

**JAHANGIRNAGAR UNIVERSITY**  
**CONSTITUTION FOR HALL UNIONS**

**PART-1**

**NAME, AIM AND ACTIVITY**

1. The Union shall be known / called by the name of the Hall.
2. Aims and Objects:
  - (a) To offer an organized channel of communication between the students and the Hall administration, and between the students of sister Halls.
  - (b) To help the Hall administration in maintaining discipline among the students of the Hall.
  - (c) To obtain the maximum amount of academic and extra mural advantage from Hall life.
  - (d) To help Hall students equip them to lead productive public lives and full personal lives, according to their talent and interests.
  - (e) To help the Hall students develop character, personality and qualities of leadership.
  - (f) To foster the spirit of social service among the members of the Union.
3. Activities: In order to realize the aims and objects the Union shall
  - (a) Maintain Common Rooms and provide indoor games, dailies and periodicals for use by the members;
  - (b) Hold, from time to time, debates and organize lectures;
  - (c) Organize literary activities, publish a Journal at least once a year, and such other magazines/papers as, with the consent of the President, may be decided upon by the Executive Committee.
  - (d) Organize athletic activities, and annual sports once a session, for the members;
  - (e) Hold competitions in speeches, debates, recitations, essays, musical performances and indoor games amongst the members of the Union once a session;
  - (f) Organize cultural and dramatic performances and other social gathering as often as possible;
  - (g) Organize lectures, and social work by the Union members;
  - (h) Perform such functions as may be assigned to and approved by the President.

**PART-II**  
**MEMBERSHIP**

4.
  - (a) All students of a Hall who have paid into the Comptroller's Office their Union fees and Athletic subscriptions shall be members of the Hall Union.
  - (b) An ex-student of a Hall or any member of the teaching staff of Jahangirnagar University may become an associate member on payment of an annual

subscription of Taka 25.00. An associate member shall not be entitled to vote in any election of the Union, to hold any office in the Union, to act, or be elected, as a representative to any University body from the Hall except as otherwise specially provided hereafter.

(c) The Executive Committee may, with the consent of the President, confer honorary life-membership of the Union on any distinguished person in recognition of his service to the cause of humanity, art, culture, education and national welfare.

(d) Students whose names have been struck off the University rolls, and whose names are not restored within two months, shall cease to continue as members of the Union.

(e) Students whose names have been removed or withdrawn from the University rolls shall cease to continue as members of the Union.

### **PART-III**

### **EXECUTIVE COMMITTEE**

5. The Executive Committee shall represent the Union on public occasions and shall be comprised by the President, the Treasurer, the Vice-President, the General Secretary, the Assistant General Secretary, the Literary Secretary, the Secretary Reading Room, the Secretary Common Room, the Secretary Social Service, the Secretary Social Entertainments and Drama, the Athletic Secretary, the Assistant Athletic Secretary, and three members elected by the Union. With the exception of the President and the Treasurer, the members of the Executive Committee shall be directly elected annually by secret ballot, according to the prescribed electoral rules contained in the First Schedule, by the members of the Union at a date fixed by the President duly notified.
6. (a) The session of the Hall Union shall coincide with the session of the Jahangirnagar University.

(b) The elected office bearers of the Union shall hold office for one academic session and shall continue in office, subject to Rule 6(c) until their successors having been elected enter upon the office.

(c) Within a fortnight of the declaration of the result of the election the outgoing Executive Committee shall hand over charge of the office to the new Executive Committee which shall, with the consent of the President, hold a formal Installation Ceremony as early as possible. At the Installation Ceremony the elected member of the Executive Committee shall make before the President an oath as set out in the Second Schedule.

