

**THE CONSTITUTION
OF
SAO CHANG COLLEGE STUDENTS' UNION**



2024

Foreword

The Constitution of the erstwhile Sao Chang College Students' Union, herein referred to as SCCSU, was first drafted and adopted on 8th October 1993 by Shri. Nzanbemo Lotha, Lecturer, Department of Sociology and Shri. Amitava Paul, Lecturer, Department of Political Science.

The review/re-drafting committee presented the redrafted constitution during the general meeting in presence of the college authority and the house unanimously approved the constitution on this 28th day of August 2024.

Re-drafting committee:

1. Smti. A Chubasangla Chang, Assistant Professor (Education) - Convenor
2. Shri. Dipak Nath, Associate Professor (Physics) - Member
3. Shri. Akyuba Sangtam , Assistant Professor (English) - Member
4. Shri. Mudang Khamniungan, Assistant Professor(Education) - Member
5. Mr. Puchio Khamniungan, General Secretary, SCCSU - Member



PREAMBLE

We, the students of Sao Chang College, Tuensang, have solemnly resolved to constitute ourselves to a Union for promoting better understanding and unity among the students of this college, and for upliftment of the college.

We do hereby, adopt, enact, and give ourselves to this review constitution on this 28th Day of August 2024.

Contents

Foreword

1. Preamble
2. **Part 1 : Nature of the Union**
 - Article 1 : Name of the Union
 - Article 2 : Character of the Union
 - Article 3 : Logo and Motto
 - Article 4 : Aims and Objectives
 - Article 5 : Jurisdiction
 - Article 6 : Membership
 - Article 7 : Flag
3. **Part II : Structure of the Union**
 - Article 8 : Composition of the General Council
 - Article 9 : Composition of the Executive Council
 - Article 10: Tenure of Office
 - Article 11 : Meeting
 - Article 12 : Disqualification and Removal
4. **Part III : Administration of the Union**
 - Article 13 : Duties of the General Council
 - Article 14 : Powers and Functions of the Office Bearers
5. **Part IV : Management of Finances**
 - Article 15 : Union Fund
 - Article 16 : Audit Committee
6. **Part V : Organizations and Services of the Union**
 - Article 17 : Election Committee
 - Article 18: Advisory Board
 - Article 19 : Oath taking
 - Article 20 : Amendment

Appendix A : Definitions

Part 1 : Nature of the Union

Article 1: Name of the Union

- (1) The Name of the Union shall be "Sao Chang College Students' Union" which shall herein be referred to as SCCSU.
- (2) The document shall be regarded as the Constitution of Sao Chang College Union and shall come into force with immediate effect.

Article 2: Character of the Union

It shall be an apolitical Union.

Article 3: Logo and Motto

- (1) The Logo shall be traditional Naga Head Gear.
- (2) The motto shall be "DEEDS NOT WORDS".

Article 4: Aims and Objectives

- (1) To strive towards all round development in academic field with the active involvement of all the students.
- (2) To honour the college academic atmosphere by extending co-operation to the faculty and college authority.
- (3) To co-operate towards the development of all -round personality by involving students in co-curricular activities and extracurricular activities.
- (4) To act as a medium in harmonizing the interest of all students.
- (5) To strive towards amicable settlement in case of all disagreement and conflict.
- (6) To render help and assistance to the college in every possible way.
- (7) To promote and to create spirit of unity, peace and progress.
- (8) To uphold moral values.

Article 5: Jurisdiction

The Jurisdiction shall extend within Sao Chang College, Tuensang.

Article 6: Membership

All bonafide students of Sao Chang College shall be members of the Union.

Article 7: Flag

The colour of the flag shall be blue which symbolizes 'Wisdom'.

Part II: Structure of the Union

Article 8: Composition of the General Council

- (1) There shall be a General council in every academic session which shall not be subject to dissolution.
- (2) All elected class representatives shall comprise of the General Council.

