

STUDENTS' UNION

BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI

CONSTITUTION OF THE BITS STUDENTS' UNION

PREAMBLE: OBJECTIVE OF THE UNION

1. The Union shall strive to protect the students by any fair means available.
2. The Union shall endeavour to promote all activities relating to academic awareness, cultural affluence, physical fitness and general welfare of the students.
3. The Union shall seek to impart a sense of fair-play and security among the members.

SECTION A: MEMBERSHIP

1. All regular students of B.I.T.S. Pilani, excluding Ph.D., M.E. (Collab.) and M. Phil students are ipso facto members of the Union.
2. All the members of the Union constitute the General Body.
3. The annual membership fee shall be Rs. 300/- (Rupees three hundred only). All the members of the Union shall pay this fee.
4. The Union Council may fix any other amount from time to time. The proposal for another amount shall have to be ratified by at least two-thirds of the entire Union Council.

SECTION B: SUPREMACY OF THE GENERAL BODY

1. The General Body members are empowered to attend any Union Council meeting and shall have the right to direct their queries to the Union Council.
2. Any motion initiated by at least one-third of the General Body members and passed by at least two-thirds of the General Body shall be binding upon the Union Council and all its organs.

SECTION C: THE UNION COUNCIL

1. The Union Council shall comprise of:
 - a. The President

- b. The General Secretary
 - c. One representative from Meera Bhawan for number of inmates equal to the average number of inmates in any other hostel.
 - d. One representative of each of the other hostels
 - e. One representative of the day scholars
 - f. One ex-officio member
2. The Union Council shall be the supreme governing body of the Union. All decisions of the Union Council shall be binding upon all its organs.
 3. All matters of the Union shall be administered by the union Council or by any other body appointed by the Union Council for the purpose. However, this shall be in accordance with all the other clauses mentioned in the Students' Union Constitution and the Procedure Manual in this regard.
 4. The ex-officio member shall normally be the General Secretary of the outgoing Union Council. In case of his inability to do so, the outgoing Union Council will nominate one of its members to take his place. The ex-officio shall not have any voting rights.
 5. In the event of the occurrence of a vacancy in the Union Council to the post of the ex-officio member, the members of the previous Union Council present on campus at that time shall nominate one person from among themselves to fill the aforesaid vacancy. **This clause overrules all other clauses in this regard.**
 6. The quorum at a meeting of the Union Council shall be at least three-fourths of the elected members.
 7. In every meeting of the Union Council, every elected member shall have one vote in the every issue taken up for voting. In case of a tie, the President shall have a casting (or second) vote.
 8. Any elected Union Council member shall convene the Union meeting when the situation so warrants. Such a meeting can be adjourned or postponed only by a simple majority of the elected Union Council present.

SECTION D: FUNCTIONS AND POWERS OF UNION COUNCIL MEMBERS

1. The members of the Union Council shall have the right to introduce any matter related to student interest at the meetings of the Union Council for discussion and voting.
2. In the event of a necessity, they shall represent the Union, wherever deputized.
3. The elected H-Reps and the D-Rep shall be assigned a set of department(s) or/and club(s) coming under the MAJOR category as mentioned in the Procedure Manual [**Section II (a)**].
4. The H-Reps and the D-Rep shall monitor the process of inventory maintenance in their allotted group and shall report any discrepancy to the Union Council and the CRC, failing which they shall be answerable.
5. The H-Reps and the D-Rep shall be solely responsible for the bills submitted to them.
6. The H-Reps and the D-Rep shall display the list of orders placed/distributions of souvenir (T-shirts, sweatshirts, caps etc.) in their respective electorate.
7. The H-Reps and the D-Rep shall also perform all the other duties laid down in the Procedure Manual.
8. The list of all students billed for any merchandise shall be provided by the concerned party to the respective H-Rep/D-Rep, and it is the responsibility of the H-Rep/D-Rep to display the same on the respective mess/day scholar notice boards.

