THE
STUDENT CONSTITUTION

of

The School of Interwoven Arts and Sciences,

Krea University

~ Ratified by SIAS Batch of 2019–22 on the 14th September, 2020 ~

1. *Amended on 22nd December 2020*
2. *Amended on 27th August 2021*
3. *Amended on 14th March 2024*

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1.

PREAMBLE

We, the students of the School of Interwoven Arts and Sciences, Krea University, hereby adopt, enact, and give to ourselves this Constitution.

The Constitution shall uphold and safeguard the fundamental rights and genuine interests, as well as the personal freedoms and dignity of the Student Body.

It shall protect the essential right to democratic participation at all levels – both within and outside the University – and to a secure, nurturing, empathetic, and cooperative environment for all students.

This Constitution empowers and expects students to:

Develop an ethical temperament; to be open-minded, inclusive, empathetic, just and equitable towards all members of the Krea community.

Practice integrity and foster a spirit of inquiry.

Be cognizant of the Environmental, Political, and Societal issues and constructively engage with them at an individual as well as a collective level.

Give ourselves an inclusive and democratic system of self-governance and practice accountability towards oneself, the University, and society at large.

2.

RIGHTS AND RESPONSIBILITIES

2.1 : <u>Rights of the SIAS Student Body</u>

This section aims to lay down certain protections for the SIAS Student Body, so as to ensure that the values of the Preamble are honoured and upheld.

The Rights of the SIAS Student Body have been divided into three types of rights, with each type drawing its authority from a different source. Each sub-section begins by defining this source for the type of rights that it details.

2.1.1 : The following are the fundamental rights that this Constitution provides to each member of the SIAS Student Body by virtue of its ratification.

- Right to Information
    - Right to information from all student-run institutions
    - Right to information regarding financial transactions carried out by student-run institutions
    - Right to audit full minutes of all Student Government meetings

- University Learning
    - Right to a healthy and safe learning environment
    - Right to receiving an education commensurate to the academic promises of the university

- Student Participation and Demonstration
  - Right to candidature in Student Government elections
  - Right to exercise one's vote in Student Government elections
  - Right to participate in student governance
  - Right to student demonstration and assembly
  - Right to create sub-institutions

- Equality / Dignity or Diversity and Inclusivity
  - Right to freely express one's identity, including sexual, gender, political, religious, national, caste, racial, ethnic identities
  - Right to be free from discrimination on the basis of race, religion, caste, class or financial circumstance, national or ethnic origin, age, physical or mental ability, gender, gender identity, sexual orientation, or any other identity
  - Right to give or deny/refuse informed consent

2.1.2 : The following are the rights that the SIAS Student Constitution puts forward, to be honoured and safeguarded for each member of the SIAS Student Body, by both the Student Body and all university administration/stakeholders alike, by virtue of its ratification.

- Due Process
  - Right to due process and fair representation, including but not limited to, in all disciplinary and administrative processes as well as regulations
  - Right to be informed and/or notified of one's involvement in any and all processes and protocols, including but not limited to all administrative and disciplinary processes
  - Right to a fair hearing and trial in disciplinary matters

- Safety, Security, and Well-being
  - Right to privacy
  - Right to dignified treatment
  - Right to a safe campus and living space

- Freedom of thought and expression
  - Right to appeal for new policy creation, or needful changes to existing policies according to relevant procedures
  - Right to participate in nation-wide democratic processes/activities
  - Right to democratic expression and representation
  - Freedom of thought and expression, including the right to express dissent
  - Right to defend oneself against moral policing on the basis of an expression of affection, towards any consenting individual, regardless of their sexual orientation, gender and gender identity

2.1.3 : These are the rights of the SIAS Student Body that must be honoured by the university administration and all stakeholders of the University.

- Right to Information
  - Right to demand transparency from any and all executive, legislative or judicial bodies at both levels – Student Organisations and university administration
  - Right to have information about the operation of any process or systems in place concerning student affairs/ student life
  - Right to access one's own student records

- Student Access
  - Right to disability-friendly facilities

- ○ Right to essential amenities and infrastructure, including but not limited to internet, shelter, water supply, electricity, food
  - ○ Right to request reasonable accommodations ensuring equal access to courses, course content, programs, services, and facilities
  - ○ Right to free movement in and out, as well as within the university campus

- ● Safety, Security and Well-being
  - ○ Right to well-being, including adequate and timely access to physical and mental health facilities
  - ○ Right to adequate nutrition

- ● University Learning
  - ○ Right to academic and administrative policies that support intellectual inquiry, learning, and growth
  - ○ Right to access educational facilities at all times

- ● Student Participation and Demonstration
  - ○ Right to participate in peaceful public gatherings
  - ○ Right to participate in protests and initiate peaceful protests

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When exercising these rights, it is extremely important to be mindful of the fact that an individual's rights exist hand in hand with their responsibilities, and it is important to reiterate at this stage that <u>the freedom to exercise one's rights ends at the point at which the exercise of that right harms another</u>.

These rights may be exercised as long as they are not used in contravention of established university policy.

2.2 : <u>Responsibilities</u>

This section lays out the Responsibilities of the SIAS Student Body. The following Responsibilities are to be upheld so as to foster a Student Body that is responsible to itself and to the wider community.

