

**CONSTITUTION OF THE
EASTERN NAGALAND STUDENTS' UNION BENGALURU**

PREAMBLE

We, the students of Eastern Nagaland do hereby unite in a spirit of tolerance, open-mindedness and generosity and form ourselves into a Union for the betterment of the students, to provide for the meaningful address of student concerns and perspectives through the principles of democratic representation; to foster observance of shared goals and ideals of the community, to develop a sense of shared goals and of the community, to develop a sense of responsibility for our conduct and for our welfare. We shall represent the rights of the students without fear or favour and shall be respectful of the differing views within the membership, but accountable to those members for the exercise of our power, do enact, adopt and give ourselves this constitution in the year of the Lord 2007.

PART 1

THE UNION AND ITS DESCRIPTION

1. Name

The Union's name shall be called "Eastern Nagaland Students' Union Bengaluru" and its abbreviated form shall be "ENSUB".

1-A. Motto

The motto of the Union shall be "WE STRIVE WE THRIVE"

2. Purpose, Aims and Objectives

- (1) To encourage one another for academic excellence.
- (2) To preserve the custom, traditions and cultural heritage of Eastern Nagaland.
- (3) To enhance unity and good relationship with one another.
- (4) To work for the welfare and help one another in times of distress.
- (5) To co-operate with other Student Unions.
- (6) To live in harmony with all communities.

PART 2

REGISTRATION AND MEMBERSHIP

3. Registration

- (1) Everyone from Eastern Nagaland shall be a qualified person to register in the Union.
- (2) Every person of Eastern Nagaland as and when he/she begins to reside in Bengaluru shall register in the Union by paying the prescribed registration fee.
- (3) Every associate member shall also register in the Union by paying the prescribed registration fee.
- (4) The Office Bearers and Officials shall have the power to rectify the amount of Registration fees as and when required.

3-A. Membership

- (1) Every bonafide member of the Union shall pay the prescribed membership fee annually and renew one membership.
- (2) Every associate member shall renew one's membership by paying the prescribed renewal fee annually.

3-B. Member

- (1) Every member who renews his/her membership annually shall be a bonafide member of the Union.

3-C. Associate Member

- (1) Any person who is not an Eastern Naga but is a part of the Eastern Nagaland Community (for example a person related to Eastern Naga by marriage) shall also be an associate member of the Union.
- (2) The associate members shall also be obliged to the duties and responsibilities as any other regular member of the Union.

PART 3

GENERAL BODY OF THE UNION

4. General Body

- (1) The general body shall comprise all the regular members and associate members.
- (2) The general body shall be the highest decision-making body of the Union.
- (3) The general body shall have its meetings only once a year, during which the elections shall be held for filling up various vacant posts.
- (4) In any matter, the decision of the general body with 2/3 majority of the members present in the meeting shall be final.
- (5) The general body meeting shall be held with the requisite quorum.

PART 4

OFFICE BEARERS AND OFFICIALS OF THE UNION

5. The Union shall consist of the following Office Bearers and Officials; -

5-A Office Bearers

- (1) President
- (2) Vice President
- (3) General Secretary
- (4) Assistant General Secretary

5-B Officials

- (5) Finance Secretary
- (6) Assistant Finance Secretary
- (7) Cultural and Literary Secretary
- (8) Assistant Cultural and Literary Secretary
- (9) Games and Sports Secretary

(10) Assistant Games and Sports Secretary

(11) Treasurer

5-C. The Office Bearers may create any other post (s) in consultation with the Executive Committee if it deems fit and necessary.

5-D. Powers and Functions of the Office Bearers and Officials

(1). President

- (a) The president is the primary spokesperson of the Union.
- (b) He/she shall preside over all the meetings.
- (c) He/she shall interpret the Constitution on behalf of the Union.
- (d) He/she shall have the power to summon or adjourn the meetings.
- (e) He/she shall be the Ex-officio in all the sub-committees.
- (f) He/she shall be one of the drawing and disbursing officers of the Union treasury.
- (g) He/she shall represent the union at all meetings.
- (h) He/she will be the ultimate authority in taking decisions in all policy matters.
- (i) Any decision taken without his/her knowledge will have no binding on the Union.
- (j) No policy matters can be brought into the Union without the prior knowledge and permission of the President.
- (k) He/she shall formulate and regulate all policies to ensure that the Constitution is upheld with the assistance of the Executive Committee Chairman.

(2) Vice President

- (a) The Vice-president shall assist the President in carrying out his/her duties and responsibilities.
- (b) In the absence of the President, the Vice-President shall assume and discharge all the powers and functions of the President.

