

GARGI COLLEGE
(UNIVERSITY OF DELHI)
SIRI FORT ROAD, NEW DELHI-110049



**CONSTITUTION
OF THE
GARGI COLLEGE STUDENT'S UNION
2008-2009**

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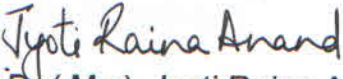

Constitution of the Gargi College for Women

1971 (Reprint)

INTRODUCTION

The Constitution of the Student's Union, Gargi College for Women was first drafted in the year 1971 when the college was still in its inceptual stages, according to the needs and requirements of that period. But as time progresses, the changing scenario necessitates the formation of criteria that adapt to the prevailing conditions. Such amendments take into consideration the previous points and incorporate new articles. It was amended by the Gargi College, Students Union Executive Council 1993-94.

A committee consisting of the members listed below has prepared this constitution. This committee was empowered to draft a new constitution by the staff council in its meeting held on 30.04.2008. The members are as follows:

Principal	 Dr (Mrs) Meera Ramachandran
Vice Principal	 Dr (Mrs) Shashi Tyagi
Staff Advisors to the students union	 Dr (Mrs) Gita Kitchlu, Reader, Dept.of Commerce.  Dr (Mrs) Sushma Bhan, Reader, Dept.of Chemistry.  Dr (Mrs) Jyoti Raina Anand, Lecturer, Dept.of Elementary Education.
Sports Incharge	 Dr (Ms) Sheela Kumari, Reader,

Dept.of Physical Education.

Convener, Proctorial Board

Mrs Sheela Dubey, Lecturer,
Dept.of Commerce



Student Council 2008-09

President

Aarushi Sharma B.A(H)
Applied Psychology III



Vice President

Sara Bhutani B.A(H)
Applied Psychology III



Cultural Secretary

Gauri Puri B.A(H)
Political Science III



General Secretary

Shelly Tewantia B.Com (H) III



Treasurer

Ruhi Jain B.A(H)
Applied Psychology III



Arts Representative

Prakriti Gupta B.A(H)
Applied Psychology II



Commerce Representative

Rashi Sharma B.B.E II



Science Representative

Divyangana Dhankar B.Sc.
Life Sciences III

Proctors (2)

Mridul Kataria B.A(H)
Applied Psychology II



Pradeepa

This new constitution has been drafted and it incorporates all the relevant features of the old constitution while adding others suited to the needs of the present. It has been retyped and has since come into force.

Utmost care has been taken to include all aspects of the functioning of the student's union. Any further amendments may be numbered and incorporated into this amended constitution as and when required by the subsequent Executive Councils of the Gargi College Student's Union.

ARTICLE I

Composition of Gargi College Student's Union

1. The name of the union shall be 'Gargi College Student's Union' called GCSU hereinafter.
2. All regular students of the College shall be members of GCSU and will form the General Body. This shall include students of M.A. /M. Sc. enrolled with the college.
3. The Principal shall be the Chairperson of GCSU.
4. GCSU shall have an Executive Council; 'EC' comprising elected office bearers and staff advisors.
5. The Student office bearers of GCSU shall be elected by the General body of students every year and will constitute the students Council 'SC'.

6. GCSU shall have two or more Staff Advisors, who shall be nominated by the Staff Council every year. The number shall depend upon the extensiveness of the task at hand.

ARTICLE II

Election of Student's Council (SC)

Posts:

- i) President
- ii) Vice President
- iii) Cultural Secretary
- iv) General Secretary
- v) Treasurer
- vi) Sports President
- vii) Arts Representative
- viii) Commerce Representative
- ix) Science Representative
- x) Proctors (2)

YEARS:

- IIInd year
- IIInd year
- IIInd year
- Ist/ IIInd year
- Ist/ IIInd year
- Ist/ IIInd year
- Ist/ IIInd year
- Ist/ IIInd year
- Ist/ IIInd year
- Ist/ IIInd year

- 1) Election to the above posts shall be held by Secret Ballot in the month of February. The date shall be decided by a meeting of the Staff Advisors and Principal. The candidates should be in the above-mentioned years at the time of the election namely in February.
- 2) The rules and procedure of the elections, the dates for nominations, withdrawals; introduction, campaigning, polling, counting of votes and declaration of results shall be notified by the Staff Advisors with the approval of the Principal.

