

# THE CONSTITUTION

## STUDENTS ASSOCIATION

ALL INDIA INSTITUTE OF MEDICAL SCIENCES,  
BHUBANESWAR



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# THE CONSTITUTION OF STUDENTS ASSOCIATION AIIMS BHUBANESWAR

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## PREAMBLE

*Above the earth and under the sun, the undergraduate students (MBBS, B.Sc. Nursing and B.Sc. Allied Sciences) of AIIMS BHUBANESWAR stand in the annals of history to constitute the Students Association of this prestigious institution on the titan pillars of -*

*JUSTICE, social, economic and political;*

*LIBERTY of thought, expression and faith;*

*EQUALITY of status and opportunities; and*

*FRATERNITY among all its members and those under its influence, assuring the dignity of the individuals and the unity and integrity of the student community of AIIMS Bhubaneswar.*

*The very soul of the Association lies in the practice, promotion and protection of this hallowed Constitution. Hence, **WE, the STUDENTS OF AIIMS BHUBANESWAR** do hereby decide upon to constitute our very soul on secular, social, ideal, rational and holistic principles derived from pages of great histories previously written and the present structures which we see, feel and perceive in both our academic and social ladder.*

*Thus, we give to ourselves, on this auspicious day, the very document which will be our soul, which will rule us, guide us and walk with us, in good or bad for eternity, till we perish, above the earth and under the sun.*

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## **Part I**

### **NAMES AND LEGENDS**

#### **Article 1. Name of the Association -**

The name of the association shall be "Students Association All India Institute of Medical Sciences Bhubaneswar (SAAB)".

**Article 2. Aims and Objectives of the Association** – The aims and objectives of SAAB are mentioned in the **First Schedule**.

**Article 3. Standing Committees** - Any committee formed under the provision of a Standing Committee shall be named as "The Standing Committee for (the Function it has been formed for)"

**Article 4. Definitions** - Throughout the Constitution, unless the context otherwise requires -

**Clause (a)** "AIIMS" means All India Institute of Medical Sciences;

**Clause (b)** "the organisation" means Students Association AIIMS Bhubaneswar, abbreviated as SAAB;

**Clause (c)** "the administration" means the administration of AIIMS Bhubaneswar;

**Clause (d)** "GB" means the Governing Body;

**Clause (e)** "EB" means the Executive Body;

**Clause (f)** "EBGB" means the Governing Body + Executive Body;

**Clause (g)** "Extended EBGB" means the Governing Body + Extended Executive Body;

**Clause (h)** "CC" means the Core Committee of a committee of SAAB;

**Clause (i)** "WC" means the Working Committee of a committee of SAAB;

**Clause (j)** "President" means the President of SAAB;

**Clause (k)** "VP" means the Vice President of SAAB;

**Clause (l)** "GS" means the General Secretary of SAAB;

**Clause (m)** "JS" means the Joint Secretary of SAAB;

**Clause (n)** "CT" means the Chief Treasurer of SAAB;

**Clause (o)** "Secretary" means the Secretary of a Committee of SAAB;

**Clause (p)** "AS" means the Additional Secretary of a Committee of SAAB;

**Clause (q)** "DS" means the Deputy Secretary of a Committee of SAAB;

**Clause (r)** "TC" means the Treasurer of a Committee of SAAB.



## **Part II**

### **ORGANISATIONAL STRUCTURE AND FUNCTIONING**

**Article 5. Structure of the Organisation** - The organisation is basically constituted of the Governing Body (GB), the Executive Body (EB), which together form EBGB and the Extended Executive Body.

**Article 6. The Governing Body** - The GB shall comprise of six elected members: four from **6<sup>th</sup>-7<sup>th</sup> semester** MBBS batch, i.e. the President, the Vice President, the General Secretary and the Chief Treasurer, and also the Joint Secretary of B.Sc. (Nursing) from **3<sup>rd</sup> year** and the Joint Secretary of B.Sc. (Allied Sciences) from **4<sup>th</sup>-5<sup>th</sup> semester** respectively.

**Article 7. The Executive Body** - The EB is the policy-forming body along with the GB and they together shall supervise the implementation of policies thus formed. It shall comprise of the Secretaries of the various committees.

**Article 8. The Extended Executive Body** – The Extended EB shall comprise of the CC members of all committees, including the Executive Body members.

