

CONSTITUTION STUDENTS' GYMKHANA



**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
BHUBANESWAR-751013**

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

CONSTITUTION OF THE STUDENTS' GYMKHANA

PREAMBLE

We, the Students of the INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR, in order to provide a unique forum to the Students through which they will carry out their co- and extra- curricular activities, which will essentially help them in their holistic growth while advancing the general welfare of the Students, this day of 2011, do hereby give to ourselves this CONSTITUTION for governance of STUDENTS' GYMKHANA by the Students, under the active guidance, support and participation of the Faculty and Staff Members of the Institute.

CHAPTER – I

1. AIMS and OBJECTIVES

The aims and objectives of the **Students' Gymkhana**, hereinafter referred to as *Gymkhana*, are to foster well-balanced and all-round development of the students of the Indian Institute of Technology Bhubaneswar, hereinafter referred to as the *Institute*, through their co- and extra-curricular activities to supplement their education and to nurture their general welfare.

1.1 Students' Activities under the aegis of the Gymkhana

- a) To organize and promote games, sports, cultural, social, scientific and technological activities on a regular basis in the Institute and hold competitions periodically in which students from other well known institutions can also participate;
- b) To participate in games, sports, cultural, scientific and technological activities and competitions at various levels organized by other well known institutions of the country;
- c) To set up and manage various clubs of interest;
- d) To organize and participate in social service activities educative to the students and beneficial to the society;
- e) To organize lectures, debates and workshops on various issues including humanities, science and technology;
- f) To promote and develop skills in leadership, communication and self-reliance amongst the students;
- g) To promote the core values of commitment, respect, excellence and accountability amongst the students;
- h) Any other similar activity promoting general welfare of the students and the growth of the Institute.

1.2 The Guiding Principles

- a) Democratisation of the decision-making process at all stages through committees rather than by individuals;
- b) Participation of all students of the Institute in the election of office bearers;
- c) Maintaining transparency in decision-making and its implementation at all levels;
- d) Respecting the views of others in forming opinion;
- e) Practicing freedom of expression of well-formed opinions;
- f) Honouring right of access to all relevant information;
- g) Keeping the interests of the Institute above those of any individual.

CHAPTER – 2

STRUCTURE OF THE GYMKHANA

2.1. INTRODUCTION

The Gymkhana will be managed by the elected representatives of the students under the aegis of the Rector, Patron and the President with the active support and guidance of the Faculty members and Staff members of the Institute.

2.2 ADMINISTRATION

2.2.1 Rector of the Gymkhana

The **Director** of the Institute shall be the **Rector** of the Gymkhana. The Rector shall have the power and authority to nominate any member of the Faculty as the President, Treasurer and/or Advisor(s) of the Gymkhana, for a period of two years.

In case of any dispute arising out of the interpretation of any clause of the constitution the decision of the Rector shall be considered as final and binding on all parties under all circumstances.

The Rector shall have the authority to veto any decision which he/she may consider to be prejudicial to the interest of the Institute community.

2.2.2 Patron

The **Dean, Students' Affairs** shall be the **Patron** of the Gymkhana. In the absence of the Rector, he/she shall assume and discharge the duties and responsibilities of the Rector.

2.2.3 Calendar Year for Gymkhana

One Calendar Year for all activities of Gymkhana shall be from the first day of April of the current year to the last day of March of the next year.

2.2.3 Membership and General Body

All registered students of the Institute shall be members of the Gymkhana, and shall collectively constitute its **General Body**. They shall participate in all activities of and organized by the Gymkhana and are required to pay the requisite fees as may be prescribed by the Institute from time to time. Authorities and responsibilities of the General Body are listed in the following:

