

CONSTITUTION  
OF  
TELANGANA STUDENTS  
ASSOCIATION FOR SOLIDARITY  
(STUDENT BODY)

T S A S



TOGETHER  
SOLIDARITY

# PREAMBLE

We, the students of **TELANGANA STATE**, hereby organize ourselves into a student's association named as the "**TELANGANA STUDENTS ASSOCIATION FOR SOLIDARITY**". Our purpose is to establish a representative and democratic student body, promote the welfare and interests of all students, ensure the protection of individual rights, foster a sense of community, and enhance the educational and social experience of our members. We enact and adopt this constitution for the **Telangana Students**.

## ➤ Aims and Objectives:

- ❖ To advance the education of its members and students of the university as a whole.
- ❖ To promote and protect the welfare of its members and the university.
- ❖ To promote, encourage, and coordinate student clubs, societies, sports, and social activities.
- ❖ The Student Body shall strive to live up to the important role students in the development and progress of our university.
- ❖ The Student Body shall promote and safeguard the genuine interests of the student community.

In order to achieve the above-mentioned aims and objectives, the Student Body will function and endeavor accordingly.

## Importance of Constitution:

A constitution is a formal document that sets out the activities and procedures of an organization. Before the Student Body is recognized by other bodies, particularly other university associations and the University Association, a constitution must be in place. The constitution:

- Provides the framework for the running of the Student Body.
- Outlines where and how association members can air their concerns.
- Shows how the Executive Board can act on behalf of members.
- Defines what the Student Body can or cannot do.

Student Body have a responsibility to ensure adherence to their constitution. If it is violated, the Governing Body may take action. Equally, if the university tries to interfere in the way Student Body runs the association, Student Body should appeal to the Governing Body.

## The structure of the constitution

The constitution is not meant to be a complicated and secret document jealously guarded by the office bearers. It is an active document that association members use to raise the issues that concern them, or that officers can use to seek members' views on certain issues. Either way, the constitution should be as easy to understand as possible. There should be three sections:

1. **Articles:** These form the main body of the constitution. They set out what people can or cannot do and define the aims and objects of the association. The 'notes' section should explain the nature of the common clauses.

2. **Schedules:** These consist of sections that require more detail. They are rules that cover particular areas of the constitution and are usually operational in nature. For example, within the Articles, the membership need only know that elections will take place at a certain time for certain posts. The specific rules and regulations that deal with elections are placed in a schedule to avoid unnecessary detail in the main body of the constitution

3. **Appendices:** These cover regulations that the membership cannot directly change. They include the Code of Practice, the opt-out procedure, and the association disciplinary procedure.

# PART-1

## Governance Structure

### ARTICLE I. Separation of Powers

#### SECTION 1: Executive Board

The student body shall be governed by an **Executive Board**, which includes elected officers such as:

- **President**
- **Vice President**
- **General Secretary**
- **Joint Secretary**
- **Treasurer**
- Any other positions deemed necessary for effective operation.

#### SECTION 2: General Assembly

The **General Assembly** consists of all members of the Student Association. It convenes regularly to discuss important matters, make decisions, and foster open communication.

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## The Cabinet

### ARTICLE II. The President

The president of a Student Body holds a crucial leadership role with various responsibilities aimed at representing the student body and ensuring the effective functioning of the body. Here are some common functions of a president in a student body:

#### SECTION 1: Leadership

- The president provides overall leadership to the student body, guiding its direction, setting goals, and inspiring members to work towards common objectives.

## **SECTION 2: Representation**

- Acting as the official representative of the student body, the president interfaces with university administrators, faculty, and external organizations. They advocate for student interests and concerns.

## **SECTION 3: Communication**

- The president maintains effective communication within the student association and between the association and the wider student community. This involves keeping members informed about association activities, decisions, and relevant information.

## **SECTION 4: Meeting Management**

- The president presides over meetings of the student body, ensuring that discussions are productive, decisions are made, and parliamentary procedures are followed.

## **SECTION 5: Collaboration**

- Working closely with other executive members and committees to achieve the association's goals.

## **SECTION 6: Policy Development**

- Participating in the development of policies and guidelines for the student body.

## **SECTION 7: Crisis Management**

- Addressing concerns and managing conflicts during crises.