**Article 9. Structure of the Committees** - Each of the individual committees shall have basically two structures - The Core Committee (CC) and the Working Committee (WC).

**Sec. (1) The Core Committee** - The CC shall comprise of the following members -

**Clause (i)** the Secretary of the concerned committee;

**Clause (ii)** the Additional Secretary;

**Clause (iii)** the two Deputy Secretaries (One each from B.Sc. Nursing and B.Sc. Allied Sciences);

**Clause (iv)** the Treasurer of Committee;

**Clause (v)** the Head(s) or the Sub-Head(s), as applicable, of all Divisions under the concerned committee; and

**Clause (vi)** Any other student belonging to the association batch as deemed fit by the committee Secretary & the Deputy Secretaries.

**Sec. (2) The Working Committee** – The WC shall comprise of students from all batches of all streams as deemed fit by the Committee Secretary with a minimum of one student from each batch.

**Article 10. The Committees** - There shall be a total of 7 Committees in the SAAB, which are as follows -

- Clause (i)** the Academic Committee;
- Clause (ii)** the Cultural Committee;
- Clause (iii)** the Food and Mess Committee;
- Clause (iv)** the Hostel and Welfare Committee;
- Clause (v)** the Literary Committee;
- Clause (vi)** the Sports Committee; and
- Clause (vii)** the Web and IT Committee.

**Article 11. The Powers and Functions of Various Committees and Authorities** – The powers and functions of the individual committees and the authorities therein are mentioned in the **Second Schedule**.

**Article 12. Mid-Term Review** –

**Sec. (1)** A mid-term review of the functioning of GB and SAAB in general shall be conducted by the GB under the chairpersonship of the President by **180<sup>th</sup> day** of the declaration of the result of general elections. In this process, the Literary Committee may help in formation of the questionnaire.

**Sec. (2)** If **more than 80%** of the MBBS students give a feedback score of **less than 50%** in favour of the GB, all members of GB from MBBS stream i.e. President, VP, GS and CT shall have to resign en-masse. Similar rules apply for JS (B.Sc. Nursing and B.Sc. Allied Sciences).

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## **Part III**

### **TREASURY AND FUNDING PROCEDURES**

**Article 13. The Treasury** - Treasury is the Bank Account maintained by the SAAB. The Treasury shall be maintained by the CT, who shall be guided by the 7 TCs of various committees.

**Article 14. Funds** - Funds are defined as any monetary support received from any individual or authority by the SAAB for any functioning. Any funds received have to be handed over to the CT who shall deposit it in the Treasury.

**Article 15. Transfer of funds** - The method of transfer of funds from one authority to another shall be as follows -

**Sec. (1)** The releasing authority and the recipient at any level shall have their respective registers. Those have to be properly filled, filed to the CT after **every 3 months** and a softcopy thereof has to be maintained by the treasurer of each committee.

**Sec. (2)** The Chief Treasurer shall see to it that all signed receipts are in order and tally each other. The written documents shall be procured by him/her and put up in the Online Storage and Hard Drive of SAAB.

**Sec. (3)** Funds **more than Rs.10,000** must be accepted only through Account Payee Cheque or Demand Draft in favour of the bank Account of SAAB.

**Sec. (4)** At the lowest level, the WC of various Committees shall provide the receipts of procurements of items to the TC of the Committee, whose duty it shall be to provide the required information to the CT.

**Article 16. Maintenance and Review of the Financial Records** - The treasury register has to be properly maintained per transaction by the CT and has to be shown at every meeting for review by EBGB.

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## **Part IV**

### **MEMBERSHIP, ELECTION, RESIGNATION, REMOVAL AND DISQUALIFICATION**

**Article 17. Membership of the SAAB** - All the students pursuing undergraduate courses (MBBS, B.Sc. Nursing and B.Sc. Allied Sciences) in AIIMS Bhubaneswar may be the members of SAAB (collectively known as **General Body**) by paying a nominal fee as decided by the CT.

**Article 18. Tenure** - The tenure of an Extended EBGB is for **not more than one year** from the date of election.

**Article 19. Pre-Election Procedures** - The various pre-election procedures shall be as follows -

**Sec. (1)** The elections shall be held under the guidance and vigil of a Neutral Body headed by a faculty member duly appointed by the administration. **Six students from the existing EBGB** shall volunteer as members of the Neutral Body in election procedures.

