

# Jagannath University



## CONSTITUTION

for

CENTRAL STUDENTS' UNION

and

HALL UNIONS

2019

[Effective from the date of Syndicate meeting held on .....2019]

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## **Part I**

### CONSTITUTION OF THE JAGANNATH UNIVERSITY CENTRAL STUDENTS' UNION

#### 1. Name

The Union shall be called the “Jagannath University Central Students' Union”.

- (1) “Jagannath University Students” for the purpose of the election of the students' union shall mean and include those full time students admitted into the 1<sup>st</sup> year 1<sup>st</sup> Semester to pursue undergraduate degree and continuing for Master(s)/ M.Phil degree(s) offered by the Jagannath University.
- (2) Only students fulfilling the criterion mentioned in clause 1(a) and not exceeding 26 years of age on the day of the declaration of the Election Schedule shall be voters.
- (3) Students beyond the age of 26 years, pursuing whatsoever degrees or courses in Jagannath University and/or are working as employers or employees in any Government or Non-Government Organization at home or abroad shall not be eligible to be voters.
- (4) Students pursuing Evening Courses/Programmes (MBA, EMBA, M.Ed. etc.), Professional/ Executive/ Special Masters/ Courses, Ph.D, DBA or equivalent courses, Diploma and Certificate Courses, Language Courses and such other courses are not eligible to be voters.
- (5) Students of the affiliated colleges/ institutes, if any, are not eligible to be voters.
- (6) Students eligible to be voters, as stated in clause 1(1) & 1(2), shall be eligible to be candidates.

## **2. Aims and Objects**

The aims and objects of the Union shall be:

- (1) To uphold and nurture the values of the struggle for Independence and the Liberation War.
- (2) To foster cultural and intellectual co-operation between the students of different Halls.
- (3) To obtain the maximum amount of academic and extra-academic advantages from University life.
- (4) To prepare the students of the University for true citizenship and to create leadership among them.
- (5) To foster cultural and intellectual co-operation between the students of this University and its affiliated colleges/ institutes, if any, and the students of other Universities and educational institutions in home and abroad.

## **3. Functions**

- (1) The Union shall maintain common rooms and provide indoor games, dailies and periodicals for the use of the members; and
- (2) Publish bulletins, magazines or papers as may be decided by the Executive Committee and approved by the President;
- (3) Arrange debates, dramas and other cultural events from time to time, lectures on subjects of general interest and organise social gatherings as often as possible;
- (4) Arrange competitions in speeches, debates, recitations, essays and indoor games amongst the members of the Union once in a session. The competitions may be open to the students of other Universities and educational institutions;
- (5) If possible, send representatives to Inter-University debates and educational conferences;
- (6) May either send representatives to, or invite representatives of other Universities for the purpose of debate competitions annually;

- (7) Foster the spirit of social service among the members of the Union by encouraging social service activities and organising welfare lectures, demonstrations and exhibitions and maintaining, if possible, schools;
- (8) Perform such functions as the Executive Committee may from time to time decide, subject to the approval of the President.

#### **4. Membership**

All students of the University, as defined in clause 1(1) and 1(2) shall be members of the University Students' Union.

#### **5. Office Bearers of the Union and their Functions**

- (1) **President:** The Vice-Chancellor of the Jagannath University shall be the *ex-officio* President of the Union and shall preside over all meetings held under its auspices, including meetings of the Executive Committees and other Committees and Sub-Committees, if there be any. He will also (i) see that the Union is run 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, deadlock or breakdown of the Constitution, and (iii) shall interpret all these Rules and his interpretation shall be final.

The President shall have power, in the best interest of the Union and Subject to the approved of the syndicate of the University to dismiss at any time, any office bearer or member of the Executive Committee or to dissolve the Executive Committee as a whole and call for a fresh election or take such other action as he thinks fit for the running of the Union.

The President shall have also the authority to suspend the Union for such period as he thinks fit, subject to the approval of the Syndicate of the University.

- (2) **Treasurer:** The Treasurer shall be in charge of the funds of the Union and shall see that no expenditure is incurred which is not in accordance with the provisions of the budget. He shall in the absence of the President Preside over all meetings held under the auspices of the Union including meetings of the Executive Committee and other Committees or Sub-Committees, if there be any.
- (3) **Vice-President:** The Vice-President shall be the chief executive officer of the Union and shall preside over all meetings in the absence of the President and the Treasurer.
- (4) **General Secretary:** The General Secretary Shall be in charge of the properties of the Union, shall conduct correspondence on behalf of the Union, keep accounts in proper order, record the minutes of the Executive Committee and Union meetings, shall call Executive Committee and Union meetings, and perform all functions in pursuance of the decision of the Executive Committee.

