



# **STUDENTS' UNION CONSTITUTION**

## **BITS-PILANI, HYDERABAD CAMPUS**

(2017 edition)



# PREAMBLE

“We, the students of BITS, Pilani - Hyderabad Campus, believing in the need of an immaculate student government, do hereby promulgate and adopt this constitution as a guiding force for the Students’ Union, that shall embody the ideals and principles of democracy. We solemnly resolve to - protect the rights of the student community by all fair means available to us, endeavour to impart a sense of fair-play and security among the students, promote all activities relating to academic awareness, cultural affluence, physical welfare and general welfare; develop the Institute into a centre of technological excellence and to uphold and promote the core values of integrity, righteousness and liberty.”



## **SECTION I: MEMBERSHIP OF THE STUDENTS' UNION**

1. All regular students of BITS, Pilani - Hyderabad Campus, excluding Ph.D., Higher Degree (Collaboration) and M. Phil students are *ipso facto* members of the Students' Union, hereafter addressed simply as the Union.
2. All the members of the Union constitute the General Body.
3. There shall be an annual membership fee shall be, as mentioned in the fee structure decided by the administration. All the members of the Union shall pay this fee.
4. The Students' Union Council, hereafter addressed simply as the Council, may propose any other amount to be charged, from time to time. The proposal for another amount shall have to be ratified by at least two-thirds of the Union.

## **SECTION II: SUPREMACY OF THE UNION**

1. The Union members have the right to direct their queries to their elected representatives - the Council.
2. Any motion initiated by at least one-third of the Union and passed by at least two-thirds of the Union shall be binding upon the Council and the Union's organs.

## **SECTION III: THE STUDENTS' UNION COUNCIL**

1. The Students' Union Council shall comprise of:
  - a. The President
  - b. The General Secretary
  - c. Cultural Secretary (Boys)
  - d. Cultural Secretary (Girls)
  - e. Sports Secretary (Boys)
  - f. Sports Secretary (Girls)
  - g. Hostel Representative (one for each hostel)
  - h. One ex-officio member
2. The Council shall be the supreme governing body of the Union. All decisions of the Council shall be binding upon all its organs.
3. All matters of the Union shall be administered by the Council or by any other body appointed by the Council for the purpose. However, this shall be in accordance with all the other clauses mentioned in the Students' Union Constitution, hereafter addressed simply as the Constitution, and the Procedure Manual in this regard.
4. The outgoing Council shall nominate one person from among themselves to serve as the ex-officio member. The ex-officio member must be on campus during his tenure (which can range from 1 semester to 2 semesters). Different ex-officio members may be nominated for each semester. The ex-officio shall not have any voting rights.

5. The quorum at a meeting of the Council shall be at least three-fourths of the elected members.
6. In every meeting of the Council, every elected member shall have only one vote in every issue taken up for voting. In case of a tie, the President shall have a casting (or second) vote.
7. Any elected Council member can convene a Council meeting when the situation so warrants. Such a meeting can be adjourned or postponed only by a simple majority of the elected Council present.
8. No student can hold two posts in the Council or any of the Union's organs.

#### **SECTION IV: FUNCTIONS AND POWERS OF STUDENTS' UNION**

##### **COUNCIL MEMBERS**

1. The members of the Students' Union Council shall have the right to introduce any matter related to student interest at the meetings of the Council for discussion and voting.
2. In the event of a necessity, they shall represent the Union, wherever deputized.
3. The Council shall call for a GBM and submit a midterm report every semester regarding activities (fests, Shangri-La, RIXA, Renaissance, etc.) undertaken by them in accordance with their manifestos. This activity shall be monitored by EC.

##### ***(a) President***

1. The President shall be the Head of the Union and the Council.
2. He/she shall preside over all the meetings of these bodies when present.
3. He/she shall have the power to speak on behalf of the Union with any authority without prior consultation with other members of the Council; urgency is warranted by the circumstances. However, the results of such meetings shall have to be ratified by at least two-thirds of the Council members present within one week.
4. He/she shall be signing authority for all financial matters and statements of the Union coming under FT1 and FT3 categories and will be held responsible for the same.
5. He/she may fix an amount to be charged from the members of the Union for any activity organized by the Council with the approval of the Associate Dean, Student Welfare Division (SWD) and the same shall have to be ratified by at least two-thirds of the Council. The Union must be informed about this decision within 24 hours. The Union reserves the right to propose a motion against this deduction within a week of the decision's notice being made public. The motion must be initiated by one-third of the Union and passed by two-thirds of the Union.
6. In the event of a no-confidence motion being initiated against the President, all the financial statements and bills under his purview shall be signed by both the President and the General Secretary till the time of the declaration of result of the voting of the aforesaid motion.
7. In the absence of the President, the General Secretary will perform all his duties.

