

CHAPTER XII

CONSTITUTIONS OF THE `RAJSHAHI UNIVERSITY CENTRAL STUDENTS' UNION (RUCSU)' AND THE HALL STUDENTS' UNIONS

1. “RAJSHAHI UNIVERSITY CENTRAL STUDENTS' UNION (RUCSU)” shall mean the central association of the students under the University of Rajshahi. It shall include those students who fulfill the membership requirements (refer to the Section-3 of this Constitution) of RUCSU.

2. AIMS AND OBJECTIVES

[As approved by the Syndicate 62 (A) held on 15.12.62 Res. No. 6]

In accordance with the Vision and Mission of the University of Rajshahi, **“RAJSHAHI UNIVERSITY CENTRAL STUDENTS' UNION (RUCSU)”** shall be a fervent platform for the students of all disciplines, and shall play a participatory role in this campus, and shall work for the betterment of the students as well as contribute to the academic and administrative policy and actions taken by the authority of the University of Rajshahi.

The aims and objectives of the Union are the following:

- (i) To promote and organize a congenial campus life amongst the students in order to prepare them as visionary and proactive leaders of the society and the nation;
- (ii) To foster fellow feelings, mutual understanding and amity amongst the students of the University and the other educational institutions in Bangladesh and abroad;
- (iii) To stimulate interest in developing skills of speaking, writing, debating etc. among students and to enable them to reap maximum benefit from the University life.

AND TO THESE ENDS, “RAJSHAHI UNIVERSITY CENTRAL STUDENTS' UNION (RUCSU)” shall be committed to

- (a) organize various social events and cultural activities;
- (b) publish students' journal/magazine at least once a year;
- (c) engage in humanitarian and social work;
- (d) arrange debates and lectures on various issues;
- (e) organize cultural and sports competitions at least once a year;
- (f) send representatives to inter-university competitions and educational conferences, and invite representatives from other universities and institutions for the same purpose;
- (g) organize such other co-curricular and extra-curricular activities as the President may assign or approve from time to time.

3. MEMBERSHIP

- (a) All regular students of the University under the established Departments/Institutions who have been admitted in this University through the admission test of undergraduate program with Honor's or Bachelor's degree, enrolled in Master's degree programs as regular students, residents in and/or attached to the Halls, and have paid all fees prescribed by the University shall be eligible members of RUCSU.
- (b) The age limit of the students will be 30 (Thirty) for candidacy in the RUCSU election. Students above the age of 30 shall not be eligible for candidacy in the election even though they are enrolled in any of the regular program of Bachelor's degree or Master's degree of the University.
- (c) Students, who have been suspended from the academic programs for being accused and convicted of unlawful and subversive conducts against the University or the state, will not be eligible for membership.

4. RIGHTS OF MEMBERS

All members shall have the right to enjoy all facilities and participate in all activities provided by the Union.

5. CESSATION OF MEMBERSHIP

A student, whose name has been suspended, struck off or whose registration has been cancelled by the University shall cease to be a member of the Union. The Vice-President may, with the prior approval of the President, allow a student to continue as a member for a period not exceeding 30 days in relaxation of this rule.

6. EXECUTIVE COMMITTEE

(A) There shall be an Executive Committee consisting of the following office bearers:

- | | |
|-------------------------------------------|-----------------------------------------------------|
| (1) President | (12) Secretary, Information and Research |
| (2) Treasurer | (13) Assistant Secretary, Information and Research |
| (3) Vice-President (VP) | (14) Secretary, Media & Publication |
| (4) General Secretary (GS) | (15) Assistant Secretary, Media & Publication |
| (5) Assistant General Secretary (AGS) | (16) Secretary, Science and Technology |
| (6) Secretary, Games and Sports | (17) Assistant Secretary, Science and Technology |
| (7) Assistant Secretary, Games and Sports | (18) Secretary, Debate & Literary Affairs |
| (8) Secretary, Cultural Affairs | (19) Assistant Secretary, Debate & Literary Affairs |
| (9) Assistant Secretary, Cultural Affairs | (20) Secretary, Social Welfare |
| (10) Secretary, Women's Affairs | (21) Assistant Secretary, Social Welfare |
| (11) Assistant Secretary, Women's Affairs | (22) Executive Member-1 |

(23) Executive Member-2

(25) Executive Member-4

(24) Executive Member-3

(B) The Executive Committee shall be responsible for the management and execution of the affairs of the Union.