Article 9: Composition of the Executive Council

- (1) The Principal of the college shall be the ex-officio President of SCCSU.
- (2) The Principal of the college shall have the discretion to nominate/appoint any student as the Vice-President on the advise of the advisory board.
- (3) The Executive Council of the Union shall be indirectly selected by the students and shall comprise of the following office bearers :

SL NO	NAME OF THE POST	ELIGIBILITY CRITERION
1.	Vice President	To be nominated by the President
2.	General Secretary	3 rd semester
3.	Assistant General Secretary	5 th semester
4.	Finance Secretary	3 rd semester
5.	Assistant Finance Secretary	5 th semester
6.	Games and Sports Secretary	5 th semester
7.	Assistant Games and Sports Secretary	3 rd semester
8.	Social Service Secretary	3 rd semester
9.	Assistant Social Service Secretary	1 st semester
10.	Cultural Cum Literary Secretary	5 th semester
11.	Assistant Cultural Cum Literary Secretary	1 st semester
12.	Press and Information Secretary	5 th semester
13.	Assistant Press and Information Secretary	3 rd Semester
14.	Boys' Common Room Secretary	3 rd Semester
15.	Assistant Boys common Room Secretary	1 st semester
16.	Girls' Common Room secretary	3 rd Semester
17.	Assistant Girls' Common Room secretary	1 st Semester

Article 10: Tenure of Office

The Tenure of office shall be for one academic year.

Article 11: Meeting

- (1) The General Council of the Union shall meet at least twice in a year with the consent of the Principal.
- (2) The Executive Council shall meet as often as deemed necessary with prior approval of the Principal.
- (3) Any emergency meetings of the Union convened at short notice shall be held only after due permission by the Principal.
- (4) The quorum shall be at least two-third majority during all meetings.
- (5) All such meetings of SCCSU shall be summoned by the General Secretary and will be presided by the President or the Vice-President.

Article 12: Disqualification and Removal

- (1) Any member of SCCSU General Council who fails in internal or University examination of the college shall cease to be member of the Union.
- (2) The president shall have the authority to remove any office bearers on disciplinary ground in the event of constitutional crises, in the interest of the college, and general body.
- (3) The President may authorize any of the office bearers to take charge of any vacant post in addition to his/her own portfolio before appointment of a new incumbent.
- (4) Any disputes arising within the Union shall be resolved in consultation with the advisory Board.

Part III: Administration of the Union

Article 13: Duties of the General Council

- (1) The General Council shall assist the Executive Council in all major decisions to be adopted for the welfare and benefit of the college.
- (2) The Executive Council shall summon General Council meetings as and when deemed necessary.

Article 14: Powers and Functions of the Office Bearers

- (1) The main business of the union shall be to execute all its decisions within the framework of the aims and objectives, and principles enshrined in the preamble of the constitution.
- (2) All decisions of respective secretaries shall be taken up only after proper consensus and prior discussions within the Union under the leadership of President.

Section – I: The President

1. The union shall be under the supervision of the president.
2. The president shall appoint a person to any vacant post arising out of premature exit from the union and any such exigencies arising therefore.
3. The president is the supreme authority of the union.

Section – II: The Vice-president

1. He/She shall assist the President in all matters related to union.
2. He/She shall assist the union while formulating strategic goals of the union in the general interest of the students' community.
3. In the absence of the President, Vice-President shall assume the duties and responsibilities of the Union as entrusted and authorised by the President.

Section – III: The General Secretary

1. He/She shall be responsible for supervising all other secretaries within the Union and ensuring the completion of their tasks properly.
2. He/She shall record all correspondence and routine business of the Union.
3. He/She shall convene all meetings pertaining to the Union and students in general upon approval by the President of the Union.
4. He/She shall ensure that all files of the Union are maintained and properly documented.
5. All activities of the students shall be conducted only after prior permission from the college authority.
6. He/She shall, in consultation with other office bearers through meetings, prepare plan of action to be carried out on annual basis.
7. He/ She shall present the activities accomplished report during the annual general meeting.

Section – IV: Assistant General Secretary

1. He/She shall assist the General secretary in all matters
2. In the event of resignation/impeachment of the General Secretary, the AGS shall assume all the powers and functions of the GS until the selection of new GS.
3. He/She shall execute the duties and responsibilities assigned by the GS from time to time.
4. In any meeting, if the GS is absent, the AGS shall record the meeting minutes.