- a) The General Body shall elect the office bearers and incumbents in all elected posts as detailed hereinafter in accordance with the Election Rules hereinafter prescribed. The President shall preside over all meetings of the General Body, and the Vice-President shall act as its Secretary.
- b) The elected office bearers of the Gymkhana, the Executive Council and its Committees and Sub-committees created and constituted as per this Constitution, shall discharge their stipulated functions on behalf of the General Body under normal conditions.
- c) The General Body shall have the power to review the performance of the elected office bearers, the Executive Council and its Committees and Sub-committees.
- d) Annual report on the activities carried out during the year, annual report on the finance and accounts including the audit report shall normally be submitted by the Vice-President and the General Secretaries concerned to the General Body in its **Annual General Meeting (AGM)**. The AGM must be called during the third or fourth week of March. In the AGM, which shall be attended by both the outgoing and incoming elected Gymkhana representatives, the written transfer of charge shall take place under the supervision of the President.
- e) A **General Body Meeting (GBM)** may be called by the President if he/she is satisfied that a decision has to be taken by the General Body. A notice for convening the GBM must be given at least ten days in advance. *One-third* of the total members of the General Body shall constitute the quorum for the meeting.
- f) In the case of an emergent situation, an Extra-ordinary meeting of the General Body may be convened by the President with an advance notice of minimum 24 hours. *One-fourth* of the total number of members shall form the quorum for the Extra-ordinary GBM. The Extra-ordinary GBM may recommend specific measures to be taken to meet the emergent situation.

2.3 EXECUTIVE COUNCIL

There shall be an Executive Council to supervise and coordinate all activities of the Gymkhana including matters concerning promotion of and participation in various events, composition of teams in games and sports for representing the Institute, cultural events or such activities; to prepare and present the annual budget; to institute and declare the Gymkhana awards and to look after the overall development of the Gymkhana. The Executive Council shall also frame additional rules for conduct of the business of the Gymkhana.

2.3.1 Composition of the Executive Council

The Executive Council shall be chaired by the *President*, who shall be nominated by the Rector from amongst the faculty members of the Institute for a period of two years. The Executive Council shall consist of the following members:

- i) President --- Chairperson
- ii) Vice-President
- iii) Treasurer
- iv) All Advisors
- v) All General Secretaries
- vi) Three UG, one PG and one Research Students nominated from different branches by the President in consultation with the Vice-President

NOTE: If no girl student is elected to the post of the Vice-President or General Secretary, then out of the five nomination one must be a girl student.

The Vice-President shall act as the Secretary of the Council.

The President may invite any member of the faculty, staff and/or student to attend the meeting of the Council by special invitation.

2.3.2 The Executive Council shall meet at least four times in a year. If a member of the Executive Council fails to attend three consecutive meetings without leave of absence from the Council, he/she shall cease to be a member of the Executive Council.

2.3.3 Recommendations/resolutions of all Committees and Sub-committees formed by the Executive Council shall be placed with the Executive Council for approval.

2.3.4 The following standing committees shall assist the Executive Council in discharging its various functions:-

- i) Sports and Games Committee
- ii) Social and Cultural Committee
- iii) Science and Technology Committee

The Executive Council may also create other Committees, Societies and/or Clubs for fostering extra-curricular and co-curricular activities in focused areas among the student.

2.4 PRESIDENT

The President shall be the Chief Executive of the Gymkhana. The affairs of the Gymkhana shall be conducted by the President in consultation with the Executive Council and other Committees and bodies constituted by the Executive Council and/or by the President himself/herself.

President shall chair all meetings of the Executive Council if present. In his absence one of the Advisors nominated by him/her shall preside over the meeting.

2.5 TREASURER

A member of the Faculty shall be nominated by the Rector as the *Treasurer* of the Gymkhana for two years.

2.5.1 The Treasurer shall look after the proper operation and maintenance of Gymkhana accounts and shall be the custodian of all funds and financial records of the Gymkhana.

2.5.2 The President and the Treasurer each shall hold an Imprest Fund of Rs. 10,000.00 (Rupees ten thousand only) for meeting the day-to-day expenses.

2.5.3 The Treasurer shall be the ex-officio member of all committees/sub-committees/ bodies, including the Executive Council, Sports & Games Committee, Social & Cultural Committee, etc., where matters concerning expenditure of funds of the Gymkhana is involved.