- (5) **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 his absence and shall also do any other work assigned to him by the President or the Executive Committee.
- (6) **Secretary, Struggle for Independence and Liberation War Affairs:** The Secretary, Struggle for Independence and Liberation War Affairs Shall arrange activities to uphold the spirit of events like the Historic Language Movement of 1952, Six Points Movement, Mass Movement of 1969, Movement for Independence and The War of Liberation, as well as the ideals like Bangalee Nationalism, Equality and Equal Opportunity for All, Secularism and Democracy and also, the philosophy and vision of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman through seminar, symposium, debate, exhibition and display of Liberation War related documentaries and films, research on Liberation War etc. and disseminate those to enhance human values of the people of Bangladesh.
- (7) **Secretary, Education and Research:** The Secretary, education and research shall plan and organise activities relating to education and research to enhance information & communication technology knowledge and skill of the students of Jagannath University through training, workshop, seminar, science fair and publication of bulletins and journals.
- (8) **Secretary, Common Room and Cafeteria:** The Secretary, Common Room and Cafeteria shall be in charge of the Students' Common Room including Indoor Games Rooms and Cafeteria, and shall organise the indoor games competitions and shall look after the discipline in these facilities.
- (9) **Secretary, International Affairs:** The Secretary, International Affairs shall be responsible to organise workshop, seminar, symposiums, quiz competitions, foreign tours and related cultural activities on governments, politics, economics, culture and values of foreign countries to establish universal brotherhood and world peace and protect of our national sovereignty and sustainable development.
- (10) **Secretary, Literature:** The Secretary, Literature shall be in charge of debates and other literary activities of the Union, and shall organise literary competitions.
- (11) **Secretary, Culture:** The Secretary, Culture shall organise cultural events and functions once or more in a session as desired by the Executive Committee.

- (12) **Secretary, Sports:** The Secretary, Sports shall be responsible for organising sports, games and competitions. He or she shall prepare a budget for regular sports practices and competitions in different fields of sports and submit the same to the Executive Committee for incorporation in the budget of the Union.
- (13) **Secretary, Students' Transport:** The Secretary, Students' Transport Subject to the general control of the Transport Committee shall supervise smooth functioning of the students' transport plying on different authorized routes and shall help in proper realization of bus fees and/or fares from the students.
- (14) **Secretary, Social Service:** The Secretary, Social Service shall arrange goodwill tours and lectures in order to fight illiteracy and uplift the masses, shall manage the affairs of the school run by the Union and do such other social welfare work as may be entrusted to him by the Executive Committee from time to time.

All the departmental Secretaries as defined under 5 (6) (7) (8) (9) (10) (11) (12) (13) (14) shall, in addition to their own duties, render such assistance to the General Secretary as he may require from time to time and may with the prior approval of the Executive Committee appoint a deputy, from amongst the members of the Executive Committee, to assist them in the discharge of their duties.

## **6. Election of Office Bearers**

- (1) The Treasurer shall be nominated by the Vice-Chancellor from among the Professors of the University.
- (2) All Office Bearers and members of the Executive Committee except the President and the Treasurer shall directly be elected by the members of the Union in accordance with the election rules laid down thereafter.

- (3) The elected office bearers of the Union shall hold office for one years (365 days). In case the election could not be held in time the elected office bearers shall continue for a further period not exceeding 90 days or till holding of the election whichever is earlier after which the Union Shall stand dissolved automatically.

## **7. The Executive Committee**

- (1) The Executive Committee shall consist of (a) the President, (b) the Treasurer, (c) the Vice-President, (d) the General Secretary, (e) Assistant General Secretary, (f) Secretary, Struggle for Independence and Liberation War Affairs, (g) Secretary, Education and Research, (h) Secretary, Common Room and Cafeteria, (i) Secretary, International Affairs, (j) Secretary, Literature, (k) Secretary, Culture, (l) Secretary, Sports, (m) Secretary Students' Transport, (n) Secretary, Social Service and thirteen members of the Executive Committee directly elected by the members of the union.
- (2) The Executive Committee shall be responsible for organising and controlling all activities of the Union.
- (3) The sanction of the Executive Committee will be necessary for spending more than Tk. 2500.00 by any office bearer for any item not specified in the budget.
- (4) The Executive Committee shall have power to grant leave to the Union employees. It shall also have the power to suspend, dismiss or appoint Union employees.
- (5) The Executive Committee shall meet at least once in every three months.
- (6) One third of the Executive Committee members shall form a quorum of the Executive Committee meeting.
- (7) At least three days' notice must be given for Executive Committee meetings; Emergency meetings may be called at 24 hours' notice.
- (8) No meeting including emergency meetings shall be held unless authorised by the President and no subject shall be discussed which has not received, at least one day before discussion, the sanction of the President.
- (9) The General Secretary, on receipt of a requisition signed by at least eight members of the Executive Committee, shall issue the notice of a meeting of the Executive Committee within three days of the receipt of such requisition.