- To refrain from conduct towards students and all other University stakeholders that infringes upon and interferes with their rights
- To refrain from thieving property, including that of the University
- To respect everyone's boundaries, consent or the lack thereof and personal space
- To avoid hate speech
- To ensure that a safe and conducive learning environment inside and outside the classroom is maintained
- Foster a sense of responsiveness in actions and decisions taken be it individually or collectively
- To be cognizant and understanding of our socio-cultural contexts both inside and outside the university
- To embrace and respect the diversity in demographics and identities
- To be respectful towards and understanding of different viewpoints, thought processes and belief systems that stem from social, cultural, geopolitical or any other forms of diversity
- To preserve the spirit of the founding core values of Krea

3.

STUDENT GOVERNMENT

3.1 : <u>Role of the Student Government</u>

- Aggregation of voices within the Student Body
- Facilitation in self-governance and culture curation
- Student representation and advocacy

3.2 : <u>Guiding principles for governance</u>

- Sovereignty and self-governance
- Integrity
- Functional efficiency
- Transparency and accountability
- Inclusivity, representation, and participation
- Sustainability

Every student has the right to have their issues or views represented through by the Student Government, whose bodies will look into and represent overall issues within their respective areas (from across all the cohorts of SIAS) to the relevant stakeholders.

3.3 : <u>The Components of the Student Government</u>

All members of the Student Government are elected to their positions through Single Transferable Voting.

3.3.1 : Chairs

There are two Chairs. Only students from Year-II onwards are eligible to contest these positions. They are elected to these positions by the entire Student Body.

Role:
- To represent the SIAS Student Body and Student Government in meetings, consultations, or engagements with other stakeholders.
- To represent the SIAS Student Body in the relevant university-level governance body.
- To liaison and work with the chairs/representatives of other Student Government; meet periodically to discuss issues, areas of collaboration, etc.
- To convene & moderate meetings of the Student Government, Town Halls, and meetings with other stakeholders.
- To oversee the impeachment process of any club representatives if expected by any clubs (as laid out in their club Charter).

3.3.2 : Ministry for Learning

The number of members in the Ministry for Learning is equal to the number of batches in SIAS. These positions will be filled batch-wise. Each batch will elect one person from within that batch.

Role:
- To understand students' requirements/needs for their overall growth, be those in academic, co-curricular or extracurricular areas.
- To represent the preferences and aspirations of the students to relevant stakeholders and facilitate in making relevant opportunities or resources accessible, and to act as a bridge between the Student Body and relevant

stakeholders (the faculty, the Dean, the SIAS Academic Office, the Career Services Office, Office of Student Life, office bearers of Student Organisations, etc.) for the same.

3.3.3 : Ministry of Campus and Culture

The Ministry of Campus and Culture has three members. They are elected to these positions by the entire Student Body.

Role:
- To actively plan and facilitate cultural events, festivals, etc.
- To carry out the following distinct roles (one for each member), in addition to the collective responsibility of curating university life, which are as follows:
    - To facilitate permanent committees (as of the last time this section was modified, this refers to the Food & Residence committee), and any other essential administrative facilitation.
    - To facilitate temporary ad-hocs for initiatives/projects as well as for various events and festivals.
    - To curate the calendar of events and culturals in engagement with the Student Organisations, other members of the Ministry, and the Office of Student Life.

Within 2 weeks of the members of this body being elected, they will need to decide amongst themselves which one of the above three roles each one of them will take up, and inform the Student Body and the Office of Student Life of the same. If, at any point during their term, these roles are interchanged, this needs to be communicated to the Student Body and the Office of Student Life immediately.

3.3.4 : Ministry of Finance

The Ministry of Finance has three members. Students from all batches are eligible for these positions. They are all elected to their positions by the entire Student Body.

Role:
- To facilitate the procurement of budgets from the university, for the Student Government and Student Organisations, and its allocation to the same.
- To create a pool/repository of resources/partnerships that various Student Organisations and projects can utilize in addition to the university provided resources.
- To liaise with the Office of Student Life as well as finance-related bodies and members in the administration.

3.3.5 : Information Coordinators

There are two Information Coordinators. Students from all batches are eligible for these positions. They are elected to these positions by the entire Student Body.

Role:
- To ensure transparency in Student Governance through sharing of information as well as timely and reliable communication.
- To maintain a database on the Student Government (membership, finances, proceedings, etc.), and on Student Organisations (office bearers, Charters, etc.).
- To minute all regular Student Government meetings and publish them along with any relevant reports/proposals.
- To ensure that all Student Government meetings are open for observation by the Student Body.
- To implement and sustain a dedicated digital platform/interface for Student

Governance, so as to enable access to the databases, facilitate asynchronous engagement with the governance processes, etc.

- To liaise with the rest of the Student Government (collation of suggestions, feedback, grievances, etc from Student Body, processing them, and directing them to relevant Student Government bodies or Student Organisations).
- To receive and facilitate any requests for information relevant to Student Governance.

The Information Coordinators will be directly answerable to the Student Body for any irregularity with sharing of information or communications. Members of this body do not take part in discussions or voting within the Student Government, to avoid a conflict of interest.

3.4 : **Student Government meetings**

- Regular Student Government meetings should be open for observation.

- It should be ensured that the decisions within the individual Student Government bodies as well as within the Student Government as whole are made in democratic ways and that the decisions are arrived through adequate discussions before any vote is conducted.

