

STUDENTS' GYMKHANA  
INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

# CONSTITUTION



## INDEX

PREAMBLE	Purpose of the Students' Gymkhana
CHAPTER I	Membership and Advisory Body
CHAPTER II	Organization and Organizational Principles
CHAPTER III	Elections
CHAPTER IV	Organization of the Students' Senate
CHAPTER V	Organization of the Executive Branch
CHAPTER VI	Finances
CHAPTER VII	By-Laws
APPENDIX A	Rules and Procedures of the Students' Senate
APPENDIX B	Rules and Procedures regarding Financial Affairs
APPENDIX C	Constitution of the COSHA
APPENDIX D	Cells, Clubs and Hobby Groups
APPENDIX E	Festival Manual
APPENDIX F	Eligibility Criteria for Gymkhana posts
APPENDIX G	Gymkhana Awards
APPENDIX H	Gymkhana Forms

# **PREAMBLE**

*For the purpose of:*

- *Fostering a corporate life based on equality of status and sound moral judgement;*
- *Developing all round extra-curricular activities to supplement education; and*
- *Advancing the general welfare of our fellow students*

*We, the students of Indian Institute of Technology, Kanpur resolve to constitute a self-governing democratic organization called the Students' Gymkhana and do hereby adopt this Constitution.*

# **CHAPTER I**

## **MEMBERSHIP AND ADVISORY BODY**

1. All registered students of the Institute who pay Gymkhana fees shall be members of the Students' Gymkhana and shall constitute its General Body.
2. The Director of the Institute shall be the Patron of the Gymkhana.
3. The Patron, from a panel of names suggested by the Students' Senate, shall appoint the Dean, Student Affairs, who shall also be the Chief Counsellor of the Gymkhana.
4. The Patron shall also appoint the following at the recommendation of the Students' Senate :
  1. Counsellor, Games and Sports
  2. Counsellor, Media and Culture
  3. Counsellor, Science and Technology
  4. Counsellor, Academics and Career
  5. Treasurer of the Gymkhana
5. The Counsellors shall advise their respective councils of the Gymkhana.
6. All other Counsellors shall be subordinate to the Chief Counsellor in all decision-making powers, who shall themselves be subordinate to the Patron.

# **CHAPTER II**

## **ORGANIZATION AND ORGANIZATIONAL PRINCIPLES**

1. The Gymkhana shall function through the Students' Senate and its Executive branch.
2. The Students' Senate (hereafter referred to as the Senate) shall be the Central Representative, Legislative and Supervisory body of the students. It shall:
  1. Serve as the main forum of expression of student opinion.
  2. Be in continuous touch with the General Body, consult the students, and act as a feedback system.
  3. Act as the central policy-making body of the Gymkhana.
  4. Guide and check the functioning of the Executive branch of the Gymkhana. However, it shall not interfere in matters of minor importance, in order that the free functioning of the Executive branch within the general policy framework defined by the Senate is not affected.
3. The Senate shall comprise of:
  1. The Executives, namely
    1. The President, Students' Gymkhana
    2. The General Secretary, Media and Culture
    3. The General Secretary, Games and Sports
    4. The General Secretary, Science and Technology
    5. The UG Secretary, Academics and Career
    6. The PG Secretary, Academics and Career
  2. Senators representing every batch of students (as per 3.04 and 3.05). The number of Senators representing a batch shall be at the rate of one Senator for every 150 students in the batch, rounded up to the next integer.
  3. One UG, one M.Tech/MBA/MSR/M.Des, one Ph.D. Girl Representative (in case no UG, M.Tech/MBA/MSR/M.Des or Ph.D. Girl Senator respectively has been otherwise elected).
4. The Senate shall elect from amongst the Senators:
  1. The Chairperson, Students' Senate;
  2. The Parliamentarian, Students' Senate;
  3. The Finance Convener, Students' Senate;
5. The Executive branch of the Students' Gymkhana shall comprise of the Executive Councils, Festivals and Cells.
6. The President, Students' Gymkhana shall be the Chief Executive of the Gymkhana. They shall:
  1. Be elected by the General Body.
  2. Supervise and coordinate the general affairs of the General Body.
  3. Represent views of the students at all forums of the Institute.
  4. Be an ex-officio special invitee to the (Academic) Senate of the Institute.