(3) General Secretary

- (a) The General Secretary shall record and maintain all the proceedings and functions of the Union.
- (b) He/she shall be responsible for all the official correspondence of the Union.
- (c) He/she shall send a summoning letter for all the general body and emergency meetings on the advice of the President.
- (d) He/she, in the absence of the President and Vice President, shall assume the responsibilities and functions as the head of the Union.
- (e) He/she shall supervise and coordinate the functioning of the other Secretaries.

(4) Assistant General Secretary

- (a) The Assistant General Secretary shall assist the General Secretary in carrying out his/her duties and responsibilities.
- (b) In the absence of the General Secretary, the Assistant General Secretary shall assume and discharge all the powers and functions of the General Secretary

(5) Finance Secretary

- (a) The Finance Secretary shall work with the President to ensure the Union's fiscal responsibilities.
- (b) He/she shall be responsible for collecting the various fees.
- (c) He/she shall be responsible for creating and managing the Union budget.
- (d) He/she shall find ways and means in consultation with the Office Bearers for the promotion of the Union funds.
- (e) He/she shall keep accounts of all the expenditures and income which shall be open to inspection by the Executive Committee.
- (f) He/she shall be one of the drawing and disbursing officials of the Union treasury.
- (g) He/she shall prepare a yearly financial report of the Union.
- (h) He/she shall report or produce a record when required on the financial status.

(6) Assistant Finance Secretary

(a) The Assistant Finance Secretary shall assist the Finance Secretary in carrying out his/her duties and responsibilities.

(b) In the absence of the Finance Secretary, the Assistant Finance Secretary shall assume and discharge all the powers and functions of the Finance Secretary

(3) Cultural and Literary Secretary

(a) The Cultural Secretary will be responsible to organise and promote cultural activities keeping in view the traditional and cultural heritage.

(b) He/she shall select teams and assist them to participate in all the functions called for.

(c) He/she shall encourage members to establish a community awareness about the importance of one's culture and tradition.

(8) Assistant Cultural and Literary Secretary

(a) The Assistant Cultural Literary Secretary shall assist the Cultural and Literary Secretary in carrying out his/her duties and responsibilities.

(b) In the absence of the Cultural and Literary Secretary, the Assistant Cultural Literary Secretary shall assume and discharge all the powers and functions of the Cultural Literary Secretary.

(9) Games and Sports Secretary

(a) Games and Sports Secretary shall look into and take responsibility for the upliftment of the members in the field of games and sports.

(b) He/she will organise annual games and sports meets and find out ways and means to cherish and nourish the sports talents of the Union members.

(10) Assistant Games and Sports Secretary

(a) The Assistant Games and Sports Secretary shall assist the Games and Sports Secretary in carrying out his/her duties and responsibilities.

(b) In the absence of the Games and Sports Secretary, the Assistant Games and Sports Secretary shall assume and discharge all the powers and functions of the Games and Sports Secretary

(11) Treasurer

- (a) The Treasurer shall keep all the treasury of the Union.
- (b) He/she shall keep all the stocks and stationaries of the Union.
- (c) All the meetings will be held at the residence of the Treasurer.

6. Tribal Representatives

- (a) There shall be one Tribal Representative from each Tribe.
- (b) He/she shall be chosen by the respective tribes.
- (c) He/she shall represent the tribe at all the meetings as and when necessary.
- (d) He/she shall be responsible for giving wide coverage of the Union activities and also raising problems faced by his/her tribe.
- (e) He/she shall be responsible for adequately publicising all the events and activities of the Union to his/her tribe.

Part 5

COMMITTEES

7. Advisory Board

- (1) There shall be an Advisory Board comprising a minimum of three and a maximum of seven members.
- (2) The Advisory Board will advise, guide and supervise the smooth functioning of the Union.

8. Executive Committee

- (1) There shall be an Executive Committee comprising a minimum of five (5) members and a maximum of nine (9) members.
- (2) The Executive Committee shall be appointed by the Union Officers, Officials and Tribal Representative.
- (3) The Executive Committee shall be appointed from within the members of Ex-Officials and Elders of every tribe.