- While other Student Government members can share their suggestions and views on particular issues, the respective ministries will be responsible for making any decisions concerning their working area.
- For the issues that run across multiple ministries, the relevant ministries would be involved in any decision making.
- Most of the decisions pertaining to the Student Body would be made in the Town Hall. However, in any event where Student Government needs to make any decisions pertaining to the Student Body at large – all Student Government

members (except the Information Coordinators) have the right to participate in such decision making.

- The entire Student Government should meet at least once in two weeks. The individual Ministries can meet at a frequency defined by themselves and as in when required.
- Irrespective of the exact internal decision making and voting processes, dissenting and minority opinions presented in the meetings should be considered in decision making, and be noted.

3.5 : **Town Halls**

To foster community discussions and collective decision-making, aligned with the spirit of self-governance, the entire Student Body must convene regularly in the Town Hall.

There must be at least one Town Hall every month. There may also be emergency Town Halls convened for specific purposes.

3.5.1 : Agenda

- Student Body members can send in points to be discussed in the Town Hall as a part of the agenda, until a week prior to the relevant Town Hall.
- The agenda should be shared with the Student Body at least a week prior to the Town Hall to allow adequate time for thought and/or discussions about the agenda within the Student Body, so as to foster informed discussion in the Town Hall.
- Along with the agenda, any progress reports, proposals, etc. that are to be discussed should also be circulated in advance. The Town Hall is primarily intended to serve as a forum for discussions and to enable decision making rather than for presentations.

- Any decisions that affect the Student Body, and are being taken, or have been taken since the last Town Hall, by the Student Government, must be discussed in the Town Hall.

3.5.2 : Moderation & Structure

- Discussion should flow from the most important and urgent agenda points to the less important and urgent ones.
- The discussion should begin with the Student Body presenting their views and discussing them before any person or body presents their position on the relevant agenda point in an institutional capacity (Student Government, UWC representatives, Ad-hoc committees, etc.).
- The focus should be on a healthy, unbiased and respectful discussion.
- Minority views should also be paid serious attention to, to ensure that fair space and opportunities are given for representation of different sides in the discussion.
- All the discussions must be minuted by the Information Coordinators.

A Town Hall must be structured as follows:

- Formal agenda points
  - Moderated by the Chairs of the Student Government
  - This deals with the pre-decided agenda points.
  - Any queries or follow-ups with Student Government, UWC representatives, ad-hoc committees, etc. take place in this section of the Town Hall.
  - Decisions based on voting by quorum must be restricted to this section of the Town Hall.

- Informal discussion

○ The Student Body is not obligated to stay back for the informal session.

○ Members of the Student Body raise agenda points on the spot

○ Can be moderated by up to two volunteers from the Student Body. If there are no volunteers, then the Chairs moderate this section of the Town Hall as well. If there are more than two volunteers, two will be chosen by a draw of lots.

3.5.3 : Decisions in the Town Hall

● Only after adequate deliberation on and consideration of the presented concerns, should the Town Hall proceed to voting.

● After the final round of deliberation, and before a vote is taken, any minority dissenting opinions should be noted.

● Voting

○ Members can vote for or against the motion, or abstain from voting.

○ The quorum required for a vote to be taken in the Town Hall is ⅔ of the Student Body

○ To pass a motion, ⅔ of the quorum must vote **for** the motion.

○ No issue should be voted upon until it has been adequately discussed. Thus, in case of a time constraint when an important issue is still under consideration, voting on the motion can be deferred to a feasible date wherein the discussion is to be finished and a vote is to be taken, if agreed upon by a simple majority.

3.5.4 : Emergency Town Halls

- In the event that there is a time-sensitive, or emergency issue to be discussed, the Student Government can assess the urgency and significance of the issue and call for an emergency Town Hall.
- The timings and agenda of an emergency Town Hall should be communicated at least a day before the Town is to be convened.

3.6 : <u>University Wide Committees</u>

As of the time when this section of the Constitution was last modified, there are 11 University Wide Committees, henceforth referred to as UWCs, in place. UWCs look at university wide issues and are the places for proposal of and deliberation on any policy changes (to current policies, or appeals for new policies).

The students in UWCs do not just represent the SIAS Student Body, but in their capacities as members of the respective committees, are also expected to represent and think about the relevant issues on the scale of university. While some committees cover a very broad area, others expect the members to aid in developing somewhat specific (yet important) areas by utilising their knowledge/interest in the particular domain, for larger benefit of the student community and the university.

3.6.1 : SIAS Student Representation on UWCs

This section deals with representation on the existing UWCs, in the form that they existed when this section was last modified. In general, whenever new UWCs or any similar institutional structures with provisions for SIAS students are created, or the existing ones are changed, the Student Body will deliberate and decide upon the change in nature of their representation on those committees.

Student Body members have the right to review and object to any of the proposed members before deciding the final list of SIAS student representatives on the UWCs for the year.

- Each of the following committees must contain one member from the SIAS Student Government: **Safety and Security Committee**, **Usage of Campus Facilities**, **Disciplinary Committee** and **Student Life Committee.** It is recommended the members for the first two committees are from the Ministry of Campus and Culture.
- If there is more than one position open to SIAS students in above UWCs, student(s) who are not in the Student Government can stand for the remaining positions.
- All members of the Student Body, irrespective of their membership of the Student Government, have the right to express their interests and stand for a position on the **Student Life Committee** (for the remaining position(s) available), **Internal Complaints Committee** (Anti-Sexual Harassment), **IT Committee**, **Library Committee**, and the **Work Study Committee**.
- The following committees do not have provisions for SIAS student representation**: Anti-Ragging, Examination, and Grievance Redressal for Students.**

3.6.2 : Election and Selection of UWC members

Some UWC positions are open only to members of the Student Government, and others are open to the entire Student Body. The list of UWC members for both types of UWCs is finalised in the same Town Hall.

