



लोकाः समस्ताः सुखिनो भवन्तु

CONSTITUTION

STUDENTS ASSOCIATION
AIIMS BHUBANESWAR

Established in 2012 | Registered in 2017

Registration No. 2372/118

Last amended during SGM23 - 2, 25 March 2023

Room No: 120, D Block, AIIMS Housing Complex, Sijua, Patrapada,
Bhubaneswar, Odisha 751019
studentsassociation@aiimsbhubaneswar.edu.in | www.saabaiims.com

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;

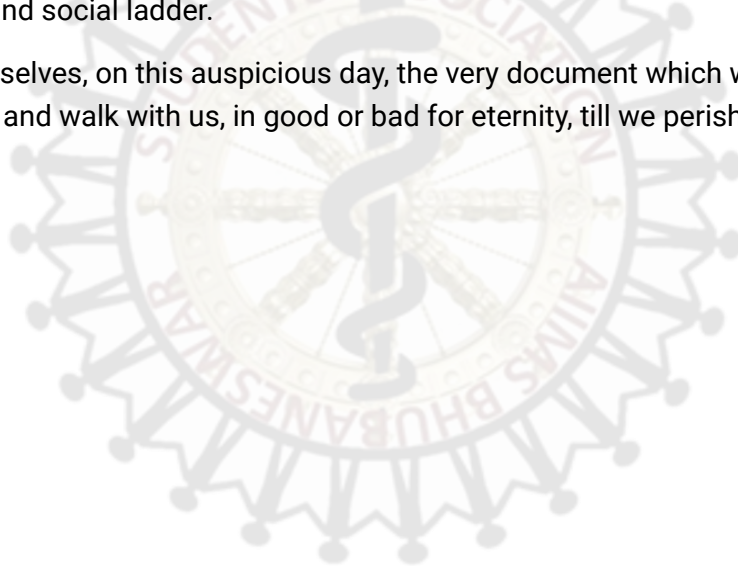
LIBERTY of thought, expression and faith;

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.



लोकाः समस्ताः सुखिनो भवन्तु

PART 1

NAMES AND LEGENDS

- 1.1. The name of the association shall be "Students Association All India Institute of Medical Sciences Bhubaneswar (SAAB)"
- 1.2. Aims and Objectives of the Association – The aims and objectives of SAAB are mentioned in the **First Schedule**.
- 1.3. Any committee formed under the provision of a Standing Committee will be named as "The standing committee for (the function it has been formed for)".
- 1.4. Throughout the Constitution, unless the context otherwise requires -
- 1.4.1. "AIIMS" means All India Institute of Medical Sciences;
 - 1.4.2. "the organisation" means Students Association AIIMS Bhubaneswar, abbreviated as SAAB;
 - 1.4.3. "the administration" means the administration of AIIMS Bhubaneswar;
 - 1.4.4. "GB" means the Governing Body;
 - 1.4.5. "EB" means the Executive Body;
 - 1.4.6. "GBEB" means the Governing Body + Executive Body;
 - 1.4.7. "Extended GBEB" means the Governing Body + Extended Executive Body;
 - 1.4.8. "CC" means the Core Committee of a committee of SAAB;
 - 1.4.9. "WC" means the Working Committee of a committee of SAAB;
 - 1.4.10. "President" means the President of SAAB;
 - 1.4.11. "VP" means the Vice President of SAAB;
 - 1.4.12. "GS" means the General Secretary of SAAB;
 - 1.4.13. "JS" means the Joint Secretary of SAAB;
 - 1.4.14. "CT" means the Chief Treasurer of SAAB;
 - 1.4.15. "Secretary" means the Secretary of a Committee of SAAB;
 - 1.4.16. "AS" means the Additional Secretary of a Committee of SAAB;
 - 1.4.17. "DS" means the Deputy Secretary of a Committee of SAAB;
 - 1.4.18. "TC" means the Treasurer of a Committee of SAAB.

