

# **THE STUDENT BAR COUNCIL CONSTITUTION**

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NALSAR UNIVERSITY OF LAW

## **PREAMBLE**

The National Academy of Legal Studies and Research (NALSAR) University, in order to:  
Promote a cordial and harmonious relationship between the faculty, administration and student body;

- Create an avenue for the peaceful settlement of disputes and grievances thereof;
- Co-ordinate activities to stimulate intellectual, physical and moral development;
- Ensure social and individual liberty and equality amongst the student community vis-à-vis the faculty and administration; and
- Foster the spirit of a diverse and unprejudiced student community,

On this fourth day of August, 2017 does hereby constitute a Student Bar Council.

## **STUDENT REPRESENTATION**

### **Article 1: Student Body**

1. The Student Body shall consist of all students of NALSAR University of Law (the University) who are enrolled in an undergraduate programme in law that requires at least two semesters of study.
2. All persons belonging to the Student Body shall have the right to vote, to seek elected office, to remove office bearers, to initiate measures, and to participate fully in the functioning of the Student Bar Council.

### **Article 2: Student Bar Council**

1. The Student Bar Council shall consist of the elected representatives for the Student Committees as listed below, along with the Executive Council.
2. The Executive Council, which shall be elected in accordance with the procedure contained in Schedule 'A', shall consist of the President, Vice-President, Treasurer, General Secretary (Male), General Secretary (Female), Joint Secretary (Male) and Joint Secretary (Female).

### **Article 3: Student Body and General Body Meetings**

1. A Student Body Meeting is a duly held meeting of the Student Body.
2. A General Body Meeting is a duly held meeting of the General Body of a particular Student Committee, the membership of which shall be voluntary. It shall be the duty of the Executive Council to finalise this membership of the General Body within a period of three weeks from the date of election.

*Provided that* there shall be no restrictions on the number of General Bodies a member of the Student Body can be a part of.

3. Every member of the Student Body shall have the right to initiate the process to call for a Student Body meeting with a Committee or with the Executive.
4. Such meeting can be called for by collecting a petition of signatures of at least 20 members of the Student Body.
5. Where the requisite number of signatures have not been collected, a member, or a group of members of the Student Body, may file a request with the President (with a copy of

such request being sent to all members of the Executive Council) to convene a Student Body Meeting. The President may either call for such a Student Body Meeting, or refuse to do so, in which case, reasons must be provided to the member or the group of members who filed the said request.

#### **Article 4: The Executive Council**

1. The Executive Council shall coordinate and facilitate the activities of the Student Bar Council and individual Student Committees.
2. It shall implement policies, schemes, initiatives and other obligations that are delegated to it by the Student Bar Council.
3. It shall mediate any differences that may arise between any of the Student Committees.
4. It shall ensure the fair, cooperative, and efficient functioning of the Student Bar Council.
5. It shall create an annual corpus to fund all new student activities, initiatives and start-ups that may come up any time during the academic year.
6. It shall be obligated to receive the assent of the concerned Student Committee, by a simple majority-vote, to ensure that any unspent allocations of a Student Committee are fairly reallocated.
7. It shall supervise, advise and coordinate with all student initiatives (and their organising committees) which are fully or partially funded by the Student Bar Council to ensure their successful organisation.
8. It shall perform any other function or duty as mentioned in this Constitution.

#### **Article 5: Patron of the Student Bar Council**

The Vice-Chancellor of the University shall be the ex officio Patron of the Student Bar Council.

## THE PRESIDENT

### **Article 6: Powers and Obligations of the President**

1. There shall be a President of the Student Bar Council.
2. The President shall be the foremost representative of the Student Body.
3. The President shall be the primary contact of the Student Body with the Administration of the University.
4. The President shall make such representations to the Administration as the Student Bar Council has resolved.
5. The President shall preside over, and may call for meetings of the Student Bar Council and the Executive Council:
  - a. The President shall convene a meeting of the entire Executive Council no less than at least once every two weeks since the day of its formation; and
  - b. The President shall convene a meeting of the entire Student Bar Council no less than at least once every six weeks since the day of its formation.
6. The President shall have the power to convene a Student Body meeting.
7. The President shall have the obligation to ensure the functioning of the Student Bar Council in a fair, democratic, transparent and efficient manner.
8. The President may propose all policy decisions and decisions other than those having immediate consequences only in consultation with all the members of the Executive.
9. The President shall have the responsibility to ensure that incidents of ragging, discrimination and consumption of illegal stimulants on campus are kept in check.
10. The President may perform any such duties as may be resolved by the Student Bar Council or as advised by the Patron.
11. The President may delegate duties of a routine nature to the Vice-President.

