

**THE**  
**CONSTITUTION**  
**OF**  
**BITS PILANI, DUBAI CAMPUS**  
**STUDENT COUNCIL FOURTH**  
**EDITION**  
**EFFECTIVE FROM ACADEMIC YEAR**  
**2022- 2023**

**MINUTES OF THE MEETING**

The following Constitution, amended by the Corroboration and Review  
Committee during the academic year 2021-22, is hereby approved  
by the undersigned

**Members of the Corroboration and Review**

**Committee: Ex-Student Council: \_\_\_\_\_**

**Ex-Election Commission Representative: \_\_\_\_\_**

**Ex-CRC**

**Representative**

**4<sup>th</sup> year**

**representation:**

**3<sup>rd</sup> year representation:**

**2<sup>nd</sup> year representation:**

**CRC In-charge:** \_\_\_\_\_

**Dean of Student Welfare Division:** \_\_\_\_\_ **Director:** \_\_\_\_\_



**BITS Pilani**  
Dubai Campus

# **THE CONSTITUTION OF BITS PILANI, DUBAI CAMPUS STUDENT COUNCIL**

October 2021

# **PREFACE**

The Constitution is a living document, an instrument which makes the Student Council system work.

Its flexibility lies in its amendments. In this Fourth edition, the text of the Constitution of Student Council of BITS Pilani, Dubai Campus has been brought up-to-date by incorporating therein all recommendations made by Corroboration and Review Committee, Student Councils and Senior Students.

Dubai  
11<sup>th</sup> October 2021

# Constitution of the BPDC Student Council

## Preamble: Objective Of the Council

1. The Council shall strive to protect the students by any fair means available.
2. The Council shall endeavor to promote all activities relating to academic awareness, cultural affluence, physical fitness and general welfare of the students.
3. The Council shall seek to impart a sense of fair-play and security among the students.
4. The Council shall undertake all negotiations related to Student Welfare between the student community as a whole and the Institution.

## Section A: Membership

1. All regular students of First Degree & Higher Degree except PHD scholars are ipso facto members of the General Body.

## Section B: Supremacy of the General Body (GB)

1. The General Body comprises all students, First Degree and Higher Degree enrolled and registered in academic programs at BITS Pilani Dubai Campus.
2. The General Body members are empowered to attend any Student Council meeting and shall have the right to direct their queries to the Student Council.
3. The General Body members have the right to elect the Student Council, except the ex-officio member.
4. Any motion initiated by any member of the General Body members and passed by at least two-thirds of the General Body members shall be binding upon the Student Council and all its organs.

## Section C: The Student Council Members (SC)

### **1. The Student Council shall comprise of:**

- A. President – 4<sup>th</sup> Year
  - B. Vice President – 3<sup>rd</sup> Year
  - C. General Secretary – 2<sup>nd</sup> or 3<sup>rd</sup> Year
  - D. One elected representative for the hostels from each year of first-degree programs. (the first year representative to be nominated by Associate Dean SWD).
  - E. One elected representative from Day Scholars-Year wise (except for first year which will be nominated by Associate Dean SWD).
  - F. One higher degree representative collectively from the constituency of all Higher degree programs.
2. The election of A, B and C (Executive Members) will be done by the General Body and for D by students of respective hostel blocks and E by the day scholars of the respective years in the month of May for the new academic year for all positions. The elections will be carried out as detailed in Sections I and J.
  3. The ex-officio member shall be from the previous year's Student Council nominated by the outgoing council. The Ex-officio member should be from the 3<sup>rd</sup>/4<sup>th</sup> year. The ex-officio shall not have any voting rights; however, the Ex- Officio will serve as an Executive Adviser to the President. The Ex-Officio will have the power to initiate a motion and call for a quorum for voting for or against the motion. The member being nominated for the post of Ex-Officio will not be allowed to contest for the upcoming student council elections to avoid conflict of interest.
  4. The ex-officio member of CRC shall be nominated by the faculty In-charge. The Ex-officio member shall be from the 3<sup>rd</sup> /4<sup>th</sup> year. His/Her main duty is to ensure the constitution is followed by the Student Council in various activities and events held throughout the academic year. The CRC ex-officio shall not have any voting rights; Shall not have any power to initiate a motion, however, the Ex- Officio of CRC will serve as an Executive Adviser to the President. He/She is not allowed to contest for the upcoming student council elections to avoid conflict of interest.
  5. The Student Council Members shall constitute the governing body of the Council. All decisions of the Student Council shall be binding upon all its organs (like EMC).
  6. The quorum at a meeting of the Student Council shall be a two-third ( $2/3^{\text{rd}}$ ) majority of the elected members excluding the Ex-officio members.
  7. An Executive member of Student Council (President, Vice-President and General Secretary, Ex-officio) cannot hold any executive position (President, Vice-President, Treasurer, General Secretary or any other post at par with similar designation) in a Club or an Association.