लोकाः समस्ताः सुखिनो भवन्तु

PART 2

ORGANISATIONAL STRUCTURE AND FUNCTIONING

2.1. The organisation is basically constituted of the Governing Body (GB), the Executive Body (EB), which together form GBEB and the Extended Executive Body.

2.2. The GB shall comprise of six elected members: four from 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) and the Joint Secretary of B.Sc. (Allied Sciences).

2.3. 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 the Secretaries of the various committees.

2.4. The Extended EB shall comprise of the CC members of all committees, including the Executive Body members.

2.5. The Individual committee will have basically two structures. The core committee and the Working Committee.

2.5.1. The CC shall comprise of the following members -

2.5.1.1. the Secretary of the concerned committee;

2.5.1.2. the Additional Secretary;

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

2.5.1.4. the Treasurer of Committee;

2.5.1.5. the Head(s) or the Sub-Head(s), as applicable, of all Divisions under the concerned committee; and

2.5.1.6. Any other student belonging to the association batch as deemed fit by the committee Secretary & the Deputy Secretaries.

2.5.2. The WC shall comprise of students from all batches of all streams as deemed fit by the Committee Secretary.

2.6. There shall be a total of 7 Committees in the SAAB, which are as follows -

2.6.1. the Academic Committee;

2.6.2. the Cultural Committee;

2.6.3. the Food and Mess Committee;

2.6.4. the Hostel and Welfare Committee;

2.6.5. the Literary Committee;

2.6.6. the Sports Committee; and

2.6.7. the Web and IT Committee.

2.7. The powers and functions of the individual committees and the authorities therein are mentioned in the **Second Schedule**.

2.8. Mid Term Review -

2.8.1. 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 180th day of the declaration of the result of general elections. In this process, the Literary Committee may help in the formation of the questionnaire.

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

PART 3

FINANCIAL GUIDELINES FINANCIAL GUIDELINES

3.1. Treasury is the bank account named 'STUDENTS ASSOCIATION AIIMS BHUBANESWAR' jointly maintained by the President and the Chief Treasurer.

3.2. Funds are defined as any monetary support received from any individual or authority by any member of the SAAB for any functioning.

3.2.1. Any funds received by any member of the SAAB have to be handed over to the CT within 15 working days failing which the member shall be penalised with an amount of **2%** of the transaction value or **₹ 500** (whichever is lesser).

3.2.2. The previous clause shall not be applicable only if the member is able to produce documented evidence of approval from the CT citing the reason for the delay in handing over of the funds.

3.3. Financial Administration: The newly elected CT, in consultation with TCs of individual committees, should propose the annual budget for the whole year within 45 days of taking over the office.

3.3.1. The annual budget should be described under the headings of Estimated income, event specific expenses, decoration, logistics, awards and prizes, transportation and miscellaneous.

3.3.2. The annual budget is subject to review at the end of every 3 months.

3.3.3. The annual budget shall be devoid of income and expenses related to CHIASMA, the annual socio-cultural fest of AIIMS Bhubaneswar.

3.3.4. Any financial assistance taken from the administration of AIIMS Bhubaneswar shall be in accordance with General Financial Rules (GFR) of Government of India.

3.3.5. Only an elected representative of SAAB shall be the point of contact with the administration of AIIMS Bhubaneswar, preferably a member of the GB.

3.4. Reimbursement: The method of transfer of funds from the CT to respective members shall be as follows -

3.4.1. Any expense made for an event shall be reimbursed after the member fills the reimbursement form with adequate documents.

3.4.2. If the expenditure surpasses the proposed budget, the extra amount needed shall be sanctioned separately by the President and the CT after proper justification by the Secretary of the committee.

3.4.3. The TC shall have one copy of the reimbursements of their respective committee.

3.4.4. Any expenditure made by any member of the organisation must be pre approved by the TC of the respective committee if the amount is less than ₹ 2000.

3.4.5. Any expenditure made by any member of the organisation must be pre approved by the CT or the President if the amount is more than ₹ 2000.