- (10) The General Secretary of the Union shall also be the Secretary of the Executive Committee.
- (11) The Executive Committee shall have the power to form a subcommittee whenever necessary. The President, the Treasurer, the Vice-President and the General Secretary shall be ex-officio Chairman and members respectively of all sub-committees. Proceedings of a sub-committee shall be placed before the Executive Committee in its next meeting.

### **8. Distribution of Offices**

- (1) Every regular member of the Union is eligible for election subject to the Rules, to the office of (a) the Vice-President, (b) the General Secretary, (c) Assistant General Secretary, (d) Secretary, Struggle for Independence and Liberation War Affairs, (e) Secretary, Education and Research, (f) Secretary, Common Room and Cafeteria, (g) Secretary, International Affairs, (h) Secretary, Literature, (i) Secretary, Culture, (j) Secretary, Sports, (k) Secretary, Students' Transport, (l) Secretary, Social Service and members of the Executive Committee.  
Provided, however, that no candidate shall be eligible to contest more than one post simultaneously, in the Jagannath University Central Students' Union and/or Hall Unions.
- (2) Candidates desiring to be elected must be nominated by one member and seconded by another in writing.
- (3) Every candidate shall, at the time of nomination, give his consent in writing to such election in the nomination paper.
- (4) The same elector may subscribe to as many nomination papers as there are vacancies to be filled. Each candidate shall be nominated by a separate nomination paper.
- (5) The President will fix and notify the date and time of holding election.
- (6) The President will appoint a Chief Returning Officer and not more than five Returning Officers from among the teachers of Jagannath University
- (7) The President shall also appoint as many Returning Officers as there are Residential Halls in the University form among the teachers of Jagannath University.
- (8) There shall be polling booth(s) in every Residential Hall and the members of that Hall concerned shall be entitled to cast their votes only in such booth(s). However before establishment of adequate number of the Residential Hall the Vice Chancellor/President may, subject to the approval of the syndicate of the University, declare any suitable place(s) within the University as palling

booth(s).

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- (9) The Chief Returning Officer shall be responsible for the overall supervision of the Union election and the President shall appoint and notify the date, time place and procedure for the counting of votes.
- (10) The Returning Officers shall receive nomination papers by the date and time notified by the President from the members.
- (11) A candidate who has been duly nominated for election may withdraw his candidature by a written and signed communication delivered to the concerned Returning Officer within three days from the publication of the final list of candidates.
- (12) The Chief Returning Officer shall appoint and notify in such manner as he thinks fit, the date, time and place for the scrutiny of nomination papers.
- (13) The Chief Returning Officer shall examine the nomination papers and shall decide all objections and may reject any nomination paper on the ground that it was not valid under the regulations. Such decisions shall be endorsed by him on the nomination papers and the reason for rejection shall be notified. Appeal against such decision may be filed with the President within one clear day of making such decision. The President's ruling shall be final.
- (14) During the scrutiny of the ballot papers the candidates for election may be present either in person or through an authorized agent.
- (15) The Chief Returning Officer shall declare the result of the scrutiny of ballot papers.
- (16) Any objection with regard to the election may be filed with the President within three clear days of the publication of the results and the President's decision shall be final.
- (17) The published result shall be reported to the Syndicate of the University.

## **9. Funds of the Union**

- (1) In the beginning of each session the Treasurer shall have a statement prepared of the receipts of the current session including the opening balance and shall send the same to the General Secretary.