- 3) Nomination shall be made on nomination form only, available with the Staff Advisors, duly signed and supported by relevant documents. The nomination forms shall be submitted to the Advisors, who will scrutinize them.
- 4) The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance whichever is higher; for the current year.
- 5) In the case of office bearers of the current year, who are contesting for the second time, the minimum percentage of attendance can be condoned, for such candidates who have effectively and satisfactorily done their work as office bearers of the previous students union. This privilege of condoning the percentage would lie with the Principal and the staff advisors. Any relaxation to this attendance regulation may be considered to be granted by the Principal and Staff Advisors for a student who achieves excellence in extra curricular activities. This will be applicable only if there is unanimity between the Principal and the Staff Advisors.
- 6) If any student files nomination by fraudulently forging the signatures of teachers so as to come up to the minimum 75% of attendance or has furnished wrong information about either attendance or posts held in various committees; she would be debarred from contesting elections for the term she is in college.
- 7) In case this comes to light after the elections, the election would stand cancelled and her appointment would be null and void. Such a candidate would be given a notice of being heard in the presence of the Principal, Staff Advisors and the Student Council. In case of failure to convince this committee she would be debarred from contesting elections for the tenure that she is in college, besides being debarred

from holding any post. The post which falls vacant can be again put up for election. In case of cancellation of a elected candidate a fresh election will have to be held.

- 8) In case equal numbers of votes are cast in favour of the candidates contesting for a post; the head of the student council namely the president shall be allowed a casting vote in order to elect a candidate.
- 9) Eligibility criteria for candidates- general guidelines for all posts-(1) Active participation in college activities (2) Good academic record with no failures in any subject be it in main or subsidiary (3) the candidate must have been a class representative or office bearer of any Society or should have been an active member of Society or Association or should have shown outstanding performance in any other field; (4) No disciplinary action should have been taken against the candidate; (5) The candidate for Sports President should have been an outstanding player in any game. 6) Candidates need to furnish two letters of recommendation from relevant dept./ society a) convener discipline/ course b) society/ sports/ ECA incharge. One of these recommendation letters needs to from a teacher of the discipline the student is majoring in.
- 10) The sports president will be elected from amongst the sports students of the college under the supervision of the department of physical education. Sports students are those whose names are enrolled in the records of the department of physical education.
- 11) The Advisors with the approval of the Principal shall make all arrangement in connection with the elections.

- 12) After election, the new Office Bearers of Student's Council of GCSU shall be administered the oath in a General Body meeting (GBM) and their signatures recorded in the Oath Register.

The Oath shall be the following

I(name);.....(post);of Gargi College student's Union.....(Year), Swear to abide by the rules of the constitution and serve the interests of my college and my union to the best of my ability.

ARTICLE III

Tenure, Resignation & Suspension

- 1) The new EC shall start functioning immediately after taking the oath.
- 2) The tenure of the Student's Council shall be for one year or till the next election, from the date of taking oath.
- 3) All elected Student's Council members (elected in Jan/Feb each year) should pass in the subjects in the Annual Examination held that year, failing which they would automatically cease to be a member of the Student's Council.
- 4) Any SC member absenting herself from three meeting consecutively shall cease to be a member of the SC.
- 5) The Advisors and the Principal shall fill temporary vacancies in the office of the SC for less than three months by nomination/election as desirable in the circumstances.

- 6) Any member of the GCSU may move a vote of non-confidence against any SC member. The notice of such a motion shall be submitted to the Principal, signed by at least 25% of the Student member of GCSU.
- 7) The Principal, on receipt of such a notice and after being fully satisfied therein that the contents of the notice are of a substantial nature, shall call a special meeting of the GCSU (General body) within a fortnight from the date of receipt of the notice, to take necessary action. The rules governing this special meeting are the following:
 - a) This meeting shall be presided over by the Principal or her nominee.
 - b) The quorum for this meeting shall be 60% of the membership of GCSU.
 - c) The office bearer against whom the no-confidence motion is moved shall have the right to defend herself at this meeting, if she so desires.
 - d) The motion shall be deemed to have been passed if not less than 66% of the members present vote in its favour. The voting shall be by secret ballot.
 - e) If a motion is so passed by the GCSU against any office bearer, she (the office bearer concerned) shall resign forthwith and a fresh election or nomination, as the case may be shall take place according to the rules governing elections or nominations.