SECTION E: THE SENATE

1. The President shall call for applications from GBM for student members to Senate latest by the second week of September.
2. The President along with General Secretary and one member each from CRC and EC propose names for membership to the Senate.
3. The same bench along with 2 student members of existing Senate shall interview the candidates and select the new members by the second week of November.

SECTION F: FINANCIAL TRANSACTIONS

1. The financial transactions of the Union Council shall be classified under three categories as follows:

FT1 category: Transactions of all the departments and clubs functioning during OASIS, APOGEE.

FT2 category: Transactions of all the clubs functioning for all activities other than OASIS, APOGEE.

FT3 category: Transactions other than those specified in FT1 and FT2 categories.

2. The President shall be solely responsible for all financial matters and statements pertaining to FT1 category and FT3 category.
3. The General Secretary shall be solely responsible for all financial matters and statements pertaining to FT2 category.

SECTION G: CLEARANCE CELL

1. The composition of the Clearance Cell shall depend upon the category under which the financial matters and statements under (FT1/ FT2/FT3)
2. The Clearance Cell shall comprise:
 - The President, respective H-Rep-in charge/ D-Rep-in charge and a person nominated by the CRC, in case of financial transactions relating to FT1 category.
 - the General Secretary, respective H-Rep- in charge/D-Rep- in charge and a person nominated by the CRC, in case of financial transactions relating to FT2 category.
 - The President and a person nominated by the CRC in case of financial transactions relating to FT3 category.
3. The Head of the Clearance Cell shall be the President for FT1 and FT3 categories and the General Secretary in case of FT2 category.

SECTION H: FUNCTIONS AND POWERS OF THE CLEARANCE CELL

1. The Head of the Clearance Cell shall have the veto power with regard to all the decisions relating to all the financial matters under his purview.
2. The Head of the Clearance Cell shall be answerable to the Clearance Cell and the Union Council.

SECTION I: DECISIONS REGARDING FINANCIAL TRANSACTIONS

(a) BUDGETS:

1. The budgets presented to the Clearance Cell shall be taken up for discussion with one week of presentation.

(b) ADVANCE REQUISITION FORMS/ FORWARDED LETTERS/ BILLS:

1. The Advance Requisition Forms/ forwarded letters/ bills shall be taken up by the Clearance Cell for discussion within one week of submission.
2. The proposition put forth shall be implemented as deemed by the Clearance Cell.
3. In the event of a dispute the Clearance Cell shall review the proposition in consultation with the concerned H-Rep.

SECTION J: FUNCTIONS AND POWERS OF THE PRESIDENT

1. The President shall be the Head of the Union Council and Clearance cells pertaining to FT1 and FT3 categories and the General Body.
2. S/he shall preside over all the meetings of these bodies when present.
3. S/he shall have the power to summon any meeting of the Council, the Clearance cell or the General Body and also the power, to adjourn or postpone all such meetings summoned by him/her.
4. S/he shall have the power to speak on behalf of the Union with any authority without prior consultation with other members of the Council; if urgency is warranted by the circumstances. However, the results of such meetings shall have to be ratified by at least one-third of the Council members present within a maximum of one week.
5. S/he shall be signing authority for all financial matters and statements of the Union coming under FT1 and FT3 categories and will be held responsible for the same.
6. The president may fix an amount to be charged from the members of the Students' Union for any activity organized by the Union Council after having the same ratified by at least two-thirds of the total Union Council. The GBM shall be informed about his decision within 24 hours.
7. In the event of a non-confidence motion being initiated against the President, all the financial statements and bills under his purview shall be signed by both the President and the General Secretary till the time of the declaration of result of the voting aforesaid motion.
8. The President shall convene at least ONE meeting of the entire Students' Union every semester which shall amount to a review of the working of the Union Council over the semester.

