



**CONSTITUTION
OF**

“MURAZAR COLLEGE STUDENTS UNION” (MCSU)

MURAZAR: : HOJAI:: ASSAM:: 782439



CONSTITUTION OF THE MURAZAR COLLEGE STUDENTS' ASSOCIATION

1. Name of the Association and its objectives:

- a) The Association of the students Murazar College Hojai, Assam shall be known as **"THE MURAZAR COLLEGE STUDENTS' UNION"** in English and **"MURAZAR COLLEGE CHATRA EKATA SOBHA"** in Assamese.
- b) Murazar College Students' Union shall be the elected body of all the bonafide students of Murazar College.
- c) The Murazar College Students' Union shall be the common organization of all the bonafide students of Murazar College. Any meeting of all the bonafide students in connection with the students' Union shall be known as the General Assembly.
- d) All the students whose names are borne in the register of the College shall be regarded as "bonafide Students" provide that all unsuccessful/absentee students who are on roll as casual students for the purpose of practical class or instructional benefit shall not be treated as bonafide students.
- e) **OBJECTIVES:** The objectives of the Union shall be-
 - i) To co-operate with the college authority in maintaining discipline inside the college and to encourage all students to be disciplined in all spheres of life whether inside or outside of the college.
 - ii) To promote such democratic ideals as Equality, Fraternity, Unity, Mutual understanding and Integrity in general and to develop a healthy spirit of co-operation among Association and students of Murazar College in their diverse fields of educational, social, cultural and intellectual activities in particular.
 - iii) To safeguard the legitimate interest of students community in general and of the students of Murazar College in particular.
 - iv) To redress the legitimate grievances of the students' of Murazar College through constitutional means.

2. GENERAL ASSEMBLY AND ITS FUNCTIONS:

- a) The Principal of the College shall be the Head of the General Assembly.
- b) The Assembly shall have an elected "Executive Council"
 - i) All the members of the Executive Council including class representatives, shall be elected annually or at any time as occasion necessitates by the General Assembly from amongst them.
 - ii) The General Assembly, by passing a vote of no-confidence by two-third majority of the members present against any members or members may force him/her or all the members of the Executive Council to resign. At least 50% of the total members of the General Assembly must be present to form the QUORUM of such meeting (s).
 - iii) The General Assembly shall have the right to demand requisitioned meeting (special) of the General Assembly to be convened by the Principal, by a written petition signed by a simple majority of its total members.



3. EXECUTIVE COUNCIL:

A) The following are the portfolios of the MCSU:-

1. President	(01)	Elected
2. Vice-President	(01)	Elected
3. General Secretary	(01)	Elected
4. Assistant General Secretary	(01)	Elected
5. Cultural Secretary	(01)	Elected
6. Assistant Cultural Secretary	(01)	Elected
7. Magazine Secretary	(01)	Elected
8. Assistant Magazine Secretary	(01)	Elected
9. Game Secretary	(01)	Elected
10. Assistant Game Secretary	(01)	Elected
11. Social Welfare Secretary	(01)	Elected
12. Boys Common Room Secretary	(01)	Elected
13. Girls Common Room Secretary	(01)	Elected

- B) The Principal of the College shall be the Head of the Executive Council.
- C) All the members of the Executive Council shall individually and collectively be responsible to the General Assembly.
- D) The Executive Council shall remain in office for one complete Academic session till a new body is voted to power for the next academic session provided that it is not dissolved earlier by a vote of no-confidence against it by the General Assembly or by Principals notification.
- E) There shall be a Professor in Charge for each of the portfolios like- General Secretary, Cultural, Magazine, Game & Sports, Students Welfare, Boys Common Room & Girls Common Room. The Prof- in Charge shall be appointed by the Principal and the function of the in charge shall be of an advisory nature.
- F) No meeting related to money matter of any portfolio shall take place except under the chairmanship of the Principal and in the presence of Prof- in charge. The General Secretary shall always be present in such meeting (s). No requisition for withdrawal of money shall be entertained unless it is recommended by the Prof- in charge of the portfolio concerned.
- G) The Principal of the General Assembly shall convene a meeting of the Assembly within 15 days from the date of election of the Executive Council in which the General Secretary of the outgoing Executive Council shall hand over charge to the incoming General Secretary with a detailed report of achievements and shortcomings of his term. In this meeting the new executive Council shall take oath of allegiance to the constitution of Murazar College Students' Union. The oath shall be administrated by the Principal.
- H) Within 07 days from the date of oath taking of the Executive Council each departmental Secretary shall submit statement of financial requirements for his/her department of General Secretary, who will consolidate and modify it, if necessary on basis of the consolidated Union fund to be ascertained from the Principal.
- I) The Budget meeting by the Executive Council shall be held within 15 days from the date of oath taking ceremony of the Executive Council.