7. (a) If any elected member of the Executive Committee fails to attend consecutively seven meetings of the Executive Committee his place shall stand vacant, and a fresh office bearer/member shall be elected in his place in a private meeting of the Union.
- (b) In case any elected member of the Executive Committee tenders his resignation or dies, a fresh member/office bearer shall be elected in his place, for the remaining period of the term, in a private meeting of the Union.
- (c) An elected office bearer shall cease to hold office on his ceasing to be a regular student of the University. The President may however allow an office bearer, who is an examinee, to continue in office until his examination is over.
- (d) An elected office bearer whose name has been struck off the University rolls, and whose name is not restored within two months, shall cease to hold office.
8. The executive Committee shall be responsible for organizing and controlling the activities of the Union.
9. (a) The Executive Committee shall meet at least once in every two months, excluding the University long vacation.
- (b) Five members shall form a quorum of the Executive Committee. No quorum shall be necessary for an adjourned meeting.
- (c) At least three day's notice must be given for an Executive Committee meeting. An Emergency meeting may be convened at 24 hours' notice.
- (d) No meeting shall be held unless authorized by the President and no subject shall be introduced for discussion without the previous sanction of the President.
- (e) The General Secretary, who shall act as the ex-officio Secretary of Executive Committee, on receipt of a requisition, if any, signed by at least five members of the Executive Committee, shall issue the notice of a meeting of the Executive Committee within three days of the receipt of such a requisition.

## **PART - IV**

### **OFFICE-BEARERS OF THE UNION - THEIR FUNCTION AND DUTIES**

10. **President:** (a) The Provost of the Hall shall be the ex-officio President of the Union and shall preside over all meetings held under its auspices, including the meetings of the Executive Committee and Sub-Committee, if there be any except as otherwise specially provided hereafter.

**(b)** The President shall nominate from among the House Tutors of the Hall the Treasurer of the Union.

**(c)** The President shall **(i)** see that the Union is run in accordance with the Rules and Regulations set out therein, **(ii)** take such steps as he deems fit to ensure proper working of the Union in a case of any emergency, deadlock or breakdown of the constitution and **(iii)** shall interpret all these Rules and his interpretation shall stand final subject to the approval of the Vice-Chancellor of the University.

**(d)** Subject to the approval of the Vice-Chancellor, the President shall have the power at any time in the best interest of the Union, to dismiss any office-bearer of member of the Executive Committee or to dissolve the Executive Committee as a whole and shall call for a fresh election to be held according to Rules contained in the First Schedule or take such other action as he thinks fit for the running of the Union.

**(e)** Subject to the approval of the Vice-Chancellor of the University the President shall have the authority to suspend the Union for such period as he thinks fit.

**(f)** Subject to the approval of the Vice-Chancellor any matter not provided for in this constitution shall be decided upon by the President.

**11. Vice-President:** **(a)** The Vice-President shall be the Chief Executive Officer of the Union and shall preside over all meetings in the absence of the President and the Treasurer. He shall be responsible for the co-ordination of the activities of the different sections of the Union. The sectional secretaries except the Athletic Secretary shall submit their estimates of expenditure through the General Secretary and the Vice-President to the Treasurer and the Executive Committee for incorporation in the budget of the Union.

**(b)** At the end of his term of office the Vice-President shall prepare with the assistance of the General Secretary, a report of the activities of the Union and a statement of its accounts both of which shall be placed before the Executive Committee for approval.

**(c)** The sanction of the Treasurer shall be necessary for any expenditure out of the contingency fund by the Vice-President above Taka 40.00 per month.

**(d)** The Vice-President shall report to the Executive Committee any cases of willful damage to or loss of the Union property or any infringement of Rules on the part of the members/employees of the Union, and the Executive Committee shall decide on the steps to be taken with regard to such cases.

**12. General Secretary:** The General Secretary shall be incharge of the properties of the Union, shall conduct correspondence on behalf of the Union, keep accounts in proper order, record the minutes of the Executive Committee and Union meetings

to be submitted by him for approval at the next private business meeting. He shall in accordance with the prescribed Rules, convene Executive Committee and Union meetings and shall organize all functions in pursuance of the decision of the Executive Committee.