***(b) General Secretary***

1. The General Secretary shall be responsible for all meetings of the Council, keeping minutes of the same and publishing them within 2 working days of the adjournment of the meeting.
2. He/she shall have the power to adjourn or postpone meetings of the Union, summoned by him/her.
3. He/she shall be responsible for the student representation at seminars and cultural festivals at BITS, Pilani University and outside, once the Council has approved such participation.
4. He/she shall be responsible for maintaining an inventory of all property owned by the Union's organs.
5. In the event of a no-confidence motion being initiated against the General Secretary, all the financial statements and bills under his purview shall be signed by both the President and the General Secretary till the time of the declaration of result of the voting aforesaid motion.
6. He/she shall convene at least two General Body Meetings, hereafter addressed simply as GBMs, every semester which shall amount to a review of the working of the Council over the semester.
7. He/she shall convene at least four Union Council meetings every semester. This period shall exclude semester breaks.
8. In the absence of the General Secretary, the President shall perform all his duties.

***(c) Cultural Secretaries***

1. The Cultural Secretaries shall be responsible for organizing any intra-college cultural fest.
2. They can organize any cultural event within the college, in coordination with the Hostel Representatives, provided the events aren't related to inter-college fests.
3. They may initiate/organize cultural exchange programmes with other colleges/institutions/organizations provided the programmes are not related to inter-college fests.
4. The financial transactions for the aforementioned activities shall fall under the FT3 category.
5. They shall preside over all meets of the Cultural Senate.
6. They shall also perform all the other duties laid down for them in the Procedure Manual.

***(d) Sports Secretaries***

1. The Sports Secretaries shall be responsible for organizing any intra-college sports fest.
2. They can organize any sports event within the college, in coordination with the Hostel Representatives, provided the events aren't related to inter-college fests.
3. They may initiate/organize sports exchange programmes with other

colleges/institutions/organizations provided the programmes are not related to inter-college fests.

4. The financial transactions for the aforementioned activities shall fall under the FT3 category.
5. They are responsible for the maintenance of an inventory of all the sports equipment and facilities.
6. They, in consultation with the Sports Council, may recommend infrastructure or sporting equipment to be procured for any of the sports.
7. They shall preside over all meets of the Sports Senate.
8. They shall also perform all the other duties laid down for them in the Procedure Manual.

***(e) Hostel Representatives***

1. The Hostel Representatives shall monitor the process of inventory maintenance in their allotted group and shall report any discrepancy to the Council and the Corroboration and Review Committee (CRC), failing which they shall be answerable.
2. The Hostel Representatives shall display the list of orders placed for souvenirs and the list of all students billed for any merchandise in their respective electorate, after acquiring the same from the concerned party.
3. They may recommend infrastructure or equipment to be procured for their hostels to the President.
4. Any informal competitions/events that happen in the hostels shall be supervised by the respective Hostel Representative, in consultation with the General Secretary.
5. They shall have to call for a meet of the students living in their respective hostels at least once every semester to address the relevant concerns and grievances of the students. The minutes of this meet must be released within two working days.
6. The Hostel Representatives shall act in advisory role to the Cultural Secretaries and Sports Secretaries when organizing inter-Bhavan competitions like Renaissance and RIXA.
7. They shall also perform all the other duties laid down for them in the Procedure Manual.

**SECTION V: STUDENTS' MESS COUNCIL**

1. The Students' Mess Council, hereafter addressed simply as the SMC, shall constitute of a maximum of five members. One out of the five positions shall be reserved for a female representative.
2. The members shall be elected by the Union. These elections will be monitored by the EC.
3. The SMC shall serve as the communication channel between the mess caterers and the Union.
4. They shall be responsible for addressing concerns regarding all mess affairs.
5. They may submit recommendations to the Associate Dean, SWD with reference to



penalisation of the mess caterers in case of violation(s) with respect to the contract signed between the mess caterers and BITS - Pilani, Hyderabad Campus.

## **SECTION VI: FINANCIAL TRANSACTIONS**

The financial transactions of the Council shall be classified under three categories as follows:

FT1 category: Transactions of all the departments and clubs functioning during the college fests (inter-college fests).

FT2 category: Transactions of all the clubs functioning for all activities other than the college fests.

FT3 category: Transactions other than those specified in FT1 and FT2 categories (intra-college activities).

1. The President shall be solely responsible for all financial matters and statements pertaining to FT1 category and FT3 category. The President reserves the right to assign work pertaining to financial matters under these categories to the heads of organs of the Union, if he/she wishes to. The CRC must be intimated about the same. The person nominated by the President shall be answerable to the CRC for the funds he/she is managing.
2. The General Secretary shall be solely responsible for all financial matters and statements pertaining to FT2 category.

## **SECTION VII: DECISIONS REGARDING FINANCIAL TRANSACTIONS**

### **(a) Budgets:**

1. In budgets, there are two propositions: Major and Minor. Major propositions include presenting the budget of the following fests: ATMOS, Arena, Verba Maximus and Pearl. Minor budget propositions include presenting the budget for any other Council organised activity on campus other than the aforementioned.
2. Major budget propositions must be presented to the CRC at least two working days before presentation to the Union. The budget can be presented to the Union in a GBM only after the budget has been ratified by the CRC. Fest budgets must be presented to the Union at least thirty days before the fest. At least three different provisional budgets must be presented considering three different scenarios. Any losses/profits incurred during the previous fest must be considered in the budget for the next fest. Losses incurred will be subtracted from the SU funds. This entire process shall be monitored by CRC and the SU must close at least the expenditure part of the fest within a month from the end of fest. The Major propositions must be ratified by a simple majority of the Union to come into effect.
3. Minor budget propositions must be presented to the CRC. The CRC reserves the right to suggest changes in the budget or reject the proposal.