2.5.4 The Treasurer shall be the *Convenor-Secretary* of the *Purchase Committee* and the *Finance Committee* of the Gymkhana.

2.6. ADVISORY COUNCIL

The Rector in consultation with the President shall appoint such numbers of Advisors from amongst the members of the Faculty of the Institute as necessary to act as *Advisors* to various Committees/Councils of the Gymkhana, such as the Social & Cultural Committee, the Sports & Games Committee, the Science & Technology Committee, etc. Such Advisors shall collectively constitute the *Advisory Council* and shall assist and advise the President and the Executive Council in taking decisions while discharging their duties.

2.7 VICE-PRESIDENT

2.7.1 The *Vice-President* shall be a student member of the Gymkhana and elected by the General Body.

2.7.2 The Vice-President shall coordinate the activities of the various Committees and Sub-Committees of the Gymkhana and shall Chair the meetings of such committee(s), sub-committee(s) and/or any other meetings, as may be prescribed from time to time by the Executive Council/General Body.

2.7.3 The Vice-President shall act as the Convener-Secretary of the Executive Council. He/she shall be an Ex-officio Member of Purchase Committee.

2.7.4 He/she shall also carry out such other functions as may be delegated to him/her by the President.

2.7.5 He/she shall be supervisory authority in all the students' fests arranged by the Gymkhana.

2.7.6 He/she shall report from time to time to the President and the Executive Council on all matters relating to the Gymkhana activities and/or the students affairs in general.

2.7.7 He/she shall be in charge of general security during the fests and functions.

2.7.8 Along with President and Treasurer of the Gymkhana, it is the responsibility of the Vice-President to meet the audit observations expeditiously.

2.7.9 Subject to the approval of the competent authority and/or the approved constitution of the respective body, he/she shall represent the General Body at the *Senate* and the *Standing Disciplinary Committee of the Institute*, and/or any/all other such committee(s) and organization(s) where the interest of the students of the Institute is involved.

2.8 GENERAL SECRETARIES

There shall be three *General Secretaries* elected by the General Body, one each as the Chairperson of the following respective Committee:

- a) Social and Cultural Committee
- b) Sports and Games Committee
- c) Science & Technology Committee

2.8.1 The General Secretaries shall supervise and co-ordinate the activities of their respective Committee and shall jointly be responsible for the day-to-day activities of the Gymkhana.

2.8.2 They shall also coordinate the activities of the various Sub-committees constituted under the parent Committee and shall preside over the Sub-committee meetings.

2.8.3 The General Secretaries shall be the executive heads of the programmes that fall under the domain of their respective Committee in the Spring/Summer and/or any other festivals, as may be organized from time to time by the Executive Council.

2.8.4 They shall carry out such other related functions as may be assigned to them by the President and/or the Vice-President.

2.9 SECRETARIES

To aid and assist the General Secretaries in discharging their duties, not more than 5 (five) members shall be elected by the General Body as *Secretaries* to each of the Committees. The actual number of Secretaries in any Committee in the next year shall be decided by the President in the current year at least two weeks before the Election of the Gymkhana is announced. The Secretaries along with the General Secretary shall be responsible for the development and the smooth running of the day-to-day activities that fall under the aegis of their respective Committee. They shall also responsible for such other related functions as may be assigned to them from time to time by their respective General Secretary.

2.10 FINANCE COMMITTEE

2.10.1 The Financial Year shall be from the 1st April of one year to the 30th April of the next year.

2.10.2 The *Finance Committee (FC)* shall consist of the following members:

- i) President, who shall be the ex-officio Chairperson of the FC;
- ii) Treasurer, who shall be the ex-officio Secretary-Convener of the FC;
- iii) Vice-President – ex-officio;
- iv) One student member, nominated by the Executive Council for a period of one year;
- v) One Advisor, nominated by the Rector for a period of two years

Three members shall form a quorum.

2.10.3 President shall chair all meetings of the FC if present. In his absence the Advisor shall preside over the meeting.

2.10.4 The FC shall perform the following function:

- a) Supervise and manage the finances of the Gymkhana;
- b) Prepare the Annual budget of the Gymkhana;
- c) Raise funds for advancement of the general interests of the Gymkhana.