7. AUTHORITY AND FUNCTIONS OF THE OFFICE - BEARERS

(1) The President

- (a) The Vice-Chancellor of the University of Rajshahi shall be the ex-officio President of the Union and shall preside over all meetings held under its auspices, including meetings of the Executive Committee and other Committees and Sub-Committees if there be any. S/he will also (i) see that the Union is functioning in accordance with the Rules and Regulations set out therein, and (ii) take such steps as he deems fit to ensure proper working of the Union in case of any emergency, dead-lock or breakdown of the Constitution, and (iii) shall interpret all these rules and her/his interpretations shall be final.
- (b) If the Vice-Chancellor is out of station, the person who will remain in charge of the office of the Vice Chancellor shall act on his behalf.
- (c) The President shall have the power, at any time, in the best interests of the Union, to dismiss any office bearer or member of the Executive Committee or to dissolve the Executive Committee as a whole and call a fresh election or take such other actions as s/he deems fit for the running of the Union.
- (d) The President shall have the authority to suspend the Union for such a period as he thinks fit, subject to the approval of the Syndicate of the University.
- (e) No decision taken by the Executive Committee or by the Union at its general meeting shall be valid without the approval of the President.

(2) The Treasurer

- (a) The Treasurer shall be nominated by the President from amongst the teachers of the University after the completion of election of the office bearers.
- (b) S/he shall be in charge of the funds of the Union and shall see that all expenditure is incurred in accordance with the provisions of the budget.
- (c) S/he shall advance money to the General Secretary and the Secretaries concerned within the limits of the budget and shall check the Account Books maintained by them.
- (d) S/he shall pass bills and shall see that all expenditure are supported by vouchers.

(3) Vice-President (VP)

The Vice-President shall be the chief executive officer of the Union and shall preside over all meetings in the absence of the President.

(4) General Secretary (GS)

- (i) The General Secretary shall call meetings of the Executive Committee and of the Union and prepare the agenda and publish with the prior approval of the President.
- (ii) S/he shall record and maintain proceedings of all meetings of the Executive Committee and of the Union and shall submit them for confirmation at the next meeting of the Executive Committee or of the Union, as the case may be.
- (iii) S/he shall conduct correspondence of the Union.
- (iv) S/he shall be in charge of the properties of the Union. S/He shall maintain accounts of the Union under the guidance of the Treasurer. With the consent of the Vice-President he may obtain money from the Treasurer to meet the monthly expenses of the Union and shall keep vouchers thereof.
- (v) S/he shall carry out such functions as may be authorized by the President or the Executive Committee.

(6) Secretary, Games & Sports

- (i) The Secretary, Games and Sports shall organize games, sports and hold competitions as authorized or approved by the Standing Committee of Games, Sports and Athletics as constituted in Appendix-A.
- (ii) S/he shall prepare a program of activities and a budget for the games, sports, athletic section under the guidance of the Treasurer and with the assistance of the Captains of sectional games as (elected in Appendix-A) and shall place it before the Standing Games, Sports and Athletic Committee for approval. The program and the budget then shall be submitted by him to the Executive Committee for incorporation in the general program and budget of the Union.
- (iii) S/he shall maintain accounts of the games, sports and athletic section and shall keep vouchers of all expenditure. S/he shall receive fund from the Treasurer for meeting the various expenses of the games, sports and athletic section within the limits of the budget.
- (iv) S/he shall act as Member-Secretary to the Standing Committee of Games, Sports and Athletics.
- (v) S/he shall have such other power and function as may be assigned to him by the Standing Committee of games, sports and athletics.

(8) Secretary, Debate & Literary Affairs

S/he shall be in charge of literary activities such as literary talks, book exhibitions, book fair, debates (inter-departments, inter-halls and inter-universities, if possible) and other events of the

Union and shall organize various literary competitions assigned by the Executive Committee from time to time.

(10) Secretary, Social Welfare

S/he shall be responsible for the welfare services of the student community such as community harmony programs, awareness building among students in campus life, conservation and preservation of environment, sculpture, monuments and heritages of the University of Rajshahi. S/he shall organize campaign, rally, exhibition, observing of national and international day(s) and the like entrusted to him/her by the Executive Committee from time to time.

(12) Secretary, Cultural Affairs

S/he shall play the role of entertainments and amusements of the whole student community through organizing drama, street drama, film shows or festivals, music concerts, playwrights hounding, exhibition of national-culture-enriching documentaries and any other events delegated to him/her by the Executive Committee from time to time.

(14) Secretary, Women's Affairs

She shall be responsible for the wellbeing of female students with the focus on ensuing that the campus life shall be safe, risk-free and congenial for either gender. She shall arrange women rights and awareness building program through organizing talks, round-table discussion, and exhibition marking the lives and works of glorious women of the nation or any other events assigned to her by the Executive Committee from time to time.

(16) Secretary, Information and Research

S/he shall be given the charges of providing various information about campus life and shall be responsible for the progress in academic fits and talents of the student. S/he shall organize events like showcasing glorious achievements of the University of Rajshahi, exhibition of student's research works, organizing academic seminar/conference and information providing role for the outsiders especially for the admission seeker-students during admission test in the campus or any other events delegated to him/her by the Executive Committee from time to time.