## THE VICE-PRESIDENT

### **Article 7: Powers and Obligations of the Vice-President**

1. There shall be a Vice-President of the Student Bar Council.
2. The Vice-President may convene and preside over meetings of the Student Bar Council and the Executive Council.
3. The Vice-President will preside as President under the following circumstances:
  - a. The right to recall has been exercised against the President; or

- b. The President has resigned; or
  - c. The President has graduated from the University; or
  - d. The President has communicated an inability or unwillingness to discharge the duties of the office of the President.
4. The Vice-President shall discharge duties that have been so delegated by the President.
  5. The Vice-President shall perform such duties as may be determined by the Student Bar Council.
  6. The Vice-President shall work along with the Student Committees to raise awareness and promote student participation in University events and other initiatives that are initiated at the behest of the Students or the Administration.

## THE TREASURER

### **Article 8: Duties of the Treasurer**

1. There shall be a Treasurer of the Student Bar Council.
2. The Treasurer shall head all matters pertaining to the finances of the Student Bar Council.
3. It shall be the duty of the Treasurer, in consultation with the respective Student Committees, to prepare a draft budget and present it before the first meeting of the Student Bar Council.
4. It shall be the duty of the Treasurer to ensure a fair, rational and equitable distribution of the finances of Student Bar Council.
5. The Treasurer shall be mandated to allocate finances towards the economic support of the Student Body.
6. The Treasurer must make record of each requisition for allocation of funds towards any student activity. The Treasurer must further record the reasons for the rejection or acceptance of such requisition.
7. The Treasurer must make accounts, detailing expenditures, revenue and savings. Such accounts must be disclosed to the Student Body.
8. The Treasurer will strive, along with the Secretaries, towards raising funds from external contributors, trusts, endowments, scholarships, sponsorships, and subsidies for student welfare.
9. In the absence of the President and the Vice-President, the Treasurer may act as President.

## THE SECRETARIES

### **Article 9: Powers and Obligations of the General Secretaries**

1. There shall be two General Secretaries of the Student Bar Council, each representing one gender, i.e., Male and Female.
2. The General Secretaries shall be responsible for reporting to the President and the Vice-President about the day-to-day functioning of the Student Bar Council.
3. The General Secretaries shall have the duty to oversee the efficient and fair functioning of the various Committees. This shall include:
  - a. Providing technical and logistical assistance to each Committee;
  - b. Coordinating effective implementation of the proposals made by each Committee; and
  - c. Any other duty ensuring a cooperative and efficient functioning of all committees forming part of the Student Bar Council.
4. The General Secretaries shall aid the President as External Representatives of the Student Bar Council.
5. The General Secretaries shall, along with the Vice-President and the President, devise policies and programs to reach out to organisations, institutions, other Student Bar Councils, alumni and other such persons.
6. In the absence of the President, Vice-President and Treasurer, one of the General Secretaries, after consultation with other members of the Executive Council, shall act as President.

### **Article 10: Powers and Obligations of the Joint Secretaries**

1. There shall be two Joint Secretaries of the Student Bar Council, each representing one gender, i.e., Male and Female.
2. The Joint Secretaries shall have the duty to record and preserve the minutes of the meetings of the Executive Council and ensure that all such minutes are disclosed, ordinarily within a period of seven working days of the meeting being held, to the Student Body.
3. The Joint Secretaries shall ensure that each Committee is recording minutes and that such minutes are made known to the Student Body.

