

Annexure IV



**DELHI UNIVERSITY STUDENTS UNION  
CONSTITUTION**

# DELHI UNIVERSITY STUDENTS UNION

## CONSTITUTION

### CHAPTER - I

#### 1. **Name**

The Union will be called "The Delhi University Students Union", hereinafter referred to as the Union.

#### 2. **Office**

The office of the Union will be located in the Union building in the main University Campus. It shall also be its official address.

#### 3. **Aims and Objects**

The following will be the aims and objects of the Union :-

- (i) To promote mutual contact, a democratic outlook and a spirit of oneness among the students of the University of Delhi.
- (ii) To promote the social, cultural and intellectual development of the students of the University of Delhi.
- (iii) To promote consciousness among the students of the University of Delhi of the events taking place around them with a view to better equipping them as responsible and educated citizens and to build up a healthy students movement.
- (iv) To promote among the students of the University of Delhi a sense of service to the people and duty towards the State.
- (v) To promote harmonious relations among all sections of the University Community.
- (vi) To meet, discuss and make representations to the University authorities on matters concerning common interests of the students.

#### 4. **Activities**

The Union may organise the following activities namely :-

- (i) Debates, lectures, discussions, study circles, essay competitions etc.
- (ii) Cultural performance and contests.
- (iii) Indoor games.
- (iv) Publication of magazine, bulletin and wall newspapers.
- (v) Trips and tours to places of historical and educational importance.
- (vi) Social Service and Social Relief Activities.
- (vii) Organising and running co-operatives.
- (viii) Organise poor Boys Fund and Book Bank to help needy Students.
- (ix) Such other activities as will further the realization of the above aims and objects.

### CHAPTER-II

#### 5. **Patron**

The Vice-Chancellor of the University of Delhi 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.

#### 6. **Membership of the Union**

- (i) Students of various Colleges/Institutions recognised by or admitted to the privileges of the University which are members of the Union at the commencement of this Constitution shall be the members of the Union.
- (ii) Students of a College/Institution may become members of the Union by a resolution passed by absolute majority of the total number of students on rolls of the College/Institution concerned on the last working day of July of that year.
- (iii) Those studying only Foreign Language Courses or diploma/Certificate Courses of the University shall not be the members of the Union.

- (iv) Students who become members of the Union under sub clauses (i) or (ii) of this clause may withdraw from its membership by a resolution passed by absolute majority of the total number of students on rolls of the College/ Institution concerned on the last working day of that year.
- (v) Resolutions passed by the students of a College/Institution under sub-clauses (ii) or (iv) will become effective from a date to be notified by the Patron. If a College withdraws from the membership of the Union after the 15th of October, it would not be entitled to the refund of its subscription to the Union funds.

## 7. *Funds*

Every member of Union shall pay Rupee 5/- as annual subscription to Union funds which will be collected alongwith the fees collected at the time of admission by the respective College/Institutions.

## CHAPTER-III

## 8. *The Central Council*

- (1) There shall be a Central Council of the Union which shall consist of the following : -
  - (i) The Presidents of the Unions of colleges/Institution affiliated to the Union, provided that such a President does not suffer from any of the disqualifications laid down under Clause 9.
  - (ii) Two members directly elected by simple majority vote from each College/Institution, provided that a College/ Institution with a total strength of 500 or less will send only one member to the Central Council.
  - (iii) All the office-bearers of the Union elected under this Constitution.
  - (iv) The Staff Adviser of the Union.
  - (v) The Treasurer of the Union and
  - (vi) The out-going President of the Union, provided he continues to be on the rolls of a College or Institution of the University.

(2) The members of the Central Council mentioned in sub clause (iv), (v) and (vi) above will have no right to vote in the meetings of the Central Council.

(3) The Central Council will be the supreme authority of the Union and shall carry on the activities of the Union in accordance with this Constitution.

(4) Subject to the provisions of the Constitution, the Central Council shall have the power to give such directions to the Executive Committee of the Union, or sub-Committees appointed by it, and the Office-bearers of the Union as it may consider necessary.

