meetings will be presided by the Vice-President.

### **4. ATTENDANCE**

Recording attendance and meeting procedures is necessary for an effective, proactive and accountable SUSAs.

- a. All members of the Executive Committee are required to attend the meetings of the Executive Committee.
- b. Excessive absences may constitute the removal of a member from the Executive Committee.

### **5. MINUTES & RECORDS**

The Joint Secretary is tasked with taking attendance and recording minutes of the meetings. She/he is also charged with publicly displaying the attendance and minutes of the meetings.

### **6. RESPONSIBILITY**

The President and the Vice-President shall necessitate that the meetings of the Executive Committee and the Annual Report of the work of the SUSAs are made public.

## **7. OPEN FLOOR**

The Open Floor is the time for any member of the SUSAs to speak and raise their ideas, concerns, problems and deliberate issues pertaining to the University and the students before the Executive Committee.

## **ARTICLE XIV: BUDGET**

The purpose of the budget is to accomplish the desired AIMS & OBJECTIVES, PURPOSE and ACTIVITIES of the SUSAs and ensure its continued operation.

### **1. BUDGET ALLOCATION**

- a. The budget request to the University for an Academic Year shall be discussed at the first meeting of the Executive Committee.
- b. The Treasurer shall present the proposed budget request for the academic year at the second meeting of the Executive Committee. The proposed budget allocation shall be voted on by the Executive Committee during this meeting.
- c. The budget so voted should be well-justified and acceptable to the University.
- d. The Treasurer shall create and distribute to the members of the Executive Committee a proposed allocation of the budget. The Treasurer will regulate the disbursement of SUSAs funds in accordance with the rules framed in this regard from time to time.
- e. All expenses out of the Association funds will be

incurred in accordance with the rules made in this regard.

f. No expense out of the SUSA funds will be incurred unless provision with regard to them is provided for in the duly approved budget.

## **2. RESPONSIBILILTY & FUND RAISING**

a. The SUSA shall use the budget responsibly to accomplish the PURPOSE of the SUSA.

b. The budget of the SUSA comes from a variety of sources and therefore may change from year to year.

i. All attempts shall be made to forecast an accurate and reasonable budget.

ii. The SUSA shall attempt to increase the budget when necessary.

iii. The budget shall come from the SUSA fund, aid from University and other Institutions, if need be by donations and sponsorships from sources approved by the University.

c. The accounts of the SUSA shall be subject to audit by the Internal Auditor of the University as well as the Chartered Accountant approved by the University. The accounts of the SUSA will be audited every quarterly by Internal Auditor.

d. The unspent balance of the SUSA funds of a year, if any, shall be credited to the funds of the SUSA.

### **3. BANK ACCOUNT**

The SUSAs shall open and operate a bank account in a nationalized bank for banking and draw, accept and endorse, negotiate, discount, issue or execute negotiable instruments such as promissory notes or bills of exchange.

- a. The bank account shall be jointly operated by the Dean Students Welfare and one from amongst the President, General Secretary or Treasurer of the SUSAs.
- b. The interest earned on the money from the bank account shall be credited to the funds of the SUSAs.

### **ARTICLE XV: RATIFICATION & AMENDMENT**

The importance of the Constitution shall not be undermined.

#### **1. PROPOSAL**

- a. Any member of the Executive Committee may propose an amendment to the Constitution at any meeting of the Executive Committee.
- b. A 2/3 (TWO THIRDS) majority vote of all the members of the Executive Committee is required to open the Notice & Comment period and to define the length of such period.
- c. The voting for passage of the amendment shall not occur until at least the next scheduled meeting of the Executive Committee.

#### **2. NOTICE & COMMENT PERIOD**

The Notice & Comment Period shall be at least 2 (TWO) weeks in length.

### **3. PASSAGE**

- a. Once the Notice & Comment period has ended, for the proposed amendment to pass and be incorporated into the Constitution, a petition must be signed by at least 51% (FIFTY ONE PERCENT) of all members of the SUSAs.
- b. Thereafter, a 3/4 (THREE FOURTH) majority vote of all the members of the SUSAs to pass the proposed amendment.
- c. The President shall send the proposed amendment to the Patron for consideration of approval of the Executive Council of the University.

### **4. PUBLICATION**

- a. All amendments and changes must be recorded and made public.
- b. All changes to the amendments shall be recorded at the bottom of the original amendments with the date, results of the vote and the changes made.

### **ARTICLE XVI: DISSOLUTION**

If the SUSAs cease to exist all property shall conditionally revert to and be held by the University for a period of 5 (FIVE) years. Subsequently, if a SUSAs is formed and recognized by demand of majority of the students at Sikkim University within the aforesaid 5 (FIVE) year period, all property held shall become the property of the successor SUSAs.

However, if no such SUSAs succeeds the contemporary SUSAs within

the specified 5 (FIVE) years, unqualified title to all the property of the SUSA shall then be vested in the University.

**ARTICLE XVII: COMMENCEMENT**

The Constitution or any amendment thereof shall come into force with effect from a date to be notified by the Patron.

**ARTICLE XVIII: MISCELLANEOUS**

The first Executive Committee of the SUSA shall prepare a logo for the SUSA. The name and motto of the SUSA shall be inscribed in the logo. The aforesaid logo shall draw inspiration from the logo of Sikkim University and shall be approved by the Executive Council.