- 13. Assistant General Secretary:** He shall ordinarily assist the General Secretary in the conduct of the affairs of the Union, shall discharge all duties of the General Secretary in his absence, shall do any other work assigned to him by the President or the Executive Committee.
- 14. Literary Secretary:** He shall be responsible for the publication of the Journal/Magazine/Papers, as the case may be and shall organize literary meetings and competitions.
- 15. Secretary, Reading Room:** He shall remain in charge of the Hall Reading Room and shall be responsible for books, periodicals and newspapers belonging to the Union. He shall post a list of newspapers and periodicals received by the Union from day to day and shall arrange for the issue and return of books and periodicals.
- 16. Secretary, Common Room:** He shall remain in charge of the Common Room and arrange indoor games and hold such competition.
- 17. Secretary, Social Service:** He shall arrange goodwill tours and lectures in order to fight illiteracy, shall manage the affairs of the night school, if any, run by the Union and do such other social welfare works as may be entrusted to him by the President of the Executive Committee from time to time.
- 18. Secretary, Social Entertainment and Drama:** He shall organize cultural shows and dramatic performances as may be entrusted to him by the President or the Executive Committee.
- 19. Athletic Secretary:** He shall be responsible under the guidance of the Sports Committee, for organizing sports, games and competitions. He shall prepare a budget for the Athletic Section with the help of the Physical Instructor, if any, attached to the Hall, the Assistant Athletic Secretary, the different captains and the Treasurer and submit it to the Executive Committee for incorporation in the budget of the Union.
- 20. Assistant Athletic Secretary:** He shall ordinarily assist the Athletic Secretary and discharge all his duties in his absence.
- 21. Treasurer:** He shall exercise general supervision and control over the funds of the Union and shall see that no expenditure is incurred which is not in accordance with the provisions of the budget. He shall in the absence of the President, preside

over all meetings held under the auspices of the Union, including meetings of the Executive Committee and other Committees/Sub-Committees; if there be any.

22. All the departmental Secretaries as defined under Rules 13-20 shall in addition to their own duties, render such assistance to the General Secretary as he may require from time to time.

## **PART -V**

### **ANNUAL BUDGET**

23. (a) The Executive Committee shall prepare a budget of expenditure and cause it to be placed before the Union within twenty days from the date on which the Installation Ceremony took place.

(b) The draft budget shall be published on the Hall notice board at least three clear days before the budget meeting. The President shall consider proposals suggested by the Union members, if any for modifications in the budget and the President may or may not adopt them, wholly or partially. The budget so adopted, and approved by the President shall be the budget of the Union for that session.

(c) No extra-ordinary expenditure, even though Provided for in the budget, shall be incurred unless such expenditure has been specially sanctioned by the President.

## **PART -VI**

### **AUDIT COMMITTEE**

24. There shall be an Audit Committee, consisting of the Treasurer, two members chosen by the Executive Committee and a representative chosen by the Comptroller of Accounts of the Jahangirnagar University for the purpose of auditing the accounts of the Union. The Treasurer shall be the Chairman of the Audit Committee. The Committee shall submit its report and recommendations to the president who will place these before the Executive Committee for scrutiny and opinion, and then take such action as he thinks necessary.

## **PART-VII**

### **HALL MAGAZINE AND OTHER PUBLICATIONS**

25. The publication of the Hall Magazine, bulletins and journals shall be conducted by an Editorial Board. On consultation with the Literary Secretary the President shall appoint the Editorial Board consisting of a teacher of the University, a House Tutor of the Hall, the General Secretary of the Union, an Editor and Joint Editor, both from among the Hall students.

The President and the Literary Secretary shall be the ex-officio member-Chairman and ex-officio member-Secretary of the Board respectively.

**PART-VIII**  
**SPORTS AND GAMES**

**26.** There shall be a sports Committee of the Hall Union to aid and advise the Athletic Secretary. The Sports Committee shall consist of the Treasurer, the Vice-president, the General Secretary, the Athletic Secretary, the Assistant Athletic Secretary, the Physical Instructor, if any, attached to the Hall or a representative chosen by the Physical Directorate and two members, who are not numbers of the Executive Committee, elected by the captains of the teams of the Hall. The Treasurer and the Athletic Secretary shall be respectively the ex-officio Chairman and the ex-officio Secretary of the Sports Committee.

**27.** Sporting articles and gears: At the beginning of each term the Athletic Secretary shall place through the Sports Committee before the Executive Committee a list of articles and gears required for that season, certified by the Treasurer to the effect that the money for all the items has been provided for in the budget.

All goods and gears purchased for the Athletic section shall be stamped with the seal of the Union and delivered to the office of the President, i.e. the Provost who will cause to check the entries made in the stock book by the Athletic Secretary, and the goods and gears shall be delivered to the Athletic Secretary as needed. All orders for goods shall be signed and countersigned by the Athletic Secretary and the Treasurer respectively.