4. The Joint Secretaries shall make an Annual Report on the functioning of the Student Bar Council at the end of its term. It shall include, inter alia:
  - a. Notes on initiatives taken by each committee, initiatives taken and implemented by the Executive, and resolutions passed by the Student Bar Council.
  - b. Various student achievements and various campus initiatives taken by the students; and
  - c. The recording of any informal conventions in place and development of new practices by the Student Bar Council.
5. The Joint Secretaries shall document practices of earlier Student Bar Councils including precedents in decision-making, important initiatives that members of the Student Bar Council or Student Body had taken, etc.
6. The outgoing Joint Secretaries shall present the documents prepared under Articles 10(4) and 10(5) to the incoming Student Bar Council after the conclusion of the final phase of elections.
7. In the absence of the President, Vice-President, Treasurer and both the General Secretaries, one of the Joint Secretaries, after consultation with other members of the Executive Council, shall act as President.

#### CONVENORS OF COMMITTEES

##### **Article 11: Powers and Obligations of the Convenors of Committees**

1. There shall be a Convenor of every Committee.
2. The Convenor shall be the primary contact of that Committee with the Executive Council.
3. The Convenor shall convene and preside over meetings of that Committee.
4. The Convenor shall convene a meeting of the Committee no less than at least once every four weeks since the day of its formation.
5. The Convenor, in coordination with the Joint Secretaries shall be responsible for ensuring that minutes for every meeting are recorded and that such minutes are made known, ordinarily within a period of seven working days of the meeting being held, to the Student Body.

6. The Convenor may propose all policy decisions, and decisions other than those having immediate consequences pertaining to the committee's mandate, in consultation with all the members of that committee.
7. The outgoing Convenor shall be responsible for presenting a report, along with other members of that committee on the functioning of that Student Committee, detailing the successful completion of tasks taken up, and the failure of the committee to discharge any tasks it may have resolved to discharge, and reasons for such failure along with challenges faced in the functioning of the Committee, at the end of its term after the conclusion of the final phase of elections in the incoming Committee.

*Provided that* when the Convenor is a student graduating at the end of that academic year, they must appoint another committee member to undertake the responsibility under this Article and convey the same to the Executive Council.

8. The Convenor shall perform any other functions as may be necessary for effective functioning of the Committee.

## **MANDATE OF STUDENT COMMITTEES**

### **Article 12: Academic Committee**

1. To represent student concerns in the field of academics and related concerns to the University authorities.
2. To provide information to the Student Body on any academic competitions and organise any Open Challenges or competitions for selecting candidates to participate in the same.
3. To coordinate with the University Library Committee to stock books and materials, in consultation with students.
4. To coordinate with the University Academic and Examination Committee in organising guest faculty courses.
5. Any other academic-related functions that the Committee, through its policy, may decide.

### **Article 13: Alternative Dispute Resolution (ADR) Committee**

1. To work for promoting and generating interest in ADR and ADR Competitions, including client counseling, mediation, negotiation, and conciliation, in the University.
2. To conduct practice mediation / negotiation / client counseling sessions throughout the academic year.
3. To conduct workshops / training sessions / guest lectures for students of the University with the help of resource persons who have experience in ADR methods.
4. Organising Selection Competitions and/or Open Challenges for selecting students to represent NALSAR in ADR Competitions outside the University.
5. To organise any inter-college competition if it deems fit.
6. Any other ADR-related functions that the Committee, through its policy, may decide.

### **Article 14: Moot Court Committee**

1. To promote and raise awareness and provide timely information about Moot Court Competitions in the University.
2. To organise and facilitate all mooting activities in the University.
3. To organise the Selection Moot and Open Challenges for selecting students to represent NALSAR in any Moot Court Competition outside the University.

4. To strive to obtain adequate funding for the University moot teams, from the University, alumni or any other sources.
5. To conduct Moot Orientation programmes.
6. To assist the University in organising the Moot Mentorship programme.
7. To maintain contact with all universities, institutions and organisations that organise Moot Court Competitions and receive Moot invites and propositions on behalf of the University.
8. To organise any inter-college Moot Court Competition hosted by the University.
9. Any other moot-related functions that the Committee, through its policy, may decide.

**Article 15: Literary and Quizzing Committee**

1. To promote and facilitate all literary and quizzing related activities in the University.
2. To organise intra-college or inter-college literary and quizzing activities on behalf of the University.
3. Any other related functions that the Committee, through its policy, may decide.

