

Zakir Husain Delhi College (Evening)

(University of Delhi)

Jawahar Lal Nehru Marg, New Delhi – 110002

STUDENTS' UNION CONSTITUTION

CLAUSE I: NAME

There shall be a Zakir Husain Delhi College (Evening) Students Union, hereinafter called the Union.

The Union shall be affiliated to the Delhi University Students' Union.

CLAUSE II: AIMS, OBJECTIVES & FUNCTIONS

The aims, objectives and functions of the Union shall be:

- (a) to promote mutual contact, democratic outlook and spirit of oneness among the students of the College;
- (b) to promote social, cultural and intellectual development of the students of the College;
- (c) to better equip the students to be more responsible citizens;
- (d) to promote closer relations between the students and teachers of the College;
- (e) to train the students in the art of debating, acting, public speaking, singing, dancing and such other related activities;
- (f) to represent the College students in the Inter-College and Inter-University functions and activities;
- (g) to make concrete and constructive suggestions to the patron from time to time with regard to the regulations of extra academic activities and in matters concerning the general welfare of the students; and
- (h) to give general directions to the Societies (to be defined later).

CLAUSE III: MEMBERSHIP

- (a) All bona fide students of the College shall be members of the Union.
- (b) The members of the teaching staff of the College shall be senior members of the Union but shall have no right to vote.
- (c) Eminent persons, who have distinguished themselves in the field of public services and have been either students of this College or members of the Teaching Staff of this College, may be admitted to the Honorary Membership of the Union by the Executive Council of the Union.

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CLAUSE IV: PATRON OF THE UNION

The Principal of the College shall be the Patron of the Students' Union.

The Patron shall have the right to prorogue or suspend any or all activities of the Union. All decisions of the Union are to be implemented only after they have been ratified by the Patron. The patron shall reserve the right to refuse his consent to the decisions of the Union. In doing so he shall have prior consultation with the Executive Council of the Union and the Staff Council of the College.

CLAUSE V: UNION ADVISORY COMMITTEE

- (a) There shall be a Union Advisory Committee which shall advise the Patron and the Union on matters concerning the Students' Union and shall coordinate and supervise its activities.
- (b) Four teachers shall be appointed by the College Staff Council as members of this Committee, of which it shall nominate one member as its Convener. The term of this Committee shall be for one academic session.

CLAUSE VI: OFFICE-BEARERS OF THE UNION

Section I: President, General Secretary and Joint Secretary

- (a) They shall be elected by all the members of the Union by direct, non transferable, secret ballot.
- (b) The election shall be held along with the elections for the Delhi University Students' Union.
- (c) Candidates seeking election to these posts are to submit their nomination papers in a group. Each group must bear the signature of one proposer and one seconder along with their names, roll numbers and class. In the nomination papers so submitted the name of the candidate for presidentship should come first followed by the name of the candidates for the posts of General Secretary and Joint Secretary. Members are to select a group of office-bearers (except Vice President) and not individual office-bearers. Only the name of the President, heading each group, shall appear on the ballot paper.
- (d) Each candidate must give in writing his/her consent to contest the election. This consent must bear the full name of the candidate; his/her class and roll number.
- (e) No candidate's name should appear in more than one group.
- (f) Each group shall deposit with the Cash office Rs.100/- as security. The group which fails to secure less than ten percent of the total valid votes polled shall

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forfeit its security deposit and the money thus collected shall automatically form part of the Union Budget. The nomination papers shall not be treated as valid unless attached with a receipt of the security deposit.

Vice President

- (a) The first runner-up presidential candidate shall be treated to have been elected as Vice President of the Union.
- (b) In the event of a tie-up for the Vice President's post, lots will be drawn to settle the issue.

Qualifications of Office-bearers

Only the Students of MA (Final) or III year Class shall be eligible to contest the election for the Presidentship, subject to the condition that a student of MA (Final) has passed MA (Pre) and a student of III year Class has passed II year Class from Zakir Husain Delhi College (Evening).

Provided that no Student shall be eligible to contest the election for the post of President or to be included in a panel of office-bearers of any presidential candidate.

