

STUDENTS' GYMKHANA
INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
CONSTITUTION



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Last Amended: ~~13th March, 2013~~, by the Students' Senate (2015-16)

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

- 1.01 All registered students of the Institute who pay Gymkhana dues shall be members of the Students' Gymkhana and shall constitute its General Body.
- 1.02 The Director of the Institute shall be the Patron of the Gymkhana.
- 1.03 The Patron, from a panel of names suggested by the Students' Senate shall appoint the Chief Counsellor of the Gymkhana, who shall also be the Dean, Students' Affairs of the Institute.
- 1.04 The Patron shall also appoint the Games and Sports Counsellor, the Cultural Counsellor, the Films and Media Counsellor, the Science and Technology Counsellor and the Treasurer of the Gymkhana, at the recommendation of the Students' Senate.
- 1.05 The Counsellors shall advise their respective councils of the Gymkhana.
- 1.06 All other Counsellors shall be subordinate to the Chief Counsellor in all decision-making powers, who shall himself/herself be subordinate to the Patron.

CHAPTER II

ORGANIZATION AND ORGANIZATIONAL PRINCIPLES

- 2.01 The Gymkhana shall function through the Students' Senate and its Executive wing.
- 2.02 The Students' Senate (hereafter referred to as the Senate) shall be the Central Representative, Legislative and Supervisory body of the students. It shall:
- a. Serve as the main forum of expression of student opinion.
 - b. Be in continuous touch with the General Body, consult the students, and act as a feedback system.
 - c. Act as the central policy making body of the Gymkhana.
 - d. Guide and check the functioning of the Executive wing of the Gymkhana.

However, it shall not interfere in matters of minor importance, in order that the free functioning of the Executive wing within the general policy framework defined by the Senate is not affected.

- 2.03 The Senate shall comprise of:
- a. The Executives, namely
 - i. The President, Students' Gymkhana
 - ii. The General Secretary, Cultural
 - iii. The General Secretary, Films and Media
 - iv. The General Secretary, Games and Sports
 - v. The General Secretary, Science and Technology
 - b. 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.
 - c. UG/PG Girls Representative (in case no UG Girl or PG Girl Senator respectively has been otherwise elected).
- 2.04 The Senate shall elect from amongst its non-executive members:
- a. The Chairperson, Students' Senate;
 - b. The Parliamentarian, Students' Senate;
 - c. The Finance Convener, Students' Senate;
 - d. The In-charge, Hostel Affairs;
 - e. The In-charge, UG Academics; and
 - f. The In-charge, PG Academics.

- 2.05 The Executive wing of the Students' Gymkhana shall comprise of the President's Office, the Executive Councils and independent Cells.
- 2.06 The President, Students' Gymkhana shall be the Chief Executive of the Gymkhana. He/she shall:
- a. Be elected by the General Body.
 - b. Supervise and coordinate the general affairs of the General Body.
 - c. Represent views of the students at all forums of the Institute.
 - d. Be an *ex-officio* special invitee to the (academic) Senate of the Institute.
 - e. Be a member of various bodies of the Institute whenever a representative of the Gymkhana is required.
 - f. Preside over meetings of the General Body, when convened by him/her.
 - g. Maintain and execute an Office of the Students' Gymkhana (hereinafter referred to as the President's Office).
 - h. Have other responsibilities and powers as mentioned in this Constitution or as assigned to him/her by the Senate from time to time.

- 2.07 The Chairperson (/Chairman/Chairwoman), Students' Senate shall convene and preside over meetings of the Senate. He/she shall:
- a. Be elected by the Senate from amongst its non-executive members.
 - b. Direct the appropriate persons for the successful implementation of the decisions of the Senate and be responsible to the Senate for the same.
 - c. Represent the view of the Senate at all forums of the Institute.
 - d. Be an *ex-officio* special invitee to the (academic) Senate of the Institute.
 - e. Be a member of various bodies of the Institute whenever a representative of the Senate is required.
 - f. Preside over meetings of the General Body, when convened by him/her.
 - g. Maintain this Constitution, its Appendices, and all records of the Students' Senate.
 - h. Maintain and execute an Office of the Students' Senate.
 - i. Have other responsibilities and powers as mentioned in this Constitution or as assigned to him/her by the Senate from time to time.