- (2) A budget shall be prepared by the General Secretary with the help of other Departmental Secretaries and submitted to the Executive Committee within fourteen days from the date of assumption of office. A meeting of the Executive Committee shall be called for considering the budget with clear five days' notice. The budget will be valid after approval by the Executive Committee.
- (3) A general account book showing receipts from the accounts office with dates and the 'expenditure with dates and voucher numbers shall be maintained by the Secretary of the Union who shall be in charge of the same. He may have a clerk appointed by the Executive Committee to assist him in this duty. The account book shall be placed once a month before the Treasurer for checking the same.
- (4) The Treasurer shall advance money to the General Secretary who will keep an account book showing each receipt from the Treasurer and the expenditure thereof. The General Secretary shall submit all vouchers in original to the Treasurer.
- (5) No bill shall be passed by the Treasurer unless it is duly entered in the order book by the Secretary of the branch concerned and passed by the General Secretary. In case of disagreement the decision of the Executive Committee shall be final.
- (6) The accounts are to be audited once a year by an Audit Committee consisting of two teachers of the University to be chosen by the Executive Committee and the Director of Finance and Accounts of the University. The General Secretary of the Union shall act as the Secretary of the Committee but he shall not be a member of the Committee. The Executive Committee may, by a resolution, ask the Secretary to call a meeting of the Audit Committee. The report of the Audit Committee shall be placed by the Secretary of the Committee before the Executive Committee for discussion.

#### **10. The Publications**

- (1) The Editorial Board shall consist of two students to be selected by the Executive Committee and two teachers to be nominated by the Vice-Chancellor. At least one of the teachers shall be nominated from Bangla or English Department.

- (2) The Vice-President and the General Secretary shall be the ex-officio members of the Editorial Board.
- (3) The President of the Union shall be the ex-officio Chairman of the Editorial Board.

#### **11. Filling up of Vacancies**

- (1) During the absence of the Vice-President, the General Secretary or any other Secretary for any period exceeding one month during term time, anyone of the other members of the Executive Committee may be nominated by the President to act in his place.
- (2) During the absence of the Vice-President, the General Secretary or any other Secretary for any period not exceeding one month during term time, the office bearer concerned may, with the approval of the President, authorise any other member of the Executive Committee to act for him and exercise all his powers.

#### **12. Lapse of Membership**

- (1) If any member of the Executive Committee absents himself from three consecutive meetings without permission of the President he shall forfeit his seat in the Executive Committee and the vacancy will be filled up by the usual system of election prescribed herein.
- (2) in case any member of the Executive Committee or any office bearer tenders his resignation or dies or is removed from office the vacancy shall be filled up for the remaining period of his incumbency by the usual system of election prescribed herein.

#### **13. Gratuity to and control over Union Employees**

- (1) Subject to good conduct and satisfactory service of not less than 10 years each bearer may receive a gratuity as decided by the Executive Committee on the termination of his service, (Every year the Union shall pay a sum of money into the Gratuity Fund).
- (2) The Treasurer, The Vice-President and the General Secretary shall have the power of suspending the Union employees and imposing a fine not exceeding one quarter of their monthly pay, subject to an appeal to the President.
- (3) The Secretaries of the different sections shall have the power to fine the Union bearer attached to their sections for habitual neglect of duties or insubordination to the extent of one eighth of the monthly salary subject to an

appeal to the Treasurer.

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- (4) The Vice-President and the General Secretary shall have the power of granting leave to the Union employees not exceeding ten and five days respectively without the sanction of the Committee. A service book of the employee shall be maintained.

#### **14. Vote of Censure**

Vote of Censure may be passed against any office bearer or member of the Executive Committee except the President and the Treasurer in a general meeting of the Union specially called for the purpose. The requisition for such a General meeting shall be signed by at least one thousand members of the Union, and at least ten days notice must be given for such a general meeting. At least one-third of the members of the Union must attend such a general meeting, and a motion of censure shall not be regarded as passed unless two-third of the members present vote in favour of such a motion. In the event of such a censure motion being passed, the seat of the office bearer or members of the Executive Committee shall be deemed to have fallen vacant and the usual procedure of filling up a vacancy shall be followed.

15. The General Secretary shall on receipt of a requisition signed by at least one thousand members of the Union, call a general meeting of the Union, within ten days of the receipt of such a requisition. The members of the Union shall be entitled to ask the office bearers any question of which two days notice has been given. They shall also be entitled to put supplementary questions, provided that not more than fifteen minutes shall be allowed for such supplementary questions.

#### **16. Amendment of the Constitution**

This Constitution of the 'Jagannath University Central Students' Union may be amended by the Syndicate of the Jagannath University in such manner and at such time as it thinks fit.

#### **17. Session**

The session of the 'Jagannath University Central Students' Union shall commence from the first meeting of the Executive Committee.

18. Any matter not provided for in this Constitution shall be decided by the President and his decision thereon shall be final.