- (a) Unless he/she has obtained at least 45 percent marks in his/her last examination and has passed all the papers/subject offered.
- (b) If he/she has been the student for more than one year in the same Class in Zakir Husain Delhi College (Evening) due to any reason including his/her failure to pass the examination, his/her detention on account of shortage of attendance or his/her non-appearance in the examination on any ground;
- (c) **if s/he has less than 75 percent attendance in the previous session.**
- (d) if s/he has been convicted by a Court in India for any criminal offence; or
- (e) if s/he has been punished by the College or the University for any act of indiscipline or use of unfair means in an examination.

However, a mere warning issued to a student shall not be deemed to be punishment for the purpose of this proviso.

If at any stage after the election, it is found that a member or an office-bearer of the Executive Council was not qualified to contest the election or to be included in the panel, he shall be removed forthwith from the Executive Council by a notification from the Patron.

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CLAUSE VII: CLASS REPRESENTATIVES IN THE EXECUTIVE COUNCIL

(Post abolished vide Staff Council Resolution dated 27.04.2007)

1. There shall be three posts for Class Representatives for the first year, one each for Honours and Pass Course students and one post for a girl candidate to represent all the girls in the first year, Honours and Pass Courses combined.
 - (a) Voting shall follow the system of direct non-transferable, secret ballot.
 - (b) The nomination of each candidate shall be proposed by one and seconded by another student belonging to the class concerned and it shall bear the written consent of the candidate concerned.
 - (c) The candidates are to deposit with the Cash Office Rs.15/- each as security money and attach the receipt of the payment with nomination papers. Those who fail to poll less than 10% of the total valid votes cast shall forfeit their security deposit and the money thus collected shall automatically form part of the budget of the Union.
2. There shall be no voting for the posts of Class Representative of second and third year and MA (Previous) and MA (Final). These will be eight in number; three each for second and third year, and one each for MA (Prev) and MA (Final).
*** deleted vide Staff Council resolution dated 26.04.2001**

Provided that for II and III year Classes, one student will represent each of Honours and Pass Course students in his/her respective class and one girl student will represent all the girl students in Honours and Pass Courses combined in her respective Class.

3. Selection will be based on academic performance in the last examination.
4. The qualifying candidates for second and third year representation shall comprise.
 - (a) The student of an Honours Course who secured the highest marks in his/her last examination.
 - (b) The student of a Pass Course who secured the highest marks in his/her last examination.
 - (c) The girl student who secured the highest marks in terms of percentage in the last examination whether Pass or Honours (among all girl students).

The Class Representative for MA (Pre) should have secured the maximum marks in terms of percentage in the III year examination.

- (d) If a student eligible for the post of class representative of second and third year or MA (Pre) and MA (Final) expresses his/her inability to take up the post, the person securing second highest marks shall be nominated as class representative.

Provided that it is conclusively proved that the eligible student did not decline the post under duress or anyone's influence.

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CLAUSE VIII: THE UNION BUDGET

- (a) Each student shall pay Rs.100/- (One hundred only) as Union fee for every year.
- (b) Funds from the Union Budget shall be withdrawn jointly by the President and General Secretary and should have the prior approval of the Convener, Union Advisory Committee.
- (c) The Union Executive Council shall plan its budget within a month of the oath taking ceremony and chalk out its Programme of activities simultaneously.
- (d) No expenditure above the budgeted amount shall be permitted.
- (e) Any amount left unspent by the Union shall automatically go to the Students' Aid Fund.
- (f) The Union shall not normally spend any money after the end of February every year. An exception to this rule should be rarely encouraged.
- (g) The Union will give a satisfactory account within fortnight of the amount drawn failing which subsequent withdrawals shall not be permitted. The deadline for final settlement shall be 10 days before the College Annual Function.
- (h) Rules governing the use of Union Budget are strictly binding on the Union members and any attempt to circumvent them will invite penal action.

In case of any deviation by the students' union, which attempts to subvert the spirit of this constitution, the Advisory Committee, in its discretion, will take necessary steps to uphold the union constitution.