### **9. *Disqualifications for Student Members of the Central Council***

No student shall be entitled to be a member of the Central Council if,

- (i) he is not a member of the Union ; or
- (ii) he has completed the age of 26 years, if he is a student in day classes or 30 years, if he is a student in the evening classes, at the beginning of the first term of the year in which he is likely to become a member of the Central Council; or
- (iii) he has completed 7 years in a University ; or
- (iv) he has been convicted of a criminal offence including moral turpitude ; or
- (v) he has been punished by the University/College for an act which is coercive in nature and constitutes a threat to life and property ; or
- (vi) he has been found guilty of and punished for the use of unfair means in any of the examinations of a college, University or Board.

#### ***Explanation :***

*A mere warning issued against a student will not be deemed to be a punishment for the purpose of this clause.*

### 10. *The Executive Committee of the Union.*

(1) There shall be an Executive Committee of the Union which shall consist of the following :-

- (i) All the office-bearers of the Union elected under this Constitution ;
- (ii) Eleven members of the Central Council elected by its members in accordance with the system of proportional representation by means of a single transferable vote from among themselves provided that not less than two out of these eleven members will be girls.
- (iii) The staff Adviser of the Union.
- (iv) The Treasurer of the Union ; and
- (v) The outgoing President of the Union, provided he continues to be on the rolls of a College or Institution of the University of Delhi.

(2) The members of the Executive Committee mentioned in sub-clauses (iii), (iv) and (v) above will have no right to vote in the meetings of the Executive Committee.

(3) The Executive Committee will function within the framework of the policies laid down by the Central Council and in accordance with this Constitution.

(4) The Executive Committee may appoint such sub-committees as may be necessary for the conduct of its business. A sub-committee, if appointed, will be subordinate and responsible to the Executive Committee.

(5) Subject to the provisions of this Constitution the Executive Committee may give such directions to the office-bearers of the Union as it may deem necessary in the discharge of their duties.

(6) The Executive Committee will be responsible to the Central Council.

### 11. *The office bearers of the Union*

(1) There shall be the following office-bearers of the Union:-

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|----------------------|----------------------|
| (i) President        | (ii) Vice-President  |
| (iii) Secretary, and | (iv) Joint-Secretary |

(2) All the office-bearers of the Union will be directly elected by and from amongst the members of the Union by a simple majority vote in accordance with this Constitution and the rules framed thereunder; provided that the Vice-President and the Joint Secretary will be elected by the members of the union from among such of the members of the Union as will not be taking a final year examination of the University during the year in which they seek election to the office of the Vice-President or Joint Secretary.

(3) The Executive Committee may elect a Cultural Secretary from among its own members.

(4) All the office-bearers of the Union will function within the frame work of the policies laid down by the Central Council and under the general supervision and direction of the Executive Committee in the performance of their day-to-day work. Delegation of powers, if any, to the office bearers will have to be specifically provided for by a resolution of the appropriate council or committee for a specific duration of time but not exceeding one month.

(5) All the office-bearers of the Union shall be responsible to the Executive Committee and to the Central Council and will function strictly in accordance with the provisions of this Constitution.

(6) The office-bearers of the Union shall be responsible for the smooth and orderly functioning of the Union.

## **12. *Disqualifications for Office Bearers***

1. No member of the Union shall be entitled to hold any post of office-bearer, if,
  - (i) He has exceeded the age of 25 years on the 16th August of the year in which he wishes to seek election; or
  - (ii) He has completed more than 7 years from the 1st July of the calender year of passing +2 examination to the 30th June immediately preceding the election.
  - (iii) He has been convicted of a criminal offence including moral turpitude, or he has been punished by the University/College for an act which is coercive in nature and constitutes a threat to life and property; or

- (iv) He has been found guilty of and punished for the use of unfair means in any examination of a University or Board.

*Explanation :*

*A mere warning issued against a student will not be deemed to be a punishment for the purpose of this clause.*

- (2) No elected office-bearer shall be entitled to hold the same office twice.