**Article 16: Cultural and Fine Arts Committee**

1. To promote and facilitate all cultural and fine arts activities in the University.
2. To organise intra-college or inter-college cultural and fine arts activities on behalf of the University.
3. Any other related functions that the Committee, through its policy, may decide.

**Article 17: Mess and Hospitality Committee**

1. To oversee and maintain hygiene and quality of food served in the Mess and redress any grievances arising thereof.
2. To coordinate with the University in the tender process to select the mess contractor and ensure strict adherence to the terms of the mess contract/tender.
3. To ensure the provision of safety equipment, where necessary, to mess workers.
4. To prepare the mess menu, as per the preferences of the students.
5. Any other Mess and Hospitality related functions that the Committee, through its policy, may decide.

### **Article 18: Hostel and Campus Welfare Committee**

1. To ensure, in coordination with the cleaning staff and the contractor, that the cleanliness in the hostels and the campus is maintained.
2. To ensure the provision of safety equipment, where necessary, to cleaning staff.
3. To coordinate with the University, and ensure the provision of adequate dust bins, cleaning equipment and other measures needed to ensure hygiene and cleanliness in the campus.
4. To record student grievances relating to hostels and the campus and coordinate with University authorities to ensure their timely redressal.
5. To ensure fumigation, proper waste disposal and other measures to mitigate the risk of communicable diseases in the campus.
6. To assist the President in ensuring that incidents of ragging, discrimination and consumption of illegal stimulant on campus are kept in check.
7. Any other related functions that the Committee, through its policy, may decide.

### **Article 19: Debating Committee**

1. To promote, organise and facilitate all debating activities in the University.
2. To organise Selection Debates and/or Open Challenges to select student teams to represent the University in debate competitions.
3. To maintain contact with all universities, institutions and organisations that organise debate competitions; communicate received invites; and facilitate students' participation.
4. To organise practice debates and orientations.
5. Any other debating-related functions that the Committee, through its policy, may decide.

### **Article 20: Sports Committee**

1. To promote and facilitate sports activities in the campus.
2. To maintain contact with all universities, institutions and organisations that organise sports events; and receive invites for the same and select university teams for representation in inter college sports events.
3. To organise various inter-college and intra-college sporting events.
4. To acquire and maintain sports equipment.

5. To coordinate with the University to improve and maintain sports and fitness infrastructure.
6. Any other sports-related functions that the Committee, through its policy, may decide.

**Article 21: Social Responsibility and Student Welfare Committee**

1. To provide logistical and financial support to legal aid activities undertaken by the Student Body.
2. To maintain internet and related infrastructure on campus.
3. To oversee student orientation and mentor-mentee programmes, conduct tutorials and special courses for students with special needs.
4. To coordinate with the University regarding the merit-cum-means scholarships to benefit students facing financial difficulties and to coordinate an economic aid programme for all students facing financial difficulties.
5. To organise outreaches to eminent persons, including eminent alumni, to secure their cooperation with NALSAR in different activities, such as talks and sponsorships.
6. To ensure the maintenance of healthcare and related services for students on campus.
7. To conduct environmental audits, re-imagine unsustainable student resource use on campus to reduce the collective carbon footprint and facilitate recycling and waste-reduction.
8. Any other related functions that the Committee, through its policy, may decide.

**Article 22: The Board of Auditors**

1. There shall be a Board of Auditors, elected in accordance with the provisions of this Constitution.
2. Its members shall act as external auditors to each Committee and shall audit the finances of each Committee.
3. It shall ensure financial propriety, transparency and accountability of the Student Bar Council and each of its committees by rigorously implementing the provisions on financial accountability.
4. It shall ensure financial transparency and accountability of any Student Bar Council-funded activity.

5. It shall prescribe a uniform accounting method for each Committee.
6. It shall deal with any other finance-related issues that may arise from time to time and undertake any activity that the Committee, through its policy, may decide.

**Article 23: Differences between the Student Committees**

1. In case of any differences between the Committees, arising out of overlap of mandate or otherwise, the same shall in the first instance attempted to be mediated by the Executive Council.
2. In case the mediation is unsuccessful, the same shall be resolved by the simple majority votes of the Executive Council and the Convenors of the concerned bodies.