***(b) Advance Requisition Forms/MoUs/Bills:***

1. A committee comprising of the President and the General Secretary shall be formed to approve all deals above Rs. 1, 00, 000. A concerned member of the FOB may be added to this committee, if need be. Any MoU worth more than Rs. 1, 00, 000 shall bear the signatures of all the members of this committee.
2. The Advance Requisition Forms/MOUs/bills shall be taken up by the CRC for discussion within one week of submission.
3. The CRC reserves the right to issue directives to the Council & the Union's organs with regards to the procedure for submission of the aforementioned.

**SECTION VIII: CORROBORATION AND REVIEW COMMITTEE**

1. The CRC shall comprise of six members of the Union.
2. The Associate Dean, SWD shall act as the Faculty Advisor for the CRC.
3. The CRC currently in office shall appoint one member of the vacating office who is in college as its ex-officio member. This member shall act in an advisory capacity.
4. The CRC shall be an independent, self-sustaining body answerable to the Union. In the event of a vacancy/vacancies in the CRC, the CRC in office shall nominate a person(s) to the same. The newly nominated person(s) shall assume office one day after the notice regarding the same is displayed to the Union.
5. The ex-members/members of the CRC shall not be eligible to contest/hold any post in the Council or any of the Union's organs at any point during their stay in college.
6. The CRC shall bring to the notice of the Union, information regarding matters of the Council and the Union's organs and call for a General Body Meeting as and when it feels the need for it.
7. The CRC has the right to enquire any member of the Council or the Union's organs regarding their functioning. The concerned person(s) is bound to answer the queries of the CRC.
8. The CRC has the right to enjoin any member of the Council or the Union's organs to maintain records or proofs of financial transactions in any form (ledgers, counterfoils, invoice statements, credit memos, etc.). These records/proofs must be produced before the CRC on demand. Gratuitous failure to maintain/produce such records/proofs shall be considered a flagrant violation of the Constitution.
9. The CRC shall bring to the notice of the Union any violations in the Procedure Manual. They shall enforce the laid down course of action in case of flagrant violations.
10. The CRC has the right to deputize persons (CRC Representatives) for the purpose of checking financial transactions, conducting enquiries, etc. The concerned person(s) must cooperate with the CRC Representatives in this regard.
11. The CRC shall be audited once a year in the month of April by the Election Commission

- (EC).
12. The CRC reserves the right to to issue directives to the Council & the Union's organs with regards to the procedure for all financial transactions. Failure to abide by the directives shall be considered a violation of the constitution.
  13. In case of any discrepancies discovered in the financial records, appropriate action shall be initiated by the CRC, in consultation with Associate Dean, SWD against the person/body responsible. Any grievances regarding financial records can be submitted to CRC by any member of the Union.
  14. Any complaints regarding any member of the EC shall be handled by the CRC.

### **SECTION IX: ELECTION COMMISSION**

1. The Election Commission shall comprise of six members of the Union.
2. A faculty member, chosen by the EC shall act as the Faculty Advisor for the EC.
3. The EC currently in office shall appoint one member of the vacating office who is in college as its ex-officio member. This member shall act in an advisory capacity.
4. The Election Commission shall be an independent, self-sustaining body answerable to the Union. In the event of a vacancy/vacancies in the EC, the EC in office shall nominate a person(s) to the same. The newly nominated person(s) shall assume office one day after the notice regarding the same is displayed to the Union.
5. It shall be responsible for conducting free and fair elections and all other activities delegated to it constitutionally. Any complaint or grievance during the election process for any post in the Council or any of the Union's organs must be made to the EC.
6. The members/ex-members of the EC shall not be eligible to contest/hold any post in the Council, any of the Union's organs or in any body whose elections are being conducted/supervised by the EC at any point during their stay in college.
7. The EC shall bring to the notice of the Union, information regarding matters of the Council and the Union's organs and call for a GBM as and when it feels the need for it.
8. The EC has the right to enquire any member of the Council or the Union's organs regarding their functioning. The concerned person(s) is bound to answer the queries of the EC.
9. For any voting procedure mentioned in the Constitution to be deemed valid, a member of the EC must be present to conduct the vote.
10. In case of any dispute over the interpretation of the Constitution or any of its adjuncts, the EC shall judge the case. Any decision taken by the EC in this regard shall be final and binding on the Council and the Union's organs.
11. Any complaints regarding any member of the CRC shall be handled by the EC.

