***Constitution of the Helping Hands***

**Article1**: **Organs of the Association**:

a) The association shall function through the following organs:

i) The General Body,

ii) The Executive Committee,

b) The tenure of office of all the elected organs shall be one year.

**Article 2**: **The General Body**:

The General Body shall consist of all the students of RGUKT. It shall consider the Annual Report and the budget presented by the Executive Committee during annual day submitted by the Finance Dept and review, the activities of the Association for the purpose of formulating a programme of action for the ensuing year. Helping hands class representatives also a part of general body but they have chance to be get elected an EC member.

**Article 3**: **The Executive Committee:**

The Executive committee shall consist of:

1. A President (Faculty Member)
2. A Vice-President (E3 Student)
3. A General Secretary (Faculty Member)
4. Four Joint Secretaries (Faculty Member)
5. A Treasurer (Faculty Member)
6. Joint Treasurer (E3 Student)
7. 10 Executive student members

**Article 4: Structure of Executive Committee**

Joint Secretary Web Dept

President

Treasurer

Vice President

General Secretary

Joint

Treasurer

Joint Secretary Internal cares

Joint Secretary Health Dept

Joint Secretary

Public Relation Dept

E4,E2,E1,P1& P2 EC Members

E4,E2,E1,P1& P2 EC Members

**Article 5**: **Powers and Functions of the Members ofthe Executive Committee:**

1. The Executive authority of the association shall be vested in the Executive Committee. The Executive Committee with 2/3rd of majority will decide the any matters. The committee shall also have the power to make necessary rules and regulations subject to the provisions of this constitution.
2. **i)The President**: He/ She shall preside over the meetings of the Executive Committee and General Body and shall exercise general supervision over the Association in the formulation of its policies and programmes and for coordination of its activities.

**ii)The Vice President**: He/ She shall assist the President in the discharge of his functions. In the absence of the president or in the case of the office of the president falling vacant for any reason, the Executive committee shall nominate Vice-President to officiate as President.

**iii) The General Secretary**: He/ She shall in consultation with the President convene the meetings of the Executive committee, and The General Body and shall maintain the minutes of those meetings. He/ She shall be incharge of all the Correspondence and records of the Association and shall be responsible for their safe custody. He/ She shall also perform such other duties and functions as may be assigned to him/her by the Executive committee, and the general Body.

**[Every month GS will conduct the meeting with JS of all the dept in presence of president and JS will hand over the every month details about finance and activity to GS, copy of details need to give Web Dept for necessary action after completion of president sign]**

iv) **The Joint Secretaries**: They shall assist the General Secretary in the discharge of his /her functions. In the event of absence of General Secretary or of the office of General Secretary falling vacant for any reason, The Executive Committee shall nominate one of the Joint Secretaries to officiate as the General Secretary with 2/3rdmajority of Executive Committee.

v) **The Treasurer**: He/ She shall maintain the accounts of the association and submit them to the Executive Committee from time to time. He/ She shall deposit all the amounts accruing to the Association in a Nationalized Bank approved by the Executive Committee. **All the withdrawals from the Bank shall be made under the joint signatures of any two of the President or Vice president and Treasurer or Joint Treasurers. Ensure that minimum one faculty member and one student should be there.**

vi) **Joint Treasurers**: He/She shall assist the Treasurer in the discharge of his/her functions. In the event of absence of Treasurer or of the office of Treasurer falling vacant for any reason, the Executive committee shall nominate Joint Treasurers to officiate as the Treasurer.

**Article 6**: **Mode of Elections:**

**Article 7**: **Amendment of the Constitution**:

1. The Executive Committee member may propose amendments to any provision of this constitution and the amendment to the constitution shall be affected by a vote of 2/3rd majority of Executive committee members.
2. The amendments to the constitution may also be proposed by any member in writing specifying the reasons and the text of proposed amendment along with the signature of atleast fifty members of the general body, and communicated to the respective JointSecretary. The concern Joint Secretary shall forthwith place the proposed amendment before the Executive committee in consult with General Secretary. The amendment to the constitution shall be affected by a vote of 2/3rd majority of executive committee members.