**Sec. (2)** Nominations by the candidates have to be given to the Chief Election Officer (CEO) i.e. General Secretary or Joint Secretary (B.Sc. Nursing & B.Sc. Allied Sciences) as applicable, on day(s) as specified by the CEO.

**Sec. (3)** There shall be a window period of withdrawal of nominations for **at least 24 hours** after the last date of submission of nominations.

**Sec. (4)** There is no room for any bias based on region, religion, age, sex, caste or sexuality, nor shall any regionalism or non-secular feeling be tolerated.

**Sec. (5)** The candidates may stand for a post in the GB or for the post of Secretary/Deputy Secretary (Nursing)/Deputy Secretary (Allied Sciences) (as applicable) of any of the individual committees.

**Sec. (6) Eligibility** of the candidates shall be as per the following criteria -

**Clause (i)** the candidate shall be of the **6<sup>th</sup>-7<sup>th</sup> semester** for MBBS, **third year** for B.Sc. Nursing and of **4<sup>th</sup>-5<sup>th</sup> semester** for B.Sc. Allied Sciences;

**Clause (ii)** the candidate must not have any supplementary examinations ahead;

**Clause (iii)** the candidate must not have any year-back;

**Clause (iv)** the candidate must not have a criminal record; and

**Clause (v)** the candidate must not have been punished for using unfair means in any examination by the Institute.

## **Article 20. Elections for the EBGB and DS:**

**Sec. (1)** All MBBS students from **3rd semester onwards** may participate in the EBGB elections to elect the 4 members of GB (i.e., except the JS) and the Secretaries of each of the seven committees.

**Sec. (2)** All MBBS students who are eligible to vote, shall cast their votes based on the positional system of voting for the four posts in GB (i.e., except the JS) and for each of the seven posts in EB. The Joint Secretaries for B.Sc. (Nursing) and B.Sc. (Allied Sciences) shall be elected by students from the respective streams, based on positional system.

**Sec. (3)** For **positional system**, the candidates shall be marked by the voters in order of preference as 1, 2, 3 and 4 (maximum of 4 preferences). The value of each 1<sup>st</sup> preference vote shall be 4, 2<sup>nd</sup> preference vote shall be 3, 3<sup>rd</sup> preference vote shall be 2, and 4<sup>th</sup> preference vote shall be 1. The cumulative votes received by each candidate shall be calculated. For GB, the top four candidates shall be elected. For each post of EB and for the post of JS, the candidate receiving the highest number of cumulative votes shall be elected. If there are less than 4 candidates for a particular post of EB or for the post of JS, the number of preferences to be marked by voters shall be adjusted accordingly.

**Sec. (4)** It may be ensured by the Neutral Body that the number of voters equals to the number of votes casted.

**Sec. (5)** Similar rules shall apply for the election of the deputy secretaries, with such modifications as deemed necessary by the respective JS subject to the approval of the President.

**Article 21. Counting of Votes** - The counting of the votes shall be done by the Neutral Body in presence of the out-going GB and **one counting agent** nominated by each of the candidates, provided that no candidate shall nominate themselves as their counting agent.

**Article 22. Assignment of GB portfolios excepting JS** - The candidates who are elected to the 4 posts of GB excepting JS, may be given the choice of post accordingly in the descending order of cumulative votes received.

**Article 23. Special Case for GB excepting JS** - If only four candidates are contesting for GB excepting JS, they may be declared elected and given an opportunity to come to a mutual consensus on the distribution of posts which has to be communicated in writing to the Chief Election Officer at least 24 hours before the stipulated date of election. If no such consensus is reached, elections shall be held as specified in **sections (2) and (3) of article 20**. If less than four candidates are there for GB excepting JS, one of the EB members shall be elected to the vacant post of GB by internal voting within EBGB and the resulting vacancy in EB shall be filled by the Additional Secretary of that committee.

**Article 24. Special Case for EB, JS and DS** - If there are no candidates for a post of EB, JS or DS, the outgoing Committee Secretary, JS or DS respectively may nominate one student from **6<sup>th</sup>-7<sup>th</sup>**

**semester** (for MBBS), **third year** (for B.Sc. Nursing) or **4<sup>th</sup>-5<sup>th</sup> semester** (for B.Sc. Allied Sciences) as applicable to the respective vacant post.