Section – V: Finance Secretary

1. He/She shall maintain all the financial record of the Union.
2. He/She shall present budget proposal of the Union for deliberation and approval of the college authority.

Section – VI: Assistant Finance Secretary

1. He/She shall assist the finance secretary in all financial matters.
2. In the absence of the finance secretary, he/she shall discharge the duties of the Finance secretary.

Section – VII: Games and Sports Secretary

1. He/She shall co-ordinate with the professor in-charge (Sports Committee) for all the games and sports activities and makes logistic arrangement within and outside the college for the smooth conduct of the sports events.
2. He/ She shall be responsible for the stock record of all the games and sports equipments of the college.
3. He/She shall submit all records of achievements and details of sports activities, both within and outside the college, to the professor in charge (Sports Committee), who will then forward them to the college authority.

Section – VIII: Assistant Games and Sports Secretary

1. He/She shall assist the games and sports secretary in all matters related to games and sports activities.
2. In the absence of games and sports secretary, he/she shall perform the duties of the Sports secretary.

Section – IX : Social Service Secretary

1. He/She shall coordinate and assist the college authority while organising social work within the college.
2. He/she shall assist respective coordinator/nodal officer(teacher) in-charge while conducting all social and co-curricular activities within and outside the college.
3. He/She shall initiate all community extension services organized by the student community.

Section – X: Assistant Social Service Secretary

1. He/ She shall assist social Service secretary in all matters related to social events and activities.
2. In the absence of Social Service Secretary, he/she shall perform the duties of the Social Service Secretary.

Section – XI: Cultural cum Literary Secretary

1. He/She shall assist the professor in-charge of Cultural and Literary Committee while conducting all related activities.
2. He/she shall assist the Professor in-charge while collecting articles for college magazine publication.
3. He/She shall submit all records of achievements and details of cultural activities, both within and outside the college, to the professor in-charge (Cultural Cum Literary Committee), who will then forward them to the college authority.

Section – XII: Assistant Cultural cum Literary Secretary

1. He/ She shall assist Cultural Cum Literary Secretary in all the matters related to Cultural and Literary activities
2. In the absence of Cultural Cum Literary Secretary, he/she shall perform the duties of the Cultural Cum Literary Secretary

Section – XIII: Press and Information Secretary

1. He/ She shall be responsible for disseminating all information relating to students activities of the college.
2. All official correspondences on students' related matter shall be communicated through him/ her.
3. He/She shall be responsible for press releases to media on all students' related activities which shall be routed through College Media Committee

Section – XIV: Assistant Press and Information Secretary

1. He/ She shall assist Press and Information Secretary
2. In the absence of Press and Information Secretary, he/she shall perform the duties of the Press and Information Secretary.

Section – XV : Boys' Common Room Secretary

1. He shall be responsible for overall maintenance of the Common Room.
2. He shall endeavour to maintain discipline in the common room and ensure that the normal academic hours of the college are not disturbed.
3. He may submit proposal to the college Union for expenditures requirements for maintenance of the common room.

Section – XVI: Assistant Boys' Common Room Secretary

1. He shall assist the Boys' Common Room Secretary.
2. In the absence of Boys Common Room Secretary, he shall perform the duties of the Boys Common Room Secretary.

Section – XVII: Girls' Common Room Secretary

1. She shall be responsible for overall maintenance of the Common Room.
2. She shall endeavour to maintain discipline in the common room and ensure that the normal academic hours of the college are not disturbed.
3. She may submit proposal to the college Union for expenditures requirements for maintenance of the common room.

Section – XVIII: Assistant Girls' Common Room Secretary

1. She shall assist the Girls' Common
2. In the absence of Girls' Common Room Secretary, she shall perform the duties of the Girls' Common Room Secretary.