**13. Staff Adviser of the Union :**

There shall be a Staff Adviser of the Union who shall be appointed by the Patron.

**14. Treasurer of the Union**

There shall be a Treasurer of the Union who shall be appointed by the Patron.

CHAPTER - IV

**15. Official Year and Tenure**

- (i) The official year of the Union will be from the 16th of August of every year to the 15th of August, of the following year;
- (ii) The election of the office-bearer should be completed at the latest by the 16th of August each year;
- (iii) The election of the eleven members of the Executive Committee from among the members of the Central Council should be completed latest by the 31st August each year;
- (iv) The Central Council, the Executive Committee, the sub-committees, if any, and the office-bearers of the Union will not remain in office beyond one year as defined in sub-clause (i) of this clause.
- (v) An office-bearer of the Union or a member of the Executive Committee or the Central Council may in writing, addressed and delivered to the Patron resign his office before the expiry of the term.



- (vi) A student shall cease to be a member of the Union when he ceases to be a student; he shall also cease to be a member of the Central council, the Executive Committee or a sub-committee thereof, and shall cease to be the office-bearer of the Union if he was such a member or an office bearer.

## **16. Election**

- (i) The Patron will appoint every year a Chief Election officer and other Election Officers who shall arrange to conduct the elections of the office-bearers and the members of the Central Council of the Union for that year in various Colleges and Institutions of the University.
- (ii) The Staff-Adviser of the Union conduct the elections of the members of the Executive Committee of the Union.

## **CHAPTER-V**

### **17. Functions of the Office Bearers of the Union**

- (1) (i) The President of the Union will be the Chief Executive head of the Union and will function in all matters relating to the Union in accordance with this Constitution.
- (ii) The Secretary of the Union will act in consultation with the President and will function in all matters relating to the Union in accordance with this Constitution;
- (iii) In the absence of the President, the Vice-President of the Union will perform all the functions of the President in accordance with this Constitution;
- (iv) In the absence of the President and the Vice-President, the Secretary will discharge the functions of the President in addition to his duties as the Secretary of the Union.
- (v) In the absence of the Secretary, the Joint Secretary of the Union will perform all the functions of the Secretary in accordance with this Constitution.

- (2) (i) The President of the Union shall preside at the meetings of the Central Council and the Executive Committee and it shall be his duty to conduct these meetings in an orderly and peaceful manner in accordance with this Constitution.
- (ii) It shall be the duty of the Secretary of the Union to prepare the minutes of all the meetings of the Central Council and the Executive Committee and to keep the records of these meetings properly and in safe custody.
- (iii) The Secretary of the Union will also carry on correspondence on behalf of the Union and will keep and maintain all records.

## 18. Meetings

- (i) The Central Council will meet at least thrice a year;
- (ii) The Executive Committee will meet as often as may be necessary, but at least in a month.
- (iii) The meetings of the Central Council or the Executive Committee will be convened by the Secretary of the Union by giving atleast 7 days notice. An emergency meeting of the Executive Committee may, however, be convened in consultation with the Staff Adviser by giving at least 24 hours notice.
- (iv) All the meetings of the Central Council and the Executive Committee shall be held at the Union Office.
- (v) An agenda of the meeting will be issued alongwith the notice of the meeting except for an emergency meeting.
- (vi) The notice of a meeting and a copy of the agenda (except for an emergency meeting) for the meeting will be duly served on all the members; The notice of the meeting would be served as under:
- (1) For Central Council under certificate of Posting.
  - (2) For Executive Committee by registered Post.
  - (3) For an emergency meeting by telegram.