3.4.6. Any expenditure which is not pre approved by the TC/CT/President as per the **sections 3.4.4.** and **3.4.5.** OR which is not part of the proposed budget shall not be reimbursed irrespective of the amount.

3.5. Audit: The financial year of SAAB shall be according to the income tax and other rules and regulations of Government of India.

3.5.1. The CT must have the bank account of SAAB audited every financial year (with respect to guidelines of Government of India) with the assistance of the appointed Chartered Accountant.

3.5.2. It is the duty of the CT to submit the relevant documents within the deadline assigned by the CA.

3.6. **CHIASMA:** A separate CHIASMA Organising Committee, consisting at least 4 members of GB, shall be appointed for smooth conduct of the fest.

3.6.1. The budget for CHIASMA shall be sanctioned separately by the President and the Chief Treasurer.

3.6.2. All the expenses made during CHIASMA need prior approval from at least two members of the CHIASMA Organising Committee, one of which must be the Chief Treasurer.

3.6.3. Any expenditure done during CHIASMA which is not as per the **section 3.6.2.** shall not be reimbursed irrespective of the amount.



लोकाः समस्ताः सुखिनो भवन्तु

Part 4

Membership, Election, Resignation Removal and Disqualification

Article 4.1. Membership of the SAAB: All the students pursuing undergraduate courses (MBBS, B.Sc. Nursing and Allied Sciences) in AIIMS BHUBANESWAR can be the members of SAAB by paying a nominal fee as decided by the CT.

Article 4.2. The tenure of an Extended GBEB is for not more than one year from the date of election

Article 4.3. The various pre-election procedures shall be as follows:

4.3.1. The elections shall be held under the guidance and vigil of a Neutral Body headed by a faculty member duly appointed by the administration.

4.3.2. The General Secretary shall be the Chief Election Officer (CEO).

4.3.3. 5 students from the existing GBEB apart from the General Secretary shall volunteer as members of the Neutral Body in election process

4.3.4. Nominations by the candidates have to be given to the CEO through a Google Form owned by the Neutral Body on day(s) as specified by the CEO. All the nominations shall remain confidential until the deadline set by the neutral body.

4.3.5. There shall be a window period of withdrawal of nominations for at least 12 hours after the last date of submission of nominations.

4.3.6. 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.

4.3.7. Eligibility of the candidate –

4.3.7.1. the candidate must be a member of SAAB;

4.3.7.2. the candidate should be in the sixth semester for MBBS, third year for B.Sc. Nursing and of second year for B.Sc. Allied Sciences;

4.3.7.3. the candidate must not have any year back;

4.3.7.4. the candidate must not have a criminal record; and

4.3.7.5. the candidate must not have been punished for using unfair means in any of the professional examinations by the Institute.

4.4. Election for the GBEB:

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

4.4.2. 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.

4.4.2.1. 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.

4.4.2.2. The value of each 1st preference vote shall be 4, 2nd preference vote shall be 3, 3rd preference vote shall be 2, and 4th preference vote shall be 1;

4.4.2.3. The cumulative votes received by each candidate shall be calculated;

4.4.2.4. For GB, the top four candidates shall be elected;

4.4.2.5. For each post of EB and for the post of JS, the candidate receiving the highest number of cumulative votes shall be elected; and

4.4.2.6. 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.

4.4.3. It must be ensured by the Neutral Body that the number of voters equals to the number of votes casted.

4.5. 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.

4.6. For assignment of GB portfolios except JS, the candidates who are elected to the 4 posts of GB except JS, may be given the choice of post accordingly in the descending order of cumulative votes received.

4.7. Special Case for GB except JS -

4.7.1. If only four candidates are contesting for GB except 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;

4.7.2. If no such consensus is reached, elections shall be held as specified in sections (2) and (3) of article 4.4.;

4.7.3. If less than four candidates are there for GB except JS, one of the EB members shall be elected to the vacant post of GB by internal voting within GBEB and the resulting vacancy in EB shall be filled by the Additional Secretary of that committee.

4.8. Special Case for EB, JS and DS -

4.8.1. 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 as per section 4.3.7. as applicable to the respective vacant post.

