

CONSTITUTION OF THE STUDENTS' UNION GOVERNMENT ZAWLNUAM COLLEGE

ARTICLE - I

NAME

The name of the Union shall be the Students' Union of Govt. Zawlnuam College.

DEFINITION

In this Constitution unless the context otherwise requires:

1. 'Constitution' means the Constitution of the Students' Union of the Govt. Zawlnuam College.
2. 'Union' means the Students' Union of Govt. Zawlnuam College.
3. 'President' means the President of Students' Union of Govt. Zawlnuam College.
4. 'Vice President' means the Vice President of the Students' Union of Govt. Zawlnuam College.
5. 'General Secretary' means the General Secretary of the Students' Union of Govt. Zawlnuam College.
6. 'Asst. General Secretary' means the Asst. General Secretary of the Students' Union of Govt. Zawlnuam College
7. 'Games & Sports Secretary' means the Games & Sports Secretary of the Students' Union of Govt. Zawlnuam College.
8. 'Asst. Games & Sports Secretary' means the Asst. Games & Sports Secretary of the Students' Union of Govt. Zawlnuam College
9. 'Social & Cultural Secretary' means the Social & Cultural Secretary of the Students' Union of Govt. Zawlnuam College.
10. 'Magazine Editor' means the Magazine Editor of the Students' Union of Govt. Zawlnuam College
11. 'Co-opted Executive Members' means the Co-opted Executive Members of the Students' Union of Govt. Zawlnuam College.
12. 'College' means Government Zawlnuam College.

ARTICLE – II

EXECUTIVE BODY

1. The Executive Body of the Union shall comprise of the following -

A. OFFICE BEARERS:

1. President Ex-Officio
2. Vice President Elected
3. General Secretary Elected
4. Asst. General Secretary.....Elected
5. Games & Sports Secretary Elected
6. Asst. Games & Sports Secretary....Elected
7. Social & Cultural Secretary Elected
8. Magazine Editor (College Magazine)...Elected

B. CO-OPTED EXECUTIVE MEMBERS:

Class Representatives 2
(from each Class/Section 1 male, 1 female)

C. Lecturer in-charge of the Union

D. The Term of the Executive shall be **one academic year.**

ARTICLE – III

EMBLEM

- I. The Emblem of the Students' Union of Govt. Zawlnuam College shall be the same as the College emblem.
- II. The Union shall not have a flag of its own except the college flag.

ARTICLE – IV

AIMS AND OBJECTIVES

1. To represent the welfare and interest of the students.
2. To promote a healthy corporate life among students in the college.
3. To develop an academic atmosphere through a disciplined approach to the pursuit of higher studies.
4. To organize extra-curricular activities.
5. To create amenities for the welfare of the students
6. To protect the right of the students and to promote their academic interest.
7. To maintain good public relations.
8. To provide opportunity for the students to enhance the knowledge and skills that will assist them in their personal development.
9. To help and encourage the students to become good citizens.

ARTICLE - V

MEMBERSHIP

All students of Govt. Zawlnuam College shall be members of the Union.

ARTICLE – VI

ELECTION

1. The Principal shall be the Ex-officio President of the Students' Union.
2. All Office Bearers mentioned in Section - I, Sub-Clause (A) (2-8) of Article-II shall be elected by the members of the Union in a general election by secret ballot.
3. The General Election for the above-mentioned posts shall be held within 15 days of the commencement of all classes.
4. Those elected Office Bearers in the General Election shall take office within 7 (Seven) days following the General Election.
5. The Candidates for the post of the Office Bearers mentioned in Section-I, Sub-Clause (A) of Article-II, (except 1&2) must have 6 (six) Co-opted Members as, Assistant Outdoor Games Secretary, Assistant Social and Culture Secretary, Assistant Indoor Games Secretary, Assistant Magazine Editor. Candidate for the mentioned posts be required to announce names of their respective nominees for their Assistants at the time of filling their nominations. If the candidate is declared elected, his/her Assistant shall automatically be a Co-Opted Executive Member of the Union. If the elected candidate resigns, his/her Assistant will automatically take charge. Any elected member choosing to resign from his/her post shall be debarred from contesting any future elections.
6. The Principal, who is the Ex-Officio President of the Union shall appoint Returning Officer(s) and Polling Officers to conduct the Election. The Returning Officer shall make rules and regulations for the General Elections if and when necessary. Co-curricular bodies such as the YAC, NCC, Literature Club, E.U. etc shall be allowed to organise activites only with the approval of the Executive Committee/Principal.
7. In case of any tie, the decision of the Returning Officer shall be final.