- (vii) The attendance and the minutes of the meetings of the Central Council and the Executive Committee shall be confirmed in the subsequent meeting. A copy of the confirmed minutes shall be furnished to the Staff Adviser immediately thereafter.
- (viii) A register of attendance of the members at the meetings of the Central Council and the Executive Committee shall be maintained by the Secretary and signed by the Staff Adviser or in his absence by the Treasurer at each meeting.
- (ix) A meeting of the Central Council or the Executive Committee may be requisitioned, by not less than 25% of the members thereof, excluding those who have right to vote, submit such a requisition in writing to the Secretary, who shall thereupon call such a meeting within a period of one week from the date of the receipt of the requisition. The Staff Adviser may call the meeting on the failure of the Secretary to do so.

## 19. *Quorum*

In all ordinary as well as emergency meetings of the Central Council or the Executive Committee one-third of the total membership of the body will constitute the quorum.

## 20. *Vote of No-confidence*

- (i) Not less than one-third members of the Central Council of the Union may move a resolution of no-confidence against any of the elected office bearers ;
- (ii) Such a resolution can not be moved before the First of December of the year.
- (iii) A notice of a minimum of 15 days will be required for such a resolution to be moved.
- (iv) Such a resolution in order to be effective will be required to have been passed by a majority of not less than two-thirds of the total membership of the Central Council.

- (v) In case no-confidence motion is directed against the President, the Staff Adviser shall preside at the meeting.

## CHAPTER-VI

### 21. *Budget and Accounts*

A meeting of the Central Council shall be convened within two weeks of the formation of the Executive Committee and the budget estimates proposed by the Executive Committee shall be placed before the Central Council for Consideration.

A copy of the budget as approved by the Central Council shall be filed with the Patron within 2 days after its approval.

### 22. *Funds*

- (i) Funds of the Union will be utilised for the welfare of the students in accordance with the approved budget.
- (ii) No expense out of the Union funds will be incurred unless provision with regard to them is made under a specific head of the duly approved budget.
- (iii) Each item of expenses of more than Rs. 500/- will be made by the Union only after it is duly authorised by a specific resolution of the Executive Committee of the Union. A sum of Rs. 500/- however will be advanced to the Union as imprest money. Ordinarily no other cash advance will be permitted. Should it be necessary to advance cash to the Union the total amount thus advanced at a time shall not exceed Rs. 2,000/-.
- (iv) All expenses out of the Union fund will be incurred in accordance with the rules made in this regard.
- (v) The Treasurer will regulate the disbursement of Union funds in accordance with the rules framed in this regard from time to time
- (vi) The Accounts of the Union shall be subject to audit by the Internal Auditor of the University as well as the Chartered Accountant approved by the University. The accounts of Union will be audited twice in a year at half yearly intervals.

- (vii) Unspent balance of the Union funds of a year, if any, will be credited to a special fund of the Union. The money under this fund may be spent for student welfare purposes in accordance with the rules framed by the University in this behalf.

## CHAPTER-VII

### **23. *Amendment of the Constitution***

A provision of this Constitution may also be amended if such amendment is agreed to and passed by a majority of the total membership of the Central Council at the beginning of the year and by a majority of not less than two-thirds of the members of the Central Council present and voting in meeting specially called for this purpose by giving at least one month notice in advance, provided that no such amendment shall come into force unless it has been approved by the Executive Council of the University.

## CHAPTER-VIII

### **24. *Rule Making***

The patron may appoint a Committee for framing such rules as may be necessary for the working of the Constitution. The rules so framed will come into effect from a date to be notified by the Patron.

### **25. *Interpretation of this Constitution, removal of doubts and difficulties***

If any question arises relating to the interpretation of this Constitution or any rules framed thereunder, it shall be referred to the Patron whose decision thereon shall be final.

### **26. *Appointment of a Tribunal***

The Patron may, if he considers it necessary, refer any matter concerning the Union to a Tribunal consisting of one or more persons to be appointed by the Executive Council of the University. The decision of the Tribunal shall be final.

**27. *Emergency Power***

Notwithstanding anything contained in the Constitution, the Patron in any emergency may take any action as he deems fit and report the same to the Executive Council of the University.

**28. *Commencement of the Constitution***

This Constitution, or any amendment thereof, shall come into force with effect from a date to be notified by the Patron.