(18) Secretary, Media & Publication

S/he shall be in charge of journals, bulletins, magazines or papers and shall arrange for the publication of at least two (one in Bengali & one in English) such journals, bulletins, magazines or papers with the assistance of an Editorial Board as constituted in Appendix-B. S/he shall be responsible for conveying all sorts of information as deemed necessary to the print and electronic media with the prior approval of the General Secretary.

(20) Secretary, Science and Technology

The Secretary, Science and Technology shall hold scientific seminars, symposiums, workshops (on technological aspect) or science fairs as desired by the student community to nurture their scientific pursuit and thoughts at least once in the tenure.

*** Assistant Secretaries**

All the Assistant Secretaries as mentioned under Section 6 (Executive Committee) shall ordinarily assist the Secretary of the respective affairs and shall discharge all duties of the Secretaries in their absence and in addition to their own duties, render such assistance to the General Secretary as s/he may require from time to time. They shall also do any other duties that may be assigned to them by the President or the Executive Committee.

***Executive Members**

The elected Executive Members under Section 6 (Executive Committee) shall be the parts of Executive Committee and shall remain present in the Executive Committee meetings and work according to the desire of Executive Committee. They may be given the membership of various secretarial sub-committees, charges of actions and functions which are not earmarked with any secretarial posts, or any other activities given by the Executive Committee from time to time.

8. MEETINGS AND QUORUM

(a) There shall be two kinds of meetings of the Union:

(1) General meeting of the Union. (2) Executive committee meeting.

(b) (1) One-third of the members of the Executive Committee shall form a quorum of a meeting provided that for the budget meeting the quorum shall be formed by at least 50% of the total number of the members of the Union. No quorum shall be necessary for adjourned meetings.

(2) At least 3 days' notice must be given for the meeting of the Executive Committee and seven days clear notice for general meeting of the Union. This Rule shall not apply to Emergency meetings.

(3) A requisition for holding a meeting of the Union may be sent to the President provided it is signed by at least one-tenth of the members of the Union and President shall direct the General Secretary to notify about such meeting at least two days prior to the date of the meeting.

(4) If any member absents her/himself from 3 consecutive meetings of the Executive Committee without valid reasons, S/he shall forfeit her/his seat in the Executive Committee.

9. RULES OF DISCUSSION IN A MEETING

- (1) Every motion must be seconded, otherwise it will drop.
- (2) A motion standing in the name of a member, who is absent from the meeting may be proposed by any other member with the permission of the Chairman.
- (3) The President has the same right as any other member of proposing or seconding a motion or amendment, and of addressing the meeting.
- (4) Any member may, at any time in the course of a discussion, rise and call the attention of the President to a point of order. If a point of order be raised by a member in the course of a speech by another, the speaker shall stop until the President has decided it. The President shall be the sole judge of any point of order and may at her/his own instance or at the instance of any member call the member who is speaking to order. If the member so called to order, disregards such order, the President may direct her/him to sit down. If the member so directed disobeys such order, the President may declare the member offending and suspend her/him as a member of the meeting. Such member shall immediately withdraw from the premises of the meeting. But any member may demand in writing any ruling of the President which, if the member so desires, may submit to the President for consideration and revision.
- (5) On putting a motion or amendment to vote the President shall call for the expression of the opinion of the meeting by a show of hands and shall declare the result thereof.
- (6) The President shall have the right to vote and in case of a tie, shall have a casting vote.
- (7) When a discussion is prolonged the President may limit the length of speeches, having regard to the feeling of the House. S/he may also close the discussion and call on the mover to reply, or adjourn it to a further meeting.

10. ELECTION COMMISSION & ITS DUTIES

- (1) A Seven member Election Commission shall be composed with a Chief Election Commissioner and Six other members. The Chief Election Commissioner may be the President her/himself or any person appointed by her/him.
- (2) The Chief Election Commissioner, in consultation with other members, shall notify the date, time and place for holding the election and for scrutiny of nomination papers.
- (3) The Commission shall examine the nomination papers and shall give decision on all objections and may reject any nomination paper on the ground that it is not valid under the rules. Such decision shall be endorsed by the Commission on the nomination paper and the reason for rejection shall be noted in writing.
- (4) During the scrutiny of the ballot papers the candidates for election may be present either in person or through an authorized agent.

- (5) Any objection with regard to the election may be filed with the President within three days of the publication of the results and the President's decision shall be final. No action will hold against this decision in any court of Law.