**Article 25. Selection of AS, TC and Heads/Sub-Heads of Divisions** - The Assistant Secretary, the Treasurer of Committee and the Heads or the Sub-Heads, as applicable, of Divisions shall be nominated by the respective Secretaries or as per the procedure laid out in the SOP of the individual committees (as applicable) and the same shall be communicated in writing to the President by the Secretaries **within 5 days** of oath-taking ceremony.

**Article 26. Handing over of Charge** - The entire extended EBGB shall resign en masse during the oath-taking ceremony, as mentioned in the **Third Schedule**, which shall be held **within seven days** of declaration of results of the election.

**Article 27. Resignation of a member not belonging to GB -**

**Sec. (1)** In case any member of the SAAB not belonging to GB decides to resign from their post, they may do so **only after 3 months from being elected**, by giving a notice to the GS **2 weeks prior** and subject to the approval of the President.

**Sec. (2)** The notice of resignation to the GS must specify categorically the wish of resignation and the reason for doing so.

**Sec. (3)** In case of a resignation of a member not belonging to GB, the following procedures shall be undertaken -

**Clause (i)** If a Secretary resigns, the AS shall take over their job.

**Clause (ii)** If a DS resigns, the respective JS shall nominate a new representative.

**Clause (iii)** If a TC resigns, the AS shall take over their job.

**Clause (iv)** If a Head/Sub-Head of a division resigns, the Secretary shall nominate a new Head/Sub-Head, as applicable.

**Clause (v)** If a member of the WC resigns, the respective batch CR shall nominate a new member within **maximum of 5 days**.

**Article 28. Resignation of a GB member -**

**Sec. (1)** In case a member of GB decides to resign from their post, they may do so by **only after 3 months from being elected**, by giving a notice to the President **2 weeks prior** and subject to the approval of the President. For the resignation of President, the notice shall be given to the VP.

**Sec. (2)** The notice of resignation to the President or VP, as applicable, shall specify categorically the wish of resignation and the reason for doing so.

**Sec. (3)** In case of resignation of a GB member, the following procedures shall be undertaken -

**Clause (i)** If President resigns, the VP takes the post, GS takes the post of VP and one of the EB members is elected as GS by internal voting of EBGB.

**Clause (ii)** If VP resigns, the GS takes the post and one of the EB members is elected as GS by internal voting of EBGB.

**Clause (iii)** If GS resigns, one of the EB members is elected as GS by internal voting of EBGB.

**Clause (iv)** If CT resigns, one of the EB members is elected as CT by internal voting of EBGB.

**Clause (v)** If JS from B.Sc. Nursing and/or B.Sc. Allied Sciences resigns, then by-election shall take place for the vacant post.

**Article 29. By-election for GB** - If two or more GB members resign or have to vacate the post, then by-election shall take place for the vacant posts in which existing EBGB members shall be ineligible to contest.

**Article 30. Removal of a member not belonging to EBGB** - Any member of Committee (belonging to CC or WC) except EBGB members, may be removed by the President on advice of the GS. It is the function of GS to collect the grievances or to perceive malfunctioning of a particular member as and when the need arises.

**Article 31. Removal of an EBGB member** - The removal of any EBGB member shall be as per a vote of no confidence in accordance with the rules mentioned in the **Fifth Schedule**.

**Article 32. En masse Resignation of the GB** - The en masse resignation of the GB may be necessitated as per the rules of the Review Committee as specified in **article 12**.

**Article 33. Special case requiring Resignation** - If an EBGB member has to appear for any supplementary exams ahead during their tenure, they have to resign from the post. The vacant post shall be filled as per the relevant provisions mentioned in this Constitution.

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## **Part V**

### **MEETING PROCEDURES**

**Article 34. Frequency of EBGB Meetings** - A minimum of one meeting has to be held by the EBGB per month and a period of **more than 45 days** shall ordinarily not pass between two meetings.

**Article 35. Meetings of a Committee** - The Secretary of a committee has the right to call a meeting of their committee whenever he/she desires so or upon the advice of the GB or the President. The Secretary shall preside over such meetings.