Part IV : Management of Finances

Article 15 : Union Fund

- (1) The Union fund shall be raised from students' union annual membership fee collected from every student.
- (2) All expenses of the Union shall be utilized as per the decision of the President in consultation with the Executive Council.
- (3) Disbursement of Funds and allocation under various heads shall be under the control and sanction of the President.
- (4) Any mismanagement of funds by any member shall strictly be dealt with as per the discretion of the College authority.

Article 16: Audit Committee

- (1) All income and expenditure of the Union shall be audited by the college audit committee at the end of the academic year.
- (2) The Finance secretary shall provide all financial records to the audit committee.

Part V : Organizations and Services of the Union

Article 17: Election Committee

- (1) The Election committee shall act as the Selection Committee who shall oversee the entire election process.
- (2) The Principal shall be the Returning Officer.

Phase – I (Election of class representatives)

- a) Bonafide student of Sao Chang College without any backlog in any semester only shall be eligible to contest as class representative.
- b) Only those students with minimum average of 70% of class attendance shall be allowed for contesting as class representative.
- c) Number of class representatives from each class/section shall be determined by the college authority according to enrolment
- d) Every intending candidate will be required to sign a 'Bond' pledging allegiance to the Executive Council and to accept the portfolios allotted as per the scale point marks secured individually during the screening process.
- e) All intending candidates who desire to contest as class representatives shall be provided with a common platform to address the general students prior to the election.

- f) Election of class representatives shall be conducted through secret ballot in respective classrooms.
- g) Students shall produce college identity cards in order to cast votes.
- h) Double stamping or marking of ballot paper shall be summarily rejected.
- i) Any irregularities detected during the election of class representatives must be brought to the notice of the election committee through the teacher in-charge before the declaration of the result.
- j) In case of a tie in vote during the counting, the election committee shall give the final decision.
- k) Any disputes in the election process, the decision of election committee shall be final and binding.

Phase – II (Selection of Office Bearers)

- a) All the elected class representatives shall form the General Council of the Union.
- b) The selection committee shall allocate portfolios from amongst the General Council of the Union.
- c) Allocation of portfolios shall be evaluated on the following scale-point individually :

1) Platform speech	- 40
2) Academic records	- 20
3) Attendance	- 20
4) Interview	-20
Total = 100 marks	
- d) Except for the post of Vice-president, all the posts shall be allotted as per the sequence mentioned in Article-9 (composition of Executive Council) basing on scale point marks scored during the selection process.
- e) Scale point marks shall be calculated semester wise.
- f) The Principal of the college shall have the discretion to nominate/appoint any student as the Vice-president.
- g) The selection of office bearers of the union shall be held every academic year in the month of July/ August.

Article 18: Advisory Board

- 1. Members of the Board shall comprise of three senior faculty members appointed by the college authority.
- 2. The tenure shall be for three years.
- 3. Members shall act as liaison between students and college authority.
- 4. The Board shall supervise and coordinate various students' Union activities of the college.

Article 19: Oath taking

Oath Taking ceremony shall be conducted after the allocation of portfolios in presence of the president of the Union and Sao Chang College Students' Union Selection Committee under the following manner:

"I, _____, swear in the name of God that I shall faithfully execute the office entrusted to me and will, to the best of my knowledge-preserve, protect and defend the constitution of the Sao Chang College Students' Union and further abide by the rules and regulation of the college and that I will devote myself to the service of Sao Chang College"

Article 20: Amendment

The Constitution of the Union is flexible in nature and, as such, notwithstanding anything contained in the mentioned Articles, it is open to further editions/addendums which shall be adopted and enacted as and when deemed necessary.

Definitions

- a) "President" means any person in charge of principal or the college authority.
- b) "Authority" means authority vested in the principal.
- c) "Student" means a bonafide student of the college who is enrolled in the current academic session.
- d) "General Council" means all class representatives.
- e) "Executive Council" means all office bearers.
- f) "SCCSU" means Sao Chang College Students' Union.
- g) "Union" means SCCSU consisting of selected and appointed members.
- h) "Quorum" means the minimum number of members present in a meeting.
- i) "Discussion" means making of policy and adoption of decisions.
- j) "Office Bearer" implies member of the Union.
- k) "Selection Committee" means election committee of the college.