



**THE CONSTITUTION OF  
ST ALOYSIUS COLLEGE (AUTONOMOUS)  
STUDENTS' UNION**

## **PREAMBLE**

WE, THE STUDENTS OF ST ALOYSIUS COLLEGE (AUTONOMOUS), MANGALURU HEREBY ORGANISE OURSELVES INTO A STUDENTS' UNION, NAMED, ST ALOYSIUS COLLEGE STUDENTS' UNION, HENCEFORTH KNOWN AS THE 'UNION', ADOPT AND GIVE TO OURSELVES THE FOLLOWING CONSTITUTION:

The Union shall have the following aims and objectives:

1. The Union shall strive to live up to the responsibilities that the students have to shoulder for the betterment of the society,
2. The Union shall promote mutual understanding, democratic outlook and a spirit of oneness among the students of St Aloysius College (Autonomous), Mangaluru hereinafter known as the 'College',
3. The Union shall strive to maintain the dignity and integrity of the College, within and outside the campus,
4. The Union shall provide opportunities for training students in democratic leadership and apply only constitutional methods to get grievances redressed,
5. The Union shall strive to make the academic courses relevant to society,
6. The Union shall endeavor to create an awareness among students that rights and duties, privileges and responsibilities, are always complementary to each other,
7. The Union shall promote and safeguard the genuine interests of the student community, and organize extra-curricular and cultural activities for the all-round development of students,
8. The Union shall work to create awareness among students that they being the privileged few of India to be enjoying higher education, have the obligation to work for the betterment of their less privileged brothers and sisters and shall strive to promote civic consciousness, gender parity and respect for human rights among students and society in general.

## **PART 1**

### **CHAPTER I: -DEFINITIONS**

#### **Article 1**

(i) **Member**:-All graduate students of this college shall be the members of the Union. However, no member other than the student can be a member, except Director of the Council, Assistant Director and the Dean, Student Welfare Office of the College, who are the ex-officio members having no right to vote and are from the teaching faculty.

ii) **Patron**: - Principal of the college shall be the Patron of the Union. The Patron shall take all necessary steps to ensure that the Union functions in accordance with this Constitution.

(iii) **The Electoral College**: - The representatives, who are elected by the Union to form the Student Council henceforth referred as 'Council', who elect the office bearers among its members. It consists of All Class Representatives and Association Secretaries selected and elected by the Union.

### **CHAPTER II: SCOPE OF THE ACTIVITIES OF UNION**

#### **Article 2**

- a) The Union is concerned with all the extra-curricular and cultural activities of the college
- b) The Union shall have the right to discuss academic matters pertaining to the students and make representations to the Principal whenever necessary.
- c) The Union shall function in an advisory capacity in matters relating to the general welfare of the student community of the College.

#### **Part-2**

### **CHAPTER III: COMPOSITION OF THE COUNCIL**

#### **Article 3**

The Council shall consist of:

- 1) President of the Council
- 2) Vice- President of the Council
- 3) Secretary of the Council
- 4) Joint Secretary of the Council
- 5) Speaker

- 6) Deputy Speaker
- 7) Sports secretary
- 8) Cultural secretary
- 9) Class Representatives
- 10) Secretaries of the Association of the College
- 11) Principal Nominee#
- 12) The Director of the Council, Assistant Director and Dean, Student Welfare Office of the College, who are ex-officio members and are from the teaching faculty

(# incorporated in 2020, during the pandemic by the patron)

#### **Article 4**

- a) The Election to the office of the President, Vice-President, Secretary and Joint Secretary of the Council will be conducted through the Electoral College formed out of the Union
- b) The Speaker, Deputy Speaker, Sport Secretary and Cultural Secretary including the Principal's Nominee are nominated among the members of the Council.
- c) The Secretary and Joint Secretary, posts can be contested by the class representatives and association secretaries from II-year degree classes who have passed I and II semester.