11. ELECTION RULES

- (1) Every bonafide member (Section 3) of the Union shall have the right to vote in electing members of the Executive Committee and to contest for membership of the said Committee (except for the offices of the President and the Treasurer).
- (2) The name of each candidate desiring to be elected must be proposed by one student-member and seconded by another in writing.
- (3) Every candidate shall, at the time of nomination, either personally or by an agent (authorized in writing) give her/his consent in writing.
- (4) Each candidate shall be nominated by a separate nomination paper.
- (5) Every nomination paper shall be submitted to the Election Commission/Returning Officer within the date and time notified by her/him.
- (6) A candidate who has been duly nominated for election may withdraw her/his candidature by a written and signed communication delivered to the Election Commission/Returning Officer not less than two days before the date fixed for election.

12. ELECTION OF OFFICE-BEARERS

All office-bearers except the President and the Treasurer shall be directly elected by members of the Union on a date fixed by the Election Commission/Returning Officer and duly notified.

13. FILLING UP OF VACANCIES

In case any member of the Executive Committee tenders resignation or dies or is removed from office, the vacancy shall be filled up for the remaining period of his incumbency by election as recommended by the Executive Committee.

14. VOTE OF NO CONFIDENCE

A vote of no-confidence for neglect of duties or infringement of rules may be passed against any office bearer, except the President and the Treasurer or against an elected member of the Executive Committee or against the Executive Committee as a whole (excluding the President and the Treasurer). The motion for no-confidence shall not be proposed except at the written request signed by at least half the members of the Union. Such a motion shall be considered in a general meeting of the Union attended by at least half the members of the Union, and the motion shall be taken as carried only when it is passed by two-third majority of the members present in the meeting. In the event of such a motion being passed, the individual or individuals concerned shall resign her/his or their office or membership of the Executive Committee immediately, and

the usual procedure of filling up the vacancy or vacancies shall be followed. A notice of at least clear 10 days must be given for proposing a no-confidence motion.

15. AUDIT BOARD

The accounts shall be audited twice a year by an Audit Board consisting of two teachers of the University chosen by the President and the Director of Accounts of the University. The General Secretary of the Union shall act as the Secretary of the Committee but s/he shall not be a member of the Committee. The Executive Committee may, by a resolution, as the Secretary to call a meeting of the Audit Board. The report of the Audit Board shall be placed by the Secretary of the Committee before the Executive Committee for discussion and action.

16. AMENDMENT OF THE CONSTITUTION

(1) A Notice for amendment of the Constitution or any part thereof shall be placed by the President of the Union before the general meeting of the Union, provided the notice is signed by half the members of the Union. An amendment proposed shall be considered as accepted if 2/3rd of the members present in the general meeting cast their votes in favor of such amendment or amendments.

(2) 75% of the members of the Union shall have to be present in any such meeting to form a quorum.

APPENDIX-A

STANDING GAME, SPORTS AND ATHLETIC COMMITTEE

- (i) President - President of the Union (ex-officio)
- (ii) Treasurer - Treasurer of the Union (ex-officio)
- (iii) Secretary - Secretary, Games and Sports of the Union (ex-officio)
- (iv) Members - (1) Vice-President of the Union
(2) Assistant Secretary, Games and Sports of the Union
(3) Director of Physical Education, University of Rajshahi

APPENDIX-B

EDITORIAL BOARD

- (i) Chairman - President of the Union (ex-officio)
Three teachers of the University (Appointed by the President)
- (ii) Teacher-1
- (iii) Teacher-2
- (iv) Teacher-3
- (v) Editor (Elected by the members of the Executive Committee)
- (vi) Assistant Editor/Editors (Elected by the members of the Executive Committee)
- (vii) Secretary - Magazine Secretary (ex-officio)

Sample for Male/Female Hall Students' Union

PART-1

1. Title and Objectives:

The Union shall be called by the title, "The Shere-e-Bangla/The Mannujan Hall Students Union".

The aims and objectives of the Union shall be to organize co-curricular and extra-curricular activities of the students of the Hall.

To achieve those objectives the Union shall:

- (a) organize debates, lectures, literary and cultural activities and publish an annual Journal.
- (b) maintain a Common Room for reading, indoor games and a Library.
- (c) organize social gatherings, musical soirees, drama performances.
- (d) organize social work, religious activities and functions.
- (e) organize games and athletic activities among the members of the Union.
- (f) co-operate with other Hall Unions and with the University Central Union especially with a view to promoting spirit de corps amongst the students of the University.
- (g) organize such other extra-curricular activities as the President may assign or approve from time to time.

2. Membership

- a) All bonafide students of the Hall who fulfill the following conditions shall be members of the Union.
 - (i) Shall be either resident in or attached to the Hall,
 - (ii) Must be regular student of the University/Hall under the established departments/institutes who has been admitted in this University through the admission test of undergraduate program with Honor's or Bachelor's degree or enrolled in Master's degree programs, and
 - (iii) Shall have paid into the accounts office dues, fees and annual subscription.