## **FUNCTIONING OF STUDENT COMMITTEES**

### **Article 24: Powers of the Student Committees**

1. Each Committee shall formulate its own policies or rules or regulations with respect to the specific activities under its mandate.
2. Each Committee shall prepare and present the following, within 15 days of its formation to the Executive Council:
  - a. Agenda of the Committee for its term;
  - b. The Budget required for fulfilling the said agenda; and
  - c. The Working Procedure for the Committee for its term.
3. Each Committee shall have the power to call for a General Body Meeting before making decisions on matters that in its opinion require public consultation. The Committee in question shall be bound to consider the feedback received at such a meeting while making the same decision.
4. The Student Bar Council may, from time to time, elaborate on the powers or duties of each committee.

### **Article 25: Power to Constitute Committees**

1. Every Committee shall have the power to form committees for specific events under its mandate on an ad-hoc basis. The procedure for selection of member(s) of such committees must be assented to by the members of that committee.
2. The President shall have the power to form consultative committees on an ad-hoc basis. The procedure for selection of member(s) of such committees must be assented to by the Executive Council.

### **Article 26: Reports**

1. Minutes of all meetings must to be disclosed to the entire Student Body, ordinarily within seven working days.
2. A report shall be prepared at the end of each semester detailing the successful completion of tasks taken up, and the failure of the committee to discharge any tasks it may have resolved to discharge, and reasons for such failure along with challenges faced in the

functioning of the committee shall be included. The Committee shall also lay down the future course of action. The report shall be sent to the Student Body.

3. Two weeks before the end of the Academic Year, the reports of both semesters shall be compiled into one comprehensive report, which shall be included in the official archive of the Student Bar Council.
4. In the event that a Committee does not meet once each month, it shall provide reasons to the Student Body for the same.
5. In the event that a Committee does not submit any of the abovementioned reports within the said time period, the finances of the Committee shall stand frozen until all such reports are provided.

#### **Article 27: Accountability**

1. It shall be the duty of every Committee to hold a General Body Meeting at least once every semester to discuss, amongst other matters, issues relating to policy and to review the working of that Committee. A notice of at least 3 days shall be given for such meetings. The quorum for such meetings shall be 50% of the General Body of that Committee.

*Provided that* if the quorum for such a meeting is not met in the first instance, a second meeting can be called within a period of 48 hours of the previous meeting being scheduled which may be duly held without a requirement of quorum.

2. The Joint Secretaries shall make sure that the monthly meetings are held and minutes of the meeting are disclosed within seven working days of the meeting being held.
3. It shall be the responsibility of the Joint Secretaries to ensure that the above mentioned reports of all the Committees are prepared and released.
4. It shall be the responsibility of every Committee to take appropriate measures to ensure that conflict of interest with regard to activities under its mandate is minimized.
5. If found inadequate, the Committee or any of its members may be removed as per the provisions of this Constitution.

### **Article 28: Right to Initiate**

1. Any member of the Student Body may make a proposal, with reasons for the same and accompanying information, and submit it to the Executive Council with a copy to the Electoral officer, whosoever is designated to be such by an order of the Patron.
2. Such a proposal may be made in the circumstances when the student:
  - a. Seeks to initiate a policy or action by the Student Bar Council;
  - b. Seeks to correct, amend, redesign or repeal any policy, initiative or such action of the Student Bar Council; and
  - c. Seeks to amend any provisions of this Constitution.
3. A petition of initiative should collect signatures of at least 50 members of the Student Body. The Executive Council must, within 3 days of receipt of such a petition, inform the Student Body and provide a sufficient and substantiated response.
4. The Executive Council, in consultation with the concerned Committee, if any, must communicate in its response whether it accepts the proposal set in the petition; wherein it disagrees or does not respond to the said petition.
5. Wherein the Executive Council does not respond to or does not accept the proposal contained in such petition, the Returning Officer shall organize a vote with the choice of Yes/No for all the batches, upon receiving a written request from the initiator of the petition.
6. If a majority of the voters who have participated in the process vote in favour of the proposition in the petition, then the proposal must be put into immediate effect.