For UWC positions only open to members of the Student Government:

- Once the Student Government is formed, the Student Government members discuss among themselves and decide the members for the UWC positions (where at least one Student Government member is supposed to be present).
- The names of the proposed members from Student Government are sent out to the Student Body before the upcoming Town Hall.
- In the Town Hall, the proposed list of Student Government representatives for the UWCs for the pre-specified positions is reviewed and finalised.

For UWC positions open to all members of the Student Body (including members of the Student Government):

- Any student can indicate their interest, knowledge, and expertise, and stand for the UWC positions open to the entire Student Body.
- The names of interested students for various UWCs are sent out to the Student Body before the upcoming Town Hall.
- The Student Body assesses the expertise of these interested students based upon the shared information and any further discussion of their portfolios that takes place in the Town Hall.
- The election of these UWC members will take place in the Town Hall, through Single Transferable Voting. They are voted to these positions by the entire Student Body.

The final names of SIAS students on the UWCs, as finalised by the Student Body, are then sent to the Office of Student Life.

3.7 : <u>**Ad-Hoc Committees**</u>

- A proposal for creation of an ad-hoc committee can be made by member(s) of the Student Body as well as by the Student Government. It is encouraged that the intent of proposal for an ad-hoc formation is communicated within the Student

Body early to allow other students with similar intent/interest adequate information and time to possibly come together and discuss/work on the proposal for the committee.

- The final proposal with necessary details (like: the purpose, proposed composition and way of selection of members, tenure, ways of engagement and accountability, etc.) should be shared with the student government so that any such proposals can be sent to the Student Body along with the agenda for the upcoming Town Hall.

- The proposed ad-hoc committees get formed after deliberation in the Town Hall, unless at least 2/3rd of the quorum has objection to its formation. If the formation of an ad-hoc committee fails or is deferred in a particular Town Hall, the proposal can be presented again in the future ones.

- The formed ad-hoc committee will be housed under and facilitated by the relevant Ministry or Ministries of the Student Government. It will be co-led by one of the ad-hoc committee members and a member from the respective Student Government Ministry or Ministries.

- One of the heads will be from the relevant Student Government Ministry or Ministries as decided among themselves.

- The other head will be selected from among the members proposing the ad-hoc and/or Student Body members, as proposed in the voted proposal.

- Both the heads will be selected in the very Town Hall, following the formation of the ad-hoc committee.

- The heads of the committee will then be responsible for further selection of members for the committee, in accordance with the proposal.

3.8 : **Nature of Engagement**

This section explains the ways in which the Student Body, Student Government and UWCs engage with each other and external stakeholders.

3.8.1 : Student Body's engagement with the Student Government and UWC representatives

- Nature of relation: While the Student Government represents the Student Body to other stakeholders, and facilitates self-governance of the SIAS student community, the freedom of choices and decision-making should rest with the Student Body in large. In the spirit of responsive community engagement and self-governance, students should be empowered by centering the governance around the Student Body.
- The Town Hall: To foster community discussions, engagement, and collective decision-making, aligned with the spirit of self-governance, the Student Body will meet regularly in Town Halls. In the Town Hall, all the student members of the UWCs and Student Government members should be present in their respective capacities, for discussions of relevant issues.
- In addition to the engagement at the Town Hall, a dedicated digital platform/interface should be leveraged for asynchronous engagement with governance processes – to gather inputs on agenda for upcoming meetings (of UWCs, Student Government, Town Hall, etc.), shortlist agenda items, as well as to further the discussions on various proposals and follow through the proceedings of various bodies, etc..
- Besides the regularly convened Town Hall and the digital platform, open discussion forums could also be utilised for furthering conversations within the community.

3.8.2 : Engagement between student members of UWCs and Student Government members

- Student Government and UWC members must meet periodically (at a frequency mutually agreed by them) and as per their need to update each other and exchange any insights from their work and engagement with relevant student issues, and to discuss and address any issues to be taken forward to the various UWCs or back to the Student Government and the Student Body.
- Both Student Government and UWC members are directly accountable to the Student Body.

3.8.3 Engagement between the Student Body, Student Government and other stakeholders

- University administration: As SIAS Student Government will be the formal interface of engagement between SIAS Student Body and administration, communications on behalf of and representing the Student Body or specific cohorts should happen through the Student Government.
- Other schools:
  - The Student Government should periodically meet the Student Governments of other schools to understand common concerns, identify shared areas of working, and possibilities for collaboration.
  - In instances, where SIAS Student Organisations or Student Government inhibit realization of common aspirations/shared vision or concern/affect any stakeholders (administration, faculty, administrative and working staff, Student Body or Student Government of other schools, etc.), they can reach out to the SIAS Student Government with their issues or suggestions. As relevant, the Student Government can take those issues forward to the Student Body for any further deliberation.

In the course of our decision making, it is important that the SIAS Student Body recognize and consider the effects that our choices or changes we propose have upon external stakeholders, especially marginal stakeholders who often may be neglected.