Unless specifically assigned by the Constitution or the Senate, he/she shall not have any executive responsibilities.

- 2.08 The General Secretary, Cultural shall be the Executive of Gymkhana overseeing the Cultural activities. He/she shall:
- a. Be elected by the General Body.
 - b. Supervise and coordinate all Cultural activities of the General Body.
 - c. Be the *ex-officio* Chairperson of the Cultural Council.
 - d. Be responsible for all executive and financial activities of his/her Council.

- e. Be the *ex-officio* Chairperson of the Committee of Festival Affairs (Antaragni) of the Senate, and thereby be responsible to the Senate for the activities of the cultural festival (Antaragni) of the Gymkhana.
 - f. Have other responsibilities and powers as mentioned in this Constitution.
- 2.09 The General Secretary, Films and Media shall be the Executive of the Gymkhana overseeing Films and Media activities. He/she shall:
- a. Be elected by the General Body.
 - b. Supervise and coordinate all Film and Media activities of the General Body.
 - c. Be the *ex-officio* Chairperson of the Films and Media Council.
 - d. Be responsible for all executive and financial activities of his/her Council.
 - e. Be an *ex-officio* member of the Committee of Festival Affairs (Antaragni) of the Senate.
 - f. Have other responsibilities and powers as mentioned in this Constitution.
- 2.10 The General Secretary, Games and Sports shall be the Executive of the Gymkhana overseeing Games and Sports activities. He/she shall:
- a. Be elected by the General Body.
 - b. Supervise and coordinate all Games and Sports activities of the General Body.
 - c. Be the *ex-officio* Chairperson of the Games and Sports Council.
 - d. Be responsible for all executive and financial activities of his/her Council.
 - e. Be the *ex-officio* Chairperson of the Committee of Festival Affairs (Udghosh) of the Senate, and thereby be responsible to the Senate for the activities of the sports festival (Udghosh) of the Gymkhana.
 - f. Have other responsibilities and powers as mentioned in this Constitution.
- 2.11 The General Secretary, Science and Technology shall be the Executive of the Gymkhana overseeing Science and Technology activities. He/she shall:
- a. Be elected by the General Body.
 - b. Supervise and coordinate all Science and Technology activities of the General Body.
 - c. Be the *ex-officio* Chairperson of the Science and Technology Council.
 - d. Be responsible for all executive and financial activities of his/her Council.

- e. Be the *ex-officio* Chairperson of the Committee of Festival Affairs (Techkriti) of the Senate, and thereby be responsible to the Senate for the activities of the technical festival (Techkriti) of the Gymkhana.
- f. Have other responsibilities and powers as mentioned in this Constitution.

2.12 The Parliamentarian shall advise the Senate on Constitutional and procedural matters. His/her interpretation of the Constitution and its appendices on the floor of the Senate shall be final. He/she shall:

- a. Be elected by the Senate from among its non-executive members.
- b. Interpret the Constitution of the Gymkhana when requested to do so on the floor of the Senate.
- c. Be the *ex-officio* Convener of the Rules and Procedures Committee of the Senate, preside over its meetings and be responsible for its activities.

Unless specifically assigned by the Constitution or the Senate, he/she shall not have any executive responsibilities.

2.13 The Finance Convener shall advise the Senate on financial matters. He/she shall oversee the financial affairs of the Gymkhana. He/she shall:

- a. Be elected by the Senate from among its non-executive members.
- b. Be responsible to the Senate and through the Senate to the General Body for the overall financial affairs of the Gymkhana.
- c. Be the *ex-officio* Convener of the Finance Committee of the Senate, preside over its meetings and be responsible for its activities.
- d. Oversee and check all financial expenditure of the Gymkhana.
- e. Report to the Senate from time to time the status of the finances of the Gymkhana.
- f. Be an *ex-officio* member of the President's Office, all Executive Councils as well as all Committees of Festival Affairs (Udghosh, Antaragni and Techkriti).