SECTION K: FUNCTIONS AND POWERS OF THE GENERAL SECRETARY

1. S/he shall be responsible for meetings of the Council, keeping minutes of the same and publishing them within 48 hours of the adjournment of the meeting.
2. S/he shall be responsible for all financial matters and statements pertaining to FT2 category.

3. S/he shall be responsible for the student representation at seminars, technical fests and cultural festivals at B.I.T.S. and outside, once the Union Council has approved such participation.
4. S/he shall be responsible for maintaining an inventory of all property owned by bodies under the Students' Union, failing which it shall be considered a flagrant violation.
5. S/he shall be signing the authority for all financial statements and bills pertaining to FT2 category and will be held responsible for the same.
6. In the event of a non-confidence motion being initiated against the General Secretary, all the financial statements and bills under his purview shall be signed by both the President and the General Secretary till the time of the declaration of result of the voting aforesaid motion.
7. The General Secretary shall convene at least one Union Council meeting every month. This period shall exclude semester breaks.

Certified by the EC on July 17, 2011

SECTION M: CORROBORATION AND REVIEW COMMITTEE (CRC)

1. The CRC shall comprise five members of the general body.
2. One member from the Election Commission, one member from the previous Union Council, a member of staff shall act in an advisory capacity to the CRC.
3. The CRC shall be an independent, self sustaining body answerable to the General Body members. In case of vacancy/ vacancies arising in the CRC, the CRC in office shall nominate person(s) to the same. The newly nominated person(s) shall assume office one day after the notice regarding the same is displayed to the GBM.
4. The ex-members/members of the CRC shall not be eligible to contest/ hold any post in the Students' Mess Council, Students' Union, any organ of the Union.
5. The CRC shall bring to the notice of the General Body, information regarding matters of the Union Council and its organs and call for a GBM when it feels the need for it.
6. The CRC shall have the right to enquire any member of the Union Council or its organs regarding their functioning. The concerned person(s) are bound to answer the queries of the CRC.
7. The CRC shall have the right to enjoin any member of the Union Council or its organs to maintain records or proofs of financial transactions in any form (ledgers, counterfoils, invoice statements, credit memos, etc.) and shall be produced to the CRC on demand. Gratuitous failure to maintain/ produce such records/ proofs shall be a flagrant violation of the constitution.
8. The CRC shall bring to the notice of the GBM any violations in the Procedure Manual. They shall enforce the laid down course of action in case of flagrant violations.
9. The CRC shall have the right to deputize persons (CRC Representatives) for the purpose of checking financial transactions, conducting enquiries etc. The concerned persons shall cooperate with the CRC Representatives in this regard.
10. The CRC shall be the final authority in all matters regarding the interpretation of the financial sections of the Procedure Manual. The decision of the CRC in this regard shall be final and binding on the Union Council and its organs.
11. The CRC shall keep a record of all the Official reports comprising ARC and ORC reports, budgets, review reports, inventory lists.

SECTION N: ELECTION COMMISSION (EC)

1. The Election Commission shall comprise of
 - Five members of the General Body
 - A member of the staff in advisory capacity
2. The Election Commission shall be responsible for conducting free and fair elections and all other activities delegated to it constitutionally.
3. The members/ex-members of the Election Commission shall not be eligible to contest/hold any post in the Students' Mess Council (SMC), Union Council and their organs.

4. After consulting the Election Commission members designate, the Election Commission shall be allocated a tentative budget constitutionally. This money will be at the disposal of the Election Commission from the start of the next academic year.
5. In the event of vacancy/vacancies in the Election Commission, the Election Commission in office shall nominate person(s) to the same. The newly nominated person(s) shall assume office one day after the notice regarding the same is displayed to the GBM.
6. In case of a dispute over the interpretation of the Constitution and the non financial sections of the Procedure Manual, the Election Commission shall judge the case. Any decision taken by the Election Commission in this regard shall be final and binding on the Union Council and its organs.