3.9 : <u>Oath</u>

The Oath must be taken in front of the Town Hall by all members of the SIAS Student Government, and all SIAS student members of UWCs, before taking office.

_____I, *[Name]*, solemnly swear to discharge my duties as the *[Position to be held]* / a member of the *[Body elected to]* with sincerity and integrity. I will adhere to, and uphold the Student Constitution and swear to represent the SIAS Student Body and its interests to the best of my ability.

3.10 : <u>Impeachment process</u>

- Every elected representative to the Student Government or the UWCs is subject, as herein provided, to recall by the Student Body. This impeachment process is called "Karma"[1].
- This process will be overlooked and moderated by the Election Commission (see section 5).
- The member(s) demanding Karma shall set forth in a petition the reasons for the demand of Karma, and if at least ⅖ (40%) of the voting body signs the petition, further proceedings would be carried out as follows.
- The signed petition is to be sent to the Chairs, if the impeachment concerns Student Government members; if a Chair is to be impeached, the petition is to be sent to the Student Government bodies.

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[1] Adapted with changes from the KUSP (Krea University Student Parliament) proposal

- If the elected official in question offers his or her resignation, it shall be accepted and take effect on the day it is offered, and the vacancy shall be filled with due procedures through a by-election conducted by the Election Commission.

- If the member does not resign, the Karma process will be conducted in a Town Hall, with at least ⅔ of the voting body[2] present for the quorum.

- In the event that a quorum requirement is not fulfilled, a fresh petition will have to be signed again with signatures from at least ⅖ (40%) of the voting body for reconvening.

- The person holding the position will get a chance to defend themselves. Once all the parties have had a fair opportunity to set forth their arguments, a vote shall take place.

- At least 2/3rd of the quorum must vote in favor of the impeachment to come into effect. The representative facing impeachment will have to resign with immediate effect if the impeachment is passed.

- Elections for the now vacated seat of the impeached Student Government member should be conducted by the Election Commission as soon as possible with all due processes.

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[2] "Voting body" refers to the section of the Student Body who elected the Student Government member facing Karma.

4.

STUDENT ORGANISATIONS

4.1 : <u>Definition</u>

- Any group of students that want to be formally recognised as a Student Organisation (*club, forum, etc.*) need to have a charter.
- In order to be recognised as a Club, a Student Organisation must have a charter as outlined below. The charter must be presented to the Town Hall.
- Other Student Organisations are free to define the format and contents of their charter and do not need to ratify it through the Town Hall. However, this charter will have to be sent out to the Student Body and Office of Student Life to announce the formation of the organisation.
- All formally recognised Student Organisations have the right to apply for university resources (*funds, equipments, campus facilities, etc.*) to be made available to them, as per the relevant protocols. The merit of such applications and the allocation of requested resources will, however, be assessed and decided by the relevant bodies.
  - The organisations will be responsible for the usage of the allocated resources and compliance to any regulations pertaining their usage.
- All Student Organisations must have at least one representative or focal point responsible for liaising with other stakeholders and for any allocated resources.
- Every Student Organisation has the right to collaborate and engage with other organisations within and outside the university for events, sponsorships, partnerships, etc.

- A grievance can be raised to the relevant bodies (*for eg. the Student Government, university administration, etc.*) for its redressal if and only if it goes beyond the scope of the organisation's redressal mechanism.

4.2 : <u>Constitutional Document of a Club (Charter)</u>

The constitutional document or Charter of a club must establish the following :
- Its vision and working scope
- Role of members and nature of membership
- Role of representative(s) and nature of representation
- Organizational structure and its operatives
- Any eligibility criteria for office bearers
- Processes for selection/election, resignation, and impeachment of office bearers
- Internal grievance redressal mechanism(s)
- Provision for amendments to the charter

4.3 : <u>Formation of a New Club</u>

- Any group of at least 5 interested members (including office bearers) can form a new club. The charter is recognised as ratified and the club is formed, unless the Student Body has objections to it and 4/5th of the Town Hall quorum votes against its formation. The members must meet within 2 weeks from the formation of the club (that is, upon its ratification by the Town Hall) to choose their office bearers.
- Clubs must be formed within 5 weeks of the start of the first trimester of the academic year, if they wish to apply for university funding. Clubs can be formed at any other time of the year as well, but the decision to provide university funding to these clubs will be up to the discretion of the university administration.

4.3.1 : By virtue of being recognised by the Town Hall, a club has the following freedoms:

- To plan the content of their events
- To come up with sub-structures within the club
- To create their own budget
- To seek external sponsorships additional to any funds allotted to it by the university and use sponsorship money as they see fit
- To decide their own membership, attendance, and removal policies
- To decide election and impeachment processes for club office bearers (*refer to the "Impeachment" section for details*)

4.4 : <u>Office Bearers</u>

- Each club should have the following office bearers, who must be democratically chosen by club members in a way that the members deem fit, within 2 weeks of the formation of a new club, or 7 weeks from the start of a new academic session. At least 70% club members must be present at the meeting to choose the office bearers.
- Any additional office bearer positions in the club can be decided by the members, and will be recognised by other stakeholders as long as it is enshrined in the charter.
- The role of the club's office bearers may include but are not limited by the roles suggested below. The exact role of all the office bearers should be outlined in the club's charter.
- No government members can be club Representatives or club Treasurers. This applies to all government members except for non-elected student members of UWCs.