They shall have the right to vote and enjoy all facilities provided by the Hall Students' Union,

- b) The maximum age of a student shall be 30 years for the candidacy in the election of the Hall Students' Union.

- c) Students, who have been suspended from the academic programs for being accused and convicted of unlawful and subversive conducts against the University or the state, will not be eligible for membership.

3. CESSATION OF MEMBERSHIP

A student whose name has been suspended, struck off or withdrawn from the register of the University shall cease to be a member of the Union. The Vice-President of the Hall Union may, with the prior approval of the President of Hall Union, allow a student to continue as a member for a period not exceeding 30 days in relaxation of this rule.

PART-II

4. EXECUTIVE COMMITTEE

All the members of the Executive Committee with the exception of the President and the Treasurer shall be elected annually by the Union at a date fixed by the President and duly notified.

The Executive Committee shall consist of -

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|-----------------------------------------------------|----------------------------------------------|
| (i) President-Provost (Ex-Officio) | (x) Secretary, Common Room |
| (ii) Treasurer (Ex-Officio) | (xi) Assistant Secretary, Common Room |
| (iii) Vice-President (VP) | (xii) Secretary, Cultural Affairs |
| (iv) General Secretary (GS) | (xiii) Assistant Secretary, Cultural Affairs |
| (v) Assistant General Secretary (AGS) | (xiv) Executive Member-1 |
| (vi) Secretary, Sports and Games | (xv) Executive Member-2 |
| (vii) Assistant Secretary, Sports and Games | (xvi) Executive Member-3 |
| (viii) Secretary, Debate & Literary Affairs | (xvii) Executive Member-4 |
| (ix) Assistant Secretary, Debate & Literary Affairs | |

5. DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

- (a) The Executive Committee shall be responsible for organizing and controlling all activities of the Union.
- (b) The General Secretary of the Union shall also be the Secretary to the Executive Committee.
- (c) One-third of the members of the Executive Committee shall form a quorum for a meeting of the Executive Committee provided that for the budget meeting the quorum shall be formed by at least 75% of the total number of members. No quorum shall be necessary for adjourned meetings.

- (d) At least 3 days' notice must be given for a meeting of the Executive Committee. This rule will not apply to emergency meetings.

6. CESSATION OF ELECTED MEMBER(S)

- (a) The elected members of the Executive Committee must attend at least half of the number of the meetings of the Union and of the Executive Committee each of them being counted separately at the end of each term. In default they will be considered to have retired and their place shall be filled up by the President in consultation with the Executive Committee.
- (b) The elected office-bearers shall cease to hold office on their ceasing to be regular students of the University. The Provost may, however, allow an office-bearer who is an examinee to remain in office until her/his examination is over.
- (c) Office-Bearers, whose names have been struck off the register of the University and are not restored within two months, will cease to be office-bearers.

7. CHARGE HAND-OVER AND TAKE OVER

As soon as the result of the election has been formally declared, the President of the Union shall notify the date on which the out-going Executive Committee shall hand over charge of the Office to the new Executive Committee. The newly elected Executive Committee shall, within ten days from the day on which they assume the charge of office, hold a formal Installation Ceremony.

PART-III

OFFICE-BEARERS OF THE UNION AND THEIR FUNCTIONS

8. President

- (i) The Provost of the Hall shall be the President of the Union.
- (ii) S/he shall guide and advise the office-bearers in realizing the objectives of the Union.
- (iii) S/he shall control the finances and accounts of the Union jointly with the Treasurer.
- (iv) S/he shall have a casting vote in case of a tie which he may exercise in her/his discretion.
- (v) S/he shall assign such duties to the members of the Executive Committee as may be deemed necessary.
- (vi) The President shall have the right of vote on any matter for discussion in Union if any matter adversely affects the interest of the Union.
- (vii) No subject shall be discussed which has not received, at least one day before discussion, the sanction of the President.

- (viii) The President shall have the power at any time, in the interest of the Union, to dismiss any office-bearer or member of the Executive Committee or dissolve the Executive Committee as a whole and may call for a fresh election within one month excluding holidays and vacation or take such other action as he thinks fit for proper functioning of the Union.
- (ix) Subject to the approval of the Vice-Chancellor, the President shall have the authority to suspend the Union.
- (x) S/he shall have the power to certify the budget of the Union, if necessary.
- (xi) S/he shall have the power to disallow any activity which, in her/his opinion directly or indirectly affects the administration of the Hall or the University or be repugnant to the aims and objects of the Union.
- (xii) The interpretation of the rules and regulations of the Constitution of the Union shall rest with the President whose decision shall be final. Any matter not covered by the Constitution of the Hall Union shall be decided by its President and his decision thereon shall be final.
- (xiii) The President shall nominate the Treasurer from among the House Tutors of the Hall.
- (xiv) Pending the Constitution of the Executive Committee and the election of office bearers or adoption of the budget, the President shall have the power to arrange for carrying on the activities of the Union and incur necessary expenditure.
- (xv) The Syndicate at its own initiative, when considered necessary, or on the recommendation of the Provost may add to, alter or amend these rules or any provision there under or a part thereof which will come into effect from the date of the passing of the resolution by the Syndicate or any other date fixed by it.

