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CONSTITUTION OF THE
CALCUTTA UNIVERSITY STUDENT'S UNION

PREAMBLE : The "Calcutta University authority resolved to constitute a students" union in order to unite the students of this University for safe-guarding their interest, to foster the growth of corporate academic and cultural life in this University and the health of the students of this University to fight against all limitations that only succeed in increasing intellectual and moral snobbishness and to promote in the University where the mind is led forward into ever widened thought and action.

Art. 1. This constitution shall be called the constitution of the Calcutta University Students' Union.

Art. 2. In this constitution unless the context otherwise requires,

- (i) Union means the Calcutta University Students' Union which shall cover all regular students of the University of Calcutta in the faculties of Arts, Commerce (including Social Science). Science, Technologies, Education, Journalism, Agriculture, Library Science and Law. It shall also include under graduate students if any, whose tuition fees are collected by the Calcutta University authorities. It also includes the courses with duration at least one year.
- (ii) Member of the Union means regular student of Calcutta University.
- (iii) University Authorities means the authorities defined in the Calcutta University Act and the subordinate laws made there-under.

Art. 3. There shall be one Central Union and six autonomous unions – (i) one for the Science and Technology building located at 92, A.P.C. Road, viz. **Rajabazar Autonomous, 92, A.P.C. Road, Kolkata – 700009** (ii) one for the building located at 35, Ballygunge Circular Road (including DJFT); and 51/2, Hazra Road and 20D & 20E Judges Court Road, viz **Ballygunge Autonomous, 35, Ballygunge Circular Road, Kolkata – 700019** (iii) one for the Ashutosh and Hardinze Building and Centenary Building at College Street and Economics Deptt. located at 56A, B.T. Road, viz **College Street (Day) Autonomous, 87/1, College Street, Kolkata – 700073** (iv) one for the Deptt. of Law at 51/1, Hazra Road, viz **Law Autonomous, 51/1, Hazra Road, Kolkata – 700019** (v) one for the evening session including M.Lib. at Ashutosh Building and viz **College Street (Evening) Autonomous, 87/1, College Street, Kolkata – 700073** (vi) other one for the Sahid Khudiram Bose Shikshangan Located at 1, Reformatory Street, Calcutta – 700027 viz. **Alipore Autonomous, 1, Reformatory Street, Calcutta – 700027**. The present set up of the Union shall continue in spite of any change in the address of any Department of the University or of any autonomous union because of any decision of the Competent Authority of the University until and unless such change is accepted by the Calcutta University Authority is accepted such change.

Art. 4. Notwithstanding anything in this Constitution, the tenure of all Autonomous Unions and Central Union will be ONE year.

Art. 5. The Central Standing Committee shall consist of the elected representatives from all the six Autonomous Unions in accordance with the provisions of the constitutions.

Art. 6. A member shall cease to be a member with effect from the **first day of his final degree examination**

Art. 7. The council of the Autonomous Unions shall consist of the elected representatives of the different classes. A class consisting of fifteen (15) students or less shall be represented in the council by one member, a class consisting of sixteen to thirty (16 to 30) students shall be represented in the council by two members, a class consisting of thirty one to fifty (31 to 50) shall be represented in the council by three members a class consisting of fifty one to seventy five (51 to 75) students shall be represented in the council by four members. A class consisting of more than 75 students shall be represented in the council by five members, Provided that for the purpose of this Article a section of a class shall be deemed to be a class.

Art. 8. Election to the councils mentioned in Article 7 shall ordinary be held before the expiry of the term of the students' Union and in any event, not later than a period of three months from the end of the term.

"Term" in this Article means consecutive twelve months from the date of the election of the Central Standing Committee.

Art. 9. A regular Degree student who has paid tuition fees per annum to be collected by the University automatically becomes a member of the Students' Union.

Rules on Election of Class Representatives, Standing Committee & office bearer.

(1) The Elections of all Class Representatives will be held on a single day.

(2) Head/ Co-ordinator / Director of the Department (as and where it is applicable) will act as Election Officer for Election of Class Representatives of his/her department. He/she may constitute a election team, scrutiny committee with other faculties. He/she will appoint Presiding Officer, Polling Officer etc. for the election of in his / her department or CR.

(3) The Preliminary Electoral Roll that will consist of Students attending classes regularly will be prepared by the Head / Co-ordinators of Respective Department taking into account the Attendance Registers and will be put on Notice Board of the Departments. A copy of the same will be sent to the office of the Secretary of the respective Faculty and Returning Officer also. All students whose names are included in the Attendance Registers and who have attended ordinarily 55% of the theoretical classes held can become voters. Rules in this respect can be relaxed for those students who have been admitted late or for supplementary candidates.