### **SECTION X: GENERAL ELECTIONS**

1. The EC shall call for nominations to the posts of President, General Secretary, Cultural Secretaries, Sports Secretaries, Hostel Representatives, Higher Degree Representative and member of the Students' Mess Council. The EC shall conduct elections for the above posts but not within one week of the receipt of nominations.
2. No candidate can contest for more than one post in the General Elections.
3. A student declared elected in the General Elections, cannot hold any other posts in any of the Union's organs.
4. Candidates declared elected in the General Elections shall assume office from the day they take their oath which shall be administered at the beginning of the academic year of their tenure and shall continue to hold the same till the end of the academic year.
5. The members of the Council shall cease to hold their respective offices if
  - (a) A no-confidence motion is passed against them
  - (b) As and when they fail to fulfill any of the eligibility criteria as mentioned in the relevant clause(s) of this section
  - (c) If they have been found guilty of an offense by the Disciplinary Committee or the Examination Cell.
6. The President and the General Secretary shall be elected by single plurality of votes cast through secret ballot by the members of the Union present and voting.
7. The Cultural Secretary (Boys) and Sports Secretary (Boys) shall be elected by the male Union members. The Cultural Secretary (Girls) and Sports Secretary (Girls) shall be elected by the female Union members.
8. The Hostel Representatives shall be elected by single plurality of votes in their respective electorates.
9. The President, the General Secretary, the Cultural Secretaries and the Sports Secretaries must be a third or fourth year student of any of the various academic programmes of the institute during his tenure provided:
  - (a) He/she is a member of the Union
  - (b) He/she will be on campus for both the semesters covering his/her normal tenure in office.
  - (c) He/she has a minimum **CGPA of 4.5** at the time of contesting.
10. The Higher Degree Representative must be a student pursuing his/her Masters or Ph. D. degree in any of the various academic programmes of the institute during his/her tenure. He/she will have to bring to the notice of the Council, all matters concerning the Higher Degree students.
11. The Hostel Representative shall be elected by the bonafide members of the Union residing in that particular hostel from among themselves by single plurality of votes. Each member of the electorate shall be entitled to a single non-transferable vote cast in secret ballot. He/she can be a student of any year.
12. A member of the SMC can be a student of any year other than the first year. However, the candidate must be present on campus during both the semesters.
13. Students not registered on campus shall not have any voting rights.
14. In the event of a vacancy in the Union Council, somebody from the Union will be nominated to that position by the President with approval of the EC.
15. A student who has been found guilty under for any offence by the Disciplinary Committee or the Examination Cell, is not eligible to contest for a post in the Council, the

SMC or any of the Union's organs for a year from the date the aforesaid punishment is given.

## **SECTION XI: CLUBS**

1. This section covers only those clubs that are financed either wholly or partly by the Union.
2. A new club can be created and a current club can be dissolved if a motion proposing the same is passed by two-thirds of the Council.
3. The Union Council may increase the range of activities/alter the name of any club.
4. The affairs of a club shall be administered by the Secretary, Joint Secretary/Joint Secretaries and Treasurers of the club.
5. The election procedure for all the clubs shall be decided by the EC.
6. In the event of a vacancy administered by the Secretary, the Joint Secretary shall act as Secretary until the new Secretary assumes office.
7. In the event of the Secretary being unable to discharge his duties for a temporary period, the Joint Secretary shall assume his powers/responsibilities for the period.
8. Membership of the clubs will be restricted to the members of the Union, and shall be granted to members of the Union fulfilling the criteria detailed in the clubs' constitution. The member of any club shall cease to be a member when he ceases to be a member of the Union.
9. The proper conduct of all elections for club positions shall be supervised, directed and controlled by the EC.
10. The nominations to the post of the Secretary/Joint Secretary/Treasurer shall be called for by the EC.
11. The EC shall ensure that this election process is completed within seven days and not within three days of the last date for filing nomination.
12. The club heads must submit a list of all the members at the start of the semester and whenever demanded by the EC and that list will be used in case of elections as the electoral roll. Any changes to it will be done only when the next club's inductions are held.
13. Activities of a club shall remain suspended until the new council assumes office/if none of the posts of the club are filled by the election process.
14. The EC shall call for fresh nominations to all posts of clubs lying vacant when he assumes office.
15. In the event of no nominations being received for some post of a club, the General Secretary shall nominate a suitable person to the post after consulting the club members and the elected Office Bearers. The nomination must be approved by the EC.
16. In the event of any post of a club falling vacant, the EC shall call for nominations to the same within one week of the post falling vacant; and shall ensure that the election process is completed within one week of the call for nominations.
17. At all these elections/by elections only members who are a part of the club at the time of voting shall be able to contest the post.