## **SECTION 8: Event Participation**

- Overseeing the planning and execution of association events.

## **SECTION 9: Advocacy**

- Engaging in efforts on behalf of students.

## **SECTION 10: Student Engagement**

- Encouraging student participation and involvement.

## **SECTION 11: Decision-Making**

- Contributing to policies and initiatives aligned with student interests.

## **ARTICLE III. The Vice President**

The vice president of a student body serves in a supportive role to the president and is involved in various functions to help ensure the smooth operation of the student body. Here are common functions of a vice president in a student body:

### **SECTION 1: Assisting the President**

- Supporting the president in carrying out their duties and stepping in to fulfill the president's role in their absence.

### **SECTION 2: Committee Oversight**

- Overseeing specific committees or working groups within the student body to ensure effective functioning and contribution to the association's goals.

### **SECTION 3: Event Planning**

- Collaborating with other executive members to plan and organize events and activities for the student body. This includes social events, educational programs, and community outreach.

### **SECTION 4: Student Engagement**

- Encouraging student participation and involvement in association activities, addressing their concerns, and promoting a sense of community.

### **SECTION 5: Internal Communication**

- Facilitating effective communication within the student body. Ensuring information is disseminated to members through various channels such as meetings, emails, or social media.

### **SECTION 6: Policy Development**

- Contributing to the development of policies and guidelines. Working alongside the president and other members to shape the direction and policies of the student association.

### **SECTION 7: Representation**

- Representing the student association in meetings with university administrators, faculty, and external organizations. Attending events on behalf of the association.

## **SECTION 8: Conflict Resolution**

- Addressing conflicts or issues within the student body, including mediating disputes and finding resolutions.

## **SECTION 9: Leadership Development**

- Contributing to the development and mentoring of other student leaders within the association. Fostering leadership skills and helping members grow in their roles.

## **SECTION 10: Advocacy**

- Advocating for student interests and concerns related to academic policies, campus facilities, or other matters affecting the student body.

## **SECTION 11: Decision-Making**

- Participating in decision-making processes within the student body. Providing input and collaborating with other executives to make informed choices that benefit the student community.

# **ARTICLE IV. The General Secretary**

The general secretary of a student body holds a key administrative role, responsible for managing various aspects of the association's operations. The specific functions may vary depending on the organization's structure and constitution, but here are common roles and responsibilities associated with the position of general secretary in a student body:

## **SECTION 1: Record Keeping**

- Maintaining accurate records of meetings, decisions, and other important information. This includes keeping minutes during meetings and ensuring that records are accessible to association members.

## **SECTION 2: Correspondence**

- Handling official correspondence, communicating with members, university administration, and external entities. Ensuring relevant information is shared in a timely and organized manner.

### **SECTION 3: Meeting Coordination**

- Coordinating meetings, setting agendas, sending out notices, and ensuring smooth meeting execution. Collaborating with the president and other executives in planning and executing meetings.

### **SECTION 4: Membership Management**

- Managing and updating the membership list. Keeping track of active members, handling membership applications, and maintaining a database of contact information.

### **SECTION 5: Document Management**

- Ensuring the student body's constitution, and other official documents are up-to-date. Reviewing and revising these documents as needed.

### **SECTION 6: Elections**

- Overseeing the election process if the student body holds elections. Coordinating nominations, organizing candidate forums, and managing the voting process.

### **SECTION 7: Administrative Support**

- Providing administrative support to other executive members and committees. Assisting with event planning, logistics, and various initiatives.

### **SECTION 8: Information Dissemination**

- Responsible for disseminating information to association members. Sharing announcements, updates, and relevant information through various communication channels.

### **SECTION 9: Archiving**

- Keeping historical records and archives for continuity and transparency. Archiving documents, reports, and materials for future reference.

### **SECTION 10: Collaboration**

- Working closely with other executive committee members and the president. Contributing to decision-making processes and ensuring effective teamwork within the association.

### **SECTION 11: Conflict Resolution**



- Collaborating with other executives to resolve conflicts or disputes within the student association. Promoting a harmonious working environment.

## **ARTICLE V. The Joint Secretary**

The role of the joint secretary in a student body typically involves providing support to the general secretary and assisting in various administrative tasks. The specific functions may vary based on the association's constitution and structure, but here are common responsibilities associated with the position of joint secretary in a student body:

### **SECTION 1: Assisting the General Secretary**

- Supporting the general secretary in day-to-day activities, collaborating on administrative tasks, and sharing responsibilities for efficient student body operation.