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CLAUSE IX: MEETINGS OF THE EXECUTIVE COUNCIL

- (a) The Executive Council shall meet at least once in every term.
- (b) The following shall be its members;
 - (i) The members and the Convener of the Union Advisory Committee;
 - (ii) The President;
 - (iii) The Vice President
 - (iv) The General Secretary
 - (v) The Joint Secretary; and
 - (vi) Eleven Class Representatives.
- (c) The quorum of an Executive Council meeting shall be eight student members.
- (d) The General Secretary shall maintain the minutes of all meetings, which should be made available for any member of the executive on request. Repeated failure to maintain a systematic record of notices and minutes of a meeting will invite disqualification.
- (e) The General Secretary shall call meetings of the Executive Council. For ordinary meetings he shall give at least four days' clear notice.
- (f) In the absence of the General Secretary, the Joint Secretary shall function as the General Secretary.
- (g) The President shall preside over all the meetings of the Union. In his absence the Vice President shall preside. If both of them are absent, the members present can elect one member from amongst themselves to act as President for conducting the meeting in which both the President and Vice-President are absent.
- (h) Any. Seven members of the Executive Council can requisition a meeting of the Executive Council; they shall have to specify the purpose for which they are doing so.
- (i) The term of an Executive Council shall begin from the date when at least eight of its members have taken the oath of office and shall end on 31st march next.
- (j) The General Secretary shall put up all decisions, of the Executive Council on the Notice Board after they have been accepted by the Patron. All notices of the Union shall bear the signature of the General Secretary and the Convener, Union Advisory Committee.

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CLAUSE X: NO-CONFIDENCE MOTION AND REMOVAL OF AN OFFICE-BEARER

Channel I:

A no-confidence motion shall be moved in a special meeting of the General Assembly of the Union, provided that:

- (a) the notice of the intention to move such a motion shall be submitted to the Patron duly signed by at least 300 members of the Union;
- (b) the notice shall contain specific charges against the conduct of the office-bearer concerned in his official capacity;
- (c) the Patron may, on receipt of such notice and being satisfied with regard to the genuineness of its contents, convene a special meeting of the General Assembly not less than 10 days after the receipt of the Notice, to consider the motion;
- (d) The quorum of the special meeting shall be half of the total strength of the students of the College. If in two consecutive meetings called for the purpose, there is no requisite quorum, the resolution of impeachment shall be deemed to have been disapproved by the General Assembly;
- (e) The special meeting shall be presided over by the Patron;
- (f) The motion shall be deemed to have been passed if it is approved by at least two- third of the total number of students present and voting;
- (g) If a motion of no-confidence is passed, the office-bearer(s) concerned shall cease to hold the office sine die;
- (h) An office-bearer of the Union shall automatically cease to be in office if he violates any rule of discipline of the College and if the Principal takes any disciplinary action against him.

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Channel II

The Executive Council can remove an office-bearer after observing the following procedure:

- (a) At least seven members of the Executive Council shall give in writing the specific charges against the office-bearer whose removal they are seeking. Such charges are to be submitted to the Patron of the Union in writing and must bear the signatures of at least seven members of the Union Executive Council.
- (b) The Patron shall call a meeting of the Executive Council within fifteen days of the receipt of the charges.
- (c) The Patron shall preside over such meeting.
- (d) The quorum of such meetings shall be formed by at least ten student-members of the Executive Council.
- (e) If the no-confidence motion is carried by two-thirds majority in such a meeting, the office-bearer against whom the no-confidence motion is passed shall cease to be an office-bearer sine die. The decision of the Executive Council shall be notified by the Patron.

CLAUSE XI: FILLING UP OF VACANCIES OF OFFICE-BEARRERS

If the post of an office-bearer falls vacant due to his/her resignation, removal or death or for any other reason, it shall be filled up in the following manner:

President --- The Vice-President shall act as President.

General Secretary --- The Joint Secretary shall act as General Secretary.

Vice-President or Joint Secretary --- One of the Class Representatives may be appointed by the Executive Council.

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CLAUSE XII: OATH OF OFFICE-BEARERS

The oath to all office-bearers shall be administered in the following manner:

- (a) “I _____,
(name of the office-bearer)
- _____,
(name of the office)

of the **Zakir Husain Delhi College (Evening)** students’ Union do hereby solemnly affirm that during my tenure of office I shall discharge my duties and obligations to the best of my ability and enhance the prestige and reputation of the Zakir Husain Delhi College (Evening) and its Students’ Union.”

- (b) The Patron shall administer the oath of office to the President in the presence of the members and the convener of the Union Advisory Committee.
- (c) The President shall administer the oath of office to other office-bearers in the first meeting of the Executive Council which shall be called by the President or the Patron. If the President is absent in the meeting, the oath of office shall be administered by the Patron.