9. Treasurer

- (i) The Treasurer shall control, in consultation with the President, all funds and accounts of the Union and shall advice regarding its financial policy.
- (ii) S/he shall advance money to the General Secretary in terms of budget provisions.
- (iii) S/he shall check the accounts maintained by the General Secretary from time to time. The General Secretary shall submit all original vouchers to the Treasurer.
- (iv) S/he shall pass all bills and shall see that no expenditure is incurred which is not in accordance with the provisions of the budget.
- (v) S/he shall arrange for an annual audit of the accounts of the Union by an Audit Board.
- (vi) Any member of the Union may ask in writing any elected office-bearer any question connected with the duties of her/his office provided (three days) notice is given for this

and the answer shall be read out by the officer concerned at the next meeting of the Union and shall be open to discussion. Such question shall pass through the President whose decision regarding the question shall be final.

If any elected office-bearer of the Union is absent from the Union for ten weeks in a session, excluding the University long vacation, the autumn vacation and the winter holidays, he shall be deemed to have resigned his office, and a fresh office-bearer shall be elected in his place in a meeting of the Executive Committee. No one shall be considered to have held the office to which he was elected member; he has carried out the duties of that office for at least six months. If the office bearer is absent for a period longer than two months, the Executive Committee may elect any member of the Union to officiate in place of such office-bearer.

10. Vice-President

- (i) The Vice-President shall be the Chief Executive of the Union subject to the control of the President. S/he shall co-ordinate the activities of the different sections of the Union. The Sectional Secretaries (except the Secretary of Sports and Games) shall submit their estimate of expenditure to the Treasurer through the Vice-President. S/he shall prepare the annual program of activities and the budget of the Union under the supervision and guidance of the Treasurer and with the assistance of the General Secretary. The program and the budget so prepared shall be presented for approval to a meeting of the Executive Committee presided by the President. At the end of his term of office the President shall prepare with the assistance of the General Secretary, a report of the activities of the Union and a statement of its accounts both of which shall be placed before the Executive Committee for approval,
- (ii) The Vice-President shall have the power to report to the President any cases of willful damage or loss of the Union property or any infringement of rules on the part of members.
- (iii) S/he shall have such other authority and power as may be delegated to her/him by the President from time to time.
- (iv) S/he shall preside over all meetings of the Union in the absence of the President or as when desired by the President.
- (v) Out of the contingency fund the Vice-President can spend any sum on her/his own authority up to Tk.1000/- per month. The sanction of the Treasurer will be necessary for any expenditure above Tk.1000/- in a month.

11. General Secretary

- (i) The General Secretary shall call meetings of the Executive Committee and the Union and prepare the agenda with the prior approval of the President.
- (ii) S/he shall record and maintain proceedings of all meetings of the Executive Committee and the Union and shall submit them for confirmation at the next meeting of the Executive Committee or the Union as the case may be.
- (iii) S/he shall conduct correspondence of the Union.
- (iv) S/he shall be in charge of the properties of the Union. S/he shall maintain accounts of the Union under the guidance of the Treasurer. With the consent of the Vice-President s/he may obtain money from the Treasurer to meet the monthly expenses of the Union and shall keep vouchers thereof.
- (v) S/he shall organize such functions as may be authorized by the President or the Executive Committee.

12. Assistant General Secretary

The Assistant General Secretary shall ordinarily assist the General Secretary in the management of the affairs of the Union and shall discharge all duties of the General Secretary in her/his absence. S/he shall also do any other work assigned to her/him by the President or the Executive Committee.

13. Secretary, Debate & Literary Affairs

The Debate & Literary Affairs Secretary shall arrange the publication of the Hall Magazine and shall organize literary meetings such as debates, lectures, talks etc. and hold literary competitions. S/he shall also act as Secretary to the Editorial Board of the Magazine.

14. Assistant Secretary, Debate & Literary

S/he shall ordinarily assist the Secretary and discharge all her/his duties in her/his absence

15. Secretary, Common Room

The Secretary, Common Room shall be responsible for books and newspapers belonging to the Union. S/he shall maintain a list of newspapers and periodicals received by the Union from day to day and shall arrange for the issue and return of books and back numbers of periodicals. S/he shall remain in charge of the Common Room.