18. The Secretary of a club shall present budgetary proposals for his club for the semester/academic year within two weeks of assuming office.
19. The Secretary of a club shall present reports of the activities of the club at least once a semester to the General Secretary.
20. Copies of the list of members of a club shall also be displayed by the Secretary in public at least one month before the end of the academic year.
21. Any appointment made or terminated by the Secretary shall be communicated in writing to the General Secretary and the EC within 24 hours of the same.
22. The Secretary/Joint Secretary/Treasurer can be removed from office by an impeachment process which requires the motion for impeachment to be passed by two-thirds of the club members present and voting. All the members present in the club at the time of the impeachment process shall get a vote. The quorum for the voting for impeachment shall be decided by the EC. The grounds for removal must be approved by the EC.
22. The clubs recognized by the Students' Union Council are as follows:
  - Dance Club
  - Designers Anonymous (Design Club)
  - Dramatics Club
  - English Language Activities' Society
  - Hindi Tarang (Hindi Language Activities' Club)
  - Journal Club
  - Movie Club
  - Music Club
  - Photog Club
  - Quiz Club
  - Shades (Arts Club)
  - VFX Club (Video Effects and Editing Club)

## **SECTION XII: BUDGET FOR STUDENT UNION CLUBS**

1. All clubs under the Students' Union will be required to submit a budget proposal for the year.
2. At the start of every Semester the clubs shall submit the objectives of the club for the current Semester and descriptions of the activities planned by it.
3. The clubs shall submit a report to General Secretary of the work done by them in the Semester at the time of bill clearance clearly stating the amount spent on each activity. There shall be a review meeting for the same.
4. The bills will be cleared based on the club meeting the objectives stated at the start of the semester through the activities done by it.

## **SECTION XIII: FUNDING FOR NON SU CLUBS**

A. Funding for activities during festivals

1. In case a non Student Union Club wants funding/prize money for their activities during the fests, from the Student Union they shall approach the President at the time of budget meeting for the Departments/Clubs working for the fest.
2. The clubs shall submit a proposal stating the amount of money required by them and the purpose for which they require it.
3. They shall be allocated money following the same procedure as
- 4.
5. laid down for other SU clubs/departments and shall be required to submit their bills for clearance.
6. The non SU clubs shall allow their finances to be scrutinized by CRC for allocation of funds and bill clearance.

**B. Funding for activities during the academic year excluding fests**

1. The non SU club shall approach the General Secretary at the time of annual budget meeting for SU clubs for funding any activity during the academic year.
2. The clubs shall submit a proposal stating the amount of money required by them and the purpose for which they require it.
3. They shall be allocated money following the same procedure as laid down for other SU clubs and shall be required to submit their bills for clearance.
4. The non SU clubs shall allow their finances to be scrutinized by CRC for allocation of funds and bill clearance.

**SECTION XIV: PROCEDURE FOR A NEW CLUB TO COME UNDER STUDENTS' UNION**

In case a club after its formation wishes to come under the Students' Union it shall follow the following procedure:

1. A representative of the club shall approach the Election Commission with a written statement to come under the Students' Union.
2. The representative shall present the charter of the club to the Election Commission along with the financial statements of the activities undertaken by it in the preceding year.
3. The club shall also submit a document stating its uniqueness to BITS and the objectives of the club.
4. The Election Commission, after required scrutiny, may/may not forward the charter to the Students' Union Council.
5. The club shall be considered inducted to the Students' Union if
  - a. Two-thirds of the Council votes in its favor and
  - b. Two-thirds of the Cultural Senate votes in its favour.
6. The General Secretary shall put up a notice regarding the new club within 48 hours of its induction.
7. The elections to the post of Secretary, Joint Secretary and Treasurer of the new club shall be called by the EC within a week of its induction to the Union.

## **SECTION XV: TECHNICAL SECRETARY**

1. The Technical Secretary shall be responsible for organizing any intra-college technical fest.
2. He/she can organize any technical event within the college, in coordination with the heads of Technical Associations, Technical Clubs and the Council, provided the events are not related to inter-college fests.
3. He/she may initiate/organize technical exchange programmes with other colleges/institutions/organizations provided the programmes are not related to inter-college fests.
4. The financial transactions for the aforementioned activities shall fall under the FT3 category.
5. He/she shall preside over all meets of the Technical Senate.
6. The outgoing Technical Secretary shall call for nominations for the post of Technical Secretary. From the received nominations, he shall shortlist eligible candidates. From the shortlisted candidates, the next Technical Secretary shall be selected by a Council comprising of the outgoing President, the outgoing General Secretary and the outgoing Technical Secretary. Each member of the Council shall get one vote. One member from the Election Commission shall be present during the procedure to ensure a fair selection.

## **SECTION XVI: THE TECHNICAL SENATE**

1. The Technical Senate shall be responsible for all technical events and workshops conducted during ATMOS.
2. In addition to ATMOS, the Technical Senate shall also conduct other technical events and workshops throughout the year to promote technical culture of the campus.
3. The Technical Senate shall comprise of the Technical Secretary and one representative from each of the Technical Associations, the Technical Clubs and the Technical Societies on campus. The Senate shall be headed by the Technical Secretary.
4. In addition to the above, one representative from any other organization/body conducting techno-management activities may be added to the Technical Senate by the Technical Secretary. In such cases, the respective details for the degree and extent of collaboration with ATMOS will be decided by the Technical Secretary and the President.
5. The Technical Associations part of the Technical Senate are as follows:
  - Alchemy (Chemistry Association)
  - Association of Chemical Engineers
  - Axiom (Mathematics Association)
  - Civil Engineering Association