4.4.1 : Club Representative(s)

One club representative is mandatory. Club members may choose to have more than one club representative. All members are eligible for this position. Any further criteria must be outlined in the club's Charter. Club representatives take office as after the meeting in which they are elected. Their term is one year.

The role of the club representative(s) may include, but are not limited to, the following:
- Plan events for club members in consultation with members
- Plan budget along with treasurer (*if relevant*)
- Plan and preside over regular club meetings
- Enforce attendance policies (*if any*)
- Find and/or create events/competitions for members to participate in
- Procuring resources (*permanent and temporary*) along with treasurer (*if relevant*)
- Come up with sponsorships, if the club so wishes
- Handle grievances from club members
- Organise and manage collaborations with other clubs
- Setting up, and coordinating between sub-committees of a club (*if relevant*)

4.4.2 : Treasurer

All members are eligible for this position. Club members may choose to define further eligibility criteria. Any such criteria must be outlined in the charter. The treasurer takes office immediately after the election. The term is one year.

This role may include but is not limited to the following:
- Maintaining a record of all funds, expenditures, and assets (if any) of the club
- Drafting the budget proposal

- Liaising and coordinating with the financial body in the Student Government for financial transactions
- Procuring sponsorships and other resources (permanent and temporary) along with the representative(s) and other relevant office bearers (if any)
- Responsible for processing grievances or queries related to finances and other resources
- Responsible for any other resources provided to the club by the university

The budget of a club must be published in a shared Google Drive or similar platform, visible to the entire Student Body as well as the Office of Student Life. This budget will also need to include sponsorship funds, if any. It is the duty of the treasurer to publish the budget.

4.5 : **Impeachment**

As mentioned above, clubs have the freedom to define their impeachment procedure. Clubs are encouraged to handle their impeachment processes internally. However, in the event that the club would like to involve an external party in this process, this external party will be the Chairs of the Student Government. The club charter needs to state whether the help of the Chairs will be taken for the impeachment process for club office bearers.

5.

ELECTION COMMISSION

5.1 : <u>Overview</u>

5.1.1. The Election Commission, hereafter referred to as the EC, is an independent body that facilitates the Student government and the University-Wide Committee elections of SIAS. The EC is responsible for conducting the elections in a free, fair, and smooth manner. The EC would also be encouraging students to vote and will strive towards achieving a high voter turnout. In order to inform the electorate about their candidates, the EC will give candidates a platform to represent themselves, and for the electorate to ask them questions, by organising and moderating speeches and debates. The EC would additionally be responsible for the process of voting, counting, and the declaration of the results.

5.1.2. The EC will not be responsible for the conduct of the candidates during the campaign period. The EC does not have the authority to censor candidates or punish them for their expression. Any complaints of bullying and defamation would be passed on to the Disciplinary Committee.

5.1.3. The guidelines given below are on how to conduct Student Government and UWC elections at SIAS. These guidelines include the rights related to elections: the processes for nomination, manifesto submission, speeches and debates, investigations and voting. Future ECs are required to release their own set of specific, detailed guidelines for every election cycle, based off of this framework, rather than making constitutional amendments. All procedures must abide by the University Policies.

5.2 : <u>Process</u>

The following is the procedure for forming the Election Commission.

5.2.1 : Selection

- The Election Commission must be formed within the first three weeks of the last trimester of the academic year. Members of the Student Body may nominate themselves as candidates for this commission via a floated form. Following this, the list of names will be processed through a random number generator to select a random list of candidates from the larger pool of nominees.

- This process will take place in the Town Hall. The existing Election Commission (from the previous year) will handle the process of selection. The newly formed commission will then vote upon two 'heads' or 'conveners' who will act as the point of contact with the Student Body.

- It is expected that people applying for this position familiarise themselves with the voting procedures, specifically that of the Single Transferable Voting system, prior to the election so as to be able to conduct the voting aspect of the elections smoothly. Some amount of technical knowledge or skill regarding elections and voting would also be recommended, although it is not mandatory. The outgoing EC (overseen by the current Student Government) is required to ensure the incoming EC is familiar with these processes.

5.2.2 : Objections to the members constituting the Election Commission

• A second form will be circulated after the members of the commission are selected, during the same Town Hall. If a member of the Town Hall objects to any student being selected to the commission, they may fill out this form, elaborating their objection anonymously, or can voice their
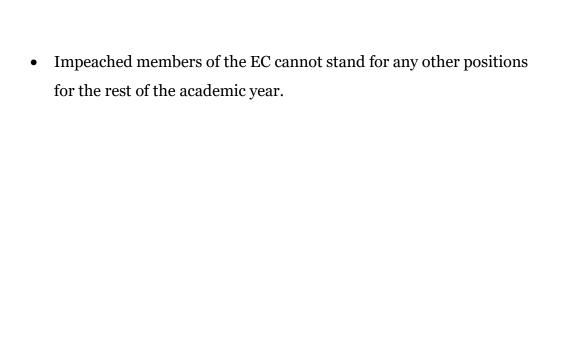
objection directly in the Town Hall. The heads of the previous EC, who will be conducting this process, will then review all objections in the Town Hall in order to determine whether the claim is an objection worthy of
• removing the defendant.

Objections made via the form will be presented unless the objection is frivolous, that is, meets one of the following criteria:

- Not pertaining to a specific member

- Contains a slur, or any foul language

- Pertaining to a value or action of the proposed member

- In no way relevant to their role as a member of the EC

- A baseless attack on the personality of the proposed member or pertains to an attack on the individual's personal life and sensitive information.