2.10.5 The minutes of every meeting of the FC shall be placed before the Executive Council for ratification.

2.11 PURCHASE COMMITTEE

2.11.1 All purchases to be made by the Gymkhana should be approved by the *Purchase Committee (PC)* prior to the purchase. The PC shall consist of the following members:

- i) President, who shall be the ex-officio Chairperson of the PC;
- ii) Treasurer, who shall be the ex-officio Secretary-Convener of the PC;
- iii) Vice-President – ex-officio;
- iv) One student member, nominated by the Executive Council;
- v) One Advisor, nominated by the Rector.

Chairperson can invite any faculty member of the Institute in any meeting of the PC for expert advice.

Three members of PC shall form a quorum.

2.11.2 President shall chair all meetings of the PC if present. In his absence the Advisor shall preside over the meeting.

2.11.3 The Institute purchase procedures shall be followed for all purchases for the Gymkhana. In this regard the President shall have the same authority and power as the head of a School and the PC shall have the same function and responsibility as that of the Purchase Committee of a School.

2.12 GYMKHANA FUND

2.12.1 Gymkhana shall maintain a fund to which shall be credited:

- a) All moneys provided by the Institute;
- b) All Gymkhana fees paid by members;
- c) Any money received by way of donations or grants, which the Institute permits the Gymkhana to accept.

2.12.2 All money credited to the Fund of the Gymkhana shall be deposited in an account in any bank as the Rector may decide.

2.12.3 The account thus opened shall be operated jointly by the President and the Treasurer.

2.13 AUDIT

It will be the collective responsibility of the President, the Treasurer and the Vice president to get the annual accounts audited by an Auditor appointed by the Executive Council and approved by the Rector. The Audited Account shall be placed before the Executive Council for approval. The approved account shall have to be placed before AGM of the Gymkhana for ratification.

CHAPTER – 3

GYMKHANA EMBLEM

The Gymkhana shall have its own Emblem. The First Executive Council shall have the Emblem designed and approved by the Rector. The Gymkhana shall use this Emblem, either singly or together with the Institute Emblem if the Institute approves, for all official communications and other official purposes as deemed fit by the Executive Council.

CHAPTER – 4

RULES FOR GYMKHANA ELECTION

4.1 ELECTION OFFCER

The President shall appoint a faculty member as *Election Officer* to conduct the general elections of the Gymkhana for every year.

The Election Officer shall be responsible for proper conduct of the Election. He may take the assistance of members of the faculty and staff as and when required for the smooth conduct of the elections. Within the overall framework mentioned in this Chapter, he/she shall frame detailed rules and regulations and code of conduct for conducting the election. He/she may declare the provisional results immediately after the counting of votes and shall submit the results of the election to the President for ratification.

The decision of the Election Officer in all matters arising in connection with the election shall be final and binding.

4.2 TIME OF ELECTION

The Annual Gymkhana Election shall normally be held in the last week of February or first week of March of the year. However, under exceptional situations the annual elections may be advanced or postponed by a maximum period of one month by the President in consultation with the Rector.

4.3 VOTING RIGHTS

All members of Gymkhana shall have voting rights. In the event of a student having withdrawn his/her name from the Institute rolls for a full academic year, shall forfeit his/her voting right for the corresponding period.

4.4 ELIGIBILITY CRITERIA FOR CANDIDATURE

Any member of the Gymkhana, who meets the eligibility criteria given below, unless specifically disqualified otherwise, is eligible to contest for the posts in the Gymkhana. The elections will be contested strictly on a non-sectarian, non-religious and apolitical basis. Use of any sectarian, religious or political symbols is strictly prohibited. *All office bearers shall be elected by secret ballot.*

4.4.1 General Eligibility Criteria

- i) The contestant must be a member of the Gymkhana.
- ii) The contestant must not have any backlog in his/her academic record in the year of contesting the election.
- iii) A member, who has been subjected to any disciplinary action by the Hostel Administration, Institute Disciplinary Committee or Examination Malpractice Committee and/or by any authority of the Institute, shall not be eligible to contest.
- iv) Candidate who has repeated any academic year in the past for whatever reason is not allowed to contest.