All players who use goods and gears belonging to the Athletic section must return them to the Athletic Secretary after use.

**28.** Method of election of Captains: The Captain of each team shall maintain a list of players who participated in Hall matches (Competition and friendly games). At the end of each season he shall submit, through the Athletic Secretary, to the President a complete list of players and specify therein the names of players who played in competition and friendly matches. The Captain for the next season shall be elected by all players who played in competition and friendly matches.

If the Captain of a particular game fails to submit this list within the date proscribed by the President the latter shall, after due enquiries with the Directorate of Physical Education, publish a list containing the names of players to be eligible to vote for the election of the Captain of that particular game.

Expenditure for refreshments shall not exceed the limit prescribed by the University.

## **PART-IX**

### **MEETING**

- 29. (a)** There shall be two kinds of meetings of the Union-Public meetings which shall include debates, lectures, talks, reading of papers etc, and private business meetings which shall be open to members of the Union only.
- (b)** Meeting for debate shall ordinarily be held every month.
- (c)** The subject for debate shall be notified at least three full days before the date of debate and such notice shall bear the countersignature of the President.
- (d)** Anybody presiding over the meeting of the Union or of the Executive Committee shall be called the Chairman of the meeting. The President shall usually preside over all the meetings of the Union. In the absence of the President, the Treasurer and the Vice-President, or a member of the Executive Committee nominated before hand by the President shall preside.
- (e)** The Chairman shall interpret the laws of the Union and shall give rulings in case no law exists. The rulings of the Chairman shall be final unless over-ruled by the President.
- (f)** The first business of any formal meeting shall be the conformation of the minutes of the previous meeting of the same kind and minutes so confirmed shall be deemed to be a correct record of the proceedings.
- (g)** 40 members of the Union shall form a quorum in a Private Business meeting of the Union and three clear days notice shall be given provided that no such notice shall be required for adjourned meetings.
- (h)** A requisition for holding a Private Business meeting may be sent to the President provided it is signed by at least 40 or one-tenth of the total number of the members of the Union, whichever is less, and he shall direct the office bearer concerned to notify such meeting at least three clear days previous to the date of the meeting.
- (i)** Any member of the Union may ask in writing any elected office bearer any question in connection with his official duties provided two days' notice is given for this and the answer shall be read out by the office bearer concerned at the next meeting of the Union and shall be open to discussion. Such question shall pass through the President whose decision regarding the question shall be final. The members of the Union shall also be entitled to put supplementary questions, provided that not more than fifteen minutes shall be allowed for such supplementary questions.



**(j)** A vote of censure for neglect of duties or infringement of Rules may be passed against any office bearer, except the President and the Treasurer or against an elected member of the Executive Committee or against the Executive Committee as a whole in a meeting of the Union specially called for the purpose. The requisition for such a meeting shall be signed by at least one-third of the total number of members of the Union, and at least ten days must expire, for the meeting to take place, from the date on which notice for such a meeting is communicated to the President. No such meeting shall be held unless at least 50% of the total number of members of the Union are present. A motion of censure shall not be taken as carried unless it is passed by a majority of two-thirds of the members present and voting in the meeting. In the event of such a censure motion being passed the relevant seat or seats shall be deemed to have fallen vacant, and the vacancy or vacancies shall be filled up in accordance with the Rules contained in the First Schedule.

## **PART-X**

### **RULES OF DISCUSSION IN A PRIVATE BUSINESS MEETING**

30. **(a)** Every motion must be seconded, otherwise it will drop.

**(b)** Subject to Rule 30(c), 30(j), no member shall speak more than once on a motion except the proposer who shall have a right of reply before the motion is put to vote.

**(c)** A motion standing in the name of a member, who is absent from the meeting may be proposed by any other member with the consent of the Chairman.

**(d)** The Chairman shall have the same right as any other member of proposing or seconding a motion or an amendment and of addressing the meeting.

**(e)** The Chairman shall have the right to vote and in case of the number being equal, shall have a casting vote.

**(f)** A member wishing to speak in a discussion shall rise in his place at the close of a speech. If more than one member wish to speak, the Chairman shall determine who is to be heard first.

**(g)** In case any speaker in course of a speech makes any objectionable remark, the Chairman shall call him to order and his order shall be obeyed at once without any discussion.