- Computer Science Association
  - Economics Association
  - Mechanical and Manufacturing Engineering Association
  - Panacea ( Pharmacy Association)
  - PHoEnix (EEE, ECE and ENI Association)
  - Spectra (Physics Association)
  - Synapsis (Biology Association)
6. The Technical Clubs part of the Technical Senate are as follows:
- Ad Astra (Astronomy Club)
  - Automation and Robotics Club
  - Bulls and Bears Club (Finance Club)
  - CRUx (Coding Club)

### **SECTION XVII: THE CULTURAL SENATE**

1. The Cultural Senate shall be responsible for all cultural events and workshops conducted during Pearl.
2. In addition to Pearl, the Cultural Senate shall also conduct other cultural events and workshops throughout the year to promote cultural culture of the campus.
3. The Cultural Senate shall comprise of the Cultural Secretaries, one representative from each of the cultural clubs on campus and one representative from each of the regional associations on campus. A club or a regional association's representative shall be nominated by that club or regional association's Secretary. The Cultural Senate shall be headed by the Cultural Secretaries.
4. In addition to the above, one representative from any other organization/body conducting cultural activities may be added to the Cultural Senate by the Cultural Secretaries. In such cases, the respective details for the degree and extent of collaboration with Pearl will be decided by the Cultural Secretaries and the President.

### **SECTION XVIII: THE SPORTS SENATE**

1. The Sports Senate shall comprise of the Sports Secretaries and the captains of each sports team on campus. The Sports Senate shall be headed by the Sports Secretaries.
2. The Sports Senate shall be responsible for activities and competitions of various sports teams during Arena.
3. In addition to Arena, the Sports Senate shall also conduct other sports activities

throughout the year to promote sporting culture of the campus.

4. The EC shall call for nominations for Sports Captains at the end of the second semester of the academic year. The outgoing Sports Captain for a particular sports team shall select the next Captain of that team, in consultation with the rest of the team. If the outgoing Captain fails to select a captain within a week, the outgoing Sports Secretaries shall select the new captain, in consultation with the team. The new Captain's term shall begin at the beginning of the academic year.

### **SECTION XIX: REMOVAL FROM OFFICE**

If any of the elected members has been found guilty for any offence by the Disciplinary Committee or the Examination Cell during their term, they shall stand suspended as a result of the action taken by the administration. In other cases,

#### ***(A) Removal of the President/General Secretary***

1. To initiate a no-confidence motion against the President/General Secretary, either one-third majority of the concerned electorate or two-third of the entire elected Council shall have to submit a signed memorandum to this effect to the EC.
2. The above-mentioned referendum shall be constitutionally valid provided that at least two-third of the concerned electorate votes. A constitutionally valid referendum will be deemed to have been passed if at least two-third of the votes polled support the motion.

#### ***(B) Removal of the Hostel Representative/Cultural Secretaries/Sports Secretaries/Higher Degree Representative/Members of the SMC***

1. Initiation of a no-confidence motion against the Hostel Representatives/Cultural Secretaries/Sports Secretaries/Higher Degree Representative/SMC Members can be done by:
  - (i) At least two-third of the entire Council.
  - (ii) At least one-third of the concerned electorate.
2. A signed memorandum to this effect shall be submitted to the EC.
3. The above memorandum referendum shall be constitutionally valid if at least two-third of the concerned electorate votes.
4. A constitutionally valid referendum will be deemed to have been passed if at least two-third of the polled votes supports the motion.

#### ***(C) Removal of Members of the EC/CRC***

1. Initiation of a no-confidence motion against the member(s) of the EC/CRC can be done by at least 80% of the entire Council or one-third of the Union.
2. A signed memorandum to this effect shall be submitted to the EC in case of the

referendum being initiated against the member(s) of the CRC and to the CRC in the case of the referendum being initiated against the member(s) of the EC.

3. The referendum thus initiated shall be constitutionally valid if at least two-third of the Union votes.
4. A constitutionally valid referendum will be deemed to have been passed if at least two-third of the polled votes supports the motion.

## **SECTION XX: ADJUNCTS TO THE CONSTITUTION**

1. Any constitutionally binding instrument other than the Constitution itself ratified by the Union, the Council, the CRC and the EC shall be known as an adjunct to the Constitution.
2. In the case of any conflict between the Constitution and any of its adjuncts, the Constitution shall prevail.
3. For any instrument to be accepted as an adjunct to the Constitution, it must be passed by the Union with a two-thirds majority or must be a functional instrument of any of the Union's organs.
4. The Procedure Manual, all the Union's fests' Charters and all the Clubs' Constitutions shall be considered adjuncts to the Constitution.

## **SECTION XXI: AMENDMENTS TO THE CONSTITUTION**

1. Any amendment to the constitution shall have to be initiated by at least two-thirds of the Council or at least one-third of the Union. A signed memorandum has to be submitted to this effect to the EC.
2. The above mentioned referendum shall be constitutionally valid provided at least a 2/3<sup>rd</sup> majority is obtained among the Union members who vote.
3. The above referendum, if constitutionally valid shall be deemed to have been passed if supported by at least two-thirds of the general body members voting.
4. The EC shall conduct a review of the Constitution every 3 years.
5. The reviewed constitution shall have to be ratified by two-thirds of the Union.