CLAUSE XIII: SOCIETIES

- (a) There shall be an Arts and Culture Society and as many other societies as there are subjects taught in the college; and each student shall pay Rs 15/- (Rupees fifteen) to the Societies’ Fund.
- (b) Each society shall have a teacher President appointed by the Patron.
- (c) Each society shall have an Executive consisting of the following:
- i. One representative of each section of students reading the subject. They are to be elected by each section.
The manner of election shall be announced in the class by the teacher concerned.
 - ii. The President of the Society shall appoint one of the members of the executive of the Society to act as Secretary of the Society.
 - iii. The Secretary of the academic society can be removed by a majority of the executive of that society.
- (d) The President of the society shall then appoint another secretary.
- (e) The budget allocation to the societies towards any bona fide activity of the society or any other activity, academic or cultural, in the interest of the students but not covered by the

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existing societies, shall be made by a Joint Teacher-Students' Council consisting of the following: the President, the Vice-President, the General Secretary, the Joint Secretary, Presidents of respective societies and the members and the convener of the Union Advisory Committee.

- (f) A minimum sum of Rs.1000/- (Rupees one thousand) shall be allocated to each of the societies.
- (g) The societies should confine their activities strictly to academic activities like paper reading, seminar, lectures or quiz contests on the subject with which they are concerned.
- (h) The societies shall get all possible help from the Union Executive Council.
- (i) Funds of the society are to be withdrawn by the Secretary with the approval of the President concerned.
- (j) Funds allocated to a society shall in no case be diverted for any other purpose.

CLAUSE XIV: AMENDMENT PROCEDURE

- (a) An amendment to this Constitution shall be initiated in a special meeting of the Executive Council.
- (b) In case the amendment is moved before the Executive Council by one of its members, it shall be discussed and voted upon. It shall be deemed to have been adopted if it is approved by three-fourth of the total student membership of the Executive Council.
- (c) Seven days' written notice shall be needed for initiating an amendment. Such notice is to be sent to the General Secretary of the Union. The notice is to bear the text of the amendment.
- (d) All amendments thus made shall come into force from the date the President may determine, while giving his assent to such an amendment: provided that in case 15 working days lapse and the President does not communicate the date of its enforcement it shall be deemed to have been signed by the President and to have become part of the Constitution with the lapse of the 15 working days.
- (e) The Patron may also amend this Constitution in the best interest of the Union after consulting the Executive Council of the Union and the Staff Council of the College.
- (f) All amendments thus made shall be given due publicity during the period between the adoption and the formal enforcement.

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CLAUSE XV: GENERAL

- (a) The Executive Council shall lay down procedural rules from time to time by which it shall be governed.
- (b) If any member, including the office-bearers, act against the interest of the Union, the Executive Council shall bring it to the notice of the Patron and may on its own debar the member from taking part in any activities of the Union for a maximum period of 3 months.
- (c) The Union Executive as well as the Societies should refrain from inviting outside non-academic people to help them in their functions. In no case help from outsiders should be taken on payment.
- (d) The Union Executive Council shall call General Body meetings as and when it feels necessary.
- (e) The Union Executive Council shall generally work through the sub-committees appointed by it. Ordinary members can be co-opted in the sub-committees of the Union Executive.
- (f) The Union and the Societies shall not collect any money from any one for their functions without prior approval of the Patron.
- (g) The patron may frame such rules as may be necessary for the conduct of Students' Union election and/or for the proper working of this Constitution. The College Staff Council shall approve the rules framed by the Patron before they come into effect. The rules relating to the elections of students' union shall be notified by the Patron at least 10 days before the election.
- (h) In all matters of dispute with regard to the interpretation of this constitution and in all matters concerning any procedure relating to the activities of the Union, the decision of the Union Advisory Committee shall be final, subject to the approval of the Staff Council.