16. Assistant Secretary, Common Room

S/he shall ordinarily assist the Secretary, Common Room and discharge all her/his duties in her/his absence.

17. Secretary, Sports and Games

The Secretary shall arrange the indoor games of the Hall. S/he shall remain in charge of the indoor games room and hold indoor games competition. S/he shall work as the Secretary of Sports Committee in indoor games and Inter-Hall Sports and Games.

18. Assistant Secretary, Sports and Games

S/he shall ordinarily assist the Secretary, Sports and games and discharge all her/his duties in her/his absence.

19. Secretary, Cultural Affairs

S/he shall organize drama performances and variety of other entertainments, musical soirees and other cultural activities subject to the approval of the President or the Executive Committee.

20. Assistant Secretary for Cultural Affairs

S/he shall ordinarily assist the Secretary and discharge all her/his duties in her/his absence.

21*Executive Members

The elected Executive Members under Section 6 (Executive Committee) shall be the parts of Executive Committee and shall remain present in the Executive Committee meetings and work according to the desire of Executive Committee. They may be given the membership of various secretarial sub-committees, charges of actions and functions which are not earmarked with any secretarial posts, or any other activities given by the Executive Committee from time to time.

22. Committee for Sports and Games

(i) There shall be Sports Committee which shall be responsible for management of the affairs of the Sports and Games Section of the Union.

(ii) The Committee shall be constituted as follows:

(a) President-President of the Union (Ex-Officio)

(b) Treasurer-Treasurer of the Union (Ex-Officio)

(c) Secretary-Sports and Games Secretary of the Union (Ex-Officio)

(d) Members; (i) Assistant Secretary, Sports and games (Ex-Officio)

(ii) Not more than 4 Captains of Sectional games elected by players of each sectional game.

(iii) Election of Captain:

The Captain of each team shall maintain a list of players who participated in Hall matches (competition, friendly and practice-game). At the end of each season s/he shall submit to the

President a complete list of players and specify therein the names of players who played in at least fifty percent of the practice games. The Captain for the next season shall be elected by all players who played in the competition and friendly matches or played in at least fifty percent of the practice games. If the captain of a particular game fails to submit this list within the date prescribed by the President then the latter shall, after due inquiries, publish a list containing the names of players who will be eligible to vote in the election of the Captain of that particular game.

All players who use goods and gears belonging to the sports section of the Union shall return those to the sports & games Secretary after use.

23. Vote of No-Confidence

A vote of No-Confidence for neglect of duties or infringement of rules may be passed against any office-bearer, (except the President and the Treasurer) or against the Executive Committee as a whole. The motion for no confidence shall not be proposed except at the written request signed by at least half the members of the Union. Such a motion shall be considered in a general meeting of the Union attended by at least half the members of the Union and the motion shall be taken as carried only when it is passed by two-third majority of the members present in the meeting. In the event of such a motion being passed, the individual or individuals or the whole Committee, as the case may be, concerned shall resign his or their office or offices of the Executive Committee immediately and the usual procedure of filling up the vacancy or vacancies shall be followed. A notice of at least 10 days must be given for proposing a No-Confidence motion.

PART-IV

24. Audit Board

There shall be an Audit Board consisting of the Treasurer and two members nominated by the President from the Union for the purpose of auditing the accounts of the Union. The Treasurer shall be the Chairman of the Board. The Board shall submit its report and recommendations to the President who will place these before the Executive Committee for scrutiny and opinion and then take such action as he thinks necessary.

PART- V

25. Election Rules

- (i) Every bona fide member (Clause 2b) of the Hall Union shall have the right to vote in electing members of the Executive Committee and to contest for membership of the said Committee (except for the offices of the President and the Treasurer).
- (ii) The name of each candidate desiring to be elected must be proposed by one student-member and seconded by another in writing.
- (ii) Every candidate shall, at the time of nomination, either personally or by an agent (authorized in writing) give her/his consent in writing.
- (iv) Each candidate shall be nominated by a separate nomination paper.
- (v) Every nomination paper shall be submitted to the Returning Officer within the date and time notified by him.
- (vi) A candidate who has been duly nominated for election may withdraw his candidature by a written and signed communication delivered to the Returning Officer not less than two clear days before the date fixed for election.
- (vii) The Returning Officer may be the President himself or any person appointed by her/him. The President will fix and notify the date and time of holding elections.
- (viii) The President or Returning Officer shall notify the date, time and place for scrutiny of nomination papers.
- (ix) The President or Returning Officer shall examine the nomination papers and shall give decision on all objections and may reject any nomination paper on the ground that it is not valid under the rules. Such decisions shall be endorsed by him on the nomination paper and the reason for rejection shall be noted in writing.
- (x) During the scrutiny of the ballot papers the candidates for election may be present either in person or through an authorized agent.
- (xi) Any objection with regard to the election may be filled with the President within three days of the publications of the results and the President's decision shall be final. No action will lie against this decision in any court of law.