4.9. The incumbent extended GBEB 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.

4.10. The Additional Secretary, the Treasurer of Committee and the Heads or the Co-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 14 days of oath-taking ceremony.

4.11. In case of any member of SAAB (except members of GB) decide to resign from the post, they can do so -

4.11.1. Only after 3 months from them being elected and have to give a notice to the GBEB 2 months prior. The approval of the President is required for such a member to be removed.

4.11.2. They have to give in writing to the GB their wish of resignation and the reason for doing so.

4.11.3. In case of a resignation, the following procedures will be taken:

4.11.3.1. If a Secretary resigns, the AS shall take over their job.

4.11.3.2. If an AS resigns, the Secretary shall nominate a new AS within a maximum of 5 days.

4.11.3.3. If a DS resigns, the respective JS shall nominate a new representative.

4.11.3.4. If a TC resigns, the AS shall take over their job.

4.11.3.5. If a Head/ Co-Head of a division resigns, the Secretary shall nominate a new Head/ Co-Head, as applicable.

4.12. Resignation of a GB member -

4.12.1. In case a member of GB decides to resign from their post, they may do so 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.

4.12.2. For the resignation of the President, the notice shall be given to the VP.

4.12.3. The notice of resignation to the President or VP, as applicable, shall specify categorically the wish of resignation and the reason for doing so.

4.12.4. In case of resignation of a GB member, the following procedures shall be undertaken -

4.12.4.1. If the 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 GBEB.

4.12.4.2. If the VP resigns, the GS takes the post and one of the EB members is elected as GS by internal voting of GBEB.

4.12.4.3. If GS resigns, one of the EB members is elected as GS by internal voting of GBEB.

4.12.4.5. If CT resigns, one of the EB members is elected as CT by internal voting of GBEB.

4.12.4.6. If JS from B.Sc. Nursing and/or B.Sc. Allied Sciences resigns, then a by-election shall take place for the vacant post.

4.13. 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 GBEB members shall be ineligible to contest.

4.14. Any member of the Committee (belonging to CC or WC) except GBEB members, may be removed by the President on advice of the GS.

4.15. The removal of any GBEB member shall be as per a vote of no confidence in accordance with the rules mentioned in the Fifth Schedule.

4.16. The en masse resignation of the GB may be necessitated as per the rules of the Review Committee as specified in **section 2.8**.

4.17. If a GBEB member has to appear for any supplementary exams that they get:

4.17.1. Before the election:

4.17.1.1. They will resign from the post on failing the supplementary examination;

4.17.1.2 The person getting second highest votes in the election shall take charge as the new secretary;

4.17.1.3. The person getting fifth position shall get into the GB and the position shall be decided as per section 4.12.4. (except for the CT);

4.17.1.4 If there is no fifth candidate for the GB, an EB member shall be appointed as the GS as per internal voting of the GBEB and the AS shall become the new secretary of the committee; and

4.17.1.5 for such resignation the **sections 4.11.1. and 4.12.1.** shall not be applicable and the resignation shall be immediate to the announcement of exam results.

4.17.2. During their tenure:

4.17.2.1. They will temporarily resign from the post;

4.17.2.2. the position that gets vacant due to temporary resignation of any GBEB member shall be filled as per the relevant provisions mentioned in the constitution and the person filling the vacancy shall be in-charge of that post;

4.17.2.3. the person can assume the position after passing the supplementary exams;

4.17.2.4. on failing the supplementary exam, the person will permanently resign from the post and the post shall be filled as the the relevant provision mentioned under the constitution; and

4.17.2.5. for such resignation the **sections 4.11.1. and 4.12.1.** shall not be applicable and the resignation shall be immediate to the announcement of exam results.

4.18. Malpractice during election -

4.18.1. If the Chief Election Officer (CEO) is found to be involved in any malpractice following the release of election notice and such incident is brought to the notice of the GB which is subsequently proven, the CEO shall be dismissed immediately and a new CEO shall be appointed from the neutral body by the President and a new member shall be added to the neutral body from the GBEB.