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Additional Rules (to be read with the existing relevant provisions of the Students' Union Constitution) as approved by the College Staff Council in its meeting held on 17.08.1983 for the conduct of college students' union elections

1. Election of Office-Bearers

1. The election of office-bearers of the Union will be held according to the schedule to be notified by the Election Officers.
2. The candidates seeking election to the office of Presidentship shall be required to file their nominations on the prescribed forms to be made available by the College office. Each presidential candidate shall declare his panel in the relevant columns of the nomination form for the posts of General Secretary and Joint Secretary.
3. The written consent of the candidates named by the presidential candidate in his panel for various post shall be obtained in the relevant columns of the nomination form before it is filed with the College office.
4. No candidate from a panel except the presidential candidate shall be allowed to withdraw from the contest. Provided that if a candidate for the post of President withdraws from the contest the entire panel which he heads shall be deemed to have withdrawn and election will be held among the remaining eligible panels.
5. Withdrawal by a presidential candidate from the contest will be allowed only if he submits his withdrawal form (to be supplied by the College Office) personally to the Election Officer or his nominee.
6. Disqualification of a presidential candidate shall mean disqualification of the entire panel which he heads.
7. If a candidate for the post of General Secretary or Joint Secretary as named by a presidential candidate in his panel is found disqualified, the panel shall be allowed to contest the election with the remaining candidate, and if such a panel wins the election, the vacant post shall be filled up according to the procedure laid down in the Constitution.
8. The name of a candidate included in one panel shall not be included in another panel. If a candidate gives his consent for inclusion in more than one panel he shall be disqualified and his name shall be excluded from all such panels, and the panel shall be allowed to contest the election with the remaining candidates and the vacant post shall be filled up as per the procedure laid down in the Constitution.
9. The ballot paper shall bear the names of the presidential candidates alone.

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10. The students named in a panel as General Secretary and Joint Secretary shall be deemed elected if the candidate who heads that panel wins the election.
11. Each candidate for the post of President will deposit with the college Cashier Rs 100/- as security deposit and attach a Cashier's receipt to his nomination form. The candidate whose panel fails to secure less than 10% of the total valid votes polled shall forfeit his security deposit. The money so forfeited will be credited to the Union's Fund.
12. The schedule of elections specifying the date and time for receipt, scrutiny and withdrawal of nominations for various posts and polling shall be notified by the Principal of the Evening College who will act as election Officer. Any change in date and/or time earlier notified for any phase of the election process will be announced by the election Officer at least 24 hours before the time originally fixed for such a phase. The Election Officer will also have the right to postpone the election in the interest of the College provided postponement has been approved by the Staff Council. The Election Officer may appoint a Returning Officer from among the members of the teaching staff. Any action taken by the returning officer will be deemed to have been taken after the approval of the Election Officer.
13. At the time of the scrutiny of nominations, the objections, if any, will be accepted by the Election Officer only if they are filed in writing. The decision of the Election Officer on objection(s) shall be final, and no objection(s) shall be entertained after the completion of scrutiny of nominations.
Provided that the onus of disclosing any discrepancy in the information provided by any candidate in his nomination paper, shall fall on the candidates present at the time of scrutiny.
14. The list of the candidates for post of President along with the names included in their panels will be displayed on the College Notice Board by the Election Officer on the very day on which a particular phase of election process has been completed.
15. The Election Officer may call an assembly of all the students two days before the date of polling if he considers it necessary and practical. Each candidate will be given 15 minutes to spell out his/her Programme.
16. All regular students who have been admitted to the College upto a date specified by the Election Officer, will form the Electoral College.
17. The Election Officer shall have the right to prescribe any procedure relating to the process of election, provided that such a procedure does not violate or contradict the procedure laid down in the Constitution of the Students' Union.
18. Counting of votes shall take place on the same day, after the completion of polling. Only the presidential candidates will be allowed to watch the counting in the Counting Hall.

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19.A candidate shall not be deemed to have been duly elected unless a notification to this effect has been issued by the Election Officer.

II. Election of Class Representatives

1. There shall be 11 class representatives; 3 each from I, IInd and IIIrd year class and one each from M.A (Prev.) and M.A. (Final) who shall be the members of the Executive Council of the Union with voting rights.
2. The class representatives of only the first year shall be elected directly by the students of the first year through non-transferable secret ballot.
3. A candidate seeking election to the post of class representative shall be required to file his/her nomination on the prescribed form to be made available by the College Office.
4. The date and time for receipt, scrutiny, and withdrawal of nominations and polling will be the same as notified for the presidential election.
5. The result of the election shall be announced along with the result of the election of the presidential candidate and his/her panel.

III. Disqualifications for the election of office-bearers and Class Representatives

Please read the information provided in Section I of Clause VI under the sub-title, Qualifications of office-bearers.

(as amended by the Union Executive in 1997-98 and approved by the Staff Council on July 19, 1998)

**Principal
(Election Officer)**