



MAHATMA GANDHI UNIVERSITY

**BYE-LAWS OF
THE MAHATMA GANDHI UNIVERSITY UNION
FOR STUDENTS**

(Revised as per U.O. No.DSS/2/UU Bye-Laws/63/2014 dated 27.12.2013)

BYE-LAWS OF THE MAHATMA GANDHI UNIVERSITY UNION FOR STUDENTS

1. Title and commencement:

1) These Bye-laws may be called 'Bye-Laws of the Mahatma Gandhi University Union for Students.

2) They shall come into force on such date as the Syndicate may appoint.

2. Definitions :

In these bye-laws unless the context otherwise requires:

- a) 'Academic year' means the period of twelve months commencing with the 1st of June.
- b) 'College' means affiliated Colleges and constituent colleges under Mahatma Gandhi University.
- c) 'School' means a University School/Department of teaching and research established and maintained by the Mahatma Gandhi University.
- d) 'Executive Committee' means the Executive Committee of the Mahatma Gandhi University Union.
- e) 'Funds' means the Funds of the Mahatma Gandhi University Union.
- f) 'General Council' means the General Council of the Mahatma Gandhi University Union.
- g) 'General Secretary' means the General Secretary of the Mahatma Gandhi University Union.
- h) 'Honorary Treasurer' means the Honorary Treasurer of the Mahatma Gandhi University Union.
- i) 'Patron' means the Patron of the Mahatma Gandhi University Union.
- j) 'Chairman' means the Chairman of the Mahatma Gandhi University Union.
- k) 'Staff Adviser' means the Staff Adviser of the College Union/Departments' Union.
- l) 'Student' means any person undergoing a course of study, on a full-time or part-time basis in a University Department established and maintained by the Mahatma Gandhi University or in a College affiliated to the Mahatma Gandhi University. Such person ceases to be a student after the last date of the Academic year, which happens to be the final year/semester of the particular course, he/she is undergoing.
- m) 'Syndicate' means the Syndicate of the Mahatma Gandhi University.
- n) 'Union' means the Mahatma Gandhi University Union.
- o) 'Teacher' means any person imparting education to students in the affiliated Colleges or in the University Departments

3. Powers and functions of the University Union:

The Mahatma Gandhi University Union shall have the following powers and functions.

- a) to promote corporate social and cultural life of the students of the university and to train them in the duties and rights of citizenship;
- b) to promote opportunities for the development of character, discipline, efficiency, knowledge, democratic, secular, scientific and socialist outlook and the spirit of service among its members;
- c) to organize youth centres, clubs or groups like student writers' club, student farmers' forum- study circles, training campus, work campus, debates, seminars, state and interstate tours and to undertake such other activities and programmes;
- d) to impart training in leadership and in the conduct of public works in collaboration with voluntary organizations;
- e) to organize arts festivals to promote and develop the artistic talents of students;
- f) to organize sports, physical culture clubs and recreational clubs;
- g) to organize work squads and operate in urban and rural areas to encourage students and teachers to co-operate with farm and factory workers;
- h) to organize programmes encouraging students in various constructive activities in the content of national development; and
- i) to encourage such other activities as would be in keeping with the general objectives of the Union.

4. Membership

All students in the rolls of College / University Schools /Departments shall ipso facto be members of the Union. All teachers in the Colleges and University Schools/Departments shall be ex-officio members of the Union. However, the teachers will have no voting power.

5. Membership fee

All Colleges/University Schools shall collect the prescribed fee of Rs.50/- (Rupees Fifty Only) per student per year towards the University Union fee along with the first installment of fees. The Colleges/ University School shall remit the fees to the A/c of the Hon. Treasurer of the University Union maintained in the State Bank of Travancore, M.G. University Campus Branch.

The Forty rupees shall be distributed as follows:

- (i) Rs.40/- for the expenses of the University Union.
- (ii) Rs.10/- for the activities of Clubs / Associations in the Colleges / Schools under the guidance of the University Union.

6. Tenure of office

The Members of the General Council, Executive Committee and Accounts Committee shall hold office for a period of 12 months or till the reconstitution of the General Council whichever is earlier, notwithstanding the fact that they ceased to be students.

7. Oath Taking Ceremony

There shall be an Oath Taking Ceremony to be conducted for the Office bearers of the University Union while taking charge of office. The Hon'ble Vice Chancellor will administer the oath to the newly elected Office Bearers. The Office bearers shall sign on a register of oath of office as an undertaking of compliance of the University Union Bye Laws and the prevailing regulations of the University during the tenure of office.

7. College Unions and Departments' Union

- a) There shall be College Union in all Colleges and a Departments' Union for the University Departments to promote the all round development of the students and to achieve the objectives of the Union. Each College and the University Departments' Union shall be represented at the General Council by one or two Councilors, as the case may be elected to the University Union.
- b) There shall be various associations/clubs in all colleges/departments and each association/club shall function through its elected representatives under the guidance of Staff Adviser.
- c) Each College Union and the University Departments' Union/s shall have a 'Constitution', as prescribed by the Syndicate.
- d) There shall be various associations/clubs for students at the University level and they shall be entitled for due financial assistance from the University Union. Each such association/club shall have a "constitution" as prescribed by the Syndicate.