4.18.2. If any member of the neutral body is found to be involved in any malpractice following the constitution of the neutral body and such incident is brought to the notice of the GB which is subsequently proven, the member shall be dismissed immediately and a new member shall be added to the neutral body from the GBEB.

4.18.3. If any candidate is found to be involved in any malpractice following the release of the election notice and such incident is brought to the notice of the GB which is subsequently proven, the candidature of the candidate shall be invalidated and the candidate shall be barred from contesting election.



लोकाः समस्ताः सुखिनो भवन्तु

Part 5

MEETING PROCEDURES

5.1. A minimum of one meeting has to be held by the GBEB per month and a period of more than 45 days shall ordinarily not pass between two meetings.

5.2. 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.

5.3. The President shall preside over the GBEB meeting whereas the Secretary shall preside over their respective committee meetings.

5.4. The VP shall decide the time, venue, and agenda and shall record the attendance and minutes of the meetings of GBEB, however only the President has the right to cancel such a meeting.

5.5. In a meeting the following has to be seen:

5.5.1. A quorum of minimum of 2/3rd has to be present for the meeting to proceed at any level, failing which the Chairperson of the meeting may take action like imposing a fine of max of Rs.500 on members who did not attend two consecutive meetings without prior intimation.

5.5.2. Attendance shall be taken and maintained by the VP or the Assistant Secretary in a GBEB meeting or a committee meeting respectively.

5.5.3. The agenda of and decisions taken in a meeting have to be duly notified to various concerned authorities.

5.6. 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.

5.7. Annual General Meeting (AGM) and Semi-Annual General Meeting (SAGM) shall be the official meetings conducted by the GBEB mandatorily.

5.8. AGM shall be held during the end of the tenure, the notification for which must be released by the GB at least 7 days prior to the organisation of the meeting.

5.9. The AGM shall include:

5.9.1. Functional plenary (with 2/3 rd quorum of GBEB members) for constitutional amendments and adoption of reports;

5.9.2. Discussion on the annual report of the GBEB with the involvement of General Members

5.9.3. GBEB election as per the provisions mentioned in the Part 4;

5.9.4. Work on the plan for the upcoming term;

5.9.5. Any other event/ agenda that the GB deems necessary for discussion.

5.10. SAGM shall be held 2 weeks before or after the 180th day of declaration of the results of general elections, the notification for which must be released by the GB at least 7 days prior to the organisation of the meeting.

5.11. The SAGM shall include:

5.11.1. Functional plenary (with 2/3 rd quorum of GBEB members) for constitutional amendments and adoption of reports;

5.11.2. Functional plenary (with 2/3 rd quorum of GBEB members) for adoption and discussion of mid-term review report;

5.11.3. Any other event/ agenda that the GB deems necessary for discussion.

5.12. A Special General Meeting (SGM) can be held anytime during the tenure as per the necessity, the notification and agenda for which must be released by the GB 7 days prior to the meeting.



लोकाः समस्ताः सुखिनो भवन्तु

Part 6

DISCIPLINARY MEASURES

6.1. 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.

6.2. 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.