### **Article 29: Right to Recall**

1. Any member of the Student Body may make a proposal to Recall an elected representative from the post the representative holds, with reasons for the same and accompanying information, and submit it to the Executive Council with a copy to the Electoral officer, whosoever is designated to be such by an order of the Patron. The Executive Council shall forward the petition to the concerned representative within a period of 24 hours.
2. A petition of Recall should collect the signatures of at least 15% of the Student Body. In case the petition of Recall is made against a committee representative,

then the signatures of at least 25% of the electorate of that particular representative as it stood on the day of Elections should be collected.

3. The concerned representative must, within 3 days of receipt of such petition, communicate their response to the Student Body, including to the allegations and information contained in the petition.
4. After the response of the representative is communicated to the Student Body, the Returning Officer shall organize a vote with the choice of Yes/No for all the batches or the electorate of the committee representative, as applicable, upon receiving a written request from the initiator of the petition.
5. If 67% of the voters who have participated in the process vote in favour of the proposition in the petition, then the representative is be said to have been removed with immediate effect, subject to the participation of at least 70% of the students eligible to vote.

## **ELECTIONS**

### **Article 30: Right to Vote**

Save as otherwise provided for in this Constitution, every member of the Student Body shall be eligible to vote in the Election. Similarly, every member of the Student Body also has a right to not vote for any candidate in the election.

### **Article 31: Right to Contest Elections**

All the members comprising the Student Body shall be eligible to contest the elections for every post enumerated in this Constitution save as otherwise provided.

### **Article 32: Declaration of Candidature and Manifestos**

1. Every member of the Student Body contesting for any post, other than the Executive Body, shall have to declare their candidature forty-eight (48) hours prior to the day of the Election in the manner prescribed by the Returning Officer.
2. At the time of declaration of candidature, the contesting member of the Student Body may also choose to publish a Manifesto in the manner prescribed by the Returning Officer.

*Explanation:* The Manifesto for the purpose of this Article should outline the past experience of the Candidate relevant for the post being contested. It should also contain the proposed ideas and activities which the Candidate wishes to employ and execute during their tenure.

*Explanation:* A contesting member of the Student Body is said to have declared their candidature and published their manifesto as soon as it is submitted to the Administration and it is circulated to the Student Body.

### **Article 33: Election Open House and Presidential Debate**

1. Every member of the Student Body wishing to contest for the post of the President or Vice-President shall have to declare their candidature along with oral presentations of their proposed ideas, plans and activities which the candidate wishes to employ and execute during their tenure at the Open House called by the Patron for this purpose.

*Provided that* all presentations must be followed by an opportunity to the audience and the other candidates to question and ask for clarifications.

2. The Patron shall convene the Open House no later than twenty-four (24) hours prior to the election.

## **AMENDMENT, SAVINGS AND REPEAL**

### **Article 34: Amendments**

1. Any provisions of this Constitution may be amended in the following manner:
  - a. On recommendation of the majority of the Executive Council, an amendment may be proposed before the Student Body. Such an amendment shall be passed by simple majority of the voters who have participated in the process vote in favour of the amendment, with at least two-thirds of the eligible voters participating in the process.
  - b. On receipt of a petition under Article 28 by any student for amendment, the same shall be passed by a simple majority of the voters who have participated in the process vote in favour of the amendment, with at least two-thirds of the eligible voters participating in the process.

### **Article 35: Savings and Repeal**

1. All existing policies of the previous Student Bar Councils and its Committees shall continue to be in force, to the extent that they are not inconsistent with the provisions of this Constitution.
2. Every Student Bar Council, within 30 days of its election, is required to circulate among the Student Body a copy of this Constitution, and all policies or aims of its Committees, as the case may be.
3. The vote of every member of the Student Body from the B.A., LL.B. (Hons.) batches graduating in 2018 and 2019 shall hold a value of 1.5 for all purposes mentioned in this Constitution.
4. Any previous documents governing the functioning of the Student Bar Council are hereby repealed.

### **Article 36: Removal of Difficulties**

1. The Patron may, on recommendation and concurrence of majority of the Executive Council and Convenors of the Student Bar Council, for the purpose of removing any difficulties, particularly in relation to mandate and jurisdiction of each Committee, to the

provisions of this Constitution, by order direct that this Constitution shall, have effect subject to such adaptations, whether by way of modification, addition or omission, as he may deem to be necessary or expedient.