Unless specifically assigned by the Constitution or the Senate, he/she shall not have any executive responsibilities.

2.14 In all decision making bodies of the Gymkhana and at all levels, the organizational principles shall be democratic.

2.15 In all matters of general interest, the President's Office, 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.

2.16 The general interest of the students shall be placed above the interest of any individual student.

- 2.17 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.
- 2.18 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 will be presided over by whosoever convenes it.
- 2.19 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.
- 2.20 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 him/her for this action.
- 2.21 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.
- 2.22 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 and the Steering Committee, and may overrule any decisions taken by them. In the event of the President doing so, he/she shall be obliged, if requested by the concerned body, to requisition a meeting of the Senate and place his/her decision before it.
- 2.23 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.
- 2.24 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.
- 2.25 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 President, the General Secretaries and the Chairperson of the outgoing Senate will handover charge to the same of the incoming Senate respectively in writing, under the supervision of the Chairperson of the incoming Senate. The annual report of the Gymkhana, consisting of the reports

of all Office bearers and councils/cells/festivals shall be presented before the House for comments.

- 2.26 The Members of the Senate must attend every meeting of the Senate. If he/she is not able to attend a meeting, he/she is expected to nominate another student of his/her batch to attend the meeting on his/her behalf. The attendance rules for Senators and Executives shall be documented in the Rules and Procedures of the Students' Senate (Appendix I).
- a. Any Senator who shall be unable to attend a meeting of the Senate is expected to inform the Chairperson for his/her aforementioned inability, and must take prior permission before doing so. If he/she fails to do so, or if he/she is absent from too many meetings (as specified in the Rules and Procedures of the Students' Senate), then he/she shall cease to hold his/her post.
 - b. Any Executive who shall be unable to attend a meeting of the Senate is expected to inform the Chairperson for his/her aforementioned inability, and must take prior permission before doing so. If he/she fails to do so, the Chairperson shall issue a show-cause notice to him/her. If the concerned Executive 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 he/she is absent again without prior permission from the Chairperson, then he/she shall cease to hold his/her post.
- 2.27 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 his duties for a short period of time, then he/she may appoint any member of the General Body as the Acting Office-bearer for the duration of his absence. The Acting Office-bearer shall take care of all responsibilities of the Office-bearer, and any action taken by or on him/her will be considered an action taken by or on the Office-bearer.
- 2.28 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 his duties for a short period of time, then he/she may appoint a Senator as the Acting Office-bearer for the duration of his absence. The Acting Office-bearer shall take care of all responsibilities of the Office-bearer, and any action taken by or on him/her will be considered an action taken by or on the Office-bearer.

CHAPTER III

ELECTIONS

- 3.01 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. He/she shall propose the names of the members of the Election Council for ratification by the Senate.
- 3.02 The Election Council shall conduct General Elections annually for all Members of the Senate.
- a. Members who shall officiate till the Senate hands over charge shall be:
 - i. President, Students' Gymkhana
 - ii. General Secretary, Cultural
 - iii. General Secretary, Films and Media
 - iv. General Secretary, Games and Sports
 - v. General Secretary, Science and Technology
 - vi. Senator BT/BS-MT/MS/MBA, 4th Year
 - vii. Senator BT/BS, 3rd Year
 - viii. Senator BT/BS, 2nd Year
 - ix. Senator BT/BS, 1st Year
 - x. Senator MTech (2-year), 1st Year
 - xi. Senator MBA, MDes and other 2-year programmes, 1st Year
 - xii. Senator MSc (2-year), 1st Year
 - xiii. Senator PhD (from all PhD students)
 - b. Members who shall officiate till the Convocation of the Institute shall be:
 - i. Senator BT/BS-MT/MA/MBA, 5th Year
 - ii. Senator BT/BS, 4th Year
 - iii. Senator MTech (2-year), 2nd Year
 - iv. Senator MBA, MDes and other 2-year programmes, 2nd Year
 - v. Senator MSc (2-year), 2nd Year
- 3.03 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.
- 3.04 The Election Council shall conduct Mid-term elections annually for the following Members of the Senate, who shall officiate until the Senate hands over charge:
 - i. Senator BT/BS, 1st Year
 - ii. Senator MTech (2-year), 1st Year
 - iii. Senator MBA, MDes and other 2-year programmes, 1st Year