8-A Powers and Functions of the Executive Committee

- (1) The Executive committee shall execute all the matters resolved by the general body.
- (2) The executive committee shall have the power to impeach any of the Union Officials if found misconducting or working against the principles of this Constitution.
- (3) The Executive Committee in consultation with Officials shall appoint a special committee (s) as and when necessary.
- (4) The Executive committee will appoint a sessional President or Secretary if both the President and General Secretary are absent.
- (5) The Executive Committee shall appoint an eligible member as an acting official before the election is held within the stipulated time as per the provision of the constitution for the respective post if any post is vacant before the completion of the tenure.
- (6) The selection of an Executive Committee consisting of a minimum of five (5) or a maximum of nine (9) members shall be selected by the Union Officials and Tribal Representatives in consultation with the Advisory Board.
- (7) The Executive Committee shall be headed by the Chairman/Chairwoman.
- (8) The Executive Committee shall be the alternate decision-making body in any matters concerning the functioning of the Union when any decision is not concluded within the capacity of the Office Bearers and Officials.
- (9) The Executive Committee shall exercise its powers in strict compliance with the Constitution.
- (10) The Executive Committee shall guide in executing the policies of the Union.
- (11) The Executive Committee shall have the power to initiate the impeachment process of any Union's Office Bearers and Official if found misconducting or working against the principles of the Constitution.
- (12) In the absence of all the Office Bearers the Executive Committee shall nominate any Official for the functioning of the Union.

8-B. Sub-Committees

(1) The Office Bearers, Officials in consultation with the Executive Committee and Advisory Board shall have the power to constitute any permanent or temporary committee as and when the need arises.

PART 6

MODE OF OCCUPYING THE OFFICE

9. Election

(1) Criteria for contesting election

- (a) One must be a bonafide member of the Union.
- (b) One must commit oneself to the responsibilities of the position for which they are running.
- (c) He/she should have experience in social services, leadership and all the more a clean public image.

(2) Term of the Office

- (a) The Office Bearers, Officials, Tribal Representatives, Executive Committee Members and Advisory Board Members shall hold the Office for a period of two (2) years.
- (b) No Office Bearers, Officials, Tribal Representatives, Executive Committee members and Advisory Board members shall be re-elected for the same post.
- (c) The tenure of Office Bearers, Officials, Tribal Representatives, Executive Committee Members and Advisory Board Members may be extended up to one year if the Union requires his/her service. However, there shall be a new appointment after the extended time of one year is over.
- (d) The Office Bearers, Officials, Tribal Representatives, Executive Committee Members and Advisory Board Members shall continue to hold office till his/her successor takes over the office.

(3) Regulations

- (a) Rules governing the conduct of elections are to be made by the Union Executive Committee and Advisory Board.
- (b) These rules shall not be amended after opening the nominations for an election nor shall be valid if they contradict any part of the Constitution.

(4) Mode of election

- (a) If there is more than one candidate in any of the posts, polling will take place.
- (b) The mode of election will be by secret ballot.
- (c) Every bonafide member of the Union has the right to exercise the franchise.
- (d) In the case of any post falling vacant due to various reasons, the election will be held within a period of one month from the date of vacancy by the executive committee.

(5) Election Commission

- (a) There shall be an Election Commission for the smooth functioning of the election process.
- (b) The Election Commission shall comprise of minimum 5 members and a maximum of 9 members.

(6) Returning Officer

- (a) The President shall be the Returning Officer during the elections.
- (b) He/she shall be responsible for the good organisation and good conduct of the Union election.
- (c) He/she shall arbitrate upon all disputes that may arise during the period of the Union election.

PART 7

DECORUM OF THE HOUSE IN SESSION

10. Quorum

- (a) All the meetings shall be conducted with 2/3 majority of the officials or members.

- (i) Simple majority of Officials shall form the requisite quorum in all official meetings.
- (ii) The General Meeting of the Union shall have required quorum upon 2/3 majority

11. Code of conduct

All the members must:

- (a) Adhere to the Constitution, rules, regulations and guidelines of the Union in all gatherings and meetings.
- (b) Not engage in any activity or behaviour likely to bring the Union into dispute or shame.
- (c) Behave rationally with the utmost decency and the use of abusive language while the house is in session shall be subject to disciplinary action.
- (d) Conduct themselves in a manner of mutual respect and understanding for all members.
- (e) Refrain from participating in any anti-social activities and respect the rights, dignity and value of others.
- (f) Actively participate throughout the proceeding during any meeting or gathering.

Part 8

RELATIONSHIP

12. Public relations and networking

(1) ENSUB may, from time to time, organise outreach programmes to improve the connectivity with other like-minded Associations in Bengaluru and Civil Society Organisations of various States.

(a) Such event (s) under (1) may be in the form of a combined Cultural or Literary Exchange Programme etc.