5. Be a member of various bodies of the Institute whenever a representative of the Gymkhana is required.
  6. Preside over meetings of the General Body, when convened by them.
  7. Maintain and execute an Office of the Students' Gymkhana (hereinafter referred to as the President's Office).
  8. Have other responsibilities and powers as mentioned in this Constitution or as assigned to them by the Senate from time to time.
7. The Chairperson, Students' Senate shall convene and preside over meetings of the Senate. They shall:
1. Be elected by the Senate from amongst Senators.
  2. Direct the appropriate persons for the successful implementation of the decisions of the Senate and be responsible to the Senate for the same.
  3. Represent the view of the Senate at all forums of the Institute.
  4. Be an ex-officio special invitee to the (Academic) Senate of the Institute.
  5. Be a member of various bodies of the Institute whenever a representative of the Senate is required.
  6. Preside over meetings of the General Body, when convened by them.
  7. Maintain this Constitution, it's Appendices, and all records of the Students' Senate.
  8. Maintain and execute an Office of the Students' Senate.
  9. Have other responsibilities and powers as mentioned in this Constitution or as assigned to them by the Senate from time to time.
  10. Unless specifically assigned by the Constitution or the Senate, they shall not have any executive responsibilities.
8. The General Secretary, Media and Culture shall be the Executive of Gymkhana overseeing the Media and Cultural activities. They shall:
1. Be elected by the General Body.
  2. Supervise and coordinate all Media and Cultural activities of the General Body.
  3. Be the ex-officio Chairperson of the Media and Cultural Council.
  4. Be responsible for all executive and financial activities of their Council.
  5. Be responsible at all forums for the activities of the Media and Cultural festival (Antaragni) of the Gymkhana.
  6. Have other responsibilities and powers as mentioned in this Constitution.
9. The General Secretary, Games and Sports shall be the Executive of the Gymkhana overseeing Games and Sports activities. They shall:
1. Be elected by the General Body.
  2. Supervise and coordinate all Games and Sports activities of the General Body.
  3. Be the ex-officio Chairperson of the Games and Sports Council.
  4. Be responsible for all executive and financial activities of their Council.

5. Be responsible at all forums for the activities of the sports festival (Udghosh) of the Gymkhana.
  6. Have other responsibilities and powers as mentioned in this Constitution.
10. The General Secretary, Science and Technology shall be the Executive of the Gymkhana overseeing Science and Technology activities. They shall:
1. Be elected by the General Body.
  2. Supervise and coordinate all Science and Technology activities of the General Body.
  3. Be the ex-officio Chairperson of the Science and Technology Council.
  4. Be responsible for all executive and financial activities of their Council.
  5. Be responsible at all forums for the activities of the technical festival (Techkriti) of the Gymkhana.
  6. Have other responsibilities and powers as mentioned in this Constitution.
11. The UG Secretary, Academics and Career shall be the Executive of the Gymkhana overseeing Academics and Career activities of the Undergraduate community. They shall:
1. Be elected by the Undergraduate students of the General Body.
  2. Coordinate all Academics and Career activities of the Undergraduate students of the General Body.
  3. Be the ex-officio Joint Secretary of the Academics and Career Council.
  4. Be responsible for all executive and financial activities of their Council.
  5. Have other responsibilities and powers as mentioned in this Constitution.
12. The PG Secretary, Academics and Career shall be the Executive of the Gymkhana overseeing Academics and Career activities of the Postgraduate community. They shall:
1. Be elected by the Postgraduate students of the General Body.
  2. Coordinate all Academics and Career activities of the Postgraduate students of the General Body.
  3. Be the ex-officio Joint Secretary of the Academics and Career Council.
  4. Be responsible for all executive and financial activities of their Council.
  5. Have other responsibilities and powers as mentioned in this Constitution.
13. The Parliamentarian shall advise the Senate on Constitutional and procedural matters. Their interpretation of the Constitution and its appendices on the floor of the Senate shall be final. They shall:
1. Be elected by the Senate from amongst the Senators.
  2. Interpret the Constitution of the Gymkhana when requested to do so on the floor of the Senate.
  3. Be the ex-officio Convener of the Rules and Procedures Committee of the Senate, and preside over its meetings and be responsible for its activities.
  4. Unless specifically assigned by the Constitution or the Senate, they shall not have any executive responsibilities.

14. The Finance Convener shall advise the Senate on financial matters. They shall oversee the financial affairs of the Gymkhana. They shall:
  1. Be elected by the Senate from amongst the Senators.
  2. Be responsible to the Senate and through the Senate to the General Body for the overall financial affairs of the Gymkhana.
  3. Be the ex-officio Convener of the Finance Committee of the Senate, preside over its meetings and be responsible for its activities.
  4. Oversee and check all financial expenditure of the Gymkhana.
  5. Report to the Senate from time to time the status of the finances of the Gymkhana.
  6. Be an ex-officio member of all Executive councils as well as the Council of Festival Affairs. Unless specifically assigned by the Constitution or the Senate, they shall not have any executive responsibilities.
15. In all decision making bodies of the Gymkhana and at all levels, the organizational principles shall be democratic.
16. In all matters of general interest, the Executive councils, cells and the committees and councils of the Senate, all bodies appointed by the Senate, and all other bodies of the Gymkhana except its Advisory Body and General Body, shall be subordinate to the Students' Senate, and therein the Senate shall be subordinate to the General Body.
17. The general interest of the students shall be placed above the interest of any individual student.
18. Majority decisions shall be binding. Persons holding different views at any level shall have the right to committee and report directly to all higher bodies up to and including the General Body (as in Article 2.14). However, the decisions taken shall be executed until and unless higher bodies undo them.
19. The President or the Chairperson may convene a meeting of the General Body on their own initiative to discuss matters of general importance. The meeting shall be presided over by whosoever convenes it.
20. The President or the Chairperson may refer any matter to the General Body through a meeting (as per Article 2.17) or through a referendum if so requested by at least 1/3rd of the total strength of the Senate.
21. In case a decision of the Senate is taken by a majority but with a substantial minority (that is, more than 1/3rd of the Senators present voted against the decision) the President or Chairperson may refer the matter to the General Body (as in Article 2.18). In this case, the Senate may not censure or impeach them for this action.
22. The President and the Chairperson shall have the power to requisition a meeting of any Executive council or cell or any subcommittee, committee or council of the Senate.
23. Notwithstanding any other Articles of the Constitution, the President may attend as a full-fledged member any meetings of any Executive council or cell, or any subcommittee, committee or council of the Senate or any other body appointed by the