### **CHAPTER IV: ELIGIBILITY FOR THE POST OF PRESIDENT/VICE-PRESIDENT**

#### **Article 5**

- a. He/ She should be a Class representative of III-year Degree.
- b. He/ She Should be from the V Semester Degree Class.
- c. He/ She should not be a fresher or a repeater.
- d. He/ She should have paid the college fees, either partially or fully.
- e. He/ She should have secured "First Class" marks in aggregate for all Four End-Semester examinations.
- f. He / She should not have had attendance shortage in the previous years, below 75%.
- g. He / She should not have faced any form of disciplinary actions, such as suspension, imposition of penalty, from the college authorities.
- h. He / She should not have faced disqualification for indulging in electoral malpractice.
- i. He / She should not be involved in any kind of examination malpractice.
- j. He / She should not be involved in any kind of group rivalry inside or outside the College campus.
- k. He / She should not be involved in any kind of anti-social activities.
- l. He / She should not have any F.I.R. lodged against him / her in Police Records.
- m. He / She should not have any complaints filed against him / her with the police authorities.

- n. Election Commission's decision is final with regard to any decision taken against violation of any of the rules mentioned above.

**Article 5(a):** However, in the case of the President Elect being a male, then nominations are called from III-year degree female class representatives and a separate election for the post of Vice-President will be held. If the President elect is a female, then nominations are called from III-year degree male class representatives and a separate election for the post of Vice-President will be held.

## **CHAPTER V: ELIGIBILITY FOR THE POST OF SECRETARY/JOINT SECRETARY**

### **Article 6**

For the post of the Secretary and Joint Secretary, class representatives and association secretaries from II-year degree class who have passed I and II semester examinations are eligible.

The Secretary and Joint Secretary will fulfill the following conditions:

- a. He / She should be either a class representative or an association secretary
- b. He / She should be from the III Semester Degree Class.
- c. He / She should not be a fresher or a repeater.
- d. He/ She should have paid the college fees, either partially or fully,
- e. He/ She should have secured "First Class" marks in aggregate in all Four End-Semester examinations,
- f. He / She should not have had attendance shortage in the previous years, below 75%.
- g. He / She should not have incurred any form of disciplinary actions – like suspension, imposition of penalty, from the college authorities.
- h. He / She should not have incurred disqualification due to election malpractice.
- i. He / She should not have been involved in any kind of examination malpractice
- j. He / She should not have been involved in any kind of group rivalry inside or outside the College campus.
- k. He / She should not have been involved in any kind of anti-social activities.
- l. He / She should not have any F.I.R. lodged against him / her in Police Records.
- m. He / She should not have any complaints filed against him / her with the police authorities.
- n. Election Commission's decision is final with regard to any decision taken against violation of any of the rules mentioned above.

**Article 6 (a):** However, in the case of the Secretary Elect being a male, then nominations are called from II-year degree female class representatives/association secretaries and a separate election for the post of Joint Secretary will be held. If the Secretary elect is a female, then nominations are called from II-year degree male class representatives/association secretaries and a separate election for the post of Joint Secretary will be held.

## **CHAPTER VI: POST OF SPEAKER, DEPUTY SPEAKER SPORTS SECRETARY, and CULTURAL SECRETARY AND PRINCIPAL'S NOMINEE**

### **Article 7**

The Speaker, Deputy Speaker, Sports Secretary, Cultural Secretary and Principal's Nominee are appointed among the Council members unanimously in consultations with the office bearers of the Council i.e., the Patron, Director, Assistant Director and The Dean, Student Welfare Office.

### **PART-3**

## **CHAPTER VII: - ROLE OF THE PRESIDENT AND VICE- PRESIDENT**

### **Article 8**

Functions of the President in the council

- a. The President shall be the Chief Executive of the Council.
- b. The President shall preside over the cabinet meetings.
- c. The President is responsible for the unity and integrity of the Council.
- d. Provide leadership in deliberations of the Council and ensure democratic participation in the conduct of proceedings.
- e. To lead the Council to direct active participation for the Academic, Social, Cultural, activities of the College.

### **Article 9**

- a) The term of office of President shall be 1 year
- b) The President shall continue to be in office unless,
  - i) He/ she resigns his office, or
  - ii) He/ she cease to be on the student roll of the College.
- b) The Vice-President will assist and advice the President in his/ her day-to-day work. He/ she will officiate as the President in the absence of the President.
- c) The Vice-President shall assume duties of the office of the president from the date the office of the president falls vacant till a new president is elected according the procedure enumerated thereof.