8. A Student Council Member (HR, DSR- Representatives) cannot hold any executive position (President, Vice-President and General Secretary or any other post at par with similar designation) in a Club.
9. Any events or activities conducted by students, clubs or associations held on Campus must have due approval of the Associate Dean of Student Welfare.
10. No-Confidence motion can be raised against any Student Council Member by any member of the Student Council. It needs at least two-thirds majority to pass.
11. If ANY disciplinary action is proved against any council member, then he/she will be removed from the post immediately by the disciplinary committee.
12. If a council member is absent for a prolonged period of 45 days during the duration of academic year, then a discussion will be initiated with Associate Dean SWD for the possible remedial action.

#### **Section D: Functions and powers of the Student Council**

1. The members of the Student Council shall have the right to introduce any matter related to student interest at the meetings of the Student Council for discussion and voting.
2. In the event of a necessity, Vice-President shall represent the Council, wherever deputized.
3. In every meeting of the Student Council, every elected member shall have one vote in every issue taken up for voting. In case of a tie, the President shall have a casting (or second) vote.
4. Any executive member of the Student Council shall convene the Council meeting when the situation warrants. Such a meeting can be adjourned or postponed only by a simple majority of the elected Student Council members present.
5. Student Council is not to organize any trips/tours within or outside the UAE as these are not charter of Student Council.
6. All communications of Student's Council to the general body must be made only through official mail exclusively by the webmaster facility.
7. Any official communication of the student council to the general body or in the social media or to the external agencies which uses institute's official symbols, logo, and letterhead will need prior approval by Associate Dean, SWD.

#### **Section E: Financial Transactions**

1. The President and General Secretary will be the authorized signatory for the use of Student Council Funds in recommendation with the Associate Dean of Student Welfare.

2. The funds under the purview of the Student council's discharge shall be maintained with utmost transparency and accurate documentation as evidence.
3. The President of the student council is liable to submit the accounts to the Finance manager for auditing within a week after every event. In case of anomalies in the accounts the executive members shall be held responsible and action will be initiated by Associate Dean SWD.
4. The financial reports of the Student Council funds will have to be approved by a simple majority of the council for consideration by the Institute.
5. Clubs can present a proposal to the Associate Dean of Student Welfare for funding.
6. All merchandise purchase, raising funds through sponsorship from outside organizations by student's council shall be made only through Senior Manager, SWD, and need to be approved by Associate Dean, SWD.

## **Section F: Functions and Powers**

### **(a): Functions and Powers of the President**

1. President shall be the head of the Student Council and the General Body.
2. S/he shall preside over all the meetings of these bodies when present.
3. S/he shall have the power to summon a meeting of the Council, the General Body and also, the power to adjourn or postpone all such meetings summoned by him/her.
4. S/he shall have the power to speak on behalf of the Council with any officials of the Institute without prior consultation with any other members of the Council, if urgency is warranted by the circumstances. However, the results of such meetings shall have to be ratified by a simple majority of the Council members, within a maximum period of one week if not all decisions made based on those discussions will stand null and void and the concerned Institute officials would be informed about the same.
5. In the event of a No-Confidence motion (passed by two-thirds majority) initiated against the President by any member of the Student Council, all financial transactions shall come under the joint purview of the Vice-President, Ex-Officio member and General Secretary.

### **(b): Functions and Powers of the Vice President**

1. S/he shall be responsible to take over the Student Council temporarily as the acting president in the event of prolonged absence of the President.