8. General Council

i) The General Council shall consist of Councilors to the University Union elected from Colleges/Departments.

ii) The General Council shall meet at least once in six months and such meetings along with the agenda shall be notified at least 15 days in advance.

iii) The General Council shall have power.

a) to give general guidance to all College Unions/Departments' Union.

b) to frame rules for the conduct of business at meetings of the Union.

c) to issue instructions not inconsistent with the Bye-laws and the rules in all matters not otherwise provided for;

d) to consider and approve the budget estimates of the Union.

9. The Patron

a) The Vice-Chancellor of the Mahatma Gandhi University shall be the Ex-Officio Patron of the Mahatma Gandhi University Union.

b) The patron shall be informed of all the activities of the Union well in advance.

c) The patron shall have power to convene the General Council or any of the Committees of the Union as and when he deems it fit for improving the functioning of the Union.

10. Office-bearers

The following shall be the Office-bearers of the Union.

- 1) The Chairman
- 2) The Vice-Chairmen
- 3) The General Secretary
- 4) Joint Secretaries
- 5) The Honorary Treasurer

11. The Chairman

- 1) The Chairman shall be elected from and by the General Council.
- 2) The Chairman shall preside over all meetings of the Executive Committee, General Council and all other functions of the Union.
- 3) The Chairman shall conduct business of the Union according to the rules and standing orders.

- 4) The Chairman shall have the right to give rulings on any point of order and his decisions shall be final so far as the meeting is concerned.

12. The Vice-Chairmen (Vice Chair persons)

- 1) Three Vice-Chairmen shall be elected from and by the members of the General Council of whom at least one shall be a lady.
- 2) One of the three Vice-Chairmen chosen by the members present shall preside over the meetings of the Executive Committee and General Council and all other functions of the Union in the absence of the Chairman.
- 3) The Vice-Chairman shall perform the duties of the Chairman in his absence or as per the request of the Chairman.

13. The General Secretary

- 1) The General Secretary shall be elected from and by the members of the General Council.
- 2) The duties of the General Secretary shall be,
 - a) to issue notice of all meetings in consultation with the Chairman.
 - b) to keep the minutes of the business meetings and to present them for confirmation at the next meeting;
 - c) to sign on behalf of the Union all documents;
 - d) to keep records of all proceedings of the Union;
 - e) to conduct all the correspondences of the Union;
 - f) to arrange for the purchase of the requisites of the Union;
 - g) to incur expenditure for items specifically included among the objects of the Union with the previous concurrence of the Executive Committee and to submit vouchers for payment and to render monthly statements of expenditure incurred by the Union to the Honorary Treasurer; and also to submit the monthly accounts of the Union to the Executive committee:-
 - (i) to submit the accounts before the Union Accounts committee every six months;
 - (ii) to submit the accounts and vouchers relating to the year for audit at the end of the year.

14. The Joint Secretaries

- 1) Two Joint Secretaries shall be elected from and by the members of the General Council.
- 2) The Joint Secretaries shall perform the duties of the General Secretary in his absence or as per the request of the General Secretary.

15. The Honorary Treasurer:

- 1) The Director of Student Services shall be the Hon. Treasurer of the University Union.
- 2) The Honorary Treasurer shall be an ex-officio member of the Executive Committee and the General Council without voting power.
- 3) The Honorary Treasurer shall be in charge of the funds of the Union on behalf of the Executive Committee.
- 4) It shall be the duty of the Honorary Treasurer to see that vacancies in office are filled up promptly and the office work is done smoothly.

16. The Executive Committee

- 1) The Executive Committee shall consist of the following members, namely,
 - i) Elected Members
 - a) The Chairman
 - b) The Vice-Chairmen (3)
 - c) The General Secretary
 - d) The Joint Secretaries (2)
 - e) 15 (fifteen) Members elected by the members, of the General Council from among themselves of whom at least three shall be ladies.
 - ii) Ex-Officio Member
The Hon. Treasurer of the University Union
- 2) The Executive Committee shall manage the affairs of the Union and shall have power subject to the provisions of the rules to carry out the objectives to the Union.
- 3) The Executive Committee shall prepare annual budget in respect of the activities of the Union and present it to the General Council for consideration and adoption.
- 4) The Executive Committee shall prepare annual report and present the same before the General Council for review.

5) It shall consider the review report on expenditure submitted by the Accounts Committee.

6) The Executive Committee may appoint Sub-Committees or Ad-hoc Committees for specific purposes in consonance with the objectives of the Union from and among the members of the General Council. The Conveners of such Committees shall be entitled to be present at the meetings of the Executive Committee but shall not be entitled to vote.