**Part-II**

CONSTITUTION FOR HALL UNIONS

**Name and Objects**

1. The Union shall be called by the name of the Hall.
2. The aims and objects of the Union shall be to organise extra-curricular activities of the students of a Hall so as to develop character, personality and qualities of leadership among students. To achieve these objectives the Union shall-
  - (1) hold debates and organise lectures,
  - (2) maintain a Common Room for reading and indoor games,
  - (3) organise literary activities and publish a Journal,
  - (4) organise dramatic performances and concerts and other types of social functions,
  - (5) organise social work by the members and religious activities and functions,
  - (6) organise athletic activities for the members,
  - (7) Undertake such other activities as the Provost may assign or approve from time to time:

**General Rules**

3. The Provost of the Hall shall be the President of the Union.
4. The President shall have the right of veto on any matter for discussion in the Union.
5. No subject shall be discussed which has not received, at least one day before discussion, the sanction of the President.
6. In case any speaker in the course of a speech makes any Objectionable remark, the President or the Chairman shall call him to order and his order shall be obeyed immediately without any discussion.
7. The Chairman of the meeting shall have the right to name and Remove any member from the meeting of which he is the Chairman.

8. The Provost shall have power at any time, in the best interest of the Union, to dismiss any office-bearer or member of the Executive Committee, or to dissolve the Executive Committee as a whole and shall call for a fresh election or take such other action as he thinks fit for the running of the Union.
9. Subject to the approval of the Vice-Chancellor of the University, the Provost shall have the authority to suspend the Union for such period as he thinks fit.
10. No question which has once been decided by the Executive Committee or by the Union shall be brought up for reconsideration within a period of three months unless it is introduced with the notice by the President or on a requisition for re-discussion signed by two-thirds majority of the relevant body.
11. The President shall nominate the Treasurer from among the House Tutors of the Hall.
12. The interpretation of the rules of the constitution shall rest with the President of the Union whose decision shall be final.
13. The Syndicate at its own initiative, when considered necessary, or on the recommendation of a Provost, may add to, alter or amend these rules or any provision there under or a part there of which will come into effect from the date of the passing of the resolution by the Syndicate or any other date fixed by the Syndicate.

### **Membership**

#### **14. Regular members**

- (1) For the purpose of the election of Hall Unions the 'students' shall mean and include those full time students admitted into the 1<sup>st</sup> year to pursue undergraduate degree and continuing for Master(s)/M.Phil degree(s) offered by Jagannath University.
- (2) Only students fulfilling the criterion mentioned in clause 14(1) and not exceeding 26 years of age on the day of the declaration of the Election Schedule shall be voters.

- (3) Students beyond the age of 26 years, pursuing whatsoever degrees or courses in the Jagannath University and/or are working as employers or employees in any Government or Non-Government Organization at home or abroad shall not be eligible to be voters.
- (4) Students except those mentioned in clause 14(1) pursuing Evening Courses (MBA, EMBA, M.Ed. etc.), Professional! Executive! Special Masters/ Courses, Ph.D, DBA or equivalent courses, Diploma and Certificate Courses, Language Courses and such other courses are not eligible to be voters.
- (5) Students of the affiliated and constituent colleges/ Institutes, if any, are not eligible to be voters.
- (6) Students eligible to be voters as stated in clause 14(1) & 14(2) shall be eligible to be candidates.

#### **15. Life members**

The Executive Committee is authorised to confer on any distinguished person the Honorary Life-membership of the Union.

#### **16. Cessation of membership**

Students whose names have been struck off or removed or withdrawn from the rolls of the University shall cease to be members of the Union.

### **Executive Committee**

17. The Executive Committee shall consist of (a) the President, (b) the Treasurer, (c) the Vice-President, (d) the General Secretary, (e) the Assistant General Secretary, (f) Secretary, Literature; (g) Secretary, Culture; (h) Secretary, Reading Room; (i) Secretary, Indoor Games; (j) Secretary, Outdoor Games & Sports; (k) Secretary, Social Service and (l) Four members. The members of the Executive Committee with the exception of the President and the Treasurer shall be elected annually by the members of the Union at a date fixed by the President duly notified:

Provided, however, that no candidate shall be eligible to contest for more than one post simultaneously, in the Jagannath University Central Students' Union and/or Hall Union.



The elected office bearers of the Union shall hold office for one years (365 day). In case the election could not be held in time the elected office bearers shall continue for a further period not exceeding 90 days or till holding of the election whichever is earlier after which the union shall stand dissolved automatically.

- 18.(1) The elected members of the Executive Committee must attend at least half 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 places shall be filled up by the President in consultation with the Executive Committee.
  - (2) 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 his examination is over.
  - (3) Office bearers whose names have been struck off the rolls of the University and their names are not restored within two months will cease to be office bearers.
19. As soon as the result of the election has been formally declared the President of the Union shall notify the date on which the outgoing Executive Committee shall make over charge of the office to the new Executive Committee. The newly elected Executive Committee shall, as early as possible hold a formal Installation Ceremony.