### **Article 10**

- a) The Secretary shall assist and advice the President in his/ her day-to-day work. He/ She in consultation with the President will be responsible for calling the regular meeting of the students' council and keeping the record of minutes of the meeting.
- b) The Secretary is debarred from chairing the meeting of the student council by virtue of his/ her office.

- c) The Joint Secretary will aid and advice the Secretary in his/ her day-to-day activities. He/ she will officiate as General Secretary in the absence of the Secretary.
- d) The Joint Secretary is debarred from chairing the meetings of the students' council by virtue of his/ her office.

#### **Part-4**

### **CHAPTER VIII**

#### **Election of the Class Representatives/ Secretaries**

##### **Article 11**

- a) Class representatives shall be elected on the basis of one representative from each class whose strength is sixty or less and shall be two representatives from each class where the strength is more than sixty. Every student has one vote and the right to contest the election.
- b) When a class representative resigns from his/her post or ceases to be a student of that class or ceases to be on the student roll of the college, automatically he/she ceases to be a class representative. A new class representative should be elected by the respective class. A new class representative shall be elected by the respective class as provided in Article 33(b).

##### **Article 12**

- (a) The secretaries of the Associations shall either be nominated by the Presidents of the respective Associations or popularly elected by the members of the respective Associations.
- (b) The Secretary of the Associations shall be full-fledged members of the council.
- (c) When the secretary of any association resigns his/her post or ceases to be a member of the association or on the student roll of the College, a new secretary shall be nominated or elected by the Association.
- (d) The new secretary shall be a member of the Council after he/she is administered the oath of office by the President of the Council.
- (e) The secretaries of the Associations in the beginning of the academic year shall present to the Council a draft outline of the proposed annual activities of their respective Associations.
- (f) The secretaries of the associations shall submit to the cCouncil a report of the activities of their respective Associations at the end of the academic year.

- (g) The Sports Secretary shall provide a plan of action in consultation with the faculty of the Department of Physical Education of the College at the beginning of the academic year.
- (h) The Cultural Secretary shall provide a plan of action of activities in the beginning of the academic year

## **Part-5**

### **CHAPTER IX**

#### **Cabinet of the Council**

##### **Article 13**

- (a) The Council shall have a cabinet consisting of:
  - i) The President
  - ii) The Vice-President
  - iii) Secretary
  - iv) Joint Secretary
  - v) One representative from Class representatives of the B. A, B.Sc., B. Com, BBM, BCA, BSW classes of the Final years
- a) The members of the Cabinet shall be elected from among and by the members of the council and the voting at such election shall be by secret ballot.
- b) The term of each member of the cabinet shall be from the date he/s is sworn in till the end of the academic year. When a member of the Cabinet resigns his/her office or ceases to be a member of the council or ceases to be on the student roll of the college, a new member shall be elected to fill the so caused vacancy at the next ordinary meeting of the council as provided in the article 31(b).
- (b) The cabinet meetings shall be called by the President or by the Secretary when he/she is acting as the President, as and when the need for such meetings arises.
- (c) The function of the Cabinet is to assist the President in carrying out his/her activities.
- (d) The Secretary of the Council will act as the secretary of the Cabinet too, herein after referred to as the Secretary, who shall also act as the Secretary of the Council.
- (e) The Secretary shall maintain the minutes of the proceedings of the cabinet as well as those of the council in separate books.
- (f) The Secretary shall maintain an attendance register of the council meetings.
- (g) The Secretary shall hold office from the date of his/her appointment till the end of the academic year, unless
  - i)He/ she resigns from his office, or



- ii) He/she ceases to be a member of the council or ceases to be on the student roll of the college.
- (h) The Secretary shall give a notice of the meeting of the cabinet, ordinarily a day before the meeting. In an emergency a meeting may be called without prior notice to the members.
- (i) The quorum of the cabinet meeting excluding the Director of the council and the Student Welfare Officer shall be present .