- J) There shall be at least one meeting of the Executive Council in a month. To validate any meeting of the Executive Council the presence of at least 09 of its members except the Principal shall be necessary, i.e. 09 members shall form the QUORUM. All decisions shall be taken by a simple majority of the members of the Executive Council excluding the Principal shall have one vote in any matter. In case of tie only the Principal will exercise his casting vote. The President (Elected) while presiding over a meeting shall have no vote, except the casting vote in the event of a tie.
- K) The Executive Council shall give due obedience to any executive direction relating to proper management of the Unions' affairs which may be received by it from the Principal.
- L) If any member of the Executive Council except the Principal fails to attain three consecutive meetings of the Executive Council, his/her membership shall cease if the Principal desires and the vacancy thus created shall be filled up by a fresh election or otherwise by the Principal in consultation with the remaining members of the Executive Council in a meeting of Executive Council called exclusively for this purpose by the Principal.
- M) The meeting of the Executive Council shall ordinarily be called by the General Secretary with a prior consent of the Principal by giving at least 02 days notice except requisition, emergent and budget meetings which shall be called by the Principal.
- N) The members of the Executive Council may, by a simple majority, demand a requisition meeting of the Executive Council through a petition submitted to the Principal if the situation so demands and the Principal shall have to call such meeting.

4. PRINCIPAL : HIS POWER AND FUNCTIONS:-

The Principal of the College shall be the HEAD of the General Assembly and of the Executive Council of the Union, known here-in-after as the Head. He/she shall not neither be elected by the General Assembly nor shall be responsible to it. He shall ordinarily emancipation the following functions:-

- A) The Principal shall take necessary steps for the election of members of the Executive Council or the office bearers of the Union. The Principal with the consultation of every HOD's of concerned department shall take decision in every session within 15 days from the date of closing of admission with late fine for that session or at any time as the occasion necessitates.
- B) The budget, emergent and requisition meetings of the Executive Council must be called and presided over by the Principal, while all other meetings may or may not be presided over by him in his direction. The Elected President will preside over any general meeting in which the Principal is absent and in the absence of elected President the Vice President will preside over it. But the Principal must give assent to it.
- C) C) The budget meeting shall be called by the Principal by giving at least 05 days notice while an emergent and/or a requisition meeting shall be called by him by giving not less than 01b days' notice.



- D) The Principal shall have the power to interfere with the activities of any member or all the members of the Executive Council, if such activities are considered by him to be against the interests of the students or of the college. Such interference may mean anything from warning to forcible resignation of any member including the General Secretary and the elected President, anything from warning to dissolution of the whole body of the Executive Council by the Principal's notification. Any such activities, by any or all members of the Executive Council as gross mismanagement of the Union's affairs, miss-behavior or misconduct and any other activities which are detrimental to maintenance of proper harmony and discipline amongst the students shall be considered as against the interest of the students and of the college.
- E) E) The Principal shall have such power to penalize individually or collectively any member or members of the Executive Council for miss use or misappropriation of Unions property or fund.
- F) I) If any office bearer or member of the Executive Council dies, discontinues his/her duties in the college takes transfer certificate , resigns voluntarily or under compulsion, the vacancy thus created shall be filled up by the Principal.
II) If all the members and office bearers of the Executive Council resigns voluntarily or is forced to resign by Principal's notification or by a vote of no-confidence by the General Assembly, the Principal shall made necessary arrangement for fresh election within 30 days from the date of such resignation or dissolution. In the meantime the Principal shall continue to conduct the affairs of the Union till the new Executive Council is elected. The Principal, if necessary, can extend the period of election from 30 days to any number of days but not beyond the beginning of the next session.
- G) In the event of vacancy of the Principals post of the college, the Vice Principal or Principal in charge shall be the Head of the Executive Council in General Assembly.