iv. Senator MSc (2-year), 1st Year

- 3.05 By-elections shall be conducted along with the Mid-term Elections for any post mentioned in Article 3.02 which is vacant at that point of time.
- 3.06 Mid-term elections shall be held in August or early September each year.
- 3.07 In case no UG Girl Senator (respectively PG Girl Senator) is elected, the elections of the UG Girl Representative (respectively PG Girl Representative) as per Article 2.03 (c) shall be conducted by the same Election Council. Further, if any UG Girl Senator (respectively PG Girl Senator) gets elected during the Mid-Term election, the incumbent UG Girl Representative (respectively PG Girl Representative) shall stand unseated from office.
- 3.08 Notwithstanding any other article in the constitution, the eligibility criteria for each of the above posts shall be as stated in the Appendix VI to the Constitution.
- 3.09 The President and the General Secretaries shall be elected from the General Body on the basis of the following system:
- a. 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.
 - b. 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 post shall stand void, and each candidate will be barred from contesting again for the post of President or General Secretary. A re-election will 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, he/she shall stand elected for that post. Counting shall be as per Article 3.09 (d).
 - c. 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 (d)
 - d. 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.
- 3.10 Senators shall be elected from their respective batches on the basis of the following preferential voting system:

- a. 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.
 - b. Counting shall be done in successive rounds. The names of Senators will 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 will be elected. If otherwise, those getting above 500 points will be elected and the rest will be listed again according to first and second preference points and candidates getting above 750 points will be considered for election in order of points obtained. If the requisite number of candidates are still not elected the rest of the senators will be elected on the basis of combined first, second and third preference points.
- 3.11 The Chairperson shall be elected by the Senate from among the non-executive members of the Senate. The elections of these posts for the incoming Senate will be conducted by the Chairperson and Parliamentarian of the outgoing Senate in the following manner:
 - a. Each Senator and Executive shall cast one vote for one of the candidates. If only two candidates are contesting at any point, the vote of the President will be hidden, and shall be considered in case of a tie.
 - b. If a candidate gets more than half of the votes cast, he/she is declared elected.
 - c. If not, the candidate(s) with the least votes gets eliminated.
 - d. Each Senator and Executive shall once again cast votes for the continuing candidates, and this process will continue until Article 3.11 (b) occurs, or until all but one candidate (who shall be declared elected) are eliminated.
 - e. If a tie occurs as per Article 3.11 (a), the vote of the President will be counted to break the tie.
- 3.12 The elections of the Parliamentarian, the Finance Convener, the In-charge Hostel Affairs, the In-charge UG Academics and the In-charge PG Academics will also be conducted as per Article 3.11. In this case, the tie-breaking vote will be that of the Chairperson and not the President.
- 3.13 If the post any Senate Office-bearer falls vacant in the middle of the Senate's term, by-elections will be called by the Senate for that post. This election shall be conducted by the incumbent Chairperson or Parliamentarian or both (whichever is applicable) as per Article 3.11.
- 3.14 Notwithstanding any other Article in this Chapter except Article 3.08, the norms and modalities regarding the elections shall be fixed by the Election

Council which can be challenged only in the Senate. The Chief Election Officer shall present these in the Senate meeting before every election.

- 3.15 The outgoing Senate shall handover charge to the incoming Senate around 1st March. Under exceptional circumstances, this can be postponed for a period of two weeks.