## **Part 6**

### **CHAPTER X**

#### **Speaker/ Deputy Speaker**

##### **Article 14**

- (a) The council shall have a speaker.
- (b) The Speaker shall be elected by all the members of the council from among the members of the council having experience at least one year as a member of the council, and voting at such election shall be held by secret ballot.
- (c) The Speaker shall hold office from the day he/ she is sworn in into office till the end of the academic year unless he/she resigns his/her office or ceases to be a member of the Council or ceases to be on the student roll of the college.
- (d) The Speaker shall preside over the meetings of the Council and conduct its proceedings as provided in Articles 21, 22, 23, 24, 25, 26, 27.
- (e) The speaker shall have a casting vote only in the event of a tie in the voting.

##### **Article 15**

- (a) The Council shall have a deputy Speaker elected from among the and by all the members of the Council and the voting at such election shall be by secret ballot.
- (b) He shall hold office from the date he/she is sworn in till the end of the academic year unless he/she resigns his/her office or ceases to be a member of the Council or ceases to be on the student roll of the college
- (c) In the absence of the Speaker, or when the Speaker so desires, the Deputy Speaker shall assume the duties and powers of the Speaker, or when the speaker so desires, the deputy Speaker shall assume the duties and the powers of the speaker.
- (d) If the Speaker and the Deputy Speaker are absent in a particular meeting of the Council, the Director of the Council or, in his/her absence, the Dean student Welfare Office, shall appoint a member of the Council to assume the duties of the speaker for that particular meeting.

## **Article 16**

- (a) The activities of the council shall be guided by the Director of the Council, who shall be appointed by the Principal from among the members of the Staff. He/ she shall hold the office of the director for a term of three years and is eligible for re-appointment for a second term.
- (b) The Director of the Council shall be assisted by an Assistant Director who is also appointed by the Principal.
- (c) The Dean, Student Welfare Office shall be appointed by the Principal who would also share responsibilities with the Director.
- (d) In case the Director resigns, or is in no longer on the rolls of the teaching Staff of the College, the Principal shall appoint another member of the staff as the director, while the assistant director will assume office of the Director, till new appointment is made.

## **PART-7**

### **CHAPTER XI**

#### **FORMAL CONSTITUTION OF THE COUNCIL**

## **Article 17**

- (a) The council shall become formally constituted within five days after the election of the President and Secretary is over with the Oath –taking ceremony which shall take place in the presence of the Staff and the students of the College.
- (j) The principal or, in his/her absence, the Vice-Principal or any member of the Staff whom the Principal deposes for the purpose shall administer the Oath of office first to the Vice-President and then to the members of the Council collectively of the cabinet meeting excluding the Director of the council, Assistant Director and the Dean, Student Welfare Office.

All resignations shall be in writing, with or without assigning any reason.

## **Article 18**

- (a) Immediately after the oath –taking ceremony, the election of the speaker and the Deputy Speaker and the members of the Cabinet shall take place with the president conducting the election.
- (b) Soon after the election of the speaker, the Deputy Speaker and the members of the Cabinet, the president shall administer the oath of office to the speaker first and then to the deputy speaker and then to the members of the cabinet collectively.

(c) After the Oath-taking ceremony, the Speaker shall assume the duties and powers of the speaker, preside over the meeting and call upon the president to deliver the inaugural address. No other business shall be transacted in the meeting on that day.

(d) The following is the form of oath:

‘I ..... (name)..... (class) do solemnly affirm that I will faithfully execute the functions of my office as.....in the students council and will do the best of my ability to preserve, protect and defend the constitution of the Students’ Council to the welfare of the student-body and to the good of our college.’

## **CHAPTER XII**

### **FUNCTIONING OF THE COUNCIL**

#### **Article 19**

- (a) The council shall primarily have four meetings in an academic year excluding the meeting called for the Oath-taking ceremony.
- (b) Notice of an ordinary meeting of the council shall be given at least three days prior to the day of the meeting. The agenda of the meeting drawn up by the President at a cabinet meeting shall be published at the Students Notice Board one day prior to the day of the meeting of the Council.
- (c) In an emergency the President shall, with the permission of the Director, convene a meeting of the council without prior notice.
- (d) Each member shall have only one vote in the Council

#### **Article 20**

- (a) The agenda of the meetings of the Council shall consist of:
  - (I) Questions by the members of the council to be answered by the president or the members of the cabinet
  - (II) Official resolutions to be moved by the President or the members of the Cabinet; and
  - (iii) Private members’ resolutions,
- (b) The questions and resolutions of the private members shall be handed over to the President in writing two days before the day of the meeting of the Council.
- (c) Any matter that is proposed by the Principal for the consideration of the council shall be included in the agenda.