## **SECTION XXII: REFERENDUMS:**

1. A referendum is a general vote by the electorate on a particular proposal which has been referred to them for a direct decision. Any major issue with regard to the Union, the Council or the Union's organs must be subjected to a referendum.

2. Any deduction proposed by the Council from the students' accounts must be passed as a referendum.
3. It must be initiated by at least one-third of the Union or two-thirds of the Council. A signed memorandum to this effect shall have to be submitted to the EC.
4. The aforementioned referendum shall be declared constitutionally valid only if the EC deems it so.
5. The above referendum, if constitutionally valid, shall be deemed to have been passed, if at least two-thirds of the polled votes support the motion.

### **SECTION XXIII: FLAGRANT VIOLATION:**

1. In the event of a flagrant violation being committed, the person responsible for the same shall cease to hold the relevant post(s) assuming the responsibility of which the aforesaid violation was committed.
2. The concerned person shall however resume the responsibility of the post(s), which he ceased to hold due to commitment of the flagrant violation, if a motion of confidence is passed in his favor by at least two-thirds of the concerned electorate with the prior permission of the Associate Dean, SWD. The motion of confidence shall have to be initiated by at least one-third of the concerned electorate. A signed memorandum to this effect shall have to be submitted to the Election Commission within a maximum of three days of removal from office.
3. A flagrant violation includes but is not limited to an act which results in action being taken against the post-holder by the Disciplinary Committee or the Examination Cell.
4. Whether or not an offense is a flagrant violation will be decided by the EC, in consultation with the Associate Dean, SWD and its Faculty Advisor.
5. The CRC reserves the right to issue directives to the Council & the Union's organs with regards to the procedure for all financial transactions. Failure to abide by the directives shall be considered a violation of the constitution.

### **SECTION XXIV: DEPARTMENTS:**

1. A department is an organ of the Council, which shall aid the Council by dealing with a specific area of activity during the preparation of fests.
2. Each Department shall have a Head for each fest during which the Department operates.
3. The body of Departments Heads for ATMOS, Arena and Pearl shall be called CoStAA (Committee of Students for Academic Activities), CoSSAc (Committee of Students' for Sports Activities) and StuCCA (Students' Council for Cultural Activities) respectively.
4. The CoStAA, the CoSSAc and the StuCCA shall be responsible for managing all the activities related to their respective fests, ensuring the smooth functioning of their respective fests and any other activity assigned to them by the Council.
5. The member of a Department who shall head the Department for ATMOS, Arena and

Pearl shall be called CoStAAn (Committee of Students' Academic Activities nominee), CoSSAAn (Committee of Students' for Sports Activities nominee) and StuCCAAn (Students' Council for Cultural Activities nominee) respectively.

6. The Department Heads shall be elected by their respective department's members in an election, moderated by the EC. The quorum for Department Elections shall be two-thirds of the members of that particular department. The election procedure shall be decided by the EC.
7. The list of departments active during ATMOS and Pearl are:
  - Department of Arts and Decoration
  - Department of Controlz
  - Department of Informalz
  - Department of Lights and Sounds (LSD)
  - Department of Photography (DoPy)
  - Department of Publicity and Public Affairs (DePP)
  - Department of Security and Hospitality (DoSH)
  - Department of Sponsorship and Marketing (DoSM)
  - Department of Technical Activities (DoTA)
  - Department of Visual Effects (DoVE)
8. The list of departments active during Arena are:
  - Department of Arts and Decoration
  - Department of Firewallz
  - Department of Informalz
  - Department of Lights and Sounds (LSD)
  - Department of Photography (DoPy)
  - Department of Publicity and Public Affairs (DePP)
  - Department of Sponsorship and Marketing (DoSM)
  - Department of Technical Activities (DoTA)
  - Department of Visual Effects (DoVE)
9. The list of members of each department is to be submitted to the EC immediately after every inductions by the Department Heads. An updated list is also to be submitted to the EC, after each fest. The updated list has to be displayed on notice boards after the fest. Only the members in the final list will be allowed to vote in Department Elections. Experience of working for at least one fest is mandatory for a member to be allowed to vote.
10. Under sufficient grounds of removal, as approved by the EC, any Department Head can be impeached from office by a two-third majority of the department he heads. The quorum for the voting for impeachment shall be two-thirds of the members of that particular department. The voting for the impeachment of the Department Head shall be monitored by the EC. New inductees who have not worked for the department for even one fest cannot participate in the voting.
11. In case of any such removal of a Department Head from office, nominations for that post

should be called for by the EC within three days of the removal and elections for that post are to be held within a week of the nominations being called for.

12. Any member of the Union can contest for the post of Department Head, provided he/she has worked for the department for at least two fests. (this criterion can be relaxed if no candidate is able to satisfy it).
13. A new department can be created and a current department can be dissolved if a motion proposing the same is passed by two-thirds of the Council.