#### **Vice-President**

20. The Vice-President shall be the Chief Executive of the Union subject to the control of the Provost. He shall be responsible for the co-ordination of the activities of different sections of the Union. The sectional secretaries except the Secretary, Indoor Games and Secretary, Outdoor Games & Sports shall submit their estimates of expenditure to the Treasurer through the Vice-President. At the end of his/her term of office the Vice-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.
21. Out of the contingency fund the Vice-President can spend any sum on his own authority upto Taka 1000.00 per month. The sanction of the Treasurer will be necessary for any expenditure above Taka 1000.00 in a month.

22. The Vice-President shall have the power to report to the Executive Committee any cases of wilful damage to or loss of the Union property or any infringement of rules on the part or members. The Executive Committee will decide what steps will be taken with regard to such cases.

### **General Secretary**

23. The General Secretary shall write and keep the proceedings of all meetings of the Executive Committee and the Union and shall submit them for approval at the next private business meeting. He shall conduct the correspondence of the Union. The Secretary shall maintain records of property of the Union and keep other necessary records.

### **Assistant General Secretary**

24. 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 his absence. He shall also do any other work assigned to him/her by the President or the Executive Committee.

### **Secretary, Literature**

25. Shall be responsible for the Publication of the Journal and shall organise literary meetings such as debates, lectures, talks etc. and hold literary competitions. He shall also act as Secretary to the Editorial Board of the Magazine.

### **Secretary, Culture**

26. Shall organise cultural events and functions once or more in a session as desired by the Executive Committee.

### **Secretary, Reading Room**

27. Shall be responsible for books and newspapers belonging to the Union. He shall post 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. He shall remain in charge of the Reading Room.

### **Secretary, Indoor Games**

28. Shall be responsible for arranging indoor games. He shall remain in charge of the indoor games room and hold indoor games competition.

### **Secretary, Outdoor Games & Sports**

29. Shall be responsible for organising sports, games and competitions. Shall prepare a budget for regular Sports practices and competitions in different fields of sports and submit the same to the Executive Committee for incorporation in the budget of the Hall Union.

### **Secretary, Social Service**

30. Shall organise such Social Service activities as are thought necessary subject to the approval of the President or the Executive Committee. He shall also be in charge of community religious activities and the night school of the Hall, if there be any.

### **Treasurer**

31. Shall exercise general supervision and control over the funds of the Union and shall advise regarding its financial policy. He shall certify all expenditure and shall see that no expenditure is incurred which is not in accordance with the provision of the budget. He shall also see that the accounts of the funds of the Union are properly maintained.
32. Any member of the Union may ask in writing any elected office bearer any question connected with the duties of 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.
33. 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 private meeting. No one shall be considered to have held the office to which he was elected unless he has carried out the duties of the office for at least six months. If the office bearer is absent for a period longer than two months, the Executive Committee shall elect any elected member of the Committee to officiate in place of such office bearer.

34. Vote of censure 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. The motion for censure shall not be proposed except at the written request of at least one-third of the members. No such meeting shall be valid unless at least half the number of the said members of the Union is present. A motion for censure shall not be taken as carried unless it is passed by a majority of two-thirds of the members present in the meeting. The individual or individuals so censured shall resign his or their office or membership of the Executive Committee. A notice of at least seven days must be given for such a proposal.

#### **Hall Magazine**

35. For the publication of the Hall Magazine, the President of the Union shall, on a report from the Secretary, Literature appoint an Editorial Board consisting of two teachers of the University, an Editor and a Joint Editor, both from among the students. The President shall be the ex-officio member. President of the Board and the Secretary, Literature shall be the ex-officio member-Secretary of the Board.

#### **Meetings**

36. There shall be two kinds of meetings of the Union. Public meetings which shall include debates, lectures, talks, reading of papers etc., and private business meetings which shall be open to members of the Union only.
37. Meetings for debate shall ordinarily be held every fortnight.
38. The subject for Debate shall be notified at least two full days before the date of Debate and such notice shall bear the countersignature of the President.
39. 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. Any body presiding over the meeting of the Union or of the Executive Committee shall be called the Chairman of the meeting.

40. 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.
41. The first business of any formal meeting shall be the confirmation of the minutes of the previous meeting of the same kind and minutes so confirmed shall be deemed to be a correct record of the proceedings.
42. 200 members of the Union shall form a quorum in a Private Business meeting of the Union and two days clear notice shall be given provided that no such notice shall be required for adjourned meetings. Quorum shall not be necessary in public meetings except in a Debate meeting in which 200 shall form the quorum.
43. A requisition for holding a Private Business Meeting may be sent to the President provided it is signed by at least 200 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 previous to the date of the meeting.