#### **Article 21**

There shall be freedom of speech in the meetings of the Council. No member shall be punished for criticism. However, the members are expected to use modest language and to maintain dignity and decorum in their discussion.

## **Article 22**

- (a) The meetings of the Council shall be presided over by the Speaker and in his/her absence, or when the speaker so desired by the Deputy Speaker.
  - (b) The proceedings of the meetings shall follow the following order:
    - i) Answering questions;
    - (ii) Discussion of the official resolutions; and
    - (iii) Discussion of private members resolutions.
1. The time for answering questions shall not exceed fifteen minutes. To each main question there shall be only two supplementary questions. The supplementary questions shall be asked only with the permission of the Speaker. If there are a large number of questions, the questions to be answered on the floor shall be decided by lot by the Speaker. The answers to the other questions shall be placed on the table of the speaker.
  2. The speaker shall have the right to reject any question not pertaining to the scope of the Council's activities.
  3. The speaker shall have the right to disallow the discussion on any resolution not pertaining to the scope of the Councils activities.
  4. Depending upon the amount of work to be transacted, the speaker shall fix in consultation with the President the time to be allotted for the discussion of each resolution

## **Article 23**

All the resolutions shall be passed by a simple majority of those present and voting. The voting shall be held by the raising of hands except when a secret ballot is called for.

- (a) Whether the voting on a resolution is to be by secret ballot or not be decided by the raising of hands.
- (b) The Speaker, with the assistance of the Deputy Speaker, shall do the counting of votes and declare the results.

## **Article 24**

- (a) In the matters relating to the proceedings of the meetings of the council, the Speaker's ruling shall be final and binding on all the members of the Council.

- (b) In all the rulings which the Speaker gives shall abide by the provisions of the Constitution. However, if a ruling given by the Speaker is found not in accordance the provisions of the constitution, the Director of the Council shall have the right to ask the Speaker to revise the ruling.

#### **Article 25**

- (a) If in the opinion of the Speaker, a member is found obstructing the proceedings, the Speaker shall warn him/her against it and if the warning is ignored by the concerned member the Speaker shall have the right to ask him/her to withdraw from the meeting.
- (b) If the Speaker feels it necessary, he/she may order a recess of not less than five minutes and not more than ten minutes of duration.
- (c) If a member absents himself / herself from a meeting of the Council he/she shall be required to give the reason for his/her absence to the Speaker in writing within a week after that meeting.
- (d) Failure to comply with Article 25 (c) by a member shall entail censure by the Speaker in the next meeting.
- (e) If a member is censured by the Speaker for his/her absence twice in a course of an academic year, the member shall be deprived of the certificate of the membership of the Council.
- (f) In respect of Article 25(c), (d) and (e), the Speaker himself/ herself shall be accountable to the Director of the Council.

#### **Article 26**

The Director shall have the right to intervene, either on the request of the speaker or on his/her own understanding, to offer opinion in the course of the discussions.

#### **Article 27**

The Dean, Student Welfare Officer shall have the right to intervene, either on the request of the Speaker, or on his/her own, in the course of the discussions to offer his opinion.

#### **Article 28**

- (a) The Secretary shall maintain a Minutes Book in which he/she shall record the proceedings of every meeting of the Council.
- (b) After every meeting of the council the Speaker shall go through the minutes recorded by the Secretary and attest the minutes by countersigning the same.
- (c) A brief summary of the proceedings of every meeting shall be published on the Students' Notice Board by the Secretary countersigned by the President, the Speaker and the Director within two days of that meeting. A copy of the same shall be handed over to the Principal by the President within two days of that meeting.

### **Chapter XIII**

#### **PROCEDURE FOR THE IMPLEMENTATION OF THE RESOLUTIONS OF THE COUNCIL**

##### **Article 29**

- (a) If the resolutions of the Council are accepted by the Principal they shall be implemented within the time-limit agreed upon by both the Principal and the President. The time-limit shall be fixed according to the importance of the issue.
- (b) If the Principal does not agree to the resolutions of the Council he/she shall express his/her views to the President, the Vice- President and the Director collectively which shall be considered by the Council.
- (c) If, after reconsideration by the Council, the views of the Principal are not found acceptable by at least two-thirds of the members present and voting, the issue shall be referred to a body constituted known as Staff-Student Council consisting of the Council Cabinet and 3 members of the council along with the representatives of the Staff Council appointed thereof, for settlement acceptable to both the Council and the Principal.