### **SECTION XXV: ORDINANCES:**

1. Ordinances are temporary additions/amendments to the Constitution that can be promulgated by the EC, in consultation with the President and the CRC. Any ordinance must be approved by the Associate Dean, SWD and the EC's Faculty Advisor for it to be valid.
2. Any ordinance shall cease to operate if it is not passed by the Union with a two-thirds majority within two weeks of the ordinance being promulgated.
3. Any ordinance thus passed cannot undermine the power of the President as the Head of the Union and of the Council.
4. An ordinance shall in no way jeopardize the liberty or the wellbeing of the Union and should in no way negatively affect the core values of the college.
5. An ordinance cannot be passed for a financial transaction affecting the entire Union, to remove or restore someone to his/her position or to extend the term of a member of a post-holder.

### **SECTION XXVI: OATHS**

1. The Council and the Students' Mess Council shall be administered oaths of office in the presence of the EC at the beginning of their tenure.
2. The oath(s) administered to the President and the General Secretary shall read "I, ' \_\_\_\_\_ ', having been elected to the office of the President/General Secretary of the BITS, Pilani - Hyderabad Campus Students' Union, hereby do solemnly affirm that I will bear true faith and allegiance to the Constitution of the Students' Union, and that I will faithfully and conscientiously discharge my duties as President/General secretary. I will do right to all students in accordance with the SU Constitution without fear or favor, affection or ill will."
3. The oath(s) administered to other elected members of the Council shall read

“I, ‘ \_\_\_\_\_ ’, having been elected a member of the BITS - Pilani - Hyderabad Campus Students’ Union Council, hereby do solemnly affirm that I will bear true faith and allegiance to the Constitution of the Students’ Union and that I will faithfully discharge the duty upon which I am about to enter.”

4. The oath(s) administered to the Technical Secretary shall read  
“I, ‘ \_\_\_\_\_ ’, having been selected for the Office of the Technical Secretary of the BITS - Pilani - Hyderabad Campus, hereby do solemnly affirm that I will bear true faith and allegiance to the Constitution of the Students’ Union and that I will faithfully discharge the duty upon which I am about to enter.”
5. The oath(s) administered to the Students’ Mess Council shall read  
“I, ‘ \_\_\_\_\_ ’, having been elected a member of the BITS - Pilani - Hyderabad Campus Students’ Mess Council, hereby do solemnly affirm that I will bear true faith and allegiance to the Constitution of the Students’ Union and that I will faithfully discharge the duty upon which I am about to enter.”
6. The oath(s) administered to any nominated member of the Council shall read  
“I, ‘ \_\_\_\_\_ ’, having been nominated to the BITS - Pilani - Hyderabad Campus Students’ Union Council, hereby do solemnly affirm that I will bear true faith and allegiance to the Constitution of the Students’ Union and that I will faithfully discharge the duty upon which I am about to enter.”
7. The oath(s) administered to any nominated member of the Students’ Mess Council shall read  
“I, ‘ \_\_\_\_\_ ’, having been nominated to the BITS - Pilani - Hyderabad Campus Students’ Mess Council, hereby do solemnly affirm that I will bear true faith and allegiance to the Constitution of the Students’ Union and that I will faithfully discharge the duty upon which I am about to enter.”

### **SECTION XXVII: CERTIFICATE OF APPRECIATION:**

All the members listed below shall receive a certificate of appreciation. The certificate shall bear the logo of BITS, Pilani University, the time duration of holding the post and the post held. The following will be the policy for certification:

1. For the President, the General Secretary, the CRC members and the EC members, it shall be certified by the Director, BITS, Pilani - Hyderabad Campus and the Associate Dean, SWD.
2. For the other Council members, the Students’ Mess Council and the Technical Convener,

it shall be certified by the Associate Dean, SWD and the Chief Warden.

3. For the Heads in the Students' Union's Clubs and the fests' elected Heads of Department, it shall be certified by the Associate Dean, SWD.

### **SECTION XXVIII: GENERAL BODY MEETINGS**

1. The EC shall moderate the General Body Meetings (GBMs).
2. Any member of the Union has the right to propose a GBM. For the GBM to be held, the agenda for the same must be ratified by the Election Commission.
3. The GBMs shall be categorized into two categories:
  - a. Major: This category includes GBMs relating to but not limited to:
    - Amendments to the Constitution or any of its adjuncts
    - Fest budgets
    - Motion of Confidence
    - Motion of No-confidence
    - Referendums
    - Any other agenda which the EC deems Major
  - b. Minor: This category includes GBMs relating to but not limited matters concerning particular departments, clubs or hostel issues.
4. The EC shall classify the agendas of all GBMs as either Major or Minor and accordingly, decide the quorum. For Major category GBMs, it must be at least 10% of the concerned electorate.
5. The Union must be given at least a twenty four hours notice for all GBMs. An Emergency GBM may be called for, if the situation warrants it, with a notice released less than 24 hours before the GBM, with the approval of the Associate Dean, SWD.
6. All GBMs shall be moderated by the EC. The EC may, if it deems it necessary, take the assistance of the CRC in moderating the GBMs.
7. The EC shall release the minutes of the minutes of the GBMs within one week of the GBM.