SECTION O: ELECTIONS

1. The Election Commission shall call nominations to the posts of President, General Secretary, Hostel Representatives and Day Scholar Representative. The Election Commission shall conduct elections for the above posts but not within two weeks of the receipt of nominations.
2. Candidates declared elected in the elections shall assume office immediately after being administered the oath of office and shall continue to hold the same till the next union council is elected.
3. The members of the Union Council shall cease to hold their respective offices if
 - (a) A NO-CONFIDENCE motion is passed against them
 - (b) As and when they fail to fulfill any of the eligibility criteria as mentioned in the relevant clause(s) of this section.
4. The president and the General Secretary shall be elected by single plurality of votes cast through secret ballot by the members of the General Body present and voting.
5. The Hostel Representatives and the Day Scholar Representative shall be elected by single plurality of votes in their respective electorates.
6. The President shall be a student of the third or fourth year levels of any of the various academic programs of the institute during his tenure provided:
 - (a) S/he is a member of the General Body
 - (b) S/he shall remain on campus for both the semesters covering his/her normal tenure in office.
7. The General Secretary shall be a student of the third year level of any of the various academic programs of the institute during his tenure provided:
 - (a) S/he is a member of the General Body
 - (b) S/he shall remain on campus for both the semesters covering his/her normal tenure in office.
8. To determine the year level in O-6 and O-7, identity numbers shall be used.
9. The Hostel Representative shall be elected by the bonafide members of the General Body residing in that particular hostel from among themselves by single plurality of votes.
10. The Day Scholar Representative shall be elected by the bonafide members of the General Body who are Day Scholars, from among themselves by single plurality of votes.

11. Each member of the electorate (as specified in clause O-4, O-8 and O-9) shall be entitled to a single non-transferable vote cast in secret ballot.
12. Students not registered on campus shall not have any voting rights.
13. In the event of a vacancy in the Union Council, the Election Commission shall hold by-elections for the same.
14. Nominations shall be invited within one week of the post falling vacant and elections held within three weeks of the occurrence of the vacancy.
15. After the elected members of the Union Council have assumed office, the Election Commission shall call for nomination(s) for post(s) still lying vacant and conduct election for the same in accordance with O-12 and O-13.
16. Each person, can at a time, contest only one post of the Union Council. Each person, can, at a time, hold only one post of the council and organs of the Student's Union. The word 'post' in this clause is defined as the posts of President, General Secretary, H-Rep, D-Rep, StuCCAn, CoStAAAn, Coordinator/Secretary.

SECTION P: CLUBS

1. This section covers only those clubs that are financed either wholly or partly by the Student's Union.
2. The Union Council may:
 - (a) Form a new club by separation of activity/activities from any existing club.
 - (b) Form a new club by uniting two or more clubs.
 - (c) Dissolve a club by a 2/3rd majority of its members.
 - (d) Form a new club for a new sphere of activity.
3. The Union Council may increase the range of activities / alter the name of any club.
4. The affairs of a club shall be administered by the Secretary and Joint Secretary/Joint Secretaries of the club.
5. In the event of a vacancy administered by the Secretary, the Joint Secretary shall act as Secretary until the new Secretary assumes office.
6. In the event of the Secretary, being unable to discharge his duties for a temporary period, the Joint Secretary shall assume his powers / responsibilities for the period.
7. Membership of the clubs will be restricted to the members of the Student's Union, and shall be granted to members of the Union fulfilling the criteria detailed in the APPENDIX. The member of any club shall cease to be a member when he ceases to be a member of the Students' Union.
8. The proper conduct of all election to clubs shall be supervised, directed and controlled by
 - (a) The Election Commission, until the new General Secretary assumes office.
 - (b) The General Secretary, thereafter.
9. The Election Commission shall ensure that this election process in completed within seven days and not within three days of the last date for filing nomination.
10. Activities of a club shall remain suspended if none of the posts of the club are filled by the election process detailed in P-9 and P-10.