CHAPTER IV

ORGANIZATION OF THE STUDENTS' SENATE

- 4.01 The Senate shall discharge its responsibilities through itself, its Standing Councils and its Standing Committees.
- 4.02 The Standing Councils of the Senate shall discuss matters pertaining to their purpose (hostel affairs for COSHA, and academics for SAC) on their own initiatives, and may make policy and other decisions on these matters without referring it to the Senate. However, the Councils will be subordinate to the Senate in all its decision making powers.
- 4.03 The Standing Councils of the Senate shall be:
- a. The Council of Students for Hostel Affairs (COSHA); and
 - b. The Students' Academic Council (SAC) which shall consist of two wings, the Undergraduate Students' Academic Council (UGSAC) and the Postgraduate Students' Academic Council (PGSAC).
- 4.04 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.
- 4.05 The Standing Committees of the Senate shall be:
- a. The Finance Committee;
 - b. The Steering Committee;
 - c. The Rules and Procedures Committee;
 - d. The Nominations Committee;
 - e. The Committee of Festival Affairs, which shall consist of three wings, the Committee of Festival Affairs (Antaragni), Committee of Festival Affairs (Techkriti) and Committee of Festival Affairs (Udghosh).
- 4.06 Council of Students for Hostel Affairs (COSHA)
- a. The COSHA shall supervise and coordinate matters of common interest to all Halls of Residence of the Institute.
 - b. It shall have its own constitution which shall be maintained as an Appendix to this Constitution.
 - c. 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.
 - d. The In-charge, Hostel Affairs shall be elected from among the non-executive members of the Senate, and shall be the *ex-officio* Convener, COSHA and shall maintain the records of the COSHA. He/she shall represent the COSHA in the meetings of the Senate.

4.07 Students' Academic Council (SAC)

- a. The SAC shall supervise and coordinate student matters and opinion pertaining to academics of all Departments of the Institute.
- b. It shall have its own constitution which shall be maintained as an Appendix to this Constitution.
- c. It shall consist of two wings, namely:
 - i. Undergraduate Students' Academic Council (UGSAC)
 - ii. Postgraduate Students' Academic Council (PGSAC)
- d. The Chairperson, UGSAC (as specified in the SAC Constitution) shall preside over the meetings of the UGSAC and shall be responsible for the implementation of the decisions of the UGSAC.
- e. The Chairperson, PGSAC as specified in the SAC Constitution, shall preside over the meetings of the PGSAC and shall be responsible for the implementation of the decisions of the PGSAC.
- f. The In-charge, Undergraduate Academics shall be elected from among the non-executive undergraduate members of the Senate, and shall be the *ex-officio* Convener, UGSAC and shall maintain the records of the UGSAC. He/she shall represent the UGSAC in the meetings of the Senate.
- g. The In-charge, Postgraduate Academics shall be elected from among the non-executive postgraduate members of the Senate, and shall be the *ex-officio* Convener, PGSAC and shall maintain the records of the PGSAC. He/she shall represent the PGSAC in the meetings of the Senate.

4.08 Finance Committee

- a. The Finance Committee shall manage the finances of the Gymkhana and shall control and supervise the expenditures incurred by the Executive wing of the Gymkhana.
- b. It shall report to the Senate the Finances and Accounts of the Gymkhana periodically.
- c. The Finance Convener of the Senate shall be the Convener of the Finance Committee.
- d. The Finance Committee will also consist of three members who shall be non-executive members of the Senate elected to this position by the Senate.
- e. 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. He/she shall be an *ex-officio* member of the corresponding COFA, and may not be a member of any festival conduction team.

4.09 Steering Committee

- a. The Steering Committee shall assist the Chairperson in steering the meetings of the Senate.
- b. The Chairperson, Students' Senate shall be the *ex-officio* Convener of the Steering Committee.
- c. It shall otherwise consist of two members, who shall be elected by the Senate.
- d. Ordinarily, the members shall be one undergraduate Senator and one postgraduate Senator. However, if the Senate is unable to elect two such members, it may, by resolution, choose to elect any two members of the General Body to this position.