#### **CHAPTER XIV: ELECTION PROCEDURE**

##### **Article 30**

- (a) At the beginning of each academic year, the Principal shall appoint from among the members of the Staff an Election Commissioner for the conduct of the election of the President, the Vice-President and the class representatives.
- (b) The Election Commissioner shall issue notifications regarding the date of the election of class representatives and make all arrangements for the smooth conduct of the elections.
- (c) The Election Commissioner shall issue notifications regarding the dates for filing, scrutiny and withdrawal of nominations for the Presidential and Secretarial candidates and the day of polling.
- (d) The Election Commissioner shall make arrangements for the polling and counting of votes and announcement of results.
- (e) The Election Commissioner shall draw up in consultation with the candidates collectively the necessary norms to maintain decorum and dignity during the election campaigns and appoint officers for the strict observance and compliance to these norms.
- (f) Among the posts of class representative, secretary of an Association, President and Vice-President, a student shall hold only one office at a time. However, Article 29(f) shall not apply to the Vice-acting as the speaker.

## **Part-9**

### **CHAPTER XIV**

#### **RESIGNATIONS AND RE-ELECTIONS**

##### **Article 31**

- (a) When the class representative wishes to resign his/her post he/she shall submit his/her resignation letter to the Director of the Council. After accepting the resignation, the Director shall forward it to the President.
- (b) If a student ceases to be a class representative vide Article 9(b), the Election Commission shall arrange to hold the election of a new class representative from the concerned class within ten days of receiving the notification to the effect.

##### **Article 32**

- (a) The President, if he/she wishes to resign his/her office, shall submit his / her letter of resignation to Director who shall instruct the Cabinet to call a meeting of the Cabinet in which the resignation shall be formally accepted.
- (b) When the President resigns his/her office or ceases to be on the student roll of the College, the Vice-president shall be sworn in as Acting-President at the Cabinet meeting. The Oath of office shall be administered by the Director of the Council.
- c) The Secretary shall act as the President until the next ordinary meeting of the Council in which the President shall be elected from among the members of the Council belonging to the III-year Degree class by all the members of the Council and the voting at such election shall be held by secret ballot. The new President shall be sworn in by the Director, who shall administer the Oath of Office to him.

##### **Article 33**

- (a) When the Secretary or any member of the Cabinet or the Speaker or the Deputy Speaker wishes to resign he/she shall submit his/her letter of resignation to the Director who after accepting it, shall forward it to the President.
- (b) If any one of them mentioned in Article 31(a) resigns, or ceases to be a member of the Council or ceases to be on student roll of the College, the Director shall instruct the Speaker or the Acting-Speaker to hold election to fill the vacant post from among and by the members of the Council and after the election the elected

candidate shall be sworn in by the President, who shall administer the Oath of office to him.

#### **Article 34**

All resignations shall be in writing, with or without assigning any reason.

### **CHAPTER XVI**

#### **MODE OF AMENDMENT**

#### **Article 35**

- (a) An amendment to this Constitution may be initiated by any member of the Council in an ordinary meeting of the Council. The amendment is deemed as passed if it secures a three-fourths majority vote in favour, when three-fourths of the members of the Council are present and voting.
- (b) If the amendment passed by the Council is approved by the Principal (patron) in writing, the Constitution becomes amended accordingly.
- (c) If, on the other hand, the amendment is not approved by the Principal the amendment may be reconsidered by the Council in the light of the suggestions and views expressed by the Principal.
- (d) A member of the Council may initiate not more than two amendments in the course of one academic year.
- (e) Notice of the resolution to amend the constitution shall be given in writing to the President two days before an ordinary meeting of the Council.

#### **Article 36**

With the adoption of this Constitution Sixth June of 2015, the old constitution of the Council ('The Constitution of Students Council') adopted on the twenty-seventh day of February, 1980 stands abrogated.