**Article 36. Procedure of EBGB Meetings** - The VP shall decide the time, venue, and agenda and shall record the attendance and minutes of the meetings of EBGB. However such meetings shall be presided over by the President. Only the President has the right to cancel such a meeting.

**Article 37. Meeting Requirements** - In a meeting the following has to be seen:

**Sec. (1)** A quorum of **minimum of 70%** has to be present for the meeting to proceed at any level, failing which the Chairperson of the meeting may take action like imposing fine of **max of Rs.500** on members who did not attend two consecutive meetings without prior intimation.

**Sec. (2)** The agenda of and decisions taken in a meeting have to be duly notified to various concerned authorities.

**Article 38. Casting Vote of the Chairperson** - The decision of the Chairperson in any matter being voted upon in a meeting is final and binding upon all the members in absence of clear majority.

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## **Part VI**

### **DISCIPLINARY MEASURES**

**Article 39. Penalty for Unparliamentary Language or Behaviour** - The use of any unparliamentary language and behaviour towards any member of the Extended EB during their discharge of duties under SAAB shall be dealt with strictly. The individual(s) involved shall be warned and may be fined **up to Rs.500** which shall be forfeited to the treasury, subject to ratification by the President. Non-payment of fine within a stipulated time period as decided by the CT would lead to striking of the student's name off the Enrolment Register.

**Article 40. Penalty for repeat offence** - If after the warning there is a repeat of similar incident, then the name of the involved individual(s) may be directly struck off the Enrolment Register.

**Article 41. Penalty for Insubordination** - If any member of WC has been found guilty of insubordination by the President or any other member of GB, then by the instruction of the President, the individual(s) may undergo the same procedures as mentioned in **articles 39 and 40**.

**Article 42. Safeguard against Violation of this Constitution –**

**Sec. (1)** If any authority of SAAB is found to be violating this Constitution, a no confidence motion may be initiated by the EBGB or the CC of the Committee, as applicable on this ground

**Sec. (2)** For the purpose of this article, violation of any provision of the SOP of a Committee adopted under this Constitution shall also be construed as violation of this Constitution and shall be dealt with as per the provisions mentioned in this article.

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## **Part VII**

### **MISCELLANEOUS**

**Article 43. Amendment of this Constitution** – This Constitution may be amended by the EBGB or the Extended EBGB, as applicable, as per the procedure laid in the **Fourth Schedule**.

**Article 44. Patron and interpretation of the Constitution -**

**Sec. (1)** The EXECUTIVE DIRECTOR<sup>@</sup> of AIIMS Bhubaneswar shall act as the Patron of the Students Association AIIMS Bhubaneswar and shall take necessary steps to ensure proper functioning of the association and safeguarding of this Constitution and the SOPs developed by the individual committees of the association developed thereunder.

**Sec. (2)** Any dispute regarding interpretation of the constitution shall be addressed by the Executive Director<sup>@</sup> of AIIMS Bhubaneswar and their decision shall be final and binding.

**Article 45. Provision as to Dissolution of the Association -** The association may be dissolved as per provisions laid down under the Societies Registration Act, 1860. It may dissolved upon 3/5<sup>th</sup> majority of the EBGB. Upon dissolution, the assets of the Society shall be handed over to a similar type of registered society of the Government of India after satisfaction of all its debts and liabilities.

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<sup>@</sup> The post of “Director, AIIMS Bhubaneswar” has been re-designated as “Executive Director, AIIMS Bhubaneswar” by Ministry of Health and Family Welfare, Govt. of India.



## **FIRST SCHEDULE**

[Article 2]