4.10 Rules and Procedures Committee

- a. 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.
- b. Amendments to the Constitution may not be made by the Senate without considering the opinion of the Rules and Procedures Committee.
- c. The Parliamentarian, Students' Senate shall be the *ex-officio* Convener of the Rules and Procedures Committee.
- d. It shall otherwise consist of three members, who shall be elected by the Senate.
- e. Ordinarily, the members shall be at least one undergraduate Senator and one postgraduate Senator. However, if the Senate is unable to elect three such members, it may, by resolution, choose to elect any three members of the General Body to this position.

4.11 Nominations Committee

- a. 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.
- b. 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.
- c. 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.
- d. For each selection pertaining to any representation/position, the Nominations Committee shall 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 posts, even if they are a member of the Nominations Committee.

- e. 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.
- f. It shall otherwise consist of one member, elected by the Senate to this position.
- g. Ordinarily, the committee should have at least one undergraduate and one postgraduate Member of the Senate. However, if the Senate is unable to elect one such member, it may, by resolution, choose to elect one Member of the General Body to this position, such that the above condition is satisfied in terms of Members of the General Body.

4.12 Committee of Festival Affairs (COFA)

- a. There shall be one Committee of Festival Affairs for each festival of the Gymkhana, viz. Antaragni, Techkriti and Udghosh, which shall respectively be referred to as COFA(A), COFA(T) and COFA(U), and shall oversee the day-to-day affairs of their corresponding festival. They shall be responsible to the Senate for the conduction of the festival.
- b. The COFA and the festivals shall be governed by the Festival Manual, which shall be an Appendix to the Constitution.
- c. The General Secretary of the corresponding Council shall be the *ex-officio* Chairperson of the respective COFA and shall maintain the records of the COFA. He/she shall represent the COFA in the meetings of the Senate, and the Senate in the meetings of the COFA.
- d. All three committees shall include, as *ex-officio* members, the Chairperson, the President and the Finance Convener.
- e. The member of the Finance Committee associated with the respective festival shall also be a member of the COFA.
- f. Two members of the COFA shall be from the Festival Core Team. If there are two Festival Coordinators, they shall both be members. If there is only one Festival Coordinator, he/she shall nominate one other member of the Core Team as the other member.
- g. Joint meetings of the COFA shall be called by the President, either on his own initiative or when so requisitioned by the Chairperson to discuss matters that affect all festivals. Such meetings shall be presided over by the President. The recommendations of the COFA in such a meeting shall be forwarded to the Senate for approval.

- 4.13 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 WING

- 5.01 The Executive activities of the Gymkhana shall be discharged through the President's Office, the four Executive Councils and independent Cells.
- 5.02 The President's Office.
- The Office shall assist the President in discharging his/her duties, and any other duty assigned by the Senate.
 - The Office shall otherwise consist of all members nominated by the President and the Finance Convener (*ex-officio*).
- 5.03 The four Executive Councils shall be:
- Cultural Council
 - Films and Media Council
 - Games and Sports Council
 - Science and Technology Council
- 5.04 Each council may comprise of clubs and hobby groups which may carry out activities related to a particular interest.
- 5.05 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.
- 5.06 An exceptionally performing hobby group can be converted into a club. Such groups 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.
- 5.07 Clubs shall receive funding from the Annual Gymkhana Budget.
- 5.08 Cultural Council
- The Cultural Council shall organize and promote extracurricular activities in the field of culture.
 - Clubs and hobby groups in the field of culture shall be part of the Cultural Council.
 - The General Secretary, Cultural shall be the Chairperson of the Cultural Council and shall supervise the Council's activities.
 - The Council will consist of all members nominated by the General Secretary, the Coordinators of the clubs/hobby groups of the Council, the President or his/her nominee, Finance Convener (*ex-officio*), the member of the Finance Committee associated with Antaragni (*ex-officio*) and the Festival Coordinator, Antaragni (*ex-officio*).
- 5.09 Films and Media Council

- a. The Films and Media Council shall organize and promote extracurricular activities in the fields of films and media.
- b. Clubs and hobby groups in the fields of films and media shall be part of the Films and Media Council.
- c. The General Secretary, Films and Media shall be the Chairperson of the Films and Media Council and shall supervise the Council's activities.
- d. The Council will consist of all members nominated by the General Secretary, the Coordinators of the clubs/hobby groups of the Council, the President or his/her nominee, Finance Convener (*ex-officio*) and the member of the Finance Committee associated with Antaragni (*ex-officio*).