13. By-laws

(1) Any individual from the districts of Eastern Nagaland staying in the city for one month but does not report his/her presence and failing to register their names into the Union will result in handling their own hardship by themselves without troubling the Union.

(2) Complaints and disciplinary procedures

(a) Any member indulging in unhealthy practices and leading an irresponsible life that degrades oneself and the Union shall be dealt with as follows:

(i) First, the matter shall be investigated by the Tribal Representatives.

(ii) If a person is found guilty, the Union shall warn the individual.

(iii) If a person is still defiant then the Union shall forward the case to Executive Committee and impose the appropriate penalty.

(iv) No responsibilities shall be taken up by the Union for repeated defaulters.

(3) ENSUB shall be the apex body of the Eastern Nagaland Community in Bengaluru functioning for the welfare of both students and working people.

(4) Though the Constitution was put into a written format in the year 2007 it was observed in spirit from the year of its inception the year 2004.

(5) Office Bearers and Officials may make regulations as and when necessary for the general welfare of the Union.

(6) Any member who fails to maintain the confidential information of ENSUB shall face serious consequences which may lead to his/her expulsion from the Union permanently.

(7) There shall be no other Students' Body of Eastern Nagas in Bengaluru to be apex or parallel to ENSUB.

(8) The Constitution shall apply to all the registered members of the Union.

(9) In case of any differences of opinion in the interpretation of the provisions of the Constitution, the Union shall reach out to the members of the Constitution Drafting Committee.

PART 9

RATIFICATION OF THE CONSTITUTION

14. Amendments

(1) No amendment shall be brought into the Constitution before five years of its previous amendment.

(2) A proposal for any amendment of the Constitution can be brought into the General Body Meeting by two or more members-only through a written petition and such proposal shall be effective upon the consent of Two Third (2/3) majority of the general body of the Union present and voting.

(4) The Office shall coordinate with the Constitution Drafting Committee for any assistance or advice in relation to any changes or amendments to be taken up in the provision of the Constitution.

(5) Any amendment shall be effective only after thorough deliberations and debate by the Office Bearers, Officials, Executive Committee and Advisor Board upon Two Third (2/3) majority present and voting.

(6) A Constitution Amendment Committee shall be set up by the Office Bearers, Officials, Executive Committee and Advisory Board through a joint meeting whenever the amendment of the Constitution is endorsed.

(a) The Constitution Amendment Committee shall consist of One Chairperson and One Secretary along with a minimum of seven (7) and a maximum of nine (9) other members.

(b) There shall be at least three (3) women as a member of the Constitution Amendment Committee.

(c) There shall be one (1) Office Bearer, one (1) Official, one (1) Executive Committee Member and one (1) Advisory Board Member as a member of the Constitution Amendment Committee

Part 10

OFFICE OF THE UNION

15. Oath of allegiance

(1) The Executive Committee Chairman shall administer an oath of allegiance for the Office Bearers, Officials and Tribal Representatives.

(2) The President shall administer an oath of allegiance to the Executive Committee Members and Advisory Board Members.

16. Official language

(1) Nagamese and English shall be the official language of the Union for all mediums of communication

17. Disqualification, Impeachment and Expulsion

(1) A convict in any legal court shall be automatically expelled from the membership of the Union.

(2) Any Office Bearer or Official of the Union shall, for the violation of the provisions of the Constitution, be subject to impeachment from Office by Two Third (2/3) majority of the Office Bearers, Officials, Tribal Representatives, Executives and Advisors present and voting.

(3) Any member violating the Constitution, Rules, Regulations and Guidelines of the ENSUB shall be punishable by the Executive Committee and Advisory Board.

(4) Any member who fails to attend the General Body Meeting for two consecutive years shall be disqualified from the membership of the Union and his/her reacceptance shall depend upon the gravity of the case.

(5) Any Office Bearer or Official who is not accountable to his/her post and doesn't perform well shall be subject to impeachment.

(6) Any Office Bearer or Official who fails to attend three meetings consecutively without a proper leave letter or genuine grievances the House shall have the power to initiate the impeachment process.

(18) Resignation

(1) All the resignation letters must be addressed to the President of the Union

(2) The President shall address his/her resignation to the Executive Committee Chairman.

(3) Any Office Bearers or Officials who intend to vacate the Office after the completion of the tenure shall write a resignation letter one month before the end of the tenure.

(4) No resignation shall be entertained if it is communicated in a verbal mode.

(5) The Office of the Union shall not entertain any resignation without a genuine reason till his/her tenure is over.