7) The Executive Committee shall meet at least once in a month and such meetings along with the agenda shall be notified at last 7 days in advance. The notice of the meeting shall be prepared by the office bearers of the Union and dispatched through the Department of Student Services with proper documentation utilizing the stamp account of the Department.

8) The urgent meeting of the Executive Committee may be convened with three days' notice.

9) The Executive Committee may frame standing orders.

10) A member of the Executive Committee who has not attended 3 meetings of the body consecutively without informing specific reasons to the Chairman or the General Secretary in writing shall forfeit his membership.

11) Decisions of the Executive Committee shall be taken in accordance with the opinion of the majority of the members present.

12) The meetings of the Executive Committee shall be conducted in the spirit of parliamentary democracy. The minutes shall reelect not only the majority opinions but also the dissenting voices. At the end of the minutes of each meeting all the members present may sign.

17. University Union Accounts Committee

The University Union Accounts Committee shall consist of five members elected by and from among the members of the General Council and three members elected by the members of the Senate from among themselves at a meeting of the Senate/ nominated by the Syndicate. It shall review the accounts of the Union and the review report shall be presented to the Executive Committee every six months. The notice of the meeting of the Account Committee shall be prepared by the office bearers of the Union and dispatched through the Department of Student Services with proper documentation utilizing the stamp account of the Department.

18. Student Services Committee

There shall be a Student Services Committee constituted by the University as an advisory body for the effective functioning of the University Union. It shall consist of the following members.

- 1) The Pro-Vice-Chancellor (Chairman)*
- 2) The Director of Student Services (Secretary)*
- 3) Two members of the Syndicate (nominated by the V.C. from the SW&D Committee)*
- 4) The Secretary; University Union*
- 5) The Chairman; University Union*

Student Services committee may meet at least twice in a term of twelve months.

***First,** the General Secretary will present the detailed annual budget of the University Union as approved by the Executive Committee to the Student Services Committee at least two weeks before the date of General Council.*

***Second,** The Student Services Committee will meet before the announcement of the mega event UNIVERSITY YOUTH FESTIVAL. It shall review the previous programmes and shall plan the subsequent activities.*

However, the Chairman is authorized to convene meetings of the Student Services Committee to discuss any other urgent matters to be addressed as and when required.

19. Funds of the Union:

- 1) Separate Head of account may be opened in the Mahatma Gandhi University Budget to accommodate all funds of the Union including the annual grant in the Mahatma Gandhi University.
- 2) The Honorary Treasurer of the Union will be in charge of the funds of the Union on behalf of the Executive Committee. Expenses for the activities of the Union shall not be incurred without the previous sanction of the Executive Committee.
- 3) The Honorary Treasurer of the Union can disburse an amount up to Rs. 5000/- (Rupees Five thousand only) for programmes approved by the Executive Committee.

- 4) For programmes requiring above Rs.5000/- (Rupees Five thousand only), the previous approval should be obtained from the concerned University authorities.
- 5) The accounts of all programmes will be settled within one month of the programme, failing which no further amount will be released.

20 Miscellaneous

1) The quorum of the meeting of the General Council and all Committees of the Mahatma Gandhi University Union shall be $\frac{1}{4}$ of the total number.

2) A notice of no-confidence motion signed by $\frac{1}{3}$ of the total members against an elected office bearer of the Mahatma Gandhi University Union can be presented in the General Council.

3) A motion of no confidence shall not be moved within the first three months of the taking of office.

4) A special meeting of the General Council shall be convened by the Chairman, if 20 per cent of the members of the General Council demand for a meeting specifying the purpose with written notice.

5) The General Council shall be convened to discuss the no-confidence motion with a special notice of 15 days. The motion shall be carried by the simple majority of the members of the General Council present.

6) The Patron & or the Honorary Treasurer or any person invited by the Executive Committee shall be entitled to be present and to address any of the meetings of the Union or Bodies or Committees constituted there under, but shall not be entitled to vote there at.

7) The Syndicate shall have power to make amendments to these Bye-Laws. Any question of dispute arising under these Bye-laws, with regard to its provisions, contents, interpretation or the procedure laid down shall be determined by the Syndicate. The decision of the Syndicate shall be final in all such cases.

8) The Executive Committee of the Union shall be in liaison with the Student Services Committee regarding to the activities and programmes of the Union in general.

21. Reconstitution:

1) The General Council, the Executive Committee and the Accounts Committee of the Union shall be reconstituted by the Syndicate every year.

2) Election of office bearers, members to the Executive Committee and members to the Accounts Committee shall be held in accordance with the system of proportional representation by means of single transferable vote and in accordance with the procedure prescribed by the Syndicate in this regard.

3) Notwithstanding anything contained in these Bye-laws the Syndicate shall have power to reconstitute the General Council and/or Executive Committee or Accounts Committee or fill up the casual vacancies in these bodies by nomination or any other method as the Syndicate may decide, in case the elections could not be conducted as envisaged, provided that any such action taken by the Syndicate shall be subject to the ratification by the Senate.