4.4.2 Post-specific Eligibility Criteria

- i) A Candidate must have a minimum CGPA of 7.5 to contest for the post of Vice-President and a minimum CGPA of 7.0 for all other posts.
- ii) To contest for the post of Vice-President the candidate must have been a member for at least two academic years for undergraduate students and one academic year for postgraduate students.
- iii) To contest for any other post the candidate must have been a member for at least one academic year.

Suppression of any fact regarding the eligibility criteria in the nomination form will lead to cancellation of the candidature.

4.4.3 Codes of Conduct during Election

- i) Any activity which causes rift amongst members and people of different castes, communities, religions or languages, and/or between any group(s) of students is prohibited.
- ii) No printed materials (posters, displays, visiting cards, pamphlets etc.) are allowed for the purpose of canvassing.

- iii) No institute property should be defaced or damaged for the purpose of canvassing.
- iv) Candidates are not permitted to hold meetings for campaigning in any hall of residence without prior written permission of the concerned Warden.
- v) Voters must not be intimidated in any form.
- vi) No canvassing is allowed on the day of election.

Any act of violation of code of conduct by any candidate or his/her supporter(s) will lead to the cancellation of the candidature of the member. If such violation falls under the purview of Institute Disciplinary Committee, appropriate proceeding by that Committee shall be initiated.

4.5 CRITERIA FOR GETTING ELECTED

4.5.1 For all posts except the post of the **Vice-President**, candidates shall be declared elected on the basis of simple majority of all valid votes.

4.5.2 If there are less than four candidates, the **Vice-President** shall be declared elected on the basis of simple majority of all valid votes. Otherwise, he/she shall be elected on the basis of one single transferable preferential voting system.

NOTE on single transferable preferential voting system: If there are n ($n > 3$) candidates, voters shall be required to give at most $(n-1)$ preferences. Counting shall be done in successive rounds. In the first round, first preference votes shall only be counted and the candidate with the least first preference votes shall be eliminated. In the next round, second preference votes of the eliminated candidate shall be added to the respective first preference count of continuing candidates and the candidate with the lowest tally shall be eliminated. This procedure shall be repeated until all but one candidate remains, who shall be declared elected.

4.6 TERM OF OFFICE

The term of office of all the elected members shall be one year only commencing from the first day of the year. No member shall be allowed to seek re-election in the same position in the next or subsequent years.

In case of any vacancy arises in any post due to whatever reason, the vacancy shall be filled up for the remaining period of the tenure of the previous candidate by nomination by the Rector in consultation with the President.

CHAPTER – 5

DISCIPLINARY MATTERS

5.1 All members of Gymkhana are to maintain utmost discipline while organizing and/or participating in any event of Gymkhana.

5.2 Gymkhana members participating either singly or in a contingent in outside events organized by other institutions/organizations must behave in a manner behoving the students of an institute of national importance during travelling, staying and conduction of the events. If the members are participating in a contingent, adherence to the instructions and advices of the Professor-in-Charge/ leader of the contingent is mandatory.

5.3 Any violation of the above codes of conduct shall be considered as a serious breach of discipline and disciplinary action as per Institute rules shall be initiated. Over and above if proved guilty, the member(s) shall be debarred from organizing and/or participating in future events either at home or outside.

CHAPTER – 6

CONSTITUTIONAL AMENDMENTS

6.1 An amendment to the existing Constitution, if considered necessary, may be initiated by the President on his/her own initiative and/or on the petition of not less than fifty members. In the later case the President has the discretion of not initiating the procedure.

6.2 Any motion for amendment to the existing Constitution shall be taken up in a properly convened GBM or AGM and shall be passed if at least 2/3rd (two-thirds) of the members present votes in favour of the amendment.

6.3 The amendment thus passed shall be placed before the Rector for approval, who reserves the right to disallow any such proposed amendment.