### **SECTION 2: Filling in for the General Secretary**

- Temporarily assuming the general secretary's responsibilities in their absence to ensure continuity in the functioning of the student body.

### **SECTION 3: Administrative Support**

- Providing administrative assistance to the general secretary and other executive committee members. Handling correspondence, managing records, and assisting in meeting and event organization.

### **SECTION 4: Meeting Participation**

- Actively participating in student body meetings, contributing to discussions, setting meeting agendas, recording minutes, and facilitating communication among members.

### **SECTION 5: Communication**

- Assisting in communication efforts by disseminating information to association members. Sharing announcements, updates, and relevant notices.

### **SECTION 6: Membership Coordination**

- Collaborating with the general secretary to manage and update the membership list. Handling membership applications, maintaining accurate records, and ensuring membership data integrity.

### **SECTION 7: Election Process**

- Participating in organizing and overseeing student body elections. Coordinating nominations, organizing candidate forums, and assisting with the voting process.

### **SECTION 8: Collaboration with Other Executives**

- Working closely with other executive members (president, general secretary, treasurer) for effective decision-making, event planning, and initiative execution.

### **SECTION 9: Policy Implementation**

- Ensuring adherence to the student body's constitution and established policies. Implementing guidelines for smooth operation.

### **SECTION 10: Conflict Resolution**

- Collaborating with other executives to address conflicts or disputes within the student body, fostering a positive working environment.

## **ARTICLE VI. The Treasurer**

### **SECTION 1: Budgeting**

- Creating and managing the budget for the student body. Estimating income, planning expenses, and ensuring the association operates within its financial means.

### **SECTION 2: Financial Record Keeping**

- Maintaining accurate financial records. Tracking all income and expenses, ensuring proper documentation of financial transactions.

### **SECTION 3: Financial Reporting**

- Providing regular financial reports to the student association. Outlining the current financial status, income, expenses, and any discrepancies. Sharing these reports with members or relevant authorities.

#### **SECTION 4: Transaction Approval**

- Involvement in approving or authorizing financial transactions on behalf of the student association. Approving payments, reimbursements, or other financial activities.

#### **SECTION 5: Fundraising Oversight**

- Overseeing fundraising efforts. Ensuring proper collection and appropriate use of funds.

#### **SECTION 6: Financial Planning**

- Assisting in long-term financial planning. Helping set financial goals, allocate resources, and make decisions about investments or savings.

#### **SECTION 7: Compliance**

- Ensuring compliance with financial regulations, policies, or rules set by the university or relevant authorities.

#### **SECTION 8: Collaboration**

- Working closely with other executive members. Providing financial information and advice to support decision-making processes.

#### **SECTION 9: Audits and Reviews**

- Coordinating or participating in audits or financial reviews. Ensuring accuracy and compliance with financial procedures.

#### **SECTION 10: Financial Advice**

- Offering financial expertise and recommendations. Advising on financial strategies, investment options, or cost-saving measures.

#### **SECTION 11: Payment Processing**

- Responsible for processing payments, issuing checks, and managing financial transactions on behalf of the student association.

#### **SECTION 12: Risk Management**

- Identifying and managing financial risks. Implementing strategies to safeguard the body's financial health.

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## **PART-2**

### **Members of the Body**

#### **ARTICLE VII. The Member**

All students of the University can be the members of the Students' Association. However, faculty, members of the Administration or Teachers Association cannot be a member of the Students' Association.

The term “**member**” in the context of a student association typically refers to the individuals who are part of the student body and are automatically considered members of the association by virtue of being students at the university. The primary functions of members in a student association include:

##### **SECTION 1: Representation**

- The student body collectively represents its members, acting as their voice. It advocates for their interests, concerns, and rights within the university community.

##### **SECTION 2: Participation**

- Members have the right to participate in the democratic processes of the student body. This includes voting in elections, attending meetings, and contributing to discussions on important issues.

##### **SECTION 3: Access to Services**

- Student body members often enjoy access to various services and benefits provided by the association. These may include educational resources, support services, and opportunities for personal and professional development.