### **(c): Functions and powers of the General Secretary**



1. S/he shall be responsible for meetings of the Council, keeping minutes of the same and sharing them within 48 hours of the adjournment of the meeting. A copy of minutes shall be shared with faculty In-charge of CRC and Associate Dean SWD.
2. S/he shall convene at least one Student Council meeting every month. This period shall exclude semester breaks.
3. S/he shall have the responsibility of taking attendance, as a part of minutes, at the start of every meeting and sharing it with ex-officio of CRC.
4. In the event of a no-Confidence motion initiated against the General Secretary by any member of the Student Council, all financial monitoring shall come under the joint purview of the President, Vice-President and Ex-Officio.
5. S/he shall be responsible for maintaining records of all financial transactions.
6. S/he shall maintain a register containing details of all meetings conducted during the academic year to be submitted to the Associate Dean SWD.

### **Section G: Corroboration and Review Committee (CRC)**

1. The Corroboration and Review Committee shall comprise of 6 student members and one faculty as In charge who act as an advisor.
2. Three Corroboration and Review Committee members are to be chosen from the General body – one each from the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> years nominated by the Faculty In charge and appointed by the Director in consultation with the Associate Dean Student Welfare.
3. One Member from the previous Election Commission chosen by outgoing Election Commission, one member from the previous Student Council chosen by outgoing Student Council, one member from the previous Corroboration and Review Committee chosen by the outgoing Corroboration and Review Committee
4. The Corroboration and Review Committee shall be an independent self-sustaining body answerable to the General Body Members. In case of vacancy within the Corroboration and Review Committee, the Director shall appoint the position in consultation with the Associate Dean of Student Welfare.
5. Current members of the Corroboration and Review Committee are not eligible to hold the office of Student Council or any of its organs. Former members of the Corroboration and Review Committee are not eligible to hold the office of Student Council during their entire course duration.
6. The Corroboration and Review Committee shall bring to notice the functioning of the Student Council and report any information regarding the Council or a violation by any member of the Student Council during a General Body Meeting to the Associate Dean SWD.
7. In case of dispute of interpretation of the Constitution, the Corroboration and Review

Committee shall report it to the faculty in charge for amicable solution. Any decision taken by the Corroboration and Review Committee in this regard is final and binding on the Student Council.

8. Any member from CRC cannot actively campaign or be involved in student council elections. If proven guilty, the voting rights will be revoked in addition to their removal from CRC immediately.
9. Any member of the CRC is not allowed to reveal their identity before or during the course of Election of the Student Council.

### **Section H: Election Commission (EC)**

1. The Election Commission shall comprise of:
  - A. A member of the faculty in Advisory capacity, appointed by the Director in consultation with Associate Dean Student Welfare.
  - B. The ex-officio member or a nominee (in case of non- availability of Ex Officio) appointed by the Associate Dean SWD, chosen through a call for applications.  
  
An operative team of 5 students chosen by Faculty In-charge – one from fourth year, two from third year and two from second year.
2. The Election Commission shall be responsible for conducting free and fair elections and all other activities delegated to it constitutionally. The EC shall be formed 4 weeks before the scheduled elections.
3. The EC shall announce the calendar for the elections.
4. In the event of vacancy/vacancies in the Election Commission, the Election Commission in office shall fill the vacancy at earliest in consultation with Associate Dean of Student Welfare and Faculty In-charge.
5. The quorum at a meeting of the Election Commission shall be at least a two-third ( $2/3^{\text{rd}}$ ) majority of the elected members. The decisions made by the Election Commission must be passed by two-third ( $2/3^{\text{rd}}$ ) members of the EC.

### **Section I: Elections**

1. The Election Commission shall call for nominations to the posts of President, Vice President, General Secretary, Hostel Representatives and Day Scholar Representatives. The Election Commission shall conduct the elections for the above posts within

one week of the receipt of nominations.