11. The General Secretary shall call for fresh nominations to all posts of clubs lying vacant when he assumes office.
12. In the event of no nominations being received for some post of a club, the General Secretary shall nominate a suitable person from the members of the club to the post after getting it approved by at least a simple majority of the Union Council members present.
13. In the event of any post of a club falling vacant, the General Secretary shall call for nominations to the same within one week of the post falling vacant; and shall ensure that the election process is completed within one week of the call for nominations.
14. At all these elections / by elections
 - (a) Current members of the club as at the time of the elections shall constitute the electorate.
 - (b) Only members satisfying eligibility criteria for the posts at the time of the elections shall be able to contest the post.
15. The Secretary of the Club shall present budgetary proposals for his club for the semester/academic year within one week of assuming office or one week of the Union Council assuming office, whichever is later.
16. The Secretary of a club shall:
 - (a) Reports of the inventory and activities of the club shall be presented at least once a semester whenever called for to the General Secretary failing which it shall be considered a flagrant violation
 - (b) A list of all members of his/her club shall be submitted before his term expires to the General Secretary.
17. Copies of the list of members of a club shall also be displayed by the Secretary in public at least one month before the end of the academic year.
18. Any appointment made or terminated by the Secretary shall be communicated in writing to the General Secretary within 24 hours of the same.
19. The Secretary / Joint Secretary can be removed from office by either the following electorates:
 - (a) Current members of the club - A two-third majority of the electorate present and voting in support of the motion will suffice to remove the Secretary from office.
 - (b) The elected Council, where the motion shall be deemed to have been passed if supported by two-third of the members present and voting.

SECTION Q: BUGDET FOR SU CLUBS

1. All clubs under the students' union will be required to submit a budget proposal for the year.
2. At the start of every semester the clubs shall submit the objectives of the club for the current semester and descriptions of the activities planned by it.
3. The clubs shall submit a report to general secretary of the work done by them in the semester at the time of bill clearance clearly stating the amount spent on each activity. There shall be a review meeting for the same.
4. The bills will be cleared based on the club meeting the objectives stated at the start of the semester through the activities done by it.

SECTION R: FUNDING FOR NON SU CLUBS

- A. Funding for activities during festivals

1. In case a non SU club wants funding/prize money for their activities during the fests, from the SU they shall approach the President at the time of budget meeting for the depts/clubs working for the fest.
2. The clubs shall submit a proposal stating the amount of money required by them and the purpose for which they require it.
3. They shall be allocated money following the same procedure as laid down for other SU clubs/depts. and shall be required to submit their bills for clearance.
4. The non SU clubs shall allow their finances to be scrutinized by CRC for allocation of funds and bill clearance.

B. Funding for activities during the academic year excluding fests

1. The non SU club shall approach the General Secretary at the time of annual budget meeting for SU clubs for funding any activity during the academic year.
2. The clubs shall submit a proposal stating the amount of money required by them and the purpose for which they require it.
3. They shall be allocated money following the same procedure as laid down for other SU clubs and shall be required to submit their bills for clearance.
4. The non SU clubs shall allow their finances to be scrutinized by CRC for allocation of funds and bill clearance.

SECTION S: PROCEDURE FOR A NEW CLUB TO COME UNDER STUDENTS' UNION

In case a club after its formation wishes to come under the Students' Union it shall follow the following procedure

1. A representative of the club shall approach the General Secretary with a written statement to come under the SU.
2. The representative shall present the charter of the club to the Union Council along with the financial statements of the activities undertaken by it in the preceding year.
3. The club shall also submit a document stating its uniqueness in BITS and the objectives of the club.
4. The club shall remain under review for 3 consecutive semesters at the end of each of which, there shall be a submission of a performance report to the Union Council. The UC shall vote by a simple majority for continuation of the review.
5. The club shall be considered inducted under SU if 2/3rd of the Union Council votes in its favor and shall henceforth follow all the constitutional rules for functioning of the club.
6. The General Secretary shall put up a notice regarding the new club within 48 hours of its induction.
7. The elections to the post of Secretary and Joint secretary of the new club shall be called by the General Secretary within a week of its induction.
8. The rule governing induction/removal of a club from SU or a department from StuCCA/CoStAA can only be initiated by 3/4th majority of Union Council.