##### **SECTION 4: Involvement in Activities**

- Members can actively participate in the activities and events organized by the student association. This involvement fosters a sense of community and provides opportunities for social, cultural, and educational engagement.

##### **SECTION 5: Engagement in Decision-Making**

- Members have the opportunity to engage in decision-making processes through general meetings, referendums, or other democratic mechanisms. Their input shapes the direction and policies of the student body.

## **SECTION 6: Access to Information**

- Transparency is key. Members are entitled to receive information about the body's activities, decisions, and financial matters. Clear communication ensures that members stay informed.

## **SECTION 7: Advocacy**

- The student association, on behalf of its members, engages in advocacy efforts to address issues affecting the student body. Members contribute to the strength of these campaigns through their support and involvement.

## **SECTION 8: Networking**

- Being part of the student association provides networking opportunities with fellow students, faculty, and external stakeholders. These connections can be valuable for personal and academic growth.

## **SECTION 9: Community Building**

- The student body fosters a sense of community among its members. Shared experiences, common goals, and collective participation in association activities enhance this feeling of belonging.

## **SECTION 10: Civic Engagement**

- student association encourages members to be civically engaged beyond the university. This involves participating in broader social and political issues that impact students and society.

## **SECTION 11: Membership Cancellation**

### **11.1 Notification:**

- Members seeking cancellation must submit a written request to the Executive board. The request should include the following details:
  1. Full name
  2. ID number
  3. Reason for cancellation
  4. Effective date of cancellation

- Requests can be submitted via email, in person, or through an official online form.

#### **11.2 Processing:**

- The Student Association will verify the membership status and process the cancellation request within few business days.
- If any outstanding dues or obligations exist (e.g., unpaid fees, borrowed equipment), the member will be notified to settle these before cancellation is finalized.

#### **11.3 Confirmation:**

- Once the cancellation is approved, the member will receive written confirmation via email or mail.
- Access to student association facilities, services, and benefits will cease from the effective date of cancellation.

#### **11.4 Appeals:**

- Members dissatisfied with the cancellation decision may appeal to the Student Association's Governing body within 5 days of receiving the confirmation.
- The Executive Board will review the appeal and provide a final decision.

## **ARTICLE VIII. The Eligibility**

### **SECTION 1: Student Status**

- Typically, individuals must be currently enrolled as students at the university to be eligible for membership in the student association. This ensures that the association represents the interests of the current student body.

### **SECTION 2: Enrollment Level**

- Some student associations may have specific eligibility criteria based on the level of enrollment, such as undergraduate or graduate status. Certain positions within the body may also have specific eligibility requirements.

### **SECTION 3: Fees and Dues**

- Student body may require members to pay membership fees or dues. Eligibility could be contingent on the payment of these fees, which help fund the association's activities and services.

#### **SECTION 4: Good Academic Standing**

- In some cases, student associations may set eligibility criteria based on academic performance. Students in good academic standing may be eligible to become members.

#### **SECTION 5: No Affiliation with Certain Groups**

- The Association may specify that individuals affiliated with certain organizations, such as faculty associations or staff associations, are not eligible to be members. This is to maintain independence and avoid conflicts of interest.

#### **SECTION 6: No Violation of University Rules**

- Eligibility criteria may include adherence to university rules and regulations. Students with disciplinary issues or violations may be excluded from membership.

#### **SECTION 7: Participation Requirements**

- Student body may require members to actively participate in association activities, attend meetings, or contribute in some way to maintain their eligibility.

#### **SECTION 8: Residency Requirements**

- Student body may have residency requirements, ensuring that members are current residents or attendees of the university's campus.

### **ARTICLE IX. Fundamental Rights of Members**

#### **SECTION 1: Participation**

- Members have the right to actively participate in the activities and decision-making processes of the student association and student body.

#### **SECTION 2: Voice and Representation**

- Members have the right to express their opinions and concerns, and they should be provided with opportunities for representation in relevant forums.

#### **SECTION 3: Access to Information**

- Members have the right to access information about the activities, finances, and decisions of the student association, as long as it does not compromise sensitive information.

#### **SECTION 4: Equality and Non-discrimination**

- Members should be treated fairly and equally, regardless of their background, beliefs, or affiliations.