8. Candidate receiving a simple majority of the votes shall be declared elected.
9. No member is allowed to cast votes without a Students' Identity Card in the General Election. In case of loss, damage etc. of Identity Card, he/she will be allowed to cast vote only with a Temporary Identity Card issued by the Principal/Vice Principal.
10. Class Representatives shall be elected by the students of each class by secret ballot within a week following the Students' Union General Election.
11. Fresher's Social shall be held within 15 (fifteen) days following the General Election

ARTICLE VII

ELIGIBILITY FOR THE POST OF OFFICE BEARERS

1. A candidate must be a regular and bonafide student of Govt. Zawlnuam College. He/she should have passed all semester exams at the time of candidacy.
2. He/she must have completed at least one academic year of study in the College.
3. He/she must be free from intoxicants.
4. He/she must not be an active member of any political party, regional or national.
5. No student ever cautioned or disciplined for violation of college rules shall be allowed to contest the election.
6. **No student shall be allowed to contest the posts of General Secretary and Vice President unless he/she is a Vth semester student.**

DISQUALIFICATION OF THE CANDIDATE

No candidates are allowed to talk to the Election Board about the upcoming election after his/her nomination form is accepted, this includes suggestions, complaints, etc. If he/she has any complaints, the same should write complain letter to Returning Officer, this does not guarantee that his/her complaint will be granted. It will decide by the Election Board itself.

Candidates who filed the nomination post can be disqualified if he is found:

1. To bribe the Election Board i.e., Returning Officer & Polling Officers.
2. Guilty of any criminal offence.
3. Guilty of any moral turpitude.
4. Guilty of using unfair means in Board/University Examination.
5. Guilty or punished either by the School, the University, the college, by police or by court for act of indiscipline, misbehaviour with authorities, peers or any other criminal act(s).
6. In any type of unlawful activities like intimidation, threatening, shouting, fighting with other candidates and peers.
7. Errors in filing this nomination paper. Leaving columns blanks and not furnishing complete information may render nomination invalid.

ARTICLE – VIII

POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

1. College activities such as Freshers' Social, College Week, Mizoram University Sports and other extra-curricular activities will be organized by a meeting of the Executive Committee.
2. In all matters, the decision of the Executive Committee will be the final.
 - a) All important issues shall be placed before the Executive Committee.
 - b) In case of any dispute, the decision taken by a simple majority of the Executive Committee will be final. Presidential proclamation may be made if decision cannot be made by a simple majority.
3. The Executive Committee is the highest authority regarding the resignation/termination of any Executive Committee member.

ARTICLE – IX

FUNDS

1. The Union's Fund, including Games and Magazine Fees, will be raised from the Students which may, from time to time, be fixed by the Executive Committee with the approval of the Principal/President.
2. An annual budget estimate shall be prepared by each Department and submitted to the General Secretary for consolidation. The scrutinized and consolidated budget shall be placed before the Executive Committee for its consideration and passing.
3. There shall be two Cash Demand Books maintained by each Department, one copy with the Secretary concerned and the other copy with the President. All requests for withdrawing money from the Union's Fund should be made in the Demand Book through the General Secretary who will endorse it to the President for sanction. The Secretaries shall maintain an account of expenditure incurred in his/her Department.
4. The President shall accord sanction of money for only such scheme or project for which there is a provision for the year. For any new item of work for which there is no budget provision, the Department shall have to obtain approval of the Executive Committee before making the demand for sanction.
5. The funds of the Union shall be kept in the President's custody.
6. The budget provision may be revised by the Executive Committee as deemed necessary.
7. Financial account of each Department shall be audited at any time by any faculty member of the College and any Senior Student appointed by the Executive Committee.
8. The Audit Report shall be placed before the Executive Committee.

ARTICLE – X

POWERS AND FUNCTIONS OF THE PRESIDENT

1. To preside over the meetings of the Union.
2. To grant Students' Union Fund in accordance with Article IX (3&4).
3. To decide as and when to hold the General Election of the Students' Union and the election of Class Representatives.
4. To nominate two (2) Lecturers-in-charge of each Department in consultation with the elected Office Bearers. The two selected Lecturers-in-charge shall be called Senior and Junior, and in the next electoral term, the Junior shall take over as Senior and a new selection for the Junior position is to be made.
5. To hand over charge to the new Executive Committee in case the outgoing committee fails to do so within seven (7) days following the General Election.
6. To dissolve the Students' Union when its works cannot be carried out in accordance with the provisions of the Constitution and declare an Emergency for a period not exceeding one month.

ARTICLE – XI

POWERS AND FUNCTIONS OF THE VICE PRESIDENT

1. To preside over the meetings of the Union in the absence of the President.
2. To guide the activities of the different Departments of the Union.
3. To act as President in the absence of the President and exercise Article IX (except Section 2 & 6) in consultation with the Lecturers-in-charge of the Union.
4. To inform the activities of the Executive Committee to the Students.
5. To submit the Annual Report of the Executive Committee.

ARTICLE – XII

POWER AND FUNCTIONS OF THE GENERAL SECRETARY

1. To convene meetings of the Union in consultation with the President.
2. To maintain all records of the Union. He/She shall keep minute of all Executive meetings and provide copies of such minutes to the President.
3. To guide and co-ordinate the activities of the different Department of the Union.
4. To inform the activities of the Executive Committee to the students.
5. To submit the Annual Report to the Executive Committee.