5. POWER AND FUNCTION OF THE ELECTED PRESIDENT:

The President shall exercise the below mentioned powers and duties:

- A) He/she shall preside over all the general meetings of the Executive Council in which the Principal is absent subjected to the condition of clause B under section 4.
- B) The President shall have the power of giving executive direction to any office bearer or member of the Executive Council on behalf the Principal but without having any force of compulsion.
- C) The President shall be responsible to the Principal to Executive Council and to the General Assembly.

6. POWER AND FUNCTION OF THE ELECTED VICE PRESIDENT:-

The Vice-President shall exercise the below mentioned powers and duties:-

In the absence of elected President, the Vice President will preside over any general meeting but the Principal must give assent on it.

7. POWER AND FUNCTION OF THE GENERAL SECRETARY:-

- A) The Executive Authority of the Executive Council shall vest in the General Secretary who shall be in charge of all departments of the Executive Council, and the departmental Secretaries and Assitt. Secretaries shall be sub ordinate to him.
- B) He shall supervise the activities of all departmental Secretaries and assitt secretaries in the interest of the Union.



- C) He shall give necessary instructions to the departmental Secretaries and Assistant Secretaries for the successful compulsion of the task assigned to them. What falls within the jurisdiction of a departmental secretaries and/or an assistant secretary shall be decided by the General Secretary in consultation with the Principal and President.
- D) All the departmental secretaries and Assistant Secretaries of the Executive Council shall be individually responsible to the General Secretary for the successful completion of the task which will be entrusted with. The General Secretary, under the clause, shall have the power to frame a charge against any members of the Executive Council except the Principal and President on the ground of unwillingness to work, negligence, mis-conduct, mis-management and anti college activities and to forward it to the Principal for necessary action as the Principal deems fit under the provisions of clause D of section 4 of this constitution.
- E) i) The general secretary shall, in consultation with the Principal summon the ordinary meeting of the Executive Council under the provisions of clause M section 3 of this constitution.
ii) The General Secretary shall keep the minutes of all the meeting including budget requisition and emergent meeting of the Executive Council
iii) The General Secretary shall maintain two registers, one to be known as "Notice Book, Murazar College Students Union, session....." and other to be known as "Resolution book, Murazar College Students Union, Session....." The notices and minutes of all meetings of the Executive Council including budget, emergent and requisition meeting shall have to be served through and kept in the above stated two books respectively.
- F) The General Secretary shall keep records of the activities of the executive council during his/her tenure, outlining all the achievements, shortcomings, future prospectus etc and shall have to be read and submitted by him/her in the annual meeting of the General Assembly in the next session in which the incoming General Secretary shall take charge.
- G) The General Secretary shall prepare the budget of the Murazar College Students Union as per the provisions clause H of section 3 of this constitution and shall place it before the Executive Council for its consideration. The Executive Council shall pass the budget with changes/modifications if necessary.
- H) The General Secretary in consultation with the Principal, is liable to convey meeting/ meetings of the executive Council if desired by a departmental secretary. This clause must always be read with reference to (E), (II) of section 7.
- I) The General Secretary shall give due obedience to the executive directions that he might receive, from time to time from the Principal, or from the President. He shall very often, consult the Principal, the President, the Prof in charge of all the departments of the Union and other members of the teaching staff as he thinks necessary regarding all important matters of the Union.
- J) The General Secretary shall be responsible to the Executive Council, to the Principal and to the General Assembly.
- K) i) The General Secretary shall be assisted in his functions by an elected Assistant General Secretary.
ii) The General Secretary may in consultation with The Principal entrust the Assistant General Secretary with the independent charge of any task/function.
iii) The Assistant General Secretary shall be empowered by the Principal with all the powers and functions of the General Secretary if the General Secretary dies, discontinues his duties, takes transfer certificates, resigns voluntarily or under any compulsion.