#### **SECTION 5: Voting**

- Members usually have the right to vote in elections, referendums, or other decision-making processes to choose leaders or decide on important issues.

## **ARTICLE X. Fundamental Duties of Members**

#### **SECTION 1: Respect for Others**

- Members are expected to treat others with respect, understanding, and tolerance, even if they hold different opinions or belong to different groups.

#### **SECTION 2: Compliance with Rules and Policies**

- Members are responsible for familiarizing themselves with and adhering to the rules, policies, and codes of conduct set by the student association.

#### **SECTION 3: Financial Responsibility**

- Members may have financial responsibilities, such as paying membership fees or adhering to budgetary guidelines if applicable.

#### **SECTION 4: Participation**

- While participation is a right, it is also a responsibility. Members are encouraged to actively engage in the activities and decision-making processes of the student body.

#### **SECTION 5: Accountability**

- Members may be accountable for their actions and conduct, especially if they violate the rules or policies of the student association.

#### **SECTION 6: Contribution to a Positive Environment**

- Members are encouraged to contribute to a positive and inclusive environment within the student body.

## **ARTICLE XI. Right To Information (RTI) Policy**

The student association recognizes the importance of transparency, accountability, and the right to access information. In alignment with the principles of democracy, we



hereby establish this Right to Information (RTI) policy to promote openness, empower students, and enhance the functioning of our organization.

### **SECTION 1: Scope and Purpose**

- The purpose of this policy is to ensure that all members of the student association have the right to access information related to the association's activities, decisions, and finances.
- This policy applies to all official records, documents, and communications generated or held by the student association.

### **SECTION 2: RTI Authority**

- **Information:** Any data, document, or communication that pertains to the student association's functioning, decisions, or activities.
- **Authority:** The authority is responsible for handling RTI requests and providing information to applicants. The authority consists of
  1. President
  2. Vice-president
  3. Secretary

### **SECTION 2: Rights of Members**

- Every Member of association has the right to seek information from the student association.
- Requests for information must be made in writing to the RTI Authority.
- The RTI Authority shall respond to RTI requests within the stipulated time frame.

### **SECTION 3: Procedure for Requesting Information**

- Students seeking information shall submit a written request to the PIO.
- The request should clearly specify the information sought and include the requester's name, contact details, and purpose of seeking the information.
- The PIO shall acknowledge the receipt of the request and provide the information promptly.



# **PART-3**

## **Procedures and Tenure**

### **ARTICLE XII. Election**

#### **SECTION 1: Announcement and Nomination**

- The election process typically begins with an official announcement of upcoming elections. Students are invited to nominate themselves or others for various positions within the student association.

#### **SECTION 2: Eligibility Criteria**

- Clearly defined eligibility criteria are established to ensure that candidates meet the necessary qualifications for the positions they are seeking. Criteria may include academic standing, enrollment status, and any other relevant requirements.

#### **SECTION 3: Nomination Period**

- A specific period is designated for students to submit their nominations. Candidates may be required to gather a certain number of signatures or endorsements to demonstrate support for their candidacy.

#### **SECTION 4: Verification of Candidates**

- The student association or an election committee verifies the eligibility and qualifications of candidates to ensure they meet the established criteria. This step helps maintain the integrity of the election process.

#### **SECTION 5: Campaigning**

- Once nominations are confirmed, candidates engage in a campaigning period. This involves promoting their platforms, sharing their vision for the student association, and reaching out to the student body through various means such as posters, social media, and public speeches.

#### **SECTION 6: Debates and Forums**

- Opportunities for debates and forums may be provided to allow candidates to articulate their ideas, address concerns, and respond to questions from the student body. This promotes informed decision-making among voters.

#### **SECTION 7: Voter Registration**

- A voter registration process is often implemented to create a list of eligible voters. This ensures that only registered students have the right to participate in the election.

#### **SECTION 8: Voting Process**

- The voting process may take place through electronic platforms, paper ballots, or other secure methods. It is essential to maintain the confidentiality and integrity of the voting process.

#### **SECTION 9: Vote Counting**

- After the voting period concludes, a transparent and impartial counting process takes place.
- Results are typically announced promptly, and any discrepancies are addressed according to established procedures.

#### **SECTION 10: Dispute Resolution**

- Procedures for resolving disputes or filing complaints regarding the election process should be clearly outlined. An election committee or a designated authority may handle these matters.