Senate except for the Rules and Procedures Committee, the Finance Committee, the Steering Committee and the Election Commission, and may overrule any decisions taken by them. In the event of the President doing so, they shall be obliged, if requested by the concerned body, to requisition a meeting of the Senate and place their decision before it.

24. Notwithstanding any other Articles of the Constitution, the Chairperson may attend as a full-fledged member any meeting of any subcommittee, committee or council of the Senate.
25. During vacations (as specified in the Academic Calendar of the Institute), the Vacation Senate, consisting of all Senators present on campus, shall discuss matters of urgent importance. Other matters may also be discussed; however, any decisions taken must be ratified by the full Senate when it meets next.
26. Every year, there shall be a handing over session which shall be jointly attended by members of both the incoming as well as outgoing Senate as full-fledged members. The outgoing Executives, Chairperson Students' Senate, Finance Convener and Parliamentarian of the Gymkhana and of the Senate shall handover charge to the respective incoming Executives, Chairperson Students' Senate, Finance Convener and Parliamentarian in writing, under the supervision of the Chairperson of the incoming Senate. The annual report of the executive wing of the Gymkhana, consisting of the reports of all the aforementioned positions along with the reports of councils, cells, teams and festivals, shall be presented before the Senate for comments. The annual report of the Students' Senate, its standing councils, standing committees, and students' senate nominees to institute bodies shall also be presented.
27. The Members of the Senate must attend every meeting of the Senate. If they are not able to attend a meeting, they are expected to nominate another student of their batch to attend the meeting on their behalf. The attendance rules for Senators and Executives shall be documented in the Rules and Procedures of the Students' Senate (Appendix A).
  1. Any Senator who shall be unable to attend a meeting of the Senate is expected to inform the Chairperson for their aforementioned inability and must take prior permission before doing so. If they fail to do so, or if they are absent from too many meetings (as specified in the Rules and Procedures of the Students' Senate), then they shall cease to hold their position.
  2. Any Executive, Finance Convener or Parliamentarian, who shall be unable to attend a meeting of the Senate is expected to inform the Chairperson for their aforementioned inability and must take prior permission before doing so. If they fail to do so, the Chairperson shall issue a show-cause notice to them. If the concerned person is unable to present a satisfactory explanation (as determined by 2/3rd of the Senate present and voting, and not less than half the total strength of the Senate), or if they are absent again without prior permission from the Chairperson, then they shall cease to hold their position.
28. If the President, any General Secretary, the Chairperson or the Finance Convener is not on campus due to vacation, is on leave from the Institute or is otherwise unable to



fulfil their duties for a short period of time, then they may appoint any member of the General Body as the Acting position holder for the duration of their absence. The Acting position holder shall take care of all responsibilities of the position holder, and any action taken by or on them shall be considered an action taken by or on the position holder.

29. If the Parliamentarian or the Convener of any Standing Council or Standing Committee of the Senate is unable to attend a Senate meeting, or is otherwise unable to fulfil their duties for a short period of time, then they may appoint any member of the General Body as the Acting position holder for the duration of their absence. The Acting position holder shall take care of all responsibilities of the position holder, and any action taken by or on them shall be considered an action taken by or on the position holder.

# **CHAPTER III**

## **ELECTIONS**

1. All Gymkhana Elections shall be conducted by the Chief Election Officer, who shall be appointed by the Senate at the recommendation of the Nominations Committee. they shall propose the names of the members of the Election Commission for ratification by the Senate.
2. The Election Commissions shall function as a Cell. All provision pertaining to the particular functioning of the Election Commission shall supersede the general provisions pertaining to the functioning of Cells
3. The Election Commission shall conduct General Elections annually for all Members of the Senate.
  1. Members who shall officiate till the Senate hands over charge shall be:
    1. President, Students' Gymkhana
    2. General Secretary, Media and Culture
    3. General Secretary, Games and Sports
    4. General Secretary, Science and Technology
    5. UG Secretary, Academics and Career
    6. PG Secretary, Academics and Career
    7. Senator BT/BS-MT/MS/MBA, 4th Year
    8. Senator BT/BS, 3rd Year
    9. Senator BT/BS, 2nd Year
    10. Senator BT/BS, 1st Year
    11. Senator MTech (2-year), 1st Year
    12. Senator MBA, MDes and other 2-year programmes, 1st Year
    13. Senator MSc (2-year), 1st Year
    14. Senator MSR (from all MSR students)
    15. Senator PhD, 1st Year
    16. Senator PhD, 2nd Year
    17. Senator PhD, 3rd Year and above
  2. Members who shall officiate till the Convocation of the Institute shall be:
    1. Senator BT/BS-MT/MS/MBA, 5th Year
    2. Senator BT/BS, 4th Year
    3. Senator MTech (2-year), 2nd Year
    4. Senator MBA, MDes and other 2-year programmes, 2nd Year
    5. Senator MSc (2-year), 2nd Year