SECTION T: REMOVAL FROM OFFICE

(A) REMOVAL OF THE PRESIDENT / GENERAL SECRETARY

1. To initiate a no-confidence motion against the president/general secretary, either one-third majority of the concerned electorate or two-third of the entire elected Union Council shall have to submit a signed memorandum to this effect to the Election Commission.
2. The above-mentioned referendum shall be constitutionally valid provided that at least two-third of the concerned electorate votes. A constitutionally valid referendum will be deemed to have been passed if at least two-third of the votes polled support the motion.

(B) REMOVAL OF THE H-REP/D-REP

1. Initiation of a no-confidence motion against the H-Rep/ D-Rep can be done by:
 - (i) At least two-third of the entire Union Council.
 - (ii) At least one-third of the concerned electorate.
2. A signed memorandum to this effect shall be submitted to the Election Commission.
3. The above memorandum referendum shall be constitutionally valid if at least two-third of the concerned electorate votes.
4. A constitutionally valid referendum will be deemed to have been passed if at least two-third of the polled votes supports the motion.

(C) REMOVAL OF MEMBERS OF ELECTION COMMISSION/CRC

1. Initiation of a no-confidence motion against the member(s) of the Election Commission / CRC can be done by:
 - (i) At least 80% of the entire Union Council.
2. A signed memorandum to this effect shall be submitted to the EC in case of the referendum being initiated against the member(s) of the CRC and to the CRC in the case of the referendum being initiated against the member(s) of the EC.
3. The referendum thus initiated shall be constitutionally valid if at least two-third of the total GBM votes.
4. A constitutionally valid referendum will be deemed to have been passed if at least two-third of the polled votes support the motion.

SECTION U: AMENDMENTS TO THE CONSTITUTION

1. Any amendment to the constitution shall be initiated by at least eighty percent (80%) of the total Union Council or at least one-third of the total General Body Members. A signed memorandum has to be submitted to this effect to the Election Commission.
2. The above mentioned referendum shall be constitutionally valid if at least two thirds of the General Body members vote.
3. The above referendum, if constitutionally valid shall be deemed to have been passed if supported by atleast two-thirds of the general body members voting.
4. The Election Commission shall conduct a review of the entire Constitution every 3 years.

5. The reviewed Constitution shall have to be ratified by two thirds of the entire Union council present and voting.

SECTION V: REFERENDUMS:

1. Any issue with regard to the union council and its organs can be subjected to a referendum.
2. It shall be initiated by atleast one-third of the general body or by atleast 80% of the total union council members. A signed memorandum to this effect shall have to be submitted to the election commission.
3. The above-mentioned referendum shall be constitutionally valid if atleast a simple majority of the general body members vote for the same.
4. The above referendum, if constitutionally valid shall be deemed to have been passed, if atleast two-thirds of the polled votes support the motion.

NOTE:

The word 'issue' shall not be taken to mean no-confidence motion or any amendment to the procedure manual.

SECTION W: CONSEQUENCES OF FLAGRANT VIOLATION:

1. In the event of a flagrant violation being committed, the person responsible for the same shall cease to hold the relevant post(s) assuming the responsibility of which the aforesaid violation was committed.
2. The concerned person shall however resume the responsibility of the post(s), which he ceased to hold due to commitment of the flagrant violation, if a motion of confidence is passed in his favor by atleast two-thirds of the concerned electorate the motion of confidence shall have to be initiated by atleast one-third of the concerned electorate. A signed memorandum to this effect shall have to be submitted to the election commission within a maximum of three days of removal from office.