8. POWER AND FUNCTION OF DEPARTMENTAL SECRETARIES AND ASSISTANT SECRETARIES

- A) Each Secretary shall be in-Charge of a department of the Union and shall act in consultation with the professor-in charge of his/her department and according to the decision of the majority members of the Executive Council.
- B) There shall be Assistant Secretaries, wherever necessary, in various departments of the Union as per clause (A) of section 3 to assist their respective Departmental Secretaries.
- C) Each Departmental Secretaries and Assistant Secretaries shall be responsible to the Principal, to the President, to the General Secretary, to the Executive Council and to the General Assembly for the successful completion of the task entrusted to him/her, besides, each Assistant Secretary shall be responsible to his/her, Departmental Secretary also.
- D) Each Departmental Secretary shall prepare a Statement of his/her, financial requirements under the guidance of the professor in-charge and shall forward the same to the General Secretary as per clause (H) of Section 3.
- E) i. The General Secretary shall not ordinarily interfere with the day to day activities of any Department/Departmental Secretary unless it is demanded by the exigency of the situation.
ii. A Departmental Secretary shall/may request the General Secretary to convey meeting (S) on matters relating to his/her Department with the prior approval of the professor-in-charge to the Department concern and the General Secretary, under such circumstances, shall have to convene such meeting (S) in consultation with the Principal. This clause has a reference to clause (H) of section 6.

9. ELECTION:

- A) All members of the General Assembly, as defined in clause (C) Section 1, shall form electorate and shall have the right to Vote and stand as candidate for any post of the Executive Council except for the post of Principal provided that no male member stands for the post of Girls Common Room Secretary and no female Members Stand for the post of Boys Common Room Secretary provided also that:
 - i) One member shall have the right to stand for one post only. Moreover, a member who has already been elected or defeated once in Murazar college student union body election shall not be allowed to submit nomination for next time during his or her designated degree course.
 - ii) A Student of BA 5th Semester (3rd Year Class) is not allowed to submit their nominations except for the post of President.
 - iii) The General Secretary shall be a Student of BA 3rd Semester (2nd Year Class).
 - iv) The Vice President shall be a student of BA 3rd Semester (2nd Year Class).
 - v) The Assistant General Secretary shall be a student of BA 1st Semester (1st year class).
- B) Every member of the General Assembly to be able to cast vote and or stand as Candidate in the Election shall have to clear all College dues up to the month in which election is being held.
- C) The General Election for each session shall take place. Within 30 days from the date of closing admission with late fine for that session. The Provision of section 4.F (ii) shall be observed in case of midterm election.
- D) Voting shall be by Ballot.
- E) Necessary arrangements for election shall be made and all electoral procedures shall be decided by the principal shall notify the date , time and place of election and shall invite Nomination Papers from the intending Candidates, provided that the Election is not held without giving at least 7(Seven) days notice to the members of the General Assembly.



- F) All disputes regarding election shall be decided by a competent committee member including the principal from amongst the members of the teaching Staff.
- G) Formation Process of Murazar College Union Body may be conducted direct or indirect methods of Election.

10. AMMENDMENT OF THE CONSTITUTION & SETTLEMENT OF DISPUTES:

- A) Any section, Clause Sub-clause or part of any clause, Sub-clause of the Constitution can be amended by two third majorities in a meeting of the General Assembly called absolutely for the purpose of amending the constitution provided the meeting is requisitioned and attend by a simple majority of the total members of the General Assembly, Teaching & Non-Teaching Staff too. Any meeting for the purpose of amendment of the constitution shall be called by the principal within 7 (Seven) days of its being requisitioned by a simple majority of the total members of the General Assembly by a written petition submitted to the principal.
- B) Notwithstanding anything written in the constitution the inter petition of the principal about any section, clause, sub-clause of the constitution shall be final. Anything not provided for in the constitution shall also be decided by the principal and his decision shall be final and binding.

Sd/
Dr. Sayed Ahammed. Ali
Principal/Secretary
Murazar College
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