4. General Elections shall ordinarily be held around 20th January each year. However, under exceptional situations, the Senate may postpone it for a maximum period of one month.
5. The Election Commission shall conduct Mid-term elections annually for the following Members of the Senate, who shall officiate until the Senate hands over charge:
  1. Senator BT/BS, 1st Year
  2. Senator MTech (2-year), 1st Year
  3. Senator MBA, MDes and other 2-year programmes, 1st Year
  4. Senator MSc (2-year), 1st Year
6. By-elections shall ordinarily be conducted along with the Mid-term Elections for any position mentioned in Article 3.02 which is vacant at that point of time.
7. Mid-term elections shall be held in August or early September each year.
8. In case no Girl Senator of the respective communities as per article 2.03.03 is elected, the elections of the respective Girl Representative shall be conducted by the same Election Commission. Further, if any Girl Senator of the respective communities gets elected during the Mid-Term election, the incumbent respective Girl Representative shall stand unseated from office.
9. Notwithstanding any other article in the constitution, the eligibility criteria for each of the above positions shall be as stated in the Appendix F to the Constitution.
10. The President and the General Secretaries shall be elected from the General Body on the basis of the following system:
  1. If there are  $n (>1)$  candidates, the voters shall either give a “no-preference” vote or  $(n-1)$  preferences. If there is 1 candidate, the voters shall give either a “no-preference” or a vote in favour of the contesting candidate.
  2. If the number of “no-preference” votes is greater than or equal to half of the total valid votes cast, then the election of that position shall stand void, and each candidate shall be barred from contesting again for the position of President or General Secretary. A re-election shall be held with no option of “no-preference”, that is, for  $n (>1)$  candidates, the voters shall give  $(n-1)$  preferences. If there is 1 candidate, they shall stand elected for that position. Counting shall be as per Article 3.09.04.
  3. If the number of “no-preference” votes is less than half of the total valid votes cast, then the “no-preference” votes shall be discarded and counting of the rest of the votes shall be as per Article 3.09.04.
  4. Counting shall be done in successive rounds. In the first round, only first preference votes shall be counted and the candidate with the least first preference votes shall be declared unsuccessful. In the next round, second preference votes of the unsuccessful candidates shall be added to the first preference count of continuing candidates and again the candidate with the lowest tally shall be declared unsuccessful. The procedure continues until one candidate, who shall be declared successful, secures half or more than half of the total valid votes remaining after discarding the no-preference votes.

11. Senators shall be elected from their respective batches on the basis of the following preferential voting system:
  1. Each voter shall cast three preferences in favour of different candidates, the first preference carrying 5 points, the second preference carrying 3 points and the third preference carrying 1 point.
  2. Counting shall be done in successive rounds. The names of Senators shall be listed according to first preference points. If the requisite number of candidates got more than 500 first preference points, the requisite number of candidates in order of points obtained shall be elected. If otherwise, those getting above 500 points shall be elected and the rest shall be listed again according to first and second preference points and candidates getting above 750 points shall be considered for election in order of points obtained. If the requisite number of candidates are still not elected the rest of the senators shall be elected on the basis of combined first, second and third preference points.
12. The Chairperson shall be elected by the Senate from amongst the Senators. The elections of these positions for the incoming Senate shall be conducted by the Chairperson and Parliamentarian of the outgoing Senate in the following manner:
  1. Any Senator who wishes to contest shall propose themselves.
  2. Each Senator and Executive shall cast one vote for one of the candidates or cast a no-preference vote. The vote of the President shall be hidden at all times, shall not be a no preference vote, and shall be considered in case of a tie.
  3. If a candidate gets more than half of the votes cast in any round of voting, they is declared elected.
  4. If not, candidate(s) with votes less than the number of no-preference votes are eliminated. If no one is eliminated in this manner, the candidate(s) with the least votes gets eliminated.
  5. Each Senator and Executive shall once again cast votes for the continuing candidates, and this process shall continue until either all candidates are eliminated or a candidate is declared elected in accordance with Article 3.12.03
  6. If a tie occurs as per Article 3.11.02, the vote of the President shall be counted to break the tie.
  7. If no one is elected, then elections will be held afresh. These elections will not have the option for a no-preference vote and any candidate who had been eliminated previously shall not be allowed to contest for the same post again.
13. The elections of the Parliamentarian and the Finance Convener shall also be conducted as per Article 3.12. In this case, the tie-breaking vote shall be that of the Chairperson and not the President.
14. The elections of the Conveners of the Standing Councils shall be conducted as per Article 3.12. In this case, any General Body member may contest after being proposed by a Senator. If a Senator wishes to contest for the position, they shall propose themselves.