2. Candidates declared elected in the elections shall assume office immediately after being administered the oath of office and shall continue to hold the same till the next Student Council is elected.
3. The members of the Council shall cease to hold their respective offices if:
  - a) A NO-CONFIDENCE motion is passed against them.
  - b) As and when they fail to fulfill any of the eligibility criteria as mentioned in the relevant clause(s) of this section.
  - c) The new Council is elected
4. The President, The Vice President and The General Secretary shall be elected by a single plurality of votes cast through secret ballot by the members of the General Body present and voting.
5. The candidates standing for Student Council (President) should have a good academic record (6.0 & above) must not have any backlog of courses (candidates not fitting the backlog criteria can submit request for consideration by providing justification), must not have any Disciplinary action against him/her and must not have any punishment from Examination Committee.
6. The candidates standing for Student Council (Vice-President, General Secretary) shall either have a good academic record (6.0 & above), must not have any backlog of courses (candidates not fitting the backlog criteria can submit request for consideration by providing justification), must not have any Disciplinary action against him/her and must not have any punishment from Examination Committee.
7. The candidates standing for Student Council (Day Scholar Representatives and Hostel Representatives) should have a good academic record (6 & above) , must not have any backlog of courses (candidates not fitting the backlog criteria can submit request for consideration by providing justification), must not have any Disciplinary action against him/her and must not have any punishment from Examination Committee.
8. The President shall be a student of fourth year.
9. The Vice President shall be a student of third year.
10. The General Secretary shall be a student of second or third second year.
11. The Hostel Representative shall be elected by the students residing in the hostels for each year by single plurality of votes.
12. The Day Scholar Representative shall be elected by the Day Scholars from the General Body for each year by single plurality of votes.
13. In the event of a vacancy in the Council, the Election Commission shall hold by-elections for the same.
  - a) Nominations shall be invited within one week of the post falling vacant and elections held within three weeks of the occurrence of the vacancy.
  - b) After the elected members of the Student Council have assumed office, the

Election Commission shall call for nomination(s) for post(s) still lying vacant and conduct election for the same.

- c) If the vacancy is caused due to suspension of any student council member, then he/she cannot contest for the re-election.
- 14. Office bearers of the clubs can contest for the President, the Vice President and the General Secretary, but have to forgo club office position if they get elected.
- 15. Any student can contest only for one post in the Council.
- 16. In case of a tie for any position in Student Council, re-election will be held unless one withdraws, and new nominations can be filed.
- 17. If a situation arises where NOTA (None of the above) gets a majority number of votes for a post in the student council, new elections will be conducted, and all the standing candidates will be allowed to contest again, without the option of NOTA.
- 18. If there arises a possibility of only one candidate contesting in the by-election, she/he will be by default declared as the winning candidate.
- 19. Option of NOTA is mandatory in each category.
- 20. During re-election, elected Student Council members cannot support another candidate. If so, the elected Student Council candidate will be removed from position immediately.

## **Section J: Student Organizations (Clubs)**

- 1. The following designations apply to all Clubs in BITS Pilani Dubai  
Campus: A. President – 4<sup>th</sup> Year Student
  - 1. B. Vice President – 3<sup>rd</sup> Year Student
  - 2. C. General Secretary – 3<sup>rd</sup> or 2<sup>nd</sup> year Student
  - 3. D. Treasurer – 2<sup>nd</sup> Year Student
  - 4. E. A Club President shall administer each club.
  - 5. F. Ex-Officio – If needed, upon discussion with Associate Dean SWD and instructor-in-charge of the club
- 2. The treasurer of each club will be from 2<sup>nd</sup> year and will present a Budget proposal for his/her club for the coming academic year, within two weeks of assuming office in case of any requirement of funds.
- 3. The General Secretary, who will be a 3<sup>rd</sup> or a 2<sup>nd</sup> year student, will present a report of activities including a financial report to the Faculty In-charge of the club after every major event they conduct.
- 4. The Office Bearers of a Clubs can be removed from office by two-third majority of current club members
- 5. In case any amount of funds is allocated to a club by the Student council,

the club is solely responsible for submitting appropriate bills to the General Secretary of the Student Council in a timely manner through Associate Dean, SWD.

6. Students can be members of multiple clubs, office bearers of only one club (does not apply to associations).
7. Formation or Addition of a new club: -
  - a. Criteria: - Uniqueness, written proposal to Associate Dean Student Welfare. Evaluated based on activities in one semester prior to application of becoming a club.
  - b. Procedure: -
    1. Submit proposal to Associate Dean Student Welfare.
    2. Panel of three, consisting of the Dean Student Welfare, Faculty in charge proposing the club and any other faculty excelling in the respective field, will evaluate the proposal.
8. Dissolution of a club can happen only with permission from the Associate Dean Student Welfare and Panel of three based on performance and preview of the club.
9. All clubs and associations need to get an approval for the dates of their proposed events from Associate Dean SWD.
10. Student Organizations(Clubs) elections should strictly follow the above mentioned CRC rules and regulations.
11. Student Organizations(Club & Associations) Presidents can call upon meetings with the student council executives at any given point.