### **Rules of Discussion**

#### **Private Business Meeting**

44. Every motion must be seconded, otherwise it will drop.
45. Subject to Rule 47, no member shall speak more than once on a motion except the proposer who shall have a right or reply before the motion is put to vote.
46. Amendments may be moved to a motion. In case of an amendment being moved every member shall have the right to speak on the amendment even if he has spoken on the motion previous to the moving of the amendment. After all who wish to speak on the amendment has spoken the proposer of the original motion shall have the right of reply before the amendment is put to vote. The Chairman shall then read out the motion and the amendment and the question shall be put, "shall the motion be amended?" If the majority be opposed to it, it shall drop, and the discussion shall proceed on the original motion. If the amendment be passed, the amended motion will be the motion

open for discussion; and no one who has spoken before on the motion or the amendment shall have the right to speak again except the proposer of the original motion who shall have the right of reply before the motion is finally put to vote.

47. 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.
48. A member wishing to speak in a discussion must rise in his place at the close of a speech. If more than one member wish to speak the Chairman shall determine who is to be heard first.
49. The Chairman has the same right as any other member of proposing or seconding a motion or amendment and of addressing the meeting.
50. 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 of 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 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 him to sit down. If the member so directed disobeys such order, the Chairman may declare the member offending and suspended as a member of the meeting. Such member shall immediately withdraw from the premises of the Union. But any member may demand in writing any ruling of the Chairman in case he is not the President which, if the member so desires, he may submit to President for consideration and revision.
51. On putting a motion or amendment to vote the Chairman shall first call for the expression of the opinion of the meeting by a show of hands and shall declare the result thereof. Any member dissatisfied with such declaration may then and there demand a division by rising in his place. The Chairman shall call for a division in the manner laid down in rule 55.
52. The Chairman shall have the right to vote and in case of the member being equal, shall have a casting vote.

### **Discussion of motion in a Debate Meeting**

53. Rules 44, 47, 50 and 51 shall apply to meetings held for debate.
54. A member wishing to move an amendment to a motion in a debate shall first hand it over in writing to the Chairman and obtains his consent. The Chairman shall have the power to reject any amendment that is unnecessary or vexatious.
55. When a discussion is prolonged the Chairman may limit the length of speeches, having regard to the feeling of the House. He may also close the discussion and call on the mover to reply, or adjourn it to a further meeting.
56. At the close of a debate, the Chairman shall read the terms of the motions and shall act as laid down in Rule 51 and in case of a member demanding a division; he shall nominate two members as tellers for the 'A-yes' and two for the 'Noes'. The tellers of either side shall take up their station fixed by the Chairman and all members who wish to vote shall rise from their seats and walk between the two tellers appointed for the side on which they wish to vote. When all members have voted they shall return to their seats. The tellers shall then, advance to the Secretary, and inform him to the members voting. A paper containing the number of votes on each side shall be handed over to the Chairman who shall read out the result and declare the adjournment of the House.
57. If the Chairman wishes to speak on a motion for debate he must leave the chair and appoint a member of the Executive Committee to act as Chairman. In their absence the Chairman shall nominate any member of the Union to act as Chairman. Having spoken he shall resume his position as Chairman.

### **Electoral Rules**

58. Every regular member of the Hall Union is eligible for election, subject to the Rules, to the offices of Vice-President, General Secretary, Assistant General Secretary, secretary, Literature; Secretary, Culture; Secretary, Reading Room; Secretary, Indoor Games; Secretary, Outdoor Games & Sports; Secretary, Social Service and as members of the Executive Committee:  
Provided however that no candidate shall be eligible to contest more than one post simultaneously.
59. Candidates desiring to be elected must be nominated by one member and seconded by another in writing.

60. Every candidate shall, at the time of nomination, give his consent in writing to such election in the nomination paper.
61. The same elector may subscribe to as many nomination papers as there are vacancies to be filled. Each candidate shall be nominated by a separate nomination paper.
62. The President will fix and notify the date and time of holding elections and appoint a Returning Officer from amongst the House Tutors/attached teachers.
63. Every nomination paper shall be presented to the Returning Officer by the date and time notified by the President.
64. A candidate who has been duly nominated for election may withdraw his candidature by a written and signed communication delivered to the Returning Officer within three days from the publication of the final list of candidates.
65. The Returning Officer shall appoint and notify in such a manner as he thinks fit, the date, time and place for the scrutiny of nomination papers.
66. The Returning Officer shall examine the nomination papers and shall decide all objections and may reject any nomination paper on the ground that it was not valid under the regulations. Such decision shall be endorsed by him on the nomination papers and the reason for rejection shall be notified. Appeal against such decision may be filed with the President within one day of making such decision. The President's ruling shall be final.
67. During the scrutiny of the ballot papers the candidates for election may be present either in person or through an authorised agent. In no case shall the Returning Officer show the signature of the voters on the ballot papers.
68. The Returning Officer shall submit to the President the results of the scrutiny of ballot papers and the President shall declare the results.
69. 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 lie against this decision in any Court of Law.