## **ARTICLE XIII. Election Tenure**

#### **SECTION 1: Probationary Period**

- Newly elected officials often undergo a probationary period during which their performance and adherence to the responsibilities of their positions are evaluated. This may include a review of their effectiveness and engagement.

#### **SECTION 2: Term Duration**

- The tenure of student body leaders is defined by a specific term duration, usually one academic year. Clear guidelines on term limits help ensure a regular turnover of leadership and the introduction of fresh perspectives.

#### **SECTION 3: Re-election**

- Student associations allow for the possibility of re-election, enabling current leaders to run for office again at the end of their term. This depends on the specific rules outlined by the governing body.

#### **SECTION 4: Evaluation and Accountability**

- Throughout their tenure, student body leaders are held accountable for their actions and decisions. Regular evaluations, feedback mechanisms, and mechanisms for removing leaders in cases of misconduct or negligence contribute to accountability.

#### **SECTION 5: Transition Planning**

- Towards the end of their tenure, outgoing leaders facilitate a smooth transition by sharing institutional knowledge, providing relevant documentation, and assisting in the onboarding of newly elected officials.

#### **SECTION 6: Succession Planning**

- Student body engages in succession planning to identify and mentor potential leaders. This ensures a continuous and effective transfer of responsibilities from one leadership team to the next.

## **ARTICLE XIV. Resignation**

### **SECTION 1: Notification**

- Any student body member intending to resign must submit a written notice to the Association Governing Body. The notice should include the effective date of resignation.
- The Executive Committee will acknowledge receipt of the resignation notice promptly.

### **SECTION 2: Effective Date**

- The effective date of resignation will be as specified in the notice.
- The resigning member remains active until the effective date.

### **SECTION 3: Transfer of Responsibilities**

- The resigning member must ensure a seamless transition of responsibilities.
- Handover meetings with the incoming member(s) should occur to transfer knowledge, documents, and ongoing projects.
- The transfer of responsibilities will only be made after the appointment of new member for the respected vacant position.

### **SECTION 4: Public Announcement**

- The student body shall make a public announcement regarding the resignation.
- The announcement may include a brief statement thanking the resigning member for their service.

### **SECTION 5: Vacant Position**

- If the resignation creates a vacant position (e.g., an elected officer), the association shall follow the relevant constitution provisions to fill the vacancy.
- By-elections or appointments may be necessary.

### **SECTION 6: Confidentiality**

- The student association shall maintain confidentiality regarding the reasons for resignation unless the resigning member provides explicit consent for disclosure.

## **ARTICLE XV. Meetings**

### **SECTION 1: General Meetings**

- General meetings shall be held regularly to update members on Association activities, address concerns, and discuss relevant issues. All members are encouraged to attend.

### **SECTION 2: Special Meetings**

- Special meetings may be called by the Executive Board or upon the written request of a specified number of Association members. Notice of special meetings shall be provided in advance.

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## **PART-4**

### **Appendices and Miscellaneous Provisions**

## **ARTICLE XVI. Constitutional Amendment**

### **SECTION 1: Proposal**

- Amendments to this constitution may be proposed by any Association member or the Executive Board.

### **SECTION 2: Review Existing Documents**

- Before initiating any amendments, carefully review the student association's constitution, bylaws, or governing documents. Identify the sections that may need updating or modification.

### **SECTION 3: Proposal Submission**

- Allow members to submit proposals for amendments. Ensure that proposals are clear, well-written, and include the specific changes to be made. Set deadlines for proposal submissions to maintain an organized process.

#### **SECTION 4: Constitutional Review Committee**

- Establish a constitutional review committee or use an existing body within the student association to evaluate proposed amendments. This committee can assess the proposed changes for feasibility, legality, and alignment with the organization's goals.

#### **SECTION 5: Feedback Period**

- Provide a feedback period during which members can express their opinions on the proposed amendments. This may involve holding town hall meetings, open forums, or collecting written feedback.

#### **SECTION 6: Approval**

- Proposed amendments shall be presented to the membership for approval.
- A two-thirds majority vote of the members present at a general meeting shall be required for adoption.

#### **SECTION 7: Documentation:**

- Clearly document the approved amendments and update the relevant governing documents. Ensure that the amended version is easily accessible to all members.