Those students who have appeared / will be appearing in even semester exam will be considered as 2nd / 3rd / 4th year students as applicable, in case of delayed publication of result / delayed holding of semester exam. Similarly, the students appeared / to be appeared soon in annual exam will be considered as higher year class student, in case of delayed publication of result / delayed holding of annual exam

Those candidates who will appear in higher semester examinations with backlog paper as per examination regulation will be treated as students of higher semester; but those who will be fail in the examination and/ or will not qualify for higher semester will be debarred from enrolment for that semester/ year.

Ordinarily attendance in classes shall be counted from the day of commencement of classes. For students getting admission later, that is, after the commencement of classes, attendance will be considered from the date of admission.

(4) Any objection in respect of inclusion / exclusion of names of students in electoral roll shall have to be submitted to the Head / Co-ordinator of the Department.

(5) The final Electoral Roll will be prepared and walled up in Departmental Notice Boards.

(6) Nominations for the position of Class Representative to be submitted to the Head / Co-ordinator of the Department/ to any other designated officer of the University as per the order of the Vice-Chancellor.

(7) The applications for Withdrawal of Nominations shall have to be submitted to the HOD / Co-ordinator of the Department to any other designated officer of the University as per the order of the Vice-Chancellor.

(8) If number of positions of CR is equal or higher to the number of nominations, the candidates will be declared ELECTED by the Head / Co-ordinator of the department.

(9) If polls are necessary, that will be held through Secret Ballot. The Head of the respective Department will conduct the polls and he will be assisted by the Faculty Secretary or his Nominee. The Deans of the Faculties will act as observers for the polls. In absence of any Dean, the Registrar or his Nominee shall act as Observer.

(10) Counting of votes will be held immediately after the polls are taken, and the results will ordinarily be declared on the same day.

(11) Names of the Class Representatives will be forwarded to the Office of the respective Faculty Secretaries for the process of the next phase of elections to elect representatives to the Autonomous Standing Committees. All notices in respect of such elections shall be put on the Notice Boards of the Faculty Secretaries / Assistant Secretaries including dates of Nomination, withdrawal of Nominations, polling dates, etc. Elections, if any shall be through Secret Ballots. Counting will be done immediately after polls and results will ordinarily be declared on the same day.

(12) All notices in respect of Elections Autonomous Standing Committees to the Central Standing Committee will be put on the Notice Boards of the Faculty Secretaries / Assistant Secretaries including dates of Nomination, Withdrawal of Nominations, Polling dates, by the Registrar, C.U. Elections, if any, will be through Secret Ballots. Counting will be done immediately after polls and results will ordinarily be declared on the same day.

(13) Polling, if necessary, to all Autonomous Standing Committees and the Central Standing Committee will ordinarily be held on the same day.

(14) Polling for Autonomous Standing Committee and Central Committee will be held campus-wise.

(15) Proposal for the nomination shall be submitted in the prescribed form, duly filled in and seconded according to the instructions specified in the prescribed form of the nomination paper.

(16) Each nomination paper shall bear, *interalia*, the full signature of the candidate, of the proposer and of the seconder. If these signatures do not tally with those in the admission forms or on the enrollment forms the nomination paper shall be liable to be cancelled.

(17) In case of any dispute regarding signature and facts in the nomination papers, matter will be referred to the Scrutiny Committee whose decision in the matter will be final. The nomination paper shall be treated as cancelled if any part of the information such as department, subject, year, section, roll number is found to be incorrect or incomplete.

(18) If it is found at the stage of scrutiny of nomination paper that person who has proposed or seconded the name of a candidate, does not belong to his/her own "class" or that a person who proposed or seconded more than the number of seats of a "class" as provided under students' union constitution, all the nomination papers concerned shall be treated as cancelled. A candidate himself/herself can propose or second one less than the number of seats of his/her own class.

(19) If in any class there are five seats to be filled up, one persons belongs to the "class" can together propose or second five names of the candidates belonging to his/her own class. If the number exceeds five, all relevant nomination papers shall be treated as cancelled. If an person himself/herself becomes a candidate, he/she can propose or second altogether not more than four other candidates. When in more than one nomination papers the candidate is the same but the proposer or seconder is different, all the signature of such candidate concerning his/her candidate shall be treated as one.

(20) The HOD/Co-ordinator/Director shall set up a scrutiny committee for department for the purpose of the scrutiny of the nomination papers. The scrutiny committee shall be consisting of the university teachers and officers of the university.

(22) Only the candidate of the class may be present to defend his/her candidature. The decision of the Scrutiny Committee in the matter will be final.

Returning Officer shall set up a scrutiny Committee for each Autonomous and Central Standing Committee for the purpose of scrutiny of the nomination papers.