5.10 Games and Sports Council

- a. The Games and Sports Council shall organize and promote extracurricular activities in the fields of games and sports.
- b. Clubs and hobby groups in the fields of games and sports shall be part of the Games and Sports Council.
- c. The General Secretary, Games and Sports shall be the Chairperson of the Games and Sports Council and shall supervise the Council's activities.
- d. The Council will 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 his/her nominee, Finance Convener (*ex-officio*), the member of the Finance Committee associated with Udghosh (*ex-officio*) and the Festival Coordinator, Udghosh (*ex-officio*).

5.11 Science and Technology Council

- a. The Science and Technology Council shall organize and promote extracurricular activities in the fields of science and technology.
- b. Clubs and hobby groups in the fields of science and technology shall be part of the Science and Technology Council.
- c. The General Secretary, Science and Technology shall be the Chairperson of the Science and Technology Council and shall supervise the Council's activities.
- d. The Council will consist of all members nominated by the General Secretary, the Coordinators of the clubs/hobby groups of the Council, the President or his/her nominee, Finance Convener (*ex-officio*), the member of the Finance Committee associated with Techkriti (*ex-officio*) and the Festival Coordinator, Techkriti (*ex-officio*).

5.12 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.

- 5.13 The President and General Secretaries shall recommend to the Senate for ratification the names of the students who shall be appointed to various positions of responsibility in their respective office or councils.
- 5.14 The Senate may reject any name that they deem unfit for holding that position.
- 5.15 At most five of the names recommended by the President/General Secretary for inclusion in their respective office or council may be Senators.
- 5.16 There shall be Cells which operate independent of any council and carry out activities that serve a diversified cause.
- 5.17 Cells shall be headed by one or more Overall Coordinators appointed by the Senate at the recommendation of the Nominations Committee. 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.
- 5.18 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.
- 5.19 A cell may have Faculty members as Advisors who may counsel and assist the cell in its working.
- 5.20 Cells shall receive funding from the Annual Gymkhana Budget.
- 5.21 A list of all cells, clubs and hobby groups and details of the positions of responsibility under the councils and the cells shall be maintained in an Appendix to this Constitution.
- 5.22 Notwithstanding any of the above, the Gymkhana shall organize three inter-collegiate Gymkhana festivals, viz.
 - a. Antaragni, the Cultural Festival;
 - b. Udghosh, the Sports Festival; and
 - c. Techkriti, the Technical and Entrepreneurial Festival
- 5.23 The festivals shall be governed by a Festival Manual which shall be maintained as an Appendix to this Constitution.

CHAPTER VI

FINANCES

- 6.01 The total funds of the Gymkhana shall comprise of:
- a. Contributions made by students as annual Gymkhana fees.
 - b. Regular contribution made by the Institute.
 - c. Funds from other sources such as sale of tickets, sponsorship, ad-hoc contribution from the Institute etc.
- 6.02 The total funds available under Article 6.01 (a) and (b) will 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.
- 6.03 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.
- 6.04 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.
- 6.05 The Rules and Procedures of the Gymkhana pertaining to Finances shall be maintained as an Appendix to this Constitution.
- 6.06 Finance Committee will finalize the budget on the recommendation and requirements of the President's office, Executive councils and cells and will present it to the Senate for ratification.
- 6.07 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.
- 6.08 In the budget of the President's office and cells, separate heads are to be made for all the major expenses and estimates of miscellaneous expenses.
- 6.09 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.
- 6.10 Estimated income from all sources should be shown in the Budget.