#### **SECTION 8: Communication:**

- Communicate the approved amendments to the entire student body. Clearly explain the reasons for the changes and how they will impact the organization.

### **ARTICLE XVII. Motion of No-Confidence**

#### **SECTION 1: Initiation**

##### **1.1 Filing a Motion**

- Any member of the student body may initiate a motion of no-confidence by submitting a written proposal to the Executive Board. The proposal should clearly state the reasons for the motion and be supported by a minimum number of signatures as outlined in the bylaws.

## **SECTION 2: Review and Consideration**

### **2.1 Executive Board Assessment**

- Upon receipt of a motion of no-confidence, the Executive Board shall review the proposal to ensure it meets the specified criteria. If the criteria are met, the motion will proceed to consideration.

### **2.2 Special Meeting**

- A special meeting of the general membership shall be convened within a reasonable timeframe to consider the motion of no-confidence. The Executive Board shall provide adequate notice to all members, including details of the motion and the reasons behind it.

## **SECTION 3: Voting Process**

### **3.1 Secret Ballot**

- The vote on a motion of no-confidence shall be conducted by secret ballot during the special meeting. Members unable to attend may be provided with an alternative voting mechanism as specified in the bylaws.

### **3.2 Majority Requirement**

- A motion of no-confidence shall be successful if it receives a two-thirds majority of the votes cast by the members present or participating in the voting process.

## **SECTION 4: Consequences of a Successful Motion**

### **4.1 Removal**

- If a motion of no-confidence is successful, the affected officeholder(s) shall be removed from their position(s) immediately. In the case of a vote of no-confidence against the entire Executive Board, a process for interim leadership or new elections shall be outlined in the bylaws.

### **4.2 Interim Measures**

- In the event of a successful motion, interim measures may be implemented to ensure the continuity of the student body's operations until new leadership is established.

## **SECTION 5: Appeal**

### **5.1 Right to Appeal**

- An officeholder who has been removed due to a motion of no-confidence shall have the right to appeal the decision.

## **ARTICLE XVIII. Finances**

### **SECTION 1: Financial Management and Control**

- The Association will receive appropriate funds from the members each year to enable it to pursue its agreed aims and objectives.
- The financial year of the student association will run from 1st August to 31st July.

### **SECTION 2: Budget Allocation**

- This annual allocation of funding will be decided by the association as part of its process for setting the association's revenue budget for the following year and will take into account any representations received from the Student Association members regarding the Association's budget for the forthcoming academic year

## **ARTICLE XIX. The Annual Impact Report**

### **SECTION 1: Purpose of the Annual Impact Report:**

- The Annual Impact Report serves as a comprehensive summary of the student body's activities and achievements over the course of a year.
- It provides transparency and accountability by presenting information on the body's financial performance, initiatives, and impact.

### **SECTION 2: Preparation and Presentation:**

- The Student Voice Officer (or a designated individual) is responsible for preparing the report.
- At the end of their term of office, the Student Voice Officer compiles the report, which includes the following components:



- **Financial Statement of Accounts:** Details of the body's income, expenses, and financial health.
- **Summary of Activities:** A concise overview of events, campaigns, and projects undertaken by the body.
- **List of Recognized Internal Groups and Clubs:** Recognition of student-led groups and clubs affiliated with the body.

### **SECTION 3: Submission:**

- The completed Annual Impact Report is presented to the governing body for review and assessment.

## **ARTICLE XX. Election Committee**

An election committee in a student body is a group of individuals responsible for overseeing and managing the election process. The primary function of the election committee is to ensure that the elections are conducted fairly, transparently, and in accordance with the established rules and regulations of the student association. Here are the key responsibilities and functions of an election committee in a student association:

### **Composition of the Election Committee:**

- The Election Committee consists of 25 members responsible for overseeing the electoral process.
- These members are typically elected or appointed by the student body and one representative is appointed by each nominated person.
- One of these 25 members is then appointed as '**RETURNING OFFICER**' by mutual approval of the Election committee.

### **SECTION 1: Planning and Coordination**

- Develop a comprehensive plan for the entire election process, including setting key dates, establishing eligibility criteria for candidates and voters, and creating a timeline for candidate nominations, campaigning, and voting.