15. If the position any Senate Office-bearer falls vacant in the middle of the Senate's term, by-elections shall be called by the Senate for that position. This election shall be conducted by the incumbent Chairperson or Parliamentarian or both (whichever is applicable) as per Article 3.12.
16. Notwithstanding any other Article in this Chapter except Article 3.09, the norms and modalities regarding the elections shall be fixed by the Election Commission which can be challenged only in the Senate. The Chief Election Officer shall present these in the Senate meeting before every election.
17. The outgoing Senate shall handover charge to the incoming Senate around 14th March. Under exceptional circumstances, this can be postponed for a period of two weeks.

# **CHAPTER IV**

## **ORGANIZATION OF THE STUDENTS' SENATE**

1. The Senate shall discharge its responsibilities through itself, its Standing Councils and its Standing Committees.
2. The Standing Councils of the Senate shall discuss matters pertaining to their purpose on their own initiatives and may make policy and other decisions on these matters without referring it to the Senate. However, the Councils shall be subordinate to the Senate in all its decision making powers.
3. The Standing Council(s) of the Senate shall be:
  1. The Council of Students for Hostel Affairs (CoSHA)
  2. The Council of Festival Affairs (CoFA)
  3. The Undergraduate Student Affairs Council (UG-SAC)
  4. The Postgraduate Student Affairs Council (PG-SAC)
4. The Standing Committees of the Senate shall discuss matters pertaining to their purpose and shall report to the Senate its recommendation. The recommendations by these Committees shall not be implemented until they have been accepted by the Senate.
5. The Standing Committee(s) of the Senate shall be:
  1. The Finance Committee;
  2. The Steering Committee;
  3. The Rules and Procedures Committee;
  4. The Nominations Committee;
6. Council of Students for Hostel Affairs (CoSHA)
  1. The CoSHA shall supervise and coordinate matters of common interest to all Halls of Residence of the Institute.
  2. It shall have its own constitution which shall be maintained as an Appendix to this Constitution.
  3. The Chairperson, CoSHA (as specified by the CoSHA Constitution) shall preside over the meetings of the CoSHA and shall be responsible for the implementation of the decisions of the CoSHA.
  4. The Convener, CoSHA shall maintain the records of the CoSHA. They shall take up executive work on the explicit direction of the Chairperson, CoSHA.
7. The Council of Festival Affairs (CoFA)
  1. The CoFA shall supervise and coordinate matters of interest to all the Festivals of the Students' Gymkhana.
  2. It shall be governed by Appendix E (Festival Manual).
  3. The Chairperson, CoFA (as specified by Appendix E) shall preside over the meetings of the CoFA and shall be responsible for the implementation of the decisions of the CoFA.

4. The Convener, CoFA shall maintain the records of the CoFA. They shall take up executive work on the explicit direction of the Chairperson, CoFA.
8. The Undergraduate Student Affairs Council (UG-SAC)
  1. The UG-SAC shall discuss matters of common interest to all the Undergraduate students of the Institute.
  2. It shall be governed by Appendix A (Rules and Procedures of the Senate).
  3. The Chairperson, UG-SAC (as specified by Appendix A) shall preside over the meetings of the UG-SAC and shall be responsible for the implementation of the decisions of the UG-SAC.
  4. The Convener, UG-SAC shall maintain the records of the UG-SAC. They shall take up executive work on the explicit direction of the Chairperson, UG-SAC.
9. The Postgraduate Student Affairs Council (PG-SAC)
  1. The PG-SAC shall discuss matters of common interest to all the Postgraduate students of the Institute.
  2. It shall be governed by Appendix A (Rules and Procedures of the Senate).
  3. The Chairperson, PG-SAC (as specified by Appendix A) shall preside over the meetings of the PG-SAC and shall be responsible for the implementation of the decisions of the PG-SAC.
  4. The Convener, PG-SAC shall maintain the records of the PG-SAC. They shall take up executive work on the explicit direction of the Chairperson, PG-SAC.
10. Finance Committee
  1. The Finance Committee shall manage the finances of the Gymkhana and shall control and supervise the expenditures incurred by the Executive branch of the Gymkhana.
  2. It shall report to the Senate the Finances and Accounts of the Gymkhana periodically.
  3. The Finance Convener of the Senate shall be the Convener of the Finance Committee.
  4. The Finance Committee shall also consist of three members who shall be non-executive members of the General Body elected to this position by the Senate.
  5. Each member of the Finance Committee shall be associated (at the recommendation of the Chairperson, Students' Senate) with a Gymkhana festival, and shall be responsible to the Finance Committee Senate for keeping the finances of the festival in check. They shall be an ex-officio member of the CoFA, and shall not be a member of any festival conduction team.
11. Steering Committee
  1. The Steering Committee shall assist the Chairperson in steering the meetings of the Senate.
  2. The Chairperson, Students' Senate shall be the ex-officio Convener of the Steering Committee.

3. It shall otherwise consist of three members, who shall be elected by the Senate from the General Body.
4. Ordinarily, there shall be at least one undergraduate and at least one postgraduate General Body Member in the committee.