ARTICLE IV

Function of Student's Council and Executive Council

- 1) No member of SC shall hold two offices in the college at the same time.
- 2) The responsibility for the smooth and efficient performance of the GCSU shall rest with the EC.
- 3) Societies for Fine Arts, Music, Dance, Hindi events, English events, Choreography, Dramatics, Street Play and Photography. shall be formed by Teacher Conveners. The Staff Council shall nominate teacher's committees for these societies.
- 4) Department Societies and Associations shall be at the department level, SC may assist them in organizing their activities at the discretion of the EC. EC shall hold regular meetings, at least twice every month (except when activities are not being organized).
- 5) Any member of the EC can call a meeting. The President shall organize the meeting and Chair it. The General Secretary shall take down the minutes of the meeting. The minutes shall be recorded in a register and duly signed by all the EC members attending the meeting.
- 6) Six (2/3) members of the EC shall form the quorum.
- 7) The decision of the EC shall be by majority of votes. However, in the event of a tie, the decision of the Principal shall be final.
- 8) The President and/or the Advisors shall report all EC decisions to the Principal.

- 9) EC shall be responsible for organizing intra-college activities, annual festival- REVERIE, participation in inter-college competitions, activities during Extra curricular period (EC period) each week and other functions of college. It shall also recommend for the improvement or amendment in any of the college activities/ infrastructure and shall forward any particular grievance of any of the members of GCSU after careful scrutiny to the Principal for suitable action.
- 10) The EC shall form various committees and allocate duties for the general upliftment of the college besides functioning as an integrated whole for all the activities organized by it. The specific duties of each member are listed below:-
- a) The President SC shall be in-charge of and responsible for all the activities of the office bearers of GCSU.
 - b) The Vice-President shall take charge in the absence of the President, and also be responsible for the carrying out of different tasks by other members of SC. If both are absent the remaining members shall decide on the In-charge from amongst those present.
 - c) The General Secretary shall deal with all the correspondence and dissemination of information to the GCSU and the Teacher Conveners of various societies.
 - d) The Cultural Secretary shall organize, with the approval of the EC, various intra college and inter college literary and cultural activities including the annual college festival Reverie.

- e) The Treasurer shall deal with all financial transactions, for any activity organized by the SC, in consultation with the advisors.
- f) The Sports President shall look after the Sports activities in the college in consultation with the Teacher in charge of the Department of Physical Education and also be an active participant in other activities of the EC.
- g) The three representatives i.e, Arts, Commerce, Science shall appoint various class representatives, have regular meeting and act as a liaison between the EC and the GCSU.

Staff Advisors to the GCSU

The main function of the Advisors shall be to advise the SC on any activity it undertakes, deal with financial transactions, interact with the Principal and be generally responsible for the functioning of the EC.

a) Accounts :

- i) Accounts of the GCSU shall be handled by one of the Advisors with the knowledge and help of other Advisor/s and the Treasurer SC.
- ii) Expenditure will be made only upon the approval of the principal.

The funding for all expenses incurred by SC shall be from the Student Societies Account: Subheads (a) Students' Union, (b) Extra curricular. Therefore it is necessary that a budget be prepared by the Advisors with respect to planned

expenditure, the balance in both accounts be tallied and expenditure made from one or the other account never both together.

- iii) All issues concerning expenditure shall be decided by the EC. For all major expenses the prior approval of the Principal shall be obtained.
- iv) The advisors shall follow college rules and regulations concerning expenditure, guidance for which may be obtained from the dealing assistant in the Accounts Department. (e.g. calling for quotations etc.). All bills will be signed by the advisors and submitted to the principal.
- v) As far as possible, sponsorship/ donation money sought by the SC for major functions of college, from outside agencies, shall be taken by cheque payment in the name of the Principal, Gargi College. The same may be deposited by the Advisors with the sanction of the Principal into the student societies Account: Subheads-
 - a) Students' Union:
 - b) Extra curricular Account.
- b) The Advisors shall sign all the documents of GCSU as a token of their having seen them.
- c) The Advisors taking over every year shall seek the assistance of the office assistant assigned to the EC regarding Stock Register, Asset Register, Account Register, files of constitution and permanent articles.
- d) The ruling of Advisors in consultation with the Principal on points of interpretation of the constitution shall be final.

The Principal

1. As the Chairperson of GCSU the Principal shall render advice to the EC of GCSU.
2. All decisions of EC shall be submitted to the Principal. The Principal may at her discretion approve or recommend for review any or all of the decision or the EC. Only the decisions approved by the Principal shall be implemented.
3. The Principal shall sanction all the expenditure of GCSU after verification by the Staff Advisors and Treasurer of SC. Bills shall not be processed without her signature.