SECTION X: STUCCA/COSTAA:

1. The Students' Council for Cultural Activities (STUCCA) is a committee elected by the concerned electorate in accordance with the elections called by the Election Commission. It shall be responsible for organizing and conducting all activities relating to the annual cultural festival, OASIS and any other activity as determined by the Union Council.
2. The Committee of Students for Academic Activities (COSTAA) is a committee elected by the concerned electorate in accordance with the elections called by the Election Commission. It shall be responsible for organizing and conducting APOGEE, the annual academic festival.
3. From time to time the Union Council may review the working of OASIS and APOGEE and frame charters, the OASIS Review Charter (ORC) and the APOGEE Review Charter (ARC) thereof. All rules governing OASIS and APOGEE shall be as per the above charters.
4. Elections to the STUCCA/COSTAA shall be conducted by the Election Commission within one week of the display of the valid nominations.
5. Experience of **atleast one OASIS and APOGEE (GLS and ABOVE).**
6. The STUCCA/COSTAA shall be held responsible for all decisions taken in their respective organization, financial transactions and shall be answerable for inventory maintenance.

7. Any decision taken by at least two-thirds of the entire Council shall be binding upon the STUCCA/COSTAA.
8. The Union Council can remove any STUCCA/COSTAA member from office if at least two-thirds of the entire Union Council supports an action of NO CONFIDENCE against him/her.
9. In the event of any post falling vacant in the STUCCA/COSTAA fresh elections shall be conducted within one week of the occurrence of the vacancy.
10. In the event of any Head of the organization (StuCCAn, CoStAAAn, Club-Sec etc.) posing a threat to prevent his organization (department, club etc.) from functioning, the President shall charge the respective Head for all his organizational expenses incurred till date.

SECTION Y: ATTENDANCE:

1. Every Union Council member is expected to attend all UC meetings called for. In the event that (s)he does not attend atleast two-thirds of the total no. of meetings held in the "period under consideration", a UC meeting shall be called for by the General Secretary 3 days before the first Sunday of November/April. The UC member under question is required to give reasons as to why he was not able to attend the meetings after which a vote amongst the rest of the UC members shall be held to decide if a referendum in the GBM should be held for the removal of the member. Quorum is required for the vote to be valid. The referendum will be held on the first Sunday of November/April if atleast a simple majority of the UC members present (quorum required) vote for the referendum to happen. The "period under consideration" is from the beginning of the term of the UC member till the day the UC meets to vote on this issue (this meeting excluded).
2. An SU meet will be deemed valid if The GBM is informed of the same atleast 24 hrs. in advance through a notice. Decisions can be taken only in such an Su meet.
3. An attendance log of Su meetings will be maintained by the CRC.

SECTION Z:

1. The President, the General Secretary and the members of the Union Council shall be administered oaths of office in the presence of the Election Commission within 48 hours of the declaration of the results by the Election Commission.
2. The oath(s) administered to the President and the General Secretary shall read
"I, ' _____ ', having been elected to the office of the President/General Secretary of the BITS Students' Union, hereby do solemnly affirm that I will bear true faith and allegiance to the constitution of the B.I.T.S students union, and that I will faithfully and conscientiously discharge my duties as President/General secretary. I will do right to all students in accordance with the constitution without fear or favor, affection or ill will."
3. The oath(s) administered to other members of the union council shall read
"I, ' _____ ', having been elected a member of the union council, hereby do solemnly affirm that I will bear true faith and allegiance to the constitution of the B.I.T.S students union and that I will faithfully discharge the duty upon which I am about to enter."

