

## **CONSTITUTION OF MANIPUR STUDENTS' ASSOCIATION DELHI**

### **Preamble**

We, the students of Manipur in Delhi hereby have resolved to constitute a students' organisation and adopt this constitution to safeguard and further the interests of the members of this Association, to strengthen and promote unity, integrity, and understanding and to enhance socio-cultural, educational development of the students.

### **Section I**

#### **Art. 1 Name**

The name of this organization shall be called the "Manipur Students' Association Delhi," hereinafter referred to as the Association.

#### **Art. 2 Membership**

(a) Any student from Manipur enrolled in any recognised institutions in Delhi who holds a valid identity card shall be a voting member of the Association and thereby entitling them to right to vote as per Election Rules & Regulations provided in Annexure I.

(b) Any other person from Manipur residing in Delhi other than those members mentioned in Art. 2 (a) is entitled to become a Non-Voting member of the Association.

(c) All members constitute the General Body of the Association.

(d) The Annual Voluntary Membership fee of the Association shall be Rs. 20, which shall be realized by the decision of the Executive Committee.

#### **Art. 3 Patrons**

Any Person who contributes a minimum amount of Rs. 500 shall be a patron of the Association for one year.

#### **Art. 4 Aims & objectives**

The Association shall endeavour:

(a) To foster unity, integrity, understanding and close relationship amongst the peoples to promote Manipur identity.

(b) To organise, encourage and coordinate extra curricular activities for social, cultural and intellectual development and welfare of the students of Manipur.

(c) To undertake various type of activities which lead to the realization of a progressive society.

#### **Art. 5 Structure of the Association**

(a) There shall be a General Body of the members, the ultimate repository of all powers vested in the Association.

(b) There shall be an Executive Committee which will be elected for a term of one year through the process of electoral franchise and which is responsible to the General Body. The following are the offices of the Executive Committee:

- (i) President
- (ii) Vice-President
- (iii) General Secretary
- (iv) Organization Secretary
- (v) Finance Secretary
- (vi) Public Relations Secretary
- (vii) Academic & Magazine Secretary
- (viii) Games & Sports Secretary and
- (ix) Cultural Secretary.

- (c) There shall be a Working Advisory Board of eight members out of which four will retire on the completion of every one year and vacant seats will be filled by persons nominated by the newly constituted Executive Committee. The Board is constituted for a term of two years.
- (d) The Executive Committee in consultation with the Working Advisory Board shall nominate at least one but not more than three persons from amongst the distinguished personalities as Honorary Advisor(s).
- (e) The members of the Executive Committee except those who have ceased to be members of the Executive Committee shall remain in office till the new office bearers take charge.
- (f) In case of any vacancy occurring in the office of the Executive Committee, the latter in consultation with the Advisory Board will approach the Election Committee within a period of not more than a month and the Election Committee will nominate new office bearers of the post concerned. The decision of the Election Committee will be final.
- (g) In case of any vacancy in the Advisory Board the Executive Committee in consultation with other remaining advisor(s) will nominate a person to fill the membership.
- (h) There shall be an Auditing Committee of five members nominated by the Advisory Board for a term of one year.
- (i) There shall be an Election Committee of not less than eleven members with a Chairperson and a Returning Officer, who are nominated by the outgoing members of the Election Committee in consultation with the Advisory Board.
- (j) A student cannot hold any office of the Executive Committee for more than two consecutive terms.

#### **Art. 6 Eligibility**

- (a) The candidate should be a bonafide resident of Manipur.
- (b) Students who are pursuing a Post-Graduate or equivalent regular/correspondence course in any of the Universities or any other institutions in Delhi recognized by UGC and the Government of Delhi and who have resided for a complete one year in Delhi are eligible to contest the election for the post of the President.
- (c) Students pursuing at least a Graduate or equivalent regular/correspondence course in any of the Universities and any other institutions in Delhi recognized by UGC and the Government of Delhi and who have stayed for a complete one year in Delhi are eligible to contest the election for the posts of Vice-President, General Secretary, Finance Secretary, Organization Secretary, Public Relations Secretary, Academic & Magazine Secretary, Games & Sports Secretary and Cultural Secretary.
- (d) The Advisors should have at least three years of experience in organizing capacity with the activities of the Association.