#### 12. Rules and Procedures Committee

1. The Rules and Procedures Committee shall be responsible for considering matters pertaining to the Constitution, or to the Rules and Procedures of the Senate or the Gymkhana.
2. Amendments to the Constitution may not be made by the Senate without considering the opinion of the Rules and Procedures Committee.
3. The Parliamentarian, Students' Senate shall be the ex-officio Convener of the Rules and Procedures Committee.
4. It shall otherwise consist of three members, who shall be elected by the Senate from the General Body.
5. Ordinarily, there shall be at least one undergraduate and one postgraduate General Body Member in the committee.

#### 13. Nominations Committee

1. The Nominations Committee shall recommend to the Senate the names of persons for any representation of the Senate or for Senate ratified positions, where it is asked to by the constitution or where there is no recommending authority.
2. Specifically, the Nominations Committee shall recommend to the Senate the name(s) of Students' Senate Representative(s) to the Standing Committees of the (Academic) Senate.
3. The Nominations Committee can call for an explanation, in case its recommended nominee(s) is (are) not found suitable for the assigned task. All its nominations/actions are to be ratified by the Senate.
4. For each selection pertaining to any representation/position, the Nominations Committee may constitute a panel to interview the various candidates and select from them the names that shall be recommended to the Senate. The panel may not contain anybody who is contesting for the various positions, even if they are a member of the Nominations Committee.
5. The President, Students' Gymkhana shall be the ex-officio Convener of the Nominations Committee and the Chairperson, Students' Senate shall be an ex-officio member of the Nominations Committee.
6. It shall otherwise consist of one undergraduate and one postgraduate member, elected by the Senate from the General Body.

14. Notwithstanding any of the above, the Students' Senate may appoint, as and when necessary, a subcommittee of the Senate which may either be ad-hoc or standing to investigate a particular matter and recommend a course of action to the Senate. The terms of reference and mandate of any such committee shall be decided by the Senate and the membership by the Chairperson.



# **CHAPTER V**

## **ORGANIZATION OF THE EXECUTIVE BRANCH**

1. The Executive activities of the Gymkhana shall be discharged through the Executive Councils and Cells.
2. The Executive Councils shall execute affairs pertaining to an overarching purpose.
3. The Executive Council(s) of the Gymkhana shall be:
  1. President's Office
  2. Media and Cultural Council
  3. Games and Sports Council
  4. Science and Technology Council
  5. Academics and Career Council
4. The Executive Councils may include clubs, wings and hobby groups oriented to their purpose.
5. A Hobby Group shall be an association of 10 or more students united by a common activity or interest. Such groups shall be associated with a council, with the consent of its General Secretary, and shall be headed by one or more Leaders appointed by Senate at the recommendation of the General Secretary. An exceptionally performing hobby group can be converted into a club.
6. A Club shall organise and promote activities in a specific field of interest. Such entities shall be headed by one or more Coordinators appointed by the Senate at the recommendation of the General Secretary, and shall be selected by a call for nominations to the General Body. Clubs shall receive funding from the Annual Gymkhana Budget.
  1. A Wing shall work towards a specific aspect of the overall purpose of its parent body. Such entities shall be headed by one or more Managers appointed by the Senate at the recommendation of the Joint Secretaries, and shall be selected by a call for nominations to the General Body. Wings shall receive funding from the Annual Gymkhana Budget.
7. President's Office
  1. The President's Office shall assist the President in discharging their duties.
  2. The President, Students' Gymkhana shall supervise the Council's activities.
  3. The Office shall consist of all members nominated by the President, the Finance Convener (ex-officio), and members of the Marketing Team.
8. Media and Cultural Council
  1. The Media and Cultural Council shall organize and promote extracurricular activities in the field of media and culture.
  2. Clubs and hobby groups in the field of media and culture shall be part of the Media and Cultural Council.

3. The General Secretary, Media and Culture shall be the Chairperson of the Media and Cultural Council and shall supervise the Council's activities.
  4. The Council shall consist of all members nominated by the General Secretary, the Coordinators of the clubs/hobby groups of the Council, the President or their nominee, Finance Convener (ex-officio), the member of the Finance Committee associated with Antaragni (ex-officio) and the Festival Coordinator, Antaragni (ex-officio).
9. Games and Sports Council
1. The Games and Sports Council shall organize and promote extracurricular activities in the fields of games and sports.
  2. Clubs and hobby groups in the fields of games and sports shall be part of the Games and Sports Council.
  3. The General Secretary, Games and Sports shall be the Chairperson of the Games and Sports Council and shall supervise the Council's activities.
  4. The Council shall consist of all members nominated by the General Secretary, the Coordinators of the clubs/hobby groups of the Council, Captains of the various sports teams of the Institute, the President or their nominee, Finance Convener (ex-officio), the member of the Finance Committee associated with Udghosh (ex-officio) and the Festival Coordinator, Udghosh (ex-officio).
10. Science and Technology Council
1. The Science and Technology Council shall organize and promote extracurricular activities in the fields of science and technology.
  2. Clubs and hobby groups in the fields of science and technology shall be part of the Science and Technology Council.
  3. The General Secretary, Science and Technology shall be the Chairperson of the Science and Technology Council and shall supervise the Council's activities.
  4. The Council shall consist of all members nominated by the General Secretary, the Coordinators of the clubs/hobby groups of the Council, the President or their nominee, Finance Convener (ex-officio), the member of the Finance Committee associated with Techkriti (ex-officio) and the Festival Coordinator, Techkriti (ex-officio).
11. Academics and Career Council
1. The Academics and Career Council shall organize and promote activities in the fields of the academics and career development.
  2. Wings, Clubs and hobby groups in the fields of academics and career development shall be part of the Academics and Career Council.
  3. The UG Secretary and PG Secretary shall be the Joint Secretaries of the Academics and Career Council and shall supervise the Council's activities.
  4. The Council shall consist of all members nominated by the UG and PG Secretary, the Coordinators and Managers associated with the wings/clubs/hobby groups of the Council, the President or their nominee, the

Finance Convener (ex-officio), and all Student's Senate nominees to Academic Committees.