ARTICLE V

Amendments to the Constitution

- 1) Amendments to the constitution shall require 2/3 majority vote of the members of the EC subject to the approval of the Principal.
- 2) The constitution shall be available in the college office (administration) file No. 44 for any member of GCSU to consult. A copy each shall be kept with the Staff Advisors to the GCSU, the Principal and the GCSU office.

- 3) All amendments to the constitution shall be numbered and duly filed in office records. Every amendment must be signed by GCSU Students Council Members, Staff Advisors and the Principal, to make it valid.

ARTICLE VI

General Societies

- 1) The college shall have the following Societies:-
 - i) Music (Indian and Western)
 - ii) Dance (Indian and Western)
 - iii) Fine Arts
 - iv) Choreography & Fashion Show
 - v) English Events
 - vi) Hindi Events
 - vii) Sanskrit Events.
 - viii) Dramatics
 - ix) Street Play
 - x) Photography
- 2) The Teacher's committee shall be formed in the staff Council meetings where the Teacher. Conveners shall also be nominated, for the above societies.
- 3) New societies shall be formed or old societies dissolved in the meetings of Staff Council.

- 4) The President and Secretary of each society shall interact with the EC, GCSU for any kind of activity to be organized.
- 5) The teacher convener along with the President and Secretary shall ensure the participation of any member of there society or a of GCSU in any inter college competition/function. They shall also be responsible for talent spotting, training and selection of teams/individuals for participation.
- 6) Prior permission in writing showing detailed budgetary requirement shall be sought from the EC of GCSU, teacher convener and Principal before incurring any expenditure on any activity organized/participation in any competition.
- 7) The decision of the Executive Council of GCSU shall be binding on all societies.
- 8) The office bearers of any society may be elected or nominated by GCSU.

CONSTITUTION OF THE GARGI COLLEGE FOR WOMEN (REPRINT)

LAJPAT NAGAR, NEW DELHI

1971

*The "Constitution" as in the Student' Union File No.44 has been reprint here without any change, after correction of spelling errors.

1. The name of the Union shall be "The Gargi College Union", herein after called the Union.
2. All regular students of the College shall be members of the Union and form the general body.

EXECUTIVE COUNCIL

3. The Union shall have an Executive Council consisting of:-

- | | | |
|---|---|---|
| (a) President | } | Shall be elected by
the general body of
the Union |
| (b) Vice president | | |
| (c) Secretary | | |
| (d) Treasurer | | |
| (e) All Presidents of Gargi societies. | | |
| (f) The Principal shall select and appoint an Advisor, a member from the teaching staff. | | |
| (g) Advisors of General Societies nominated by the staff Council. | | |
| (h) Student's Editor of the College Magazine and General Editor. (a member of the teaching staff) | | |

- (i) Sports President.
- 4. (1) The responsibility for the smooth and efficient performed of the Union shall rest with the Executive Council.
- (2) It shall have the power to propose, subject to the approval of the Principal.
- (3) The decision of the Executive Council shall be binding on all the societies under the Union.
- (4) Any member of the Executive Council absenting herself consecutively from three meetings without valid reasons shall cease to be a member.

MEETINGS OF THE EXECUTIVE COUNCIL

- 5. (1) The Executive Council shall ordinarily meet at least once every month expect during examination and vacations.
- (2) The president shall preside over all meetings of the Executive Council. In her absence the Vice President will preside. In case both are absent the members present will elect their own Chairman from among those present.
- (3) The decision of the Executive Council shall be by majority of Votes. How ever in the event of a tie the decision of the Principal shall be final. Every member of the Executive Council except the Adviser shall have one Vote each.
- (4) Six members of the Executive Council shall from the quorum.
- 6. (1) The President shall report all decisions of the Executive Council to the Principal.

- (2) The Principal may at her discretion approve, disapprove or recommend for review, any or all the decisions of the Executive Council submitted to her only the decisions approved by the Principal shall be implemented.
- (3) All the documents of the Union shall be signed by the Advisor in Token of her having seen them.

ELECTIONS

7. A candidate seeking election to the President ship of the Union:
 - (i) Must be a regular student of IInd or IIIrd year at the time of nomination as a candidate.
 - (ii) Must have an unimpeachable conduct:
 - (iii) Must have taken an active part and be a regular member of one or more of the recognized Societies of the college.
8. The candidate seeking election to the Vice-President of the Union must be a regular student of 1st year have been a regular student of the college for at-least one year.