(23) In case of any difficulty in relation to the year, roll no etc information contained in the nomination form or the enrollment form be accepted. The scrutiny committee may be decided to rely on the information contained in the register under safe custody of the university authority.

(24) The decision of the scrutiny committee shall be final in matter of acceptance or cancellation of the nomination papers or any dispute connected herewith, subject to approval of the Returning officer. In case of any dispute regarding the acceptance possible to resolve by the scrutiny committee, the matter should be sent to the Returning Officer whose decision shall be final.

(25) The Returning Officer will publish the list of the valid candidates standing committees after scrutiny.

(26) Withdrawal form of the candidature will be accepted by the concerned officer mentioned in the election notice and final list of candidates will be republished by the Returning Officer.

(27) The Returning Officer shall appoint the Presiding Officer for different constituencies on the date of polling. The ballot paper should be duly signed by the Presiding Officer

(28) Illegibility or over writing on the ballot paper shall lead to cancellation of the ballot paper.

(29) In case of tie, the result will be determined by the Presiding Officer or by the lottery.

(30) The Presiding Officer will sign on the result sheet and the same will be sent to the Returning Officer who will publish the result sheet.

(31) In case of any dispute which is not possible to be resolved by the Presiding Officer the case should be sent to the Returning Officer whose decision shall be final.

(32) The Returning Officer will organize the formation of different standing committees.

Art. 10. (a) The election of the Autonomous and Central Standing Committee shall be held as per the approved schedule.

(b) Members of the standing committee shall be elected for each of the Autonomous Union through Secret ballot on the basis of majority votes. Each autonomous standing committee shall consist of eleven members. A member may cast votes to a maximum of eleven or less for the Autonomous Standing Committees.

The standing committee in its first meeting shall elect a President, a Vice-President, a Treasurer, a General Secretary, A Cultural Secretary and Games & Sports Secretary through Secret Ballot. The first meeting will be presided by the Presiding Officer appointed by the Returning Officer.

(c) The same meeting shall also elect two Auditors for each of the committee.

(d) The Auditors shall be elected by Secret ballot on the basis of the members of votes obtained by the candidates and they shall not, however, be the member of the standing committee.

Art. 11. The Central Standing Committee shall consist of fifteen members elected by the Autonomous councils, through secret ballot paper on the basis of majority votes. A member may cast votes to a maximum of fifteen or less for the Central Standing Committee. The first meeting of the Central Standing Committee will be presided over by the Presiding Officer appointed by the Returning Officer.

Art. 12. The member of the Central Standing Committee in its first meeting shall elect from among themselves one President, one Vice-President, one Treasurer, one General Secretary, one Assistant General Secretary, one cultural secretary one games & Sports Secretary, and one magazine Secretary.

In the same meeting the members shall also elect two Auditors from among the members of the students' union who shall not however be the members of the standing committee.

The office bearers and the Auditors shall be elected on the basis of the votes obtained by them.

Art. 13 (i) The posts of President, Vice-President, General Secretary, Asstt. General Secretary, Treasurer, Cultural Secretary, Games & Sports Secretary and Magazine Secretary of the Central Standing Committee shall be distributed among all the Autonomous Unions.

(ii) One shall be eligible to contest any election for the membership of any council or a standing committee so long he/she remains a bonafied student of the University.

Art. 14. A member of council of any Autonomous Union shall cease to represent the class in the Council if 60% of the Students of the class make a complaint against him in writing, which will be investigated at a meeting of the Council of the said Autonomous Union, to be convened by the General Secretary or President of the Central Standing Committee, after giving opportunity to the member concerned to defend himself at the meeting of the council, provided that two third majority of the members of the concerned Autonomous council present in the said meeting of the Council vote in favour of the recall of the said of the said member.

Art. 15. (i) A member of autonomous Standing Committee shall cease to hold office if 60% of the members of the Autonomous council make a complaint against him in writing, which will be investigated at a meeting of the council of the said Autonomous Union, to be convened by the General Secretary or President of the Central Standing Committee, after given opportunity to the member(s) concerned to defend himself at the meeting of the council, provided that two-third of the members of the concerned Autonomous council present at the said meeting of the council vote in favour of the recall of the said member.

(ii) A member of the Central Standing Committee shall cease to be in office if 60% of the members of the Central council make a complaint against him in writing which will be investigated at a meeting of the central Council, to be convened by the General Secretary or President of the Central Standing Committee, after giving opportunity to the member concerned to defend himself at the meeting of the Central Council provided that two-third majority of the members of the Central Council present at the said meeting of the Central Council vote in favour of the recall of the said members.

Art. 16. If any vacancy occurs because of a resolution adopted under Article 14 and 15 of this constitution or for any other reason, there shall be bye-election within sixty working days.

Art. 17. (i) (a) The President of the Central Union shall preside over meetings of the central standing committee and joint meeting of autonomous councils.