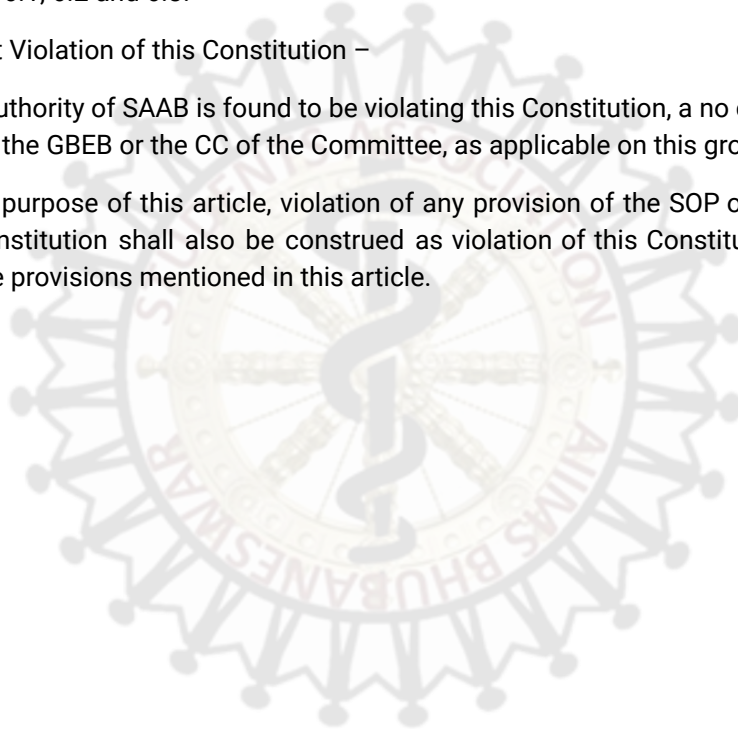
6.3. If after the warning there is a repeat of a similar incident, then the name of the involved individual(s) may be directly struck off the Enrolment Register.

6.4. If any member of WC has been found guilty of disciplinary actions by the President or any member of GB than by the instruction of President or the acting President the individual/s will undergo the same procedures as section 6.1, 6.2 and 6.3.

6.5. Safeguard against Violation of this Constitution –

6.5.1. If any authority of SAAB is found to be violating this Constitution, a no confidence motion may be initiated by the GBEB the CC of the Committee, as applicable on this ground;

6.5.2. 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.



लोकाः समस्ताः सुखिनो भवन्तु

Part 7

MISCELLANEOUS

7.1. This Constitution may be amended by the GBEB or the Extended GBEB, as applicable, as per the procedure laid in the Fourth Schedule.

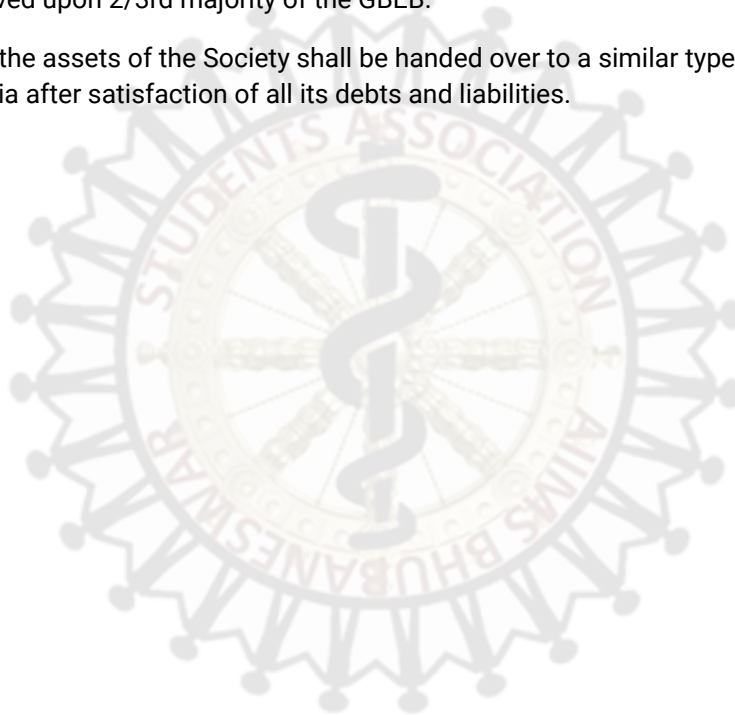
7.2. Patron and interpretation of the Constitution -

7.2.1. The EXECUTIVE DIRECTOR 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.

7.2.2. Any dispute regarding interpretation of the constitution shall be addressed by the Executive Director of AIIMS Bhubaneswar and their decision shall be final and binding.

7.3. The association may be dissolved as per provisions laid down under the Societies Registration Act, 1860. It may be dissolved upon 2/3rd majority of the GBEB.