### **AIMS AND OBJECTIVES**

1. Create further awareness and understanding of the UG courses of MBBS, B.Sc. Nursing and Allied Sciences.
2. Provide professional development opportunities for all the enrolled MBBS, B.Sc. Nursing and Allied Sciences students.
3. To be committed to the improvement of health care and health care-delivery to all people.
4. To promote the active improvement of medical education; to involve its members in the social, moral and ethical obligations of the profession of medicine; to assist in the improvement and understanding of world health problems; to contribute to the welfare of all members, including nursing and paramedical students, medical students, interns, residents and post-M.D./D.O. trainees; to advance the profession of medicine; to work to ensure that medicine reflects the diversity of society, with diversity including but not limited to differences in age, culture, race/ethnicity, sexual orientation and gender identity, gender and disability.
5. To maintain the honour and dignity and to uphold the interests of the medical profession and to promote co-operation amongst the members thereof.
6. To represent and participate in such seminars, conferences, workshops, events, functions or meetings conducted by various Medical Associations, Establishments and to seek recognition (representation) in various forums of State and Central Governments, Quasi-Governmental Organisations, private and other Autonomous Bodies, with a view to contribute to the furtherance of the objectives of the Association.
7. To advise and interact with State and Central Government Bodies, Universities, Professional Associations and Associations of Pharmaceutical and Medical Equipment Manufacturing Industries and Marketing Agencies on matters relating to promotion of medical education and training, hospital management and health care delivery systems.
8. To create and establish endowments for granting scholarships and prizes to the students of AIIMS BHUBANESWAR with a view to promote and encourage talents of medical students.
9. To do all such acts, deeds and things as may be incidental, conducive to or necessary for the furtherance of the above objectives.





## SECOND SCHEDULE

[Article 12]

### POWERS AND FUNCTIONS

**Para 1.** The powers and functions of the **Governing Body**:

**Clause (i)** It shall act as the connecting link between the administration and the SAAB.

**Clause (ii)** It shall advise the President to appoint all the office bearers.

**Clause (iii)** It shall oversee the functioning of various committees.

**Clause (iv)** It may order any committee to perform a specific function.

**Clause (v)** It shall ensure the proper functioning and the coordination of various committees.

**Clause (vi)** If there is a dispute in Extended EB, then it shall be managed by the GB

**Clause (vii)** Decisions taken by the GB and approved by the President are final and binding.

**Clause (viii)** It has the power to bring amendments to the Constitution, subject to provisions in the **Fourth Schedule**.

**Para 2.** The powers and functions of the **PRESIDENT** -

**Clause (i)** They shall preside over all the EBGB meetings of the association.

**Clause (ii)** In case of a tie, they shall have the power to cast an extra vote.

**Clause (iii)** They may exercise VETO power but only once in their tenure.

**Clause (iv)** They shall be the Chief Spokesperson of the association.

**Clause (v)** They shall chair the process of mid-term review of the GB and the SAAB in general.

**Clause (vi)** They shall deliberate all the recommendations of the administration in the association meetings.

**Clause (vii)** They may initiate the process of amendment of this Constitution in accordance with provisions of the **Fourth Schedule**.

**Clause (viii)** They shall appoint all officials and remove them on the advice of GB.

**Clause (ix)** They may reject a proposal and submit it for reconsideration once. The next time if it is approved by EBGB, they are bound to approve, subject to provision in Clause (iii).

**Clause (x)** They may appoint a standing committee for any valid purpose at any time, which may be named as per **article 3**.

**Clause (xi)** All EBGB members are appointed by them, and hence accountable and answerable to them.

**Clause (xii)** They shall appoint one of the EBGB members to coordinate between the association and NSS Programme Coordinator of the institute for any activity.

**Clause (xiii)** They shall nominate **at least 2** of the EBGB members as members of the Working Committee of the AIIMS Bhubaneswar Alumni Association to assist in the ground-level implementation of the activities of the Alumni Association.

**Para 3. The powers and functions of the VICE PRESIDENT -**

**Clause (i)** They shall call the EBGB meetings, decide the time and venue as well as the agenda to be discussed. Furthermore, they shall record the minutes and attendance of the EBGB meetings.

**Clause (ii)** They are the Chief Public Relations Officer of SAAB.

**Clause (iii)** In absence of the President, they shall be the acting President.

**Para 4. The powers and functions of the GENERAL SECRETARY –**

**Clause (i)** They are the de facto head of all secretaries.

**Clause (ii)** They shall consult all members of the EB before moving a decision or proposal.

**Clause (iii)** They are the Chief Supervisor of all Secretaries.

**Clause (iv)** It is their job to see into the implementation of various decisions of GB.

**Clause (v)** They may advise the EB to initiate a disciplinary action against any member of CC or WC.

**Clause (vi)** In case of any dispute regarding allocation of Divisions among the various Committees, the final decision shall be taken by them in consultation with other members of the GB. The stance of the particular committees involved shall be communicated to the GS in writing by the respective Secretaries with the signatures of at least 50 percent of the members of the CC.