(b) The Vice-President shall exercise the function of the President if the latter is absent.

(c) The General Secretary shall convene unless stated otherwise, joint meeting of the Autonomous Councils. He shall also convene unless stated otherwise, the meeting of the central standing Committee. He shall record the proceedings of the meetings. He shall be responsible for giving effect to all the decisions of the Central standing Committee of the Council meetings jointly.

(d) The Assistant General secretary shall perform the functions of the General Secretary if the latter is absent and shall also perform such other functions as may be assigned to him by the President. In absence of the Assistant General Secretary, the General Secretary may assign in writing the functions of the Assistant General Secretary to any other member of the standing committee.

(e) The Auditors shall audit account of the Central Union from time to time and without their certificate, the annual statement of accounts shall not be valid.

(f) The Treasurer shall prepare the annual statement of accounts and shall draw money in accordance with the provisions of the budget. Money shall be drawn over the joint signatures of the Treasurer, and either the President or the General Secretary concerned with endorsement of the Secretaries of the respective faculties. Money shall be withdrawn under the joint signature of the Treasurer and the President or the General Secretary of the Central Standing Committee with the endorsement of Registrar of the University.

The Treasurer shall maintain accounts of the Central Union and present the statement of before expiry of term.

(ii) The function of the office enumerated in clause 17(i) and sub-clause (f) shall apply in each of the Autonomous Unions.

Art. 18. (i) Each Standing Committee shall meet at least once in a month. But this shall not apply during the summer and the Puja vacations.

(ii) The Secretary shall give at least two days' clear notice for the ordinary meetings for the Standing Committee. But for emergency meetings 24 hours' notice shall be sufficient.

(iii) A meeting of the council shall be convened by the General Secretary or the President and joint meeting of the autonomous Council by the General Secretary or the President of the Central Union with at least seven clear days' notice. But in case of emergency meeting three clear days' notice shall sufficient.

(iv) One third of the members of the Council may (in writing) demand a requisition meeting. A requisition meeting shall convened by the Secretary concerned in consultation with the President concerned. In case of such meeting three clear days notice shall be required.

(v) A requisition meeting of the standing committee may be called by a least one third of the total members of the Committee and such a meeting shall be called by Secretary concerned, in consultation with the President concerned, with at least three clear days' notice.

Art. 19. The quorum to constitute a meeting of council or a joint meeting of the Councils shall be one fifth of the total members. The quorum to constitute a meeting of the standing committee shall be one third of the total members provided that at least two of the members present the ordinary members of the Committee.

Art. 20. (i) The members of the Union Councils shall adopt adequate measures to protect the legitimate interest of the students, particularly in promoting their academic pursuits. The members shall consider the demands put forward by the students, and if the demand is found to be justified, communicate it to the University authorities. The members shall uphold the honour of the students and shall launch a fearless struggle against all practices "that tarnish the reputation of the University as a whole". The members shall make efforts to create and preserve an academic atmosphere at the University.

(ii) For the realization of the tasks mentioned above each Council of an autonomous union shall set up one or more of the following sub-committees:

- a) Games sub-committee
- b) Library sub-committee
- c) Cultural sub-committee
- d) Students' Welfare sub-committee

(iiA) The Central Standing Committee shall set up one or more of the following sub-Committees:

- a) Games sub-committee
- b) Library sub-committee

- c) Cultural sub-committee
- d) Students' Welfare sub-committee
- e) Hostel sub-committee
- f) Magazine sub-committee

(iii) The quorum to constitute a meeting of the sub-committee shall be one third plus one of the total numbers of the sub-committee.

Art. 21 (i) The fund of the Union shall be kept in a separate account with University and it shall be known as the "University Students' Union Fund".

(ii) After the formation of the Standing Committees of all Autonomous Unions, the Committees shall frame budgets for running various students' activities. These budgets can be forwarded to the Pro-Vice-Chancellor (BA & F) through Faculty Secretaries/ Assistant Secretaries.

Art. 22. Joint meeting of the Standing Committee of Autonomous Unions and Central standing Committee to prepare the budget shall be convened by the General Secretary of the Central Standing Committee with at least 7 clear days' notice. The budget shall be regarded as being adopted if it is passed by a simple majority of the members present and voting.

Art. 23. An audited statements of accounts shall be passed by each Standing Committee and circulated to the general students of respective buildings at the end of the tenure of the office.

Art. 24. If any dispute arises regarding the interpretation of any clause of the constitution or any rule made there-under, the matter will be forwarded to the Vice-Chancellor for a decision.

Art. 25. Notwithstanding anything contained in the provisions of this Constitution, any matter not duly covered by the provisions or any clarification that may be required, shall be decided by the Syndicate.