- If that member is removed, someone else who had applied to be part of the EC will fill that position, again chosen randomly by the random number generator.

- Once this is completed, the members of the EC will be sworn in during the same. Town Hall, after having taken an oath.

5.3 : Checks and Balances

- No student who is part of the EC can stand for elections for any Student Government or UWC posts
- If there are serious grievances against a member of the EC, that member can be impeached by the Student Body in the same way as a student holding any other position, by a 2/3rd vote in the Town Hall.

- Impeached members of the EC cannot stand for any other positions for the rest of the academic year.

5.4 : Code of Conduct

The EC should adopt a two-prong strategy for information consolidation and recording purposes:

Meeting Summaries: The EC should maintain summaries of all their meetings. These summaries should include how critical decisions were made and the rationale behind deciding some aspects of the election process. Summaries should be sent out on a monthly basis. Right to information: Any member of the town hall can request the EC for any information pertaining to the elections via official email, and the EC is required to respond within 48 hours.

The EC is required to publish electoral statistics within twenty-four hours of the declaration of election results. Additionally, the EC must publish a comprehensive report at the end of their tenure reiterating the details of the elections such as electoral statistics (number of votes casted, votes received by each candidate, invalid votes etc.), the method of counting, results of the election, and details of any other initiatives undertaken during their tenure.

Should the EC undertake any investigation into election malpractice on the candidates' behalf, all of their meetings discussing this investigation must be minuted in detail and circulated to the student body. Additionally, the details of the investigation should be added to the above stipulated report.

The EC is expected to uphold all university policies during the entire election process.

The EC should remain impartial towards all candidates. Personal bias must not play

a part in the EC's adjudication, and there can be no monetary transactions between the EC and any candidates or members of the student body to influence the elections.

The Election Commission is responsible for the mediation and moderation of all events leading up to and directly in relation to the Student Government and UWC elections. The members of the commission will remain committed to equal opportunity in the interest of a holistic democratic process at all stages of the electoral process.

5.5 : Guidelines

5.5.1 : Rights and Responsibilities

5.5.1.1 : Right to Contest Elections:

All members of the student body have the right to contest elections. Students can nominate themselves for one or more than one position.

5.5.1.2 : Right to Freedom of Association:

All members of the student body (candidates or non-candidates) have the right to associate with each other freely. Student unions, student political parties, and all other forms of student organisations are protected under this section. Influence of outside bodies, political parties, organisations or unions in the Student Body elections is prohibited.

5.5.1.3 : Right to withdraw from elections:

All candidates have the right to withdraw from the election process at any particular point in time. Candidates who wish to withdraw themselves should send the Election Commission an email specifying the position from which they want to withdraw. For multiple candidacies, the

candidate should send a separate email for each position. The withdrawal of nomination is irreversible.

<u>5.5.1.4</u> : Right to Review Your Vote:

All members of the student body have the right to review their voting preferences. However, only candidates have the right to challenge the election results after they have been officially declared. The Election Commission is required to set up a meeting with the unsuccessful candidates and share the plan of action for reviewing the election results with the student body.

<u>5.5.1.5</u> : Right to reply

All candidates have the right to reply to a direct mention by another candidate; they can choose to exercise this right whenever they wish to, by informing the Election Commission that they would like to respond.

5.5.2. Nominations

As outlined in the Right to Contest Elections, the nomination process is open for the entire student body (other than members of the EC). The nomination process will take place over a set duration decided by the EC. No nomination can be rejected by the EC.

5.5.3. Interaction with the Election Commission

After the nomination period ends, the candidates will have an interaction with the EC where the guidelines will be communicated to them. Candidates may use this platform to clarify their doubts about the election procedure.

5.5.4. Campaigning

<u>5.5.4.1. Manifesto</u>

A manifesto is a public declaration of policy and aims and is usually issued before an election by a candidate. Though **not mandatory** for candidature, candidates may submit their manifestos to the EC. The EC should then compile all the manifestos received and circulate them to the student body through an official email. The date of circulation of manifestos and the deadline for their submissions should be specified by the EC at least a week in advance. Candidates can also choose to circulate their manifesto independently at a later point in the campaign period.

Each candidate is allowed **one** manifesto per post. A candidate standing for **n** posts can submit **n** manifestos, one for each position they are standing for.

5.5.4.2. Guidelines for the Manifesto:

The manifesto should be a plain text document. No media, hyperlinks or other pictorial representations are permitted.
The text in the manifesto should strictly be typed in the
colour black. The manifesto must be submitted in PDF
format.
There are no restrictions on the language used in the manifesto.

5.5.4.3. Speeches

Freedom of political expression is the cornerstone of democracy. Similarly, candidates should have an opportunity to present their ideas to the student body and answer any question the students might have. The Election Commission should provide a platform for candidates to deliver a speech and for the student body to ask questions if desired. The guidelines of the speeches should be set by the Election Commission before each election.

5.5.6.4. Debates

The Election Commission is required to conduct debates for both Student Government and UWC elections. Every post going to the election should have a debate including all the candidates running for the respective post. The guidelines of the debates should be set by the Election Commission before each election. These guidelines should be shared with the candidates and the student body at least a week before the debates.