- 6.11 Only the Senate will pass the Annual Budget, and only the Senate shall make any adjustment to the Budget.
- 6.12 Normally, no budget head should overshoot. However, if reallocation of funds is essential, the concerned Executive will obtain the permission of the Finance Committee and notify the Senate.
- 6.13 The Finance Committee may also recommend to the Senate any ad-hoc financial measures consistent with the existing framework, which will require a simple majority for sanction and will be presented for approval as resolutions of the Senate.
- 6.14 The Finance Committee will submit regular reports (at least one in three months) on the status of the Gymkhana Finances.
- 6.15 The guiding spirit in the expenditure of Gymkhana shall be economy at all stages and in all possible ways.
- 6.16 Advances will be given to the President and the General Secretaries (that is the five 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.
- 6.17 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.
- 6.18 If somehow expenditures have been done without taking the advances then the concerned club coordinator, cell overall coordinator or the Executive will have to give an explanation to the Finance Convener and seek his/her permission to get the bills reimbursed.
- 6.19 Payment for any bill will be made only after the same has been verified for payment by the concerned overall coordinator or Executive. However, no bill/voucher will 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.
- 6.20 Withdrawals from the bank account will be made by cheque signed by the Chief Counsellor.
- 6.21 Accounts for all expenditure made from the Gymkhana funds will be maintained by the DOSA Office.
- 6.22 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 himself/herself (themselves). The decision shall be referred to the chief Counsellor for implementation.

- 6.23 Proceedings initiated by one Senate and not completed during its terms will be continued by the next Senate, possibly after re-appraisal of the issue as a result of which the new Senate may extend time limit for clearance of outstanding amounts, mitigate punishment or enhance punishment. The reasons for the above must be publically known (as per Article 6.21).
- 6.24 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 will be initiated against the Finance Committee members also (as per Article 5.21).
- 6.25 The Finance Committee will 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.
- 6.26 Written annual report of the treasurer, checked by the audit board, should be circulated to the students through the Students' Senate.

CHAPTER VII

BYLAWS

- 7.01 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 $2/3^{\text{rd}}$ of the Senate, present and voting, and not less than half the total strength of the Senate.
- 7.02 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.
- 7.03 The Senate can remove the President or any General Secretary from office by passing a no-confidence/impeachment motion supported by at least $2/3^{\text{rd}}$ of the Senate, present and voting, and not less than half the total strength of the Senate.
- 7.04 The Senate can remove the Chairperson, Parliamentarian and any person at any other post elected by the Senate from office by passing a no-confidence/impeachment motion supported by at least half the total strength of the Senate.
- 7.05 The Senate can remove any other post appointed by the Senate from office by passing a no-confidence/impeachment motion supported by at least half the Senate, present and voting.
- 7.06 The Senate may censure any authority within the Gymkhana by a censure motion supported by at least half the total strength of the Senate.
- 7.07 The Senate may commend or reprimand any authority within the Gymkhana by recording its appreciation or reproach respectively in the minutes of the meeting.
- 7.08 Notwithstanding any Articles of this Constitution, the President shall ordinarily convene meetings of the General Body, and shall chair these meetings. He/she shall be obliged to convene such a meeting if requisitioned by the Chairperson, or at least $1/3^{\text{rd}}$ of the total strength of the Senate, or at least $1/6^{\text{th}}$ of the total strength of the General Body.
- 7.09 The Chairperson shall be obliged to convene a meeting of the Senate within 48 hours if requisitioned by the President or by at least $1/3^{\text{rd}}$ of the total strength of the Senate.
- 7.10 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.

- 7.11 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.
- 7.12 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.
- 7.13 Notwithstanding any provision for referendum in this Constitution, referendum to impeach an Executive will go through only if:
- a. Half or more of the total strength of the Senate votes in favour of holding the referendum.
 - b. 1/3rd of more of the total strength of the General Body votes for the impeachment.