2. Such order must specify whether the modification, addition or omission, as the case may be, is time bound (if so for what period) or generally applicable.
3. No such order under clause (1) shall be made after one year has elapsed from date of passing of this Constitution.
4. Every order so made shall be annexed to the Constitution and shall be published by the SBC.

## **SCHEDULE A: ELECTION RULES AND PROCEDURE**

### **Eligibility Criteria**

All the members of the Student Body shall be eligible to contest the elections for every post enumerated in this Constitution save as otherwise provided for below;

- a. Only members of the Student Body who have completed a total of eight semesters in a regular undergraduate degree course of the University shall be eligible to contest for the post of President.
- b. Only members of the Student Body who have completed a total of six semesters in a regular undergraduate degree course of the University shall be eligible to contest for the post of Vice-President.
- c. Only members of the Student Body who have completed a total of two semesters in a regular undergraduate degree course of the University shall be eligible for contesting any post of the Executive Council save the post of the President and Vice-President and the post of Convenor. A candidate can contest no more than one post of the Executive Council at a time. No office bearer or Convenor can contest the election to the same post in the consecutive year.

### **General Procedure for Elections**

- a. The election shall be conducted within three weeks of the beginning of the semester for the first year B.A. LL.B. batch.
- b. The election shall be conducted on the day prescribed by the University for each section separately.

*Provided that* the election shall be conducted for the representatives of each gender separately when provided by this Constitution.

- c. There shall be a Preliminary Phase wherein the representatives of the Committees shall be elected. This shall be followed by a General Phase wherein the whole Student Body shall vote for the posts of the President and Vice-President.
- d. After the representatives of the Committees have been elected, they shall convene for the election of the Convenors, the Treasurer, the General Secretaries and the Joint Secretaries in the Final Phase of the Election. The elected representatives of every Committee shall elect,

from amongst themselves, the Convenor of that Committee. The Elected Representatives of all the Committees shall elect from amongst themselves the Treasurer, the General Secretaries and the Joint Secretaries.

*Provided that* the value of votes for members of the Batch of 2018 and 2019 shall be 2 for all purposes in this phase of elections.

*Provided further that* members of the Board of Auditors shall not be eligible to either vote or contest in this phase of election, save to elect their Convenor.

### **Officers in charge of Election**

There shall be a returning officer-in-charge who shall oversee the election. The returning officer-in-charge and the returning officers shall be designated by the University.

*Provided that* candidates who have reservations against the individuals so nominated can send in their objections to the Patron for his consideration no later than twelve hours before the election.

### **Procedure for Election of the Student Bar Council**

Each representative to the Student Bar Council, except the Executive Council, shall be elected by their respective Section from among the candidates contesting that post in the Preliminary Phase.

*Provided that* all batches shall elect one male and one female representative to the Hostel and Campus Welfare and Sports Committees and those representatives shall be elected by the representatives of those genders respectively.

### **Manner of Voting at Elections**

- a. In every election, the votes shall be taken by secret ballot in presence of a returning officer, and no votes shall be received by proxy.
- b. The ballots for the election of the President and the Vice-President shall be sealed and transferred to the Office of the Patron after completion of voting.
- c. The ballots for the election of the Representatives of the Committees shall be counted after completion of voting for all such Committees in the Preliminary Phase.
- d. The ballots for the election of the President and the Vice-President shall be counted after completion of voting for the Convenors of Committees, the Treasurer, the General Secretaries and the Joint Secretaries.

**Counting of Votes**

After each Phase, votes shall be counted by, or under the supervision and direction of, the respective returning officer, and each contesting candidate shall have a right to be present at the time of counting.

*Provided that* the counting of votes for the Preliminary Phase shall only be held after the completion of the General Phase.

**Declaration of Results**

After a completion of the counting of votes for every Phase, the returning officer-in-charge shall forthwith declare the result of the election by publication of the same on the notice boards. A simple majority shall constitute the winning vote.

**Procedure for filling of vacancies**

If any elected post falls permanently vacant due to resignation, removal or any other reason, the election to that post shall be held within a period of seven working days, in accordance with the procedure provided for in this schedule.