12. Clubs and Hobby groups that do not belong in any council shall be supervised by the President. In such a scenario, all duties pertaining to clubs and hobby groups carried out by General Secretaries shall be carried out by the President for those particular clubs or hobby groups.
13. The Executives shall recommend to the Senate for ratification the names of the students who shall be appointed to various positions of responsibility in their respective councils. The eligibility criteria and details of the positions of responsibility shall be maintained in Appendix F
14. The Senate may reject any name that it deems unfit for holding that position.
15. At most five of the names recommended by the Executives for inclusion in their respective council may be Senators.
16. There shall be Cells which operate independent of any council and carry out activities that serve a diversified cause.
17. Cells shall be headed by one or more Overall Coordinators appointed by the Senate at the recommendation of the Nominations Committee and shall consist of Wings. Overall Coordinator(s) shall recommend to the Senate for ratification the names of the students who shall be appointed to various positions of responsibility in their respective cell.
18. Whenever asked, the Overall Coordinator(s) shall report to the Senate and be answerable for the activities carried out by their cell. The Overall Coordinator(s) shall further present an Annual report of the cell before the handing-over session of the Senate.
19. A cell may have Faculty members as Advisors who may counsel and assist the cell in its working.
20. Cells shall receive funding from the Annual Gymkhana Budget.
21. A list of all cells, wings, clubs and hobby groups shall be maintained as an Appendix to this Constitution.
22. The Gymkhana may also have associations of students, identified as Teams, which participate in external competitions.
23. Teams shall be approved by the Senate on the recommendation of an Executive only if they have a validated source of funds. They shall not be allowed to use any funds from the Gymkhana.
24. Teams shall not be a part of any other entity under the Gymkhana and shall be headed by one or more Captains appointed by the Senate.
25. Notwithstanding any of the above, the Gymkhana shall organize three inter-collegiate Gymkhana festivals, viz.
  1. Antaragni, the Media and Culture Festival;
  2. Udghosh, the Sports Festival; and
  3. Techkriti, the Technical and Entrepreneurial Festival

26. The festivals shall be governed by a Festival Manual which shall be maintained as Appendix E to this Constitution.

## **CHAPTER VI**

### **FINANCES**

1. The total funds of the Gymkhana shall comprise of:
  1. Contributions made by students as annual Gymkhana fees.
  2. Regular contributions made by the Institute.
  3. Funds from other sources such as the sale of tickets, sponsorship, ad-hoc contributions from the Institute etc.
2. The total funds available under Article 6.01.01 and 6.01.02 shall be determined by every Senate as per the Budget scheme in effect at the time of the adoption of this Constitution, as per the decision of the Board of Governors of the Institute in the BOG Meeting held in October 1978.
3. All fees payable by the Students in respect of the Gymkhana shall be collected centrally by the Cashier of the Institute and deposited into the branch of the State Bank of India in a separate account to be opened in the name of the Chief Counsellor of the Gymkhana. Intimation regarding the amount credited to the Bank Account shall be sent by the Institute Cashier to the Treasurer of the Gymkhana. A formal receipt of the money as and when transferred to the Gymkhana Bank Account shall be looked for from the Chief Counsellor of the Gymkhana.
4. Similarly, the Institute contribution payable to the Gymkhana fund shall also be credited to the bank account under intimation to the Treasurer of the Gymkhana.
5. The Rules and Procedures of the Gymkhana pertaining to Finances shall be maintained as an Appendix to this Constitution.
6. Finance Committee shall finalize the budget on the recommendation and requirements of the Executive councils and cells and shall present it to the Senate for ratification.
7. In the budget of the Executive councils, separate heads are to be made for various club activities, other major expenses and estimates of miscellaneous expenses.
8. In the budget of the cells, separate heads are to be made for all the major expenses and estimates of miscellaneous expenses.
9. There shall be a Senator Seed Fund which shall constitute a portion of the Annual Gymkhana Budget, and shall be controlled by Senators. The SSF shall be used to fund hobby groups and innovative activities. The details of the SSF shall be specified in the Appendix of the Constitution as per Article 6.05.
10. Estimated income from all sources should be shown in the Budget.
11. Only the Senate shall pass the Annual Budget, and only the Senate shall make any adjustment to the Budget.