7.4. 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.



लोकाः समस्ताः सुखिनो भवन्तु

SCHEDULE 1

AIMS AND OBJECTIVES

1. Create further awareness and understanding of the UG course of MBBS, B.Sc. nursing and allied sciences.
2. Provide professional development opportunities for all the enrolled MBBS, B.Sc. Nursing and Allied Sciences.
3. To be committed to the improvement of healthcare and healthcare-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.

लोकाः समस्ताः सुखिनो भवन्तु

SCHEDULE 2

POWERS AND FUNCTION

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 GBEB 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 shall chair all the General Meetings (AGM, SAGM & SGM) of the SAAB.
- 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 GBEB, 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 section 1.3.
- Clause (xi)** All GBEB members are appointed by them, and hence accountable and answerable to them.
- Clause (xii)** They shall appoint the liaison Officer for NSS and the liaison Officer for Alumni Association from the association batch, in consultation with the GBEB.

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

- Clause (i)** They shall call the GBEB meetings, decide the time and venue as well as the agenda to be discussed. Furthermore, they shall record the minutes and attendance of the GBEB 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.
- Clause (iv)** included under powers of GB
- Clause (v)** They shall be responsible for the management of all the General Meetings (AGM, SAGM and SGM)

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 utilisation 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 14 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 GBEB before moving a decision or proposal.

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

Clause (iv) The GBEB 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 deputy secretaries from their respective streams.

Para 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 GBEB, 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 organised.

Clause (vii) They may draft a Standard Operating Procedure for functioning of the respective committee, which however needs to be ratified by the GBEB 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 powers and functions of the liaison officers –

Clause (i) They shall coordinate between the GBEB and the respective organisations i.e. NSS and the Alumni Association.

Clause (ii) They shall help the respective organisations to function properly and provide necessary support as required by the organisations.

Sub Para (5) 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 hours.

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 the 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 a notice board.

Clause (iii) To maintain a 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 **section 2.8**.

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. It is the duty of the individual EB members to formulate a charter and present it to the President in the first GBEB meeting after an election, detailing all the various works planned to be done by the committee in their tenure.

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

लोकाः समस्ताः सुखिनो भवन्तु

SCHEDULE 3
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.



लोकाः समस्ताः सुखिनो भवन्तु

SCHEDULE 4

AMENDMENT OF CONSTITUTION

Para 1. Amendments to the Bylaws can be made at the AGM, SAGM or SGM having a functional plenary with a quorum of 2/3rd members of GBEB.

Para 2. Any member of SAAB can propose a motion before the deadline specified in the call for Constitutional Amendments and has to be present during the plenary. However, voting, seconding and proposing amendments during the plenary is restricted to the GBEB.

Para 3. In all plenaries, each member of the GBEB present shall have 1 vote per motion.

Para 4. The Plenary shall be chaired by the President.

Para 5. All grammatical and renumbering changes to the constitution can be made by the General Secretary, without changing the meaning, in between the General meetings. These changes should be shared with the GBEB and all SAAB members.

Para 6. For amending the Preamble, articles in part VII, the schedule 1, 4, 5 & 6 an affirmatory vote from 2/3rd of the total strength of GBEB is required,

Sub Para 1) Nemo Contra if there are no amendments or direct negatives;

Sub Para 2) By Simple majority (i.e. 50%+1 of the members present and voting) if there is a direct negative but no alternate motion;

Sub Para 3) By Relative majority (i.e, the motion having more votes) if there is a direct negative and alternate motion

Sub Para 4) By Relative majority (i.e, the motion having more votes) if there is an amendment that is not accepted by the proposer.

लोकाः समस्ताः सुखिनो भवन्तु

SCHEDULE – 5

MOTION OF NO CONFIDENCE

Para 1. It may be initiated against any member of GBEB with the support of at least 1/3rd members of GBEB.

Para 2. It shall not be initiated before 3 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 2/3rd majority of the total number of GBEB 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.



लोकाः समस्ताः सुखिनो भवन्तु