APPENDIX

Certified by the EC on July 17, 2011

SECTION A1:

1. The provisions contained in this part will be binding on the Union Council and its organs unless.
 - i. The provisions laid down are amended by two thirds majority of the entire elected Union Council.
 - ii. The provisions laid down are in conflict with any clause(s) mentioned in the Constitution or the Procedure Manual. In such an event, the Union Council shall have to adhere strictly to the relevant clause(s) mentioned in the Constitution or the Procedure Manual.
2. Any change in section A1 and Section A 2 shall be deemed to be an amendment to this Appendix and not of the constitution

SECTION A2: CLUBS

1. The word “club” refers only to those clubs which are funded either wholly or partly by the Union.
2. In case of any conflict among clubs, the decision of Union Council shall be final and binding.
3. The clubs mentioned under clause 6 of this section shall be bound by rules pertaining to their category.
4. A person who is elected /nominated to the post of Secretary/ Joint Secretary of a club should be a member of the club. He shall thereafter cease to be a member of the club only upon ceasing to be a member of General Body. This clause overrules all other clauses relating to membership in this section, in this regard.
5. If eligibility conditions to any post within the club are not met by any aspiring candidates to the post, the returning office may set a lower eligibility condition. This shall not be considered contravention of this Appendix.
6. The category wise distribution of clubs stands as under
 - a. Category 1 : English Language Activities Society, Hindi Activities Society, The Debating Society
 - b. Category 2 : English Drama Club, Hindi Drama Club
 - c. Category 3 : Music Club, Gurukul
 - d. Category 4 : Photography Club
 - e. Category 5 : Creative Activities Club
 - f. Category 6 : Dance Club
 - g. Category 7 : Press Clubs, Poetry Clubs, RadioAktiv
 - h. Category 8 : ARBITS, Jhankar

RULES:

Category 1

1. The clubs shall strive to promote and encourage all activity related to public speaking, quizzes, language and literature in English and Hindi respectively and they shall be responsible for the same.
2. Any person who has been a member of the club in the previous year is eligible to contest for the post of Secretary.
3. Any member of the club is eligible to contest for the post of Joint Secretary.

Category 2

1. The clubs shall strive to promote and encourage all activities related to theater in English and Hindi respectively
2. The secretary shall issue a public notification within 7 days of staging of a play containing the names of all the students involved in the production of the same.
3. Any person whose name has been approved in any such notification shall become the member of the club
4. Any person whose name has appeared at least thrice in the above mentioned notification shall be deemed eligible for the post of Secretary.
5. Any person whose name has appeared at least twice in the above mentioned notification shall be deemed eligible for the post of Joint Secretary.

Category 3

1. The club shall strive to promote and encourage all activities related to music and shall be responsible for the same.
2. A person shall be granted membership of the club upon clearing the auditions conducted by the club.

3. Any person who has been the member of the club for more than one academic year will be deemed to be eligible for the post of Secretary.
4. Any person who has been member of the club in the previous academic semester shall be eligible for the post of Joint Secretary.

Category 4

1. The club shall strive to promote and encourage all activities related to photography, and shall be responsible for the same.
2. Any person participating in an activity of the club shall be granted membership of the club.
3. Any member of two years standing is eligible for the post of Secretary.
4. Any member of the club is eligible for the post of Joint Secretary.

Category 5

1. The club shall strive to promote and encourage all activity related to fine arts and shall be responsible for the same.
2. A person shall be granted membership on payment of the requisite membership fee and shall retain membership till the time of collection of the membership fee during succeeding year.

Category 6

1. Functions of Dance club
 - a. The club shall be responsible for staging any dance production/choreography during OASIS, APOGEE, BOSM or any other occasion.
 - b. The club shall be responsible for conducting the Western Dance Workshop.
 - c. The club shall also stage general production and organize dances on campus
2. Membership – Members may join the club through auditions conducted by the Secretary of the Club.
3. Secretary
4. Eligibility
 - a. Minimum of 2 years working experience in Dance club
 - b. Should have choreographed at least one production
5. After completion of 2 years in the dance club (i.e. clause (a) and (b) of eligibility come into effect), the secretary shall be elected by the members of the club as per the list of members. The list of members shall be submitted by the outgoing Secretary to the General Secretary of the Students' Union.

The clubs falling under category 7 and 8 shall function in accordance with rules mentioned in their respective CLUB CONSTITUTION.