**Clause (vii)** They shall function as the Chief Election Officer for the subsequent general election of the association.

**Para 5. The powers and functions of the CHIEF TREASURER –**

**Clause (i)** They are the Chief Financial Advisor and Cashier of The SAAB.

**Clause (ii)** They have to prepare the estimated budget for the year after consulting the TC of all committee.

**Clause (iii)** They are responsible for maintenance and management of the bank account of SAAB under their and the President's names.

**Clause (iv)** They shall release the funds after approval of GB to the respective TCs.

**Clause (v)** They shall present the account review on demand of the GB in a particular meeting.

**Clause (vi)** They shall ensure proper utilization of funds by directing the TCs and shall check the various receipts.

**Clause (vii)** They shall look into the matter of transfer of bank account to their successor within **7 days** of oath-taking ceremony.

**Para 6. The powers and functions of the JOINT SECRETARY (B.Sc. Nursing and Allied Sciences) -**

**Clause (i)** They are the de facto representative of the students from the respective streams.

**Clause (ii)** They shall consult all members of the EBGB before moving a decision or proposal.

**Clause (iii)** They are the Chief Supervisor of all CC representatives from their respective streams.

**Clause (iv)** The EBGB shall act on their aid and advice on issues concerned to students of their respective streams.

**Clause (v)** They shall function as the Chief Election Officer for the subsequent elections for the posts of JS and other CC representatives from their respective streams.

**Part 7.** The powers and functions at **Extended EB level** are –

**Sub Para (1)** The powers and functions of **the Secretaries** –

**Clause (i)** After a decision is taken by EBGB, the Secretary shall carry out the order according to the way they deem fit.

**Clause (ii)** They may direct and manage the CC and WC as per need.

**Clause (iii)** They may call and preside over respective committee meetings.

**Clause (iv)** They may recruit volunteers as deemed fit for any purpose.

**Clause (v)** They shall have the final say within their committee in budget matters of the committee.

**Clause (vi)** They may carry out proper division of labour and management of any events organized.

**Clause (vii)** They may draft a Standard Operating Procedure for functioning of the respective committee, which however needs to be ratified by the EBGB for it to come into effect.

**Clause (viii)** They shall select the best candidates to represent the college in various events/inter-college competitions.

**Sub Para (2)** The powers and functions of **the Additional Secretaries** -

**Clause (i)** They shall take over reins of vacant posts in case of resignation in the CC of a particular committee.

**Sub Para (3)** The powers and functions of **the Deputy Secretaries** –

**Clause (i)** The Secretary shall act on the aid and advice of the Deputy Secretaries on all matters concerning the students of their respective streams.

**Sub Para (4)** The authorities in a Committee may have additional powers and functions as mentioned in the SOPs of the individual committees (if any).

**Para 8.** The powers and functions of various committees -

**Sub Para (1) The Academic Committee.**

**Clause (i)** To propose the administration for study tours.

**Clause (ii)** To look after various facets of academics like lecture theatres, labs and lab related matters, Library and various equipment.

**Clause (iii)** To organise various events/initiatives to promote learning spirit and propagate the culture of academics among students.

**Clause (iv)** To conduct screening and select the best candidates for various events.

#### **Sub Para (2) The Cultural Committee.**

**Clause (i)** To organise and celebrate various festivities and functions as deemed fit by the committee.

**Clause (ii)** To conduct all intra-college and inter-college cultural competitions, except in extraordinary circumstances.

**Clause (iii)** To coordinate with and help the administration in Annual Function.

**Clause (iv)** To conduct auditions and select the best candidates for various programmes.

**Clause (v)** To carry out the enrolments in different Standing Committees under it and notify it to GB.

#### **Sub Para (3) The Food & Mess Committee.**

**Clause (i)** To look after the cleanliness and welfare of mess.

**Clause (ii)** To maintain the quality of food.

**Clause (iii)** To periodically change the mess menu and check for its implementation.

**Clause (iv)** To organise special lunches and dinners on important days and events as decided by the Association.

**Clause (v)** To assist the Mess Committee of the college in decisions taken by them.

**Clause (vi)** To maintain the complaint registers in both the messes and take steps to address the issues.

**Clause (vii)** To organise an annual food carnival or festival every year.

#### **Sub Para (4) The Hostel and Welfare Committee.**

**Clause (i)** To manage issues related to electricity, water, sanitation, security, and other basic amenities.

**Clause (ii)** Maintenance of common rooms, Wi-Fi, computers and the other properties of the administration handed over to the students.