## **Section K: Event Management Committee (EMC)**

### **Structure:**

1. The EMC is a nominated wing of the Student Council formed by SWD, which will be dealing with organizing the major academic, cultural and sports events - Sparks, Technofest, Jashn, Ingenuity, Ethnic Day, etc.
2. The Executive heads of the various functionalities of EMC will be selected by the Associate Dean, SWD with the help of Faculty-in-charge EC.
3. The Event Management Committee (EMC) will comprise of 5 Executive Heads and 5 Co-Heads (termed as Executive Team) and 32 team members (Division per team mentioned below) termed as the Team Members. The members of the Executive Team and their particular team division are as follows:
  - Two Decorative Heads (*one head, one cohead*) and have to liberty to take 8 members in their team;
  - Two Logistics Heads (*one head, one cohead*) and have the liberty to take 8 members in their team;
  - Two Digital Creative Heads (*one head, one cohead*) has the liberty to take 6 members in their team;
  - Two Marketing Heads (*one head, one cohead*) has the liberty to take 5 members in their team

- Two Sponsorship Heads *one head, one cohead*) has the liberty to take 5 members in their team;
  - The Executive Team member of EMC should be a 3rd or 4th year student.
  - The team members shall comprise students from the 2nd or the 3rd years & 4<sup>th</sup> years.
4. The Presidents of the Clubs will be members of the EMC.
  5. The Event Management Committee may employ additional student volunteers with the approval of the Associate Dean SWD if and when necessary.
  6. EMC shall coordinate with the student council so that the events are conducted in an orderly manner.
  7. Club Presidents cannot be EMC heads.
  8. All the EMC Team members are required to report all activities to the Associate Dean SWD.

#### Eligibility Criteria for EMC membership:

1. The Members of the EMC should have previous experience in organizing major events in Campus.
2. If a candidate from the EMC Executive Team has a Disciplinary Case against him/her then their case will be taken into consideration by Associate Dean SWD, student council and CRC. If he/she is deemed worthy of the post by all three mentioned bodies, they will be allowed to hold the post.

#### Functions and Responsibility:

1. The Sponsorship core team is expected to arrange sponsorship of various kinds as per event requirement.
2. The Marketing core team bears the responsibility of the event's publicity and promotion related aspects at either intra or inter college level.
3. The Digital Creative core team will be responsible for managing all the creative marketing work working closely with the marketing and the sponsorship team.
4. The Logistics Core Team will be responsible for managing the flow of resources in order to meet the Event requirements and smoothly conduct the events.
5. The Decorative core team will be responsible for all the artwork involved for the particular event.

### **Section L: Amendments**

1. Any amendment to the constitution needs 80% majority from the General body or two-third (2/3<sup>rd</sup>) majority from the Student Council. A written memorandum has to be submitted to the Corroboration and Review Committee to notify the proposed amendments.
2. The aforementioned referendum shall be valid only if passed by at least two-third (2/3<sup>rd</sup>) majority of the Corroboration and Review Committee. The Corroboration and Review Committee has the power to deem an amendment void.

3. The Corroboration and Review Committee shall review the constitution every Academic Year.

### **Section M: Referendums**

1. Any dispute with regard to Student Council or any of its organs, can be subjected to a referendum.
2. It shall be initiated by at least two-third ( $2/3^{\text{rd}}$ ) majority of the Student Council or 80% majority of the GB members. A signed memorandum to this effect shall have to be submitted to the Corroboration and Review Committee.
3. In all matters the final approval will be of Associate Dean Student Welfare and the Director.

### **Section N: Oath**

1. All the members of the Student Council shall be administered oaths of office in the presence of the Election Commission within two working days of the declaration of the results by the Election Commission.
2. The oath(s) administered to the President, the Vice President and the General Secretary shall read:
  - A. "I, '\_\_\_\_\_', having been elected to the office of President/ Vice President/General Secretary of the Student Council, hereby do solemnly affirm that I will bear true faith and allegiance to the constitution of the BPDC Student Council, and that I will faithfully and consciously discharge my duties as President/Vice President/General secretary. I will do right to all students in accordance with the constitution without fear or favour, affection or ill will."
3. The oath(s) administered to the other members of the Student Council shall read:
  - A. "I, '\_ ', having been elected a member of the Student council, hereby solemnly affirm that I will bear true faith and allegiance to the constitution of the BPDC Student Council, and that I will faithfully discharge the duty upon which I am about to enter".