## **Annual Budget**

70. The Executive Committee shall prepare a budget or expenditure and cause it to be placed before the Union within fourteen days from the date of Installation Ceremony.
71. 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 President shall consider these proposals and may or may not adopt them, wholly or partially. The budget so adopted and approved by the President shall be the budget of the Union for that Session.
72. No Extra-ordinary expenditure including the expenses for sending any Hall team to play outside Dhaka or entertaining an outside team which may come to Dhaka to play with any Hall team, even though provided for in the budget, shall be incurred unless such expenditure has been specially sanctioned by the President.

### **Purchase of Sporting gears etc.**

73. At the beginning of each term the Secretary, Indoor Games and Secretary, Outdoor Games & Sports shall place before the Executive Committee a list of articles and gears required for that season, together with a certificate from the Treasurer to the effect that the money for all the items has been provided for in the budget. The President shall, with the help of the Secretary, Indoor Games and Secretary, Outdoor Games & Sports call for tenders from various firms and with the help of an expert, if necessary, approves the most suitable tender. All goods and gears purchased for the Sports Section shall be stamped with the seal of the Union and delivered to the office of the Provost who will check the entries made in the stock book by the Secretary, Indoor Games and Secretary, Outdoor Games & Sports and the goods and gears shall be delivered to the Secretary, Indoor Games and Secretary, Outdoor Games & Sports whenever they are needed. All orders for goods shall be signed by the Secretary, Indoor Games and Secretary, Outdoor Games & Sports and countersigned by the Treasurer. Expenditure for refreshments shall not exceed the limit prescribed by the University.

### Method of election of Captain

74. The Captain of each team shall maintain a list of players who participated in Hall matches (competition, friendly and practice games). At the end of each season he will submit to the President a complete list of players and specify therein the name of players who played in competition and friendly matches and those 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 competition and friendly matches or played in at least fifty percent of the practice games. If the Captain of a particular games fails to submit this list within the date prescribed by the President then the latter shall, after due enquiries publish a list containing the names of players who will be eligible to vote in the election of the Captain of that particular game. At the beginning of each season, all members of the Union wishing to play tennis shall give their names to the tennis Captain who will allot players to the different courts in such a manner that each player may have reasonable opportunity of regular practice. Non-members shall not be permitted to play except with the permission of the President. Any dispute about allocation of players to different courts and other allied matters shall be submitted to the Secretary, Indoor Games and Secretary, Outdoor Games & Sports in the first instance and may then be submitted to the Provost, if necessary.

All players who use goods and gears belonging to the Sports Section of the Union should return them to the Secretary, Indoor Games and Secretary, Outdoor Games & Sports after use.

### Audit Committee

75. There shall be an Audit Committee, consisting of the Treasurer and two members elected from the Union for the purpose of auditing the accounts of the Union. The Treasurer shall be the Chairman of the Committee. The Committee 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 or she thinks necessary.

### জগন্নাথ বিশ্ববিদ্যালয় কেন্দ্রীয় ছাত্র সংসদ (জকসু) এর গঠনতন্ত্র প্রনয়ন কমিটিঃ

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| ১. অধ্যাপক ড. সরকার আলী আক্কাস, আইন বিভাগ, জবি, ঢাকা                    | আহ্বায়ক। |
| ২. অধ্যাপক ড. মোঃ আতিয়ার রহমান, ইস. ইতিহাস ও সংস্কৃতি বিভাগ, জবি, ঢাকা | সদস্য।    |
| ৩. ড. মোস্তফা কামাল, প্রক্টর, জবি, ঢাকা                                 | সদস্য।    |
| ৪. ড. মোহাম্মদ আব্দুল বাকী, পরিচালক (ছাত্র-কল্যাণ), জবি, ঢাকা           | সদস্য।    |
| ৫. এড. রঞ্জন কুমার দাস, সহকারী রেজিস্ট্রার (আইন), জবি, ঢাকা             | সচিব।     |