PART-VI

26. There shall be two kinds of meetings of the Union: Public meetings which shall include debates, lectures, talks, reading of paper, etc. and, private business meetings which shall be open to members of the Union only.

27. The President shall usually preside over all the meetings of the Union. In his absence, the Vice-President or any other member of the Union nominated by the President shall preside. The General Secretary shall not preside. Anybody presiding over the meeting of the Union or of the Executive Committee shall be called the Chairman of the meeting

28. The Chairman shall interpret the laws of the Union and shall give rulings in case no law exists. The rulings of the Chairman shall be final unless over-ruled by the President.

29. 30 members of the Union shall form a quorum in a Private business meeting of the Union and two days notice shall be given. No such notice shall be required for adjourned meetings. 30 members of the Union shall form the quorum in a Debate meeting.

30. A requisition for holding a Private business meeting may be sent to the President provided it is signed by at least 30 or one-tenth of the members of the Union whichever is less and he shall direct the office-bearer (unless he rules it out) concerned to notify such meeting at least two days prior to the date of the meeting.

PART-VII

Rules of Discussion in a meeting

31 Every motion must be seconded, otherwise it will drop.

32. A motion standing in the name of a member who is absent from the meeting may be proposed by any other member with the permission of the Chairman.

33. The Chairman has the same right as any other member, of proposing or seconding a motion or amendment, and of addressing the meeting.

34. Any member may at any time in the course of a discussion rise and call the attention of the Chairman to a point of order. If a point of order be raised by a member in the course a speech by another the speaker shall stop until the Chairman has decided it. The Chairman shall be the sole judge of any point of order and may at her/his own instance or at the instance of any member call the member who is speaking to order. If the member so called to order disregards such order, the Chairman may direct her/him to sit down. If the member so directed disobeys such order, the Chairman may declare the member offending and suspend her/him as a member of the meeting. Such member shall immediately withdraw from the premises of the meeting. But any

member may demand in writing any ruling of the Chairman in case s/he is not the President which, if the member so desires, s/he may submit to the President for consideration and revision.

35. On putting a motion or amendment to vote the Chairman shall call for the expression of the opinion of the meeting by a show of hands and shall declare the result thereof.

36. The Chairman shall have the right to vote and in case of a tie, shall have a casting vote.

37. When a discussion is prolonged the Chairman may limit the length of speeches, having regard to the feeling of the House. S/he may also close the discussion and call on the mover to reply, or adjourn it to a further meeting.

PART-VIII

38. Hall Magazine

There shall be an Editorial Board which shall be responsible for the publication of the Annual Magazine of the Hall. The Editorial Board shall be constituted as follows:

- (i) President of the Union - President (Ex-officio)
- (ii) Two teachers of the University (to be appointed by the President)
- (iii) Editor (elected by the member of the Executive Committee).
- (iv) Assistant Editor/Editors (elected by the members of the Executive Committee).
- (vi) Secretary, Debate & Literary Affairs (Ex-officio).

PART- IX

Annual Budget

39. The Executive Committee shall prepare a budget of expenditure and cause it to be placed before the Union within fourteen days of their coming into office.

40. The draft budget shall be published on the notice board at least two days before the budget meeting. Members of the Union shall have the right of suggesting changes and modifications in the budget in the meeting of the Union called for the consideration of the budget. The budget as amended, modified and passed by the majority of the members present in the meeting will be considered as the approved budget of the Union.

PART-X

Amendment of the Constitution

41. A notice for amendment of the Constitution or any part thereof, shall be placed by the President of the Union before the general meeting of the Union provided the notice is signed by half the members of the Union. An amendment proposed shall be considered as an accepted if

two third of the members present in the general meeting cast their votes in favor of such amendment or amendments.

42. 75% of the members of the Union shall have to be present in any such meeting to form a quorum.

Appendix:

SPORTS CLUB AND STUDENTS' UNION ORDINANCE

1. Subject to the control of the Provosts in the case of the Hall Unions and Hall Clubs, and of the Presidents in the case of the University Students' Union and the University Sports Club, the affairs of these bodies shall be managed by the relevant authorities according to the regulations laid down in their existing constitutions.

2. No change in the existing Constitutions of any of the above bodies shall be effective except the consent of the Provost or of the President, as the case may be.

3. In any emergency, the Vice-Chancellor shall have the power to suspend any student organization within the University (including those within the Halls) and may take such other action as s/he thinks fit and shall report her/his action to the next meeting of the Syndicate.

Note: Any other point respect to the University Sports Club, the University Students' Union, and the Hall Unions shall be dealt with by instructions issued by the Vice-Chancellor.