Multiple Candidacy: A candidate will have to participate in the debates and speeches for each individual post that they are standing for. If a candidate wins two different positions, they can choose the one that they would like to hold.

5.5.6.5 Offline campaigning

All candidates must responsibly use university property and resources with complete adherence to the University policies at all stages of the election process.

Student forums, rallies, canvassing, and campaigning is permitted, but they must follow all campus policies.

Candidates who have previously held positions in the Student Government, University Wide Committees or clubs are forbidden from using any funds, resources or benefits conferred by these offices.

5.5.7. Investigation & Disqualification Criteria

The candidature of a candidate will be subjected to question, and further disqualified, under the following conditions only:

1. If the candidate is proven to have used money during any part of the election process, including campaigning, consulting or for any other purpose with regard to the election. 2. If any monetary or other benefits are promised/given out by the candidate to the voters. 3. If candidates are found to have affiliations with

external political parties

In the case of multiple candidacies, the candidate will be disqualified from the entire election process.

When a complaint is received from one candidate against another candidate, the Election Commission should discuss the matter with the accused candidate and give them a chance to defend themselves. Following this, the EC should review the proceedings and the evidence. The candidate is then either proven guilty and disqualified or proven not guilty. This decision is taken at the EC's discretion.

If dissatisfied with the decision, the candidate has the right to challenge the EC's decision, following which the EC must set up a meeting with the candidate and address their grievances. The grieving candidate can request for this meeting to be public or private. Apart from the conditions mentioned above, the EC cannot interfere in any other matter. Disputes between voters and candidates, or among voters, will be handled by the students themselves.

5.5.8 Voting and By-elections

The Election Commission should design a single transferable voting system before each election, that has to be ratified by the Town Hall. By-elections should be conducted in the case of resignation or departure due to unforeseen circumstances; these can follow the same procedure as the regular election.

Elections must be organised and carried out by the EC in the 6th week of the academic year.

5.6 <u>Oath</u>

I < name of the member >, solemnly swear to discharge my duties as a member of the Election Commission with sincerity and integrity. I will adhere to the Student. Constitution and will ensure free and fair election to the best of my ability.

6.

AMENDMENTS

The right to appeal for Amendments enables the Student Body to revise this Constitution in alignment with our collective aspirations and needs, which may evolve over time.

It is important that the provision for Amendments should not be exercised to change the very spirit of the Student Constitution.

This Constitution takes precedence over any and all by-laws. Similarly, university policies, and state/federal laws take precedence over any and all by-laws and the Student Constitution.

Promulgation of any ratified Amendments should not contradict with the rest of the Constitution or lead to violation of university policies, or the state/federal laws.

Any member or group of members of the SIAS Student Body can make appeals for Amendments to the Constitution by emailing their proposal to the Student Government.

The Student Government can also make appeals for Amendments.

6.1 : **Components of the appeal**

The following must be present in an appeal for an Amendment:
- A clear reference to the specific section or clause of the Constitution that is to be amended
- The rationale behind the appeal

- Proposed changes to existing wording/structures/processes, etc. in the Constitution
- The intended time-frame for the ratification and promulgation of the Amendments (if necessary)

6.2 : <u>Recognition and processing of the appeal</u>

Making a proposal:
- The process for recognition and the treatment of any appeal remains the same, whether raised by individual Student Body members or the Student Government. Individual proposals for Amendments need to be sent to the Student Government. The Student Government as a whole must review the content (words, questions, format, etc.) to ensure that the proposal isn't framed in a biased or misleading manner.
- The appeals are recorded and all the proposal(s) are to be taken forward in the upcoming Town Hall.
- All Amendment proposal(s) must be sent out to the Student Body at least two weeks prior to the Town Hall, with the exception of emergency appeals.
- Appeals that are time sensitive (emergency appeals) have to clearly state this in the proposal. The Student Government must alert the Student Body about any such appeals and take a vote (online) on whether or not to convene an emergency Town Hall to discuss the proposal. A Town Hall has to be convened if 2/3rd of the Student Body votes for it.

Voting:
- For an Amendment to any section of the Constitution (including any appeal to amend the *Amendments* section) to be ratified, a quorum of 2/3 of the Student Body is required.

- All proposed Amendments are directly taken up for discussion in the Town Hall, except for any re-appeal – an appeal for the same Amendment which wasn't ratified in its previous attempt; it has to be first voted for by a simple majority to be taken forward for deliberation again.
- For ratification of Amendments to any section of the Constitution except the *Amendments* section, at least 51% of the student body must vote for it
- For ratification of Amendments to the *Amendments* section of the Constitution, at least 2/3rd of the student body must vote for it.

6.3 : <u>Effectuation/Promulgation of the Amendment</u>

- The timeline and the process for bringing each Amendment into effect must be discussed and decided in the Town Hall, based on the nature of that Amendment.
- Recording the Amendment: All the previous versions of the Constitution and appended documents will be maintained and be made accessible on a dedicated digital interface by the Information Coordinators.
- The most recent date of Amendment should be included (i.e - Amended on ['insert date']) at the beginning of the Constitution.
- Along with the minutes of the Amendment proceedings, descriptions of the unsuccessful Amendment proposals should also be recorded and published.

7.

APPENDED DOCUMENTS

The following documents have been appended to this Constitution:

- Dissenting Views on Constitutional Documents
- Alternative Student Government Proposal
- References and Acknowledgements
- About the Constituent Assembly