### **SECTION 2: Candidate Nominations**

- Facilitate the nomination process for candidates, ensuring that individuals interested in running for student body positions meet eligibility requirements and submit the necessary documentation within the specified timeframe.

### **SECTION 3: Voter Registration**

- Oversee the voter registration process, ensuring that eligible students are registered to vote. This includes verifying the eligibility of voters and maintaining an accurate voter list.

#### **SECTION 4: Campaign Oversight**

- Monitor and regulate campaign activities to ensure fairness and adherence to campaign rules. This may include setting guidelines for campaign materials, organizing candidate forums, and establishing rules to maintain a respectful campaign environment.

#### **SECTION 5: Organizing and Supervising Debates and Forums**

- Facilitate debates or forums where candidates can present their platforms and answer questions from the student body. The election committee ensures that these events are conducted in a fair and unbiased manner.

#### **SECTION 6: Voting Process**

- Organize and supervise the voting process, whether it's through physical polling stations or online platforms. Ensure that the voting process is accessible, secure, and in compliance with election regulations.

#### **SECTION 7: Vote Counting**

- Oversee the counting of votes, ensuring accuracy and transparency in determining the election results. The election committee may establish procedures for recounting votes if necessary.

#### **SECTION 8: Handling Complaints and Disputes**

- Establish a process for handling complaints or disputes related to the election. The election committee should investigate and resolve any issues that arise during the election period.

#### **SECTION 9: Result Announcement**

- Officially announce the results of the election. This may include declaring the winners, specifying the number of votes received by each candidate, and providing any additional relevant information.

#### **SECTION 10: Documentation and Reporting**

- Maintain detailed records of the election process, including candidate nominations, voter registration, and voting results. Prepare and submit official reports on the election to relevant student association authorities.

### **SECTION 11: Transition Assistance**

- Assist in the transition process from the outgoing student body leadership to the newly elected leaders. This may involve coordinating swearing-in ceremonies or induction events.

### **SECTION 12: Education and Outreach**

- Provide information to the student body about the election process, candidate profiles, and voting procedures. Ensure that students are well-informed and engaged in the democratic process.

## **ARTICLE XXI. Dissolution**

The dissolution of a student body refers to the process of formally ending the existence and operations of the association. This decision is significant and involves several considerations. The reasons for dissolution could vary and may include financial difficulties, loss of membership support, changes in institutional policies, or other unforeseen circumstances. Here are the general steps and considerations for the dissolution of a student association:

### **SECTION 1: Assessment and Decision**

- The student body's leadership or governing body assesses the current situation, considering factors such as financial stability, membership support, and the overall viability of the organization.

### **SECTION 2: Legal Compliance**

- Ensure that the decision to dissolve complies with the legal and regulatory requirements governing student body, as well as any institutional policies or guidelines.

### **SECTION 3: Membership Consultation**

- If feasible and appropriate, consult with the student body to discuss the potential dissolution. Seek feedback and input from members to ensure transparency and inclusivity in the decision-making process.

### **SECTION 4: Vote on Dissolution**

- In some cases, a vote among the members may be required to approve the dissolution. This could be specified in the student body's constitution or bylaws.

### **SECTION 5: Financial Considerations**

- Assess the financial obligations of the student body, including outstanding debts, contractual obligations, and the proper allocation of remaining funds.

### **SECTION 6: Notification and Communication**

- Notify members, stakeholders, and relevant authorities about the decision to dissolve. Provide clear and transparent communication about the reasons behind the decision and the next steps.

### **SECTION 7: Asset Distribution**

- If there are assets or funds remaining after settling all liabilities, determine how these will be distributed or utilized. This may involve donating funds to a related cause, returning funds to members, or following any guidelines outlined in the constitution.

### **SECTION 8: Official Dissolution Document**

- Prepare an official dissolution document or resolution that outlines the decision to dissolve, the reasons for dissolution, and any agreed-upon plans for the distribution of assets.

### **SECTION 9: Submission to Governing Body**

- If required by local laws or institutional regulations, submit the official dissolution document to the relevant authorities.

### **SECTION 10: Closure of Operations**

- Cease all operations, activities, and functions of the student association in an orderly manner.

### **SECTION 11: Archiving Records**

- Ensure that all relevant records, documents, and historical materials are appropriately archived or transferred to a designated entity, such as the university archives.
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