ARTICLE XIII

POWER AND FUNCTIONS OF THE OUTDOOR GAMES SECRETARY

1. To organize the Annual Sports and Inter-Class competitions.
2. To select teams for different outdoor games competitions.
3. To perform allied duties.
4. To maintain the Departmental Account Book.

ARTICLE – XIV

POWERS AND FUNCTIONS OF THE SOCIAL AND CULTURE SECRETARY

1. To organize socio-cultural events and competitions.
2. To select teams for different socio-cultural competitions.
3. To perform allied duties.
4. To maintain the Department Account Book.

ARTICLE – XV

POWER AND FUNCTIONS OF THE DEBATING AND LITERARY SECRETARY

1. To hold and organize debates, seminars, lectures, speeches, symposiums and essay competitions.
2. To select teams for different debating and literary competitions.
3. To perform allied duties.
4. To maintain the Departmental Account Book.

ARTICLE – XVI

POWERS AND FUNCTIONS OF INDOOR GAMES SECRETARY

1. To hold and organize indoor games competitions.
2. To select teams for different indoor games competitions.
3. To look after the Students' Common Room and its properties.
4. To perform allied duties.
5. To maintain the Department Account Book.

ARTICLE – XVII

POWER AND FUNCTIONS OF MAGAZINE EDITOR

1. To edit the college magazine and other official journals/papers of the Union.
2. He/she shall be the editor of the Union's official bulletin.
3. To perform allied duties.
4. To maintain the Departmental Account Book.
5. The Editorial Board, consisting of the Editor, Assistant Editor and the Lecturers-in-charge, will select a Press for printing of the College Magazine.
6. All bills of advertisement shall be accredited to the Magazine Account.

ARTICLE – XVIII

FUNCTIONS OF ASSISTANT GEN. SECRETARY/ASSISTANT SECRETARIES/ASSISTANT EDITOR

1. To assist their respective Secretaries/Editor/General Secretary.
2. To perform the duties of the Secretaries/Editor/General Secretary in their absence.
3. To perform allied duties.

ARTICLE – XIX

POWER AND FUNCTIONS OF LECTURERS-IN-CHARGE

1. To aid and advise the Office Bearers of the Union.
2. To supervise the activities of their respective Departments.
3. To preside over the meetings of their respective Departments/Sub-Committees.

ARTICLE – XX

FUNCTIONS OF CLASS REPRESENTATIVES

1. To represent the interests of their respective classes.
2. To implement the decisions of the Executive Committee/Principal/Sub-Committee/Department.

ARTICLE XXI

TAKING AND HANDING OVER CHARGE

1. To out-going General Secretary shall convene a meeting of the newly elected Executive Committee and the outgoing, Executive Committee within seven (7) days following the election for the purpose of handling and taking over charge.
2. In case the outgoing Executive Committee fails to hand over the charge within seven (7) days following the election, the President shall take over the charge and hand it over to the new elected Office Bearers within fourteen (14) days of taking over charge.

ARTICLE - XXII

MEETINGS

1. The Executive Committee shall meet at least once every two months.
2. Emergency meeting will be convened to discuss matters of urgent nature.
3. Requisition Meeting will be convened provided half of the members of the Executive Committee make a written request to the President for such meeting.
4. Agenda for any meeting of the Executive Committee shall be clearly given and two days' notice will be required for all meetings except an Emergency Meeting.
5. General Body meeting may be held as many times as deemed necessary by the Executive Committee.
6. Disciplinary action will be taken on any Executive member if he/she is continually absent for three consecutive meetings without informing the Committee.

ARTICLE – XXIII

QUORUM

1. One third of the total members of the Executive Committee will form a quorum for all Executive Committee meetings.
2. One-fourth of the total members of the Union will form a quorum for a general meeting of the Union.

ARTICLE – XXIV

TERMINATION OF OFFICE

1. An Office Bearer shall cease to be an Office Bearer if he/she resigns or leaves the College or a no-confidence motion is passed against him/her by both the Executive Committee and the General Body Meeting with two thirds majority of the total members of the Executive Committee and two thirds majority of the members of the Union present and voting respectively.
2. A letter of resignation shall be addressed to the President with a copy to the General Secretary.

ARTICLE – XXV

AMENDMENT

1. This Constitution can be amended by the General Body Meeting with two-thirds majority of the total members of the General Body Meeting. The amendment shall become effective on the assent of the President.

ARTICLE – XXVI

BYE-LAWS

1. In the event of the dissolution of the Union, the assets, liabilities, all properties of the Union shall pass on to the Principal of Government Zawlnuam College.

Amendment of the constitution may be made with consultation with Academic Council of the College and Student Union Representatives from time to time.

AMENDED

on the 19th July, 2022