### **Section II**

#### **Art. 7 Power and Function**

##### **(a) President:**

- (i) The President shall preside over all the General Body and Executive Committee meetings and any other programmes organised by the Association, except for the General Body meeting called for considering a motion of No-confidence against any office bearer of the Association.
- (ii) The President is required to share financial information and handover at the earliest any monetary collections to the Finance Secretary.
- (iii) President can call for information on financial matters in the form of report from Finance Secretary.
- (iv) Any programme proposed by the President has to be first discussed either in a Joint meeting or an Executive meeting and it will be executed only when it is favoured by a two third of the members present and voting.
- (v) The President with a prior notification of two days can call an Executive meeting and a Joint meeting through the General Secretary.
- (vi) The President shall not deny any proposal of the General Secretary to be discussed in the Executive or Joint meeting.
- (vii) The President can ask any secretary for any information regarding the working of the Association.

- (vii) The President shall have the casting vote in case of a tie in the Executive Committee meeting.
- (ix) In case of vacancy in any of the offices of the Executive Committee, the President shall take over the charge of the office until the new office bearers are appointed
- (x) The President shall represent the Association to any activities, meetings, conference, conventions, etc. The president can also recommend General Secretary or Organisation Secretary to represent the Association in such activities.
- (xi) The President shall approve with his seal the various committees constituted under the supervision of the secretaries concerned.

**(b) Vice-President:**

- (i) The Vice-President shall assist the President and shall in the absence or vacancy of the latter discharge the duties of the President.

**(c) General Secretary**

- (i) The General Secretary shall call General Body meeting, Joint meeting and the Executive meeting on the recommendation of the President as per Article 7 (a) (iv).
- (ii) The General Secretary shall be responsible for setting the agenda of every meeting and minutes of the meetings of the Association.
- (iii) The General Secretary shall be responsible for maintaining the office records of the Association and shall at the end of each term hand over them to the Advisory Board.
- (iv) The General Secretary will be assisted in the exercise of his duties by all other Secretaries as per requirement.
- (v) Any proposal of the General Secretary has to be first discussed in either a Joint meeting or an Executive meeting and the proposal has to be executed only on the consensus by a two third of the members present and voting.
- (vi) Any proposal of other Secretaries shall be first presented to the General Secretary who shall refer the matter to the President and call joint meeting for discussion and shall be executed by a two third of the members present and voting.
- (vii) The General Secretary shall constitute and supervise a Human Rights Committee of seven members within one month of taking charge and shall have to present it in one of the first two Joint meetings.

**(d) Organisational Secretary**

- (i) The Organisation Secretary shall assist the General Secretary and discharge the latter's duties in his/her absence.
- (ii) The Organisation Secretary shall coordinate the activities of various branch committees.
- (iii) The Organisation Secretary shall within one month of taking charge constitute and supervise a Women Committee of seven members and shall present it in one of the first two joint sittings.

**(e) Finance**

- (i) The Finance Secretary shall operate and maintain the financial account of the Association.
- (ii) The Finance Secretary shall produce the report of financial matters on demand, if any, of the President as well as the Auditing Committee according to Article 7 (a) (ii) & Article 9 (ii) respectively.
- (iii) Any expenditure sanctioned to be made to Secretary out of the Association fund for a particular programme shall be transacted with the knowledge of the Finance Secretary. For any expenditure under any circumstance other than this, a prior knowledge of at least two members of the Advisory Board will be required to make the transaction.

**(f) Public Relations Secretary**

- (i) The Public Relations Secretary shall with the approval of the General Secretary make any official statement, media release, and announcement. The Public Relations Secretary shall within one month of taking charge constitute and supervise a Documentation Committee of seven members and shall present it in one of the first two joint meetings.

**(g) Academic and Magazine Secretary**

(i) The Academic and Magazine Secretary shall within one month of taking charge constitute and supervise an Academic Committee of seven members and shall present it in one of the first two Joint meetings. The Committee shall organise activities for the academic welfare of the students (admission counselling, workshop, meritorious award, picnic, publishing an annual magazine).

**(h) Games & Sports Secretary**

(i) The Games & Sports Secretary shall within one month of taking charge constitute and supervise a Games & Sports Committee of seven members and shall present it in one of the first two Joint meetings. The Committee shall organise annual sports meet, and promote participation in games & sports and health awareness.

**(i) Cultural Secretary**

(i) Cultural Secretary shall within one month of taking charge constitute and supervise a Cultural Committee of seven members and shall have present it in one of the first two joint meetings. The Cultural Committee shall organise a cultural and literary meet, Freshers' meet and promote inter community interactions and socio-cultural expressions among the students through various programmes and activities.

**Art. 8 Association Funds and Accounts**

(i) Subscriptions from the members, balances carried forth from the earlier years and any other funds obtained by the Association shall constitute the Association Funds.