**Clause (iii)** To tackle various disputes in hostel and hostel premises, esp. those involving the hostel inmates, with or without formation of a hostel jury.

**Clause (iv)** To provide valuable inputs to the Hostel Superintendent on various decisions taken by them.

#### **Sub Para (5) The Web and IT Committee.**

**Clause (i)** To prepare and maintain SAAB website and all other linked social networking sites.

**Clause (ii)** To update various notifications and decisions taken in meetings in the website as well as notice board.

**Clause (iii)** To maintain student database.

**Clause (iv)** To assist every committee and GB in matters related to Public Relations, IT Management and Academics.

**Clause (v)** At least one member has to be deputed in another committee whenever required, for detailed updates.

**Clause (vi)** To help other committees enrol new students and maintain database of all members.

#### **Sub Para (6) The Literary Committee.**

**Clause (i)** To organise events like debate, group discussions, quiz, poetry, etc. of literary kind.

**Clause (ii)** To prepare the questionnaires for the survey and help in mid-term review as mentioned under **article 12**.

**Clause (iii)** To conduct a minimum of one inter and intra-college activity in one year, except in extraordinary circumstances.

#### **Sub Para (7) The Sports Committee.**

**Clause (i)** To conduct a minimum of two sports events, one inter and one intra-college in a year, except in extraordinary circumstances.

**Clause (ii)** Procurement of equipment and spaces to manage them as well as the maintenance of the aforementioned.

**Clause (iii)** Procurement, management and maintenance of gym equipment, various prizes and their distribution.

**Para 9. The Charter of Works** - It is the duty of the individual EB members to formulate a charter and present it to the President in the first EBGB meeting after an election, detailing all the various works planned to be done by the committee in their tenure.

**Para 10. Special Provision** - Any function not mentioned here but mentioned in any other part of the constitution shall be deemed as a part of this Schedule.



## THIRD SCHEDULE

[Article 26]

### OATH AND CEREMONIES

I, ....., do swear in the name of God/solemnly affirm, that I shall bear true faith in the Constitution of Students Association AIIMS Bhubaneswar; that I shall faithfully and conscientiously discharge my duties and exercise my power as the ..... of Students Association AIIMS Bhubaneswar for the well-being of the students of AIIMS Bhubaneswar and development of the college and that I will do right to all manner of people in accordance with the Constitution without fear or favour, ill will or affection.



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## FOURTH SCHEDULE

[Article 43]

### AMENDMENT OF CONSTITUTION

**Para 1.** The Preamble, the articles in Part VII and the First and Fourth Schedules of the Constitution cannot be amended at any time by anybody, whereas the articles in Part I, II & III, the Third and Fifth Schedules may be amended but only with an affirmative vote **not less than two third majority of extended EBGB members present.**

**Para 2.** The procedure for amendment in any other scenario shall be as follows -

**Sub Para (1)** For initiation of any amendment, any student who is a registered member of SAAB may approach the President after they have garnered the signature of at least 5 other registered members of the association.

**Sub Para (2)** Alternatively, it is the decision of any EBGB member to initiate an amendment and submit a proposal to the President in this regard.

**Sub Para (3)** Upon receipt of proposal, the President initiates the amendment in a meeting consisting of EBGB.

**Sub Para (4)** If the resolution has the affirmative vote of the two-thirds of the EBGB members present, then the amendment shall be considered to have been passed.

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## FIFTH SCHEDULE

[Article 31]

### MOTION OF NO CONFIDENCE

**Para 1.** It may be initiated against any member of EBGB with the support of **at least 1/3<sup>rd</sup> members of EBGB.**

**Para 2.** It shall not be initiated **before 6 months** from the date of election.

**Para 3.** A prior notice of **15 days** shall be given to the concerned people before voting.

**Para 4.** A **2/3<sup>rd</sup> majority of total number of EBGB members** is required to pass the resolution.

**Para 5.** If such a resolution is brought against the President, it shall be presided over by the Vice President. In all other cases, it shall be presided over by the President.

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