12. Normally, no budget head should overshoot. However, if reallocation of funds is essential, the concerned Executive shall obtain the permission of the Finance Committee and notify the Senate.
13. The Finance Committee may also recommend to the Senate any ad-hoc financial measures consistent with the existing framework, which shall require a simple majority for sanction and shall be presented for approval as resolutions of the Senate.
14. The Finance Committee shall submit regular reports (at least one in three months) on the status of the Gymkhana Finances.
15. The guiding spirit in the expenditure of Gymkhana shall be economy at all stages and in all possible ways.
16. Advances shall be given only to the Executives or to any person they authorize, in writing, to do so against their name. All advances shall stand due against the names of the concerned executives unless and until satisfactorily accounted for in accordance with all the rules in force.
17. Accounts for any expenditure should be submitted as early as possible after the amount has been withdrawn. If more than one advance or a large sum is pending, a further advance should only be sanctioned with the written consent of the Convener of the Finance Committee.
18. If somehow expenditures have been done without taking the advances then the concerned club coordinator, cell overall coordinator or the Executive shall have to give an explanation to the Finance Convener and seek their permission to get the bills reimbursed.
19. Payment for any bill shall be made only after the same has been verified for payment by the concerned overall coordinator or Executive. However, no bill/voucher shall be accepted as valid and adjusted for unless scrutinized and accepted as proper, as per rules laid down by the Students' Senate and by the Finance Committee.
20. Withdrawals from the bank account shall be made by cheque signed by the Chief Counsellor.
21. Accounts for all expenditure made from the Gymkhana funds shall be maintained by the DOSA Office.
22. The Senate shall take disciplinary action against any person(s) against whom a case of gross financial mismanagement /mal-appropriation has been reported and accepted as true after the concerned person(s) has (have) been given adequate opportunity to defend themselves. The decision shall be referred to the chief Counsellor for implementation.
23. Proceedings initiated by one Senate and not completed during its terms shall be continued by the next Senate, possibly after re-appraisal of the issue as a result of which the new Senate may extend the time limit for clearance of outstanding amounts, mitigate punishment or enhance punishment. The reasons for the above must be publicly known (as per Article 6.21).
24. If the Finance Committee of a particular year fails to point out cases of gross financial mismanagement/mal-appropriation of funds which are subsequently discovered by the

succeeding Finance Committee, then disciplinary action shall be initiated against the Finance Committee members also (as per Article 5.21).

25. The Finance Committee shall present its final report before the joint session of the Senate. This report must include a balance sheet of income and expenditure, any exceptional expenditure and recommended action.
26. Written annual report of the treasurer, checked by the audit board, should be circulated to the students through the Students' Senate.

# **CHAPTER VII**

## **BYLAWS**

1. The Constitutional may only be amended in a regular Senate Meeting. Amendment of any Article of the Constitution shall require the support of at least 2/3rd of the Senate, present and voting, and not less than half the total strength of the Senate.
2. Amendment of the Appendices of the Constitution, including the Rules and Procedures of the Students' Senate shall require the support of at least half the Senate, present and voting.
3. The Senate can remove the President or any General Secretary from office by passing a no-confidence/impeachment motion supported by at least 2/3rd of the Senate, present and voting, and not less than half the total strength of the Senate.
4. The Senate can remove the Chairperson, Parliamentarian and any person at any other position elected by the Senate from office by passing a no-confidence/ impeachment motion supported by at least half the total strength of the Senate.
5. The Senate can remove any other position appointed by the Senate from office by passing a no-confidence/impeachment motion supported by at least half the Senate, present and voting.
6. The Senate may censure any authority within the Gymkhana by a censure motion supported by at least half the strength of the Senate, present and voting.
7. The Senate may commend or reprimand any authority within the Gymkhana by recording its appreciation or reproach respectively in the minutes of the meeting.
8. Notwithstanding any Articles of this Constitution, the President shall ordinarily convene meetings of the General Body, and shall chair these meetings. They shall be obliged to convene such a meeting if requisitioned by the Chairperson, or at least 1/3rd of the total strength of the Senate, or at least 1/6th of the total strength of the General Body.
9. The Chairperson shall be obliged to convene a meeting of the Senate within 48 hours if requisitioned by the President or by at least 1/3rd of the total strength of the Senate.
10. If a meeting of the Senate is requisitioned by a public notice under Article 7.09 to consider a no-confidence/impeachment motion against the Chairperson, the Chairperson must have the issue discussed and voted upon by the Senate within 48 hours, failing which half or more than half of the Senate may, by a public notice, remove the Chairperson and appoint a new Chairperson.
11. The Chairperson/Convener of any body of the Gymkhana shall be obliged to call a meeting of the body within 48 hours if requisitioned by at least 1/3rd the strength of the body.

12. For the opinion of the General Body on a particular issue, the Senate may choose to go for a referendum. All referendums shall be conducted by the Chief Election Officer.
13. Notwithstanding any provision for a referendum in this Constitution, referendum to impeach an Executive or Senator shall go through only if:
  1. Half or more of the total strength of the Senate votes in favour of holding the referendum.
  2.  $\frac{1}{2}$  of the voting strength of the respective electorate and not less than  $\frac{1}{3}$ rd of the total strength of the respective electorate votes for the impeachment.



Updated on : 14th April 2019