**Art. 9 Auditing Committee**

(i) There shall be an Auditing Committee of five members with one Convenor nominated by the Advisors for a term of one year.

(ii) The Audit Committee shall audit every programme within a week and for that matter shall demand a financial report from the Finance Secretary. The Audit Committee on the recommendation of the Advisory Board shall audit any issues involving financial irregularities in the activities of the Association.

(iii) The Audit Committee shall audit at the end of every term and shall submit the report to the Advisory Board.

(iv) No working advisor shall be member of the Audit Committee and vice versa.

**Art. 10 Election Committee**

(i) There shall be an Election Committee of eleven members with a Chairperson and a Returning Officer nominated by the Advisory Board for a term of one year. No working advisor shall be member of the Election Committee or the Audit Committee.

(ii) The Election Committee shall nominate a member of the outgoing Executive Committee as caretaker of the Association at the end of the term till the new Executive Committee is constituted. The caretaker shall not exercise the executive powers given by the constitution.

(iii) The Election Committee shall conduct a free and fair election at the end of every term as per the Election Rules & Regulations.

**Art. 11 Advisory Board**

(i) The Advisory Board shall aid and advice the Executive Committee from time to time.

(ii) The Board shall nominate the members of Election Committee and Audit Committee.

(iii) The Board shall instruct the Audit Committee to submit its report and to hold special audit as required by circumstance.

**Art 12 Executive Committee**

(i) The Executive Committee shall be entrusted with organising the activities of the Association in accordance with the aims and objectives of the Association.

(ii) The Executive Committee shall hold Joint meeting when the Advisory Board requests the president for the matter.

### Section III

#### Art. 13 Official language

The Official language of the Association shall be both English and Manipuri.

#### Art. 14. Vote of No-confidence

Any office bearer of the Association may be removed from the office provided:

- (a) That 1/5 of the total voting members of the Association and 3 members of the Executive Committee or 1/3 of the total voting members send a requisition to the President for a meeting of the general body to consider the votes of no-confidence.
- (b) That at least 1/3 of the total voting members of the General Body are present in such a meeting called by the President within a week of receipt of the requisition.
- (c) That from among those who send the requisition someone presents a charge sheet before the General body meeting and the office bearer against whom the requisition is filed replies the charge levelled against him/her.
- (d) That 2/5 of the members present on the day vote in favour of the no-confidence motion.
- (e) In such a meeting the voting members present shall choose from amongst themselves a person who is not a member of the executive committee (but who is member of the general body) to preside over the meeting.

#### Art. 15 Amendment

- (a) Amendment to this constitution can be made only by an amendment proposal moved by the Executive committee in consultation with the Advisory Board. The proposal shall be notified in electronic & print media at least forty five days ahead.
- (b) The amendment shall be passed provided at least two hundred and fifty (250) of the total members present in the General Body Meeting have voted in favour of the amendment.
- (c) All votes irrespective of non-voting and voting members will be counted.

#### Art. 16 Volunteers

- (a) Role of volunteers in the activities of the Association is recognised and they are very important for the better performance and efficiency of the Association.
- (b) Manipuri students at various places in Delhi can with a prior permission from the President organise meeting, interaction programme and any necessary activities under the banner of the Association and at least two members of the Executive Committee shall attend the programme.

#### Art. 17 Quorum

At least 1/3 of the total number of members separately or joint, as the case may be, shall constitute a quorum for any meeting of the Executive Committee, Joint or the Advisory Board.

The above constitution was re-drafted by a Redrafting Committee comprising of:

1. Naorem Malemsanba, Gen. Secy, MSAD (1997-1998), Chairperson, MSAD Election Committee (2004-2006)
2. Malem Ningthouja, President MSAD (1999-2000), Advisor MSAD 2001 – 2004, Co-ordinator, Interim Working Group for MSAD (2007), Chairperson MSAD Election Committee (2007)
3. Seram Rojesh, Cultural Secy. MSAD (2000-2001), President, MSAD (2004-2005),
4. Praem Hidam, Convenor, Election Committee MSAD (2004-2006)
5. Rakesh Pukhrambam, Gen. Secy., MSAD (2004-2005)
6. Sadokpam Ranjeeta, Co-ordinator, Interim Working Group for MSAD (2007), Active volunteer since 2001

The above constitution was re-drafted with due acknowledgment of inputs from:

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Saturday, 20<sup>th</sup> October 2007

Convenor  
N. Malemsanba