The Vice-President shall discharge such function as one assigned to her by President.
9. Candidate seeking election to the Secretaryship and Treasurer, ship of the Union must be student of B.A.IIyr. & IIIyr.
10. The names of the candidates for the post of President, Vice-President, Secretary and the Treasurer, duly proposed and seconded by the students bearing candidates, acceptance of nomination shall be submitted to the Principal.

11. The elections shall be held by secret ballot on the third Saturday of September every year.
12. Rules of procedure of the elections shall be notified by the Principal with the consultation of the Staff Ad. Before the elections.
13. All arrangement in connection with the elections shall be made by the adviser with the approval of the Principal.
14. Temporary vacancies in the office of the President, the Vice-President, the Secretary or the Treasurer for less then three months shall be filled by the Principal by nomination.
15. A vote of non-confidence against the President, the Vice-President, the Secretary of the Treasurer may be moved by any members of the College Union. The notice on such a motion shall be submitted to the Principal signed by at least 10 per cent of the student members of the Union.
16. The Principal may on receipt of such a notice and having satisfied hereby that the contents of the notice are of a substantial nature can call a special meeting of the General body of the Union within a fortnight from the date of receipt of the notice. The following conditions shall govern the special meeting:-
 - i) This meeting shall be presided over by the Principal or her nominee.
 - ii) The quorum for this meeting shall be 60% of the membership of the Union.

- iii) The office bearer against whom no-confidence motion is moved shall have the right to defend herself at this meeting, if she so desires.
 - iv) The motion shall be deemed to have been passed if not less than 60% of the member's present vote in its favour. The Voting shall be by secret ballots.
 - v) If a motion has been so passed, the office bearer concerned will resign forthwith and a fresh election or nomination, as the case may be, shall take place according to the rules governing elections or nominations.
17. i) The ruling of the Advisor on points of interpretation of constitution shall be final.
- ii) Constitutional shall be decided by the Adviser in consultation with the Principal.
18. Amendments to the constitution shall require 2/3 majority vote of the members of the Executive Council, subject to the approval of the staff Ad. & the Principal.
19. No member of the Executive Council shall hold two offices at the same time.

APPENDIX

RULES GOVERNING THE GENERAL SOCIETIES

1. The college shall have the following General Societies:
 1. Debating Society.
 2. Dramatic Society.
 3. Declaration Club.
 4. Music & Dance Club.
 5. Social Service League.
 6. World University Service.
2. The Principal may, by notification grant recognition to, or withdraw recognition from temporarily or permanently, in case of any Society.
3. The advisors of all recognized Societies shall be nominated every year from amongst the members of the College teaching staff by the council.
4. Every General society, other than College Union shall have an Executive Committee consisting of the Advisor, nominated by the staff Council and such other member (mentioned in the Clause V) The Adviser shall secure class wise representation as far as possible.
5. The Advisor of the society shall nominate the president and Secretary from amongst the members of the executive committee.

6. The function of the General Societies shall declared by the Executive committee of the society concerned subject to the approval of the Union Executive Council.

ADVISORY COMMITTEE:

7. The Advisory committee shall consist of the Advisors of all the General Societies of College.
8. The function of the Advisory Committee shall mainly be to render advice to the various societies of the college Union.
9. The Principal shall be the Chairman, and the advisor to the college Union, shall be Secretary of the Advisory Committee.
10. The Committee shall meet whenever convened by the Principal.

BUDGET:

11. The Annual Budget of the general societies shall be framed in the following names:
 - i) The advisors of the General Societies shall submit their demands for grants, by a specified date, (to be conveyed) to the Adviser of the College Union.
 - ii) The Advisor shall draw up a consolidated statement showing estimates of each society.
 - iii) The Advisor of the college Union, in consultation with the Principal and Bursar of the College shall allocate budget grants for the year to each society.

- iv) The Principal shall consult the Advisory Committee for approval of budget & the decision of the Principal shall be final (with the help of the Treasurer of the Union).
- 12. Union of expenditure which shall be submitted to the adviser of the College Union by 31st March every year for scrutiny. The account shall be open to inspection by the Principal at any time during the year.
- 13. The Principal may grant such funds as she may deem fit to various Societies for carrying on their work pending the preparations of the final budget estimates.
- 14. Funds not utilized during the year shall lapse and shall not be carried over to the next year.

The Treasurer of the College.....

* Union with the help of the Presidents of the General Societies shall mention a regular account of.....

---: **CONCLUDED** :---