**(h)** The Chairman of the meeting shall have the right to name and remove any member from the meeting.

**(i)** If appoint of order be raised by a member in the course of a speech by another, the speaker shall stop until the Chairman has decided it. The Chairman shall be

the sole judge of any point of order and may call the member, who is speaking, to order. If the member so called to order, disregards such order, the Chairman may direct him to sit down. If the member so directed disobeys such order, the Chairman may declare the member offending and suspended as a member of the meeting. Such member shall immediately withdraw from the premises of the Union.

**(j)** Amendments to motion may be moved. Every member shall have the right to speak on the amendment motion even if he has spoken previously on the original motion. After all who wish to speak on the amendment have spoken the proposer of the original motion shall have the right of reply before the amendment is put to vote. The Chairman shall then read out the motion and the amendment and the question shall be put, "shall the motion be amended?" If the majority be opposed to it, it shall drop, and the discussion shall proceed on the original motion. If the amendment be passed, the amended motion will be the motion open for discussion; and no one who has spoken before on the motion on the amendment shall have the right to speak again except the proposer of the original motion who shall have the right of reply before the motion is finally put to vote.

**(k)** On putting a motion or amendment to vote the Chairman shall first call for the expression of the opinion of the meeting by a show of hands and shall declare the result thereof. Any member dissatisfied with such declaration may then and there demand a division by rising in his place. The Chairman shall call for a division in the manner laid down in Rule 32(c).

## **PART - XI**

### **RULES OF DISCUSSION IN A DEBATE MEETING**

**31.** Rules 30(a), 30(c), 30(e), 30(g), 30(h), 30(j), 30(k) shall apply to meetings held for debate.

**32. (a)** A member wishing to move an amendment to a motion in a debate shall first hand it over in writing to the Chairman and obtain his consent. The Chairman shall have the power to reject any amendment that is unnecessary or vexatious.

**(b)** When a discussion is prolonged the Chairman may limit the length of speeches, having regard to the feeling of the House. He may also close the discussion and call on the mover to reply, or adjourn it to a further meeting.

**(c)** At the close of the debate, the Chairman shall read the terms of the motions and shall act as laid down in Rule 30(k) and in case of a member demanding a division he shall nominate two members as tellers for the "Ayes" and two for the "Noes". The tellers of either side shall take up their station fixed by the Chairman and all members who wish to vote shall rise from their seats and walk between the

two tellers appointed for the side on which they wish to vote. When all members have voted they shall return to their seats. The tellers shall then, advance to the secretary and inform him as to the members voting. A paper, signed by the tellers, containing the number of votes on each side shall be handed over to the Chairman who shall read out the result and declare the adjournment of the House.

33. If the Chairman wishes to speak on a motion for debate he shall leave the Chair and appoint, for the time being, a member of the Executive Committee or of the Union to act as Chairman. Having spoken he shall resume his position as Chairman.

**PART -XII**  
**AMENDMENT OF THE CONSTITUTION**

34. The Syndicate at its own initiative or on the recommendation of a Hall Union President may add to or amend the constitution in such manner and as such time as it thinks fit and this will come into effect from the date fixed by the Syndicate.

**FIRST SCHEDULE**

**(RULE-5)**

**ELECTORAL RULES**

- (A) Every regular member of the Hall Union who is entitled to vote for is eligible for election, subject to the Rules, to all the offices, excepting these of the President and the Treasurer, of the members of Executive Committee. Provided however, that no candidate shall be eligible to seek election for more than one office simultaneously.
- (B) Candidates desiring to be elected shall be nominated in the Prescribed form by one member and seconded by another member in writing. Every candidate shall at the time of nomination, give his consent in writing to such election in the nomination paper.
- (C) The same elector may subscribe to as many nomination papers as there are vacancies to be filled in. Each candidate shall be nominated by a separate nomination paper.
- (D) The President shall fix and notify the date, time and place of holding election and appoint a Returning Officer and Polling Officers as the case may be.
- (E) The Returning Officer shall be responsible for the over-all supervision of the Union election and the President shall appoint and notify the date, time and place for the counting of votes.
- (F) All students who, according to Rules, were deemed regular students on the date of notifying the date of election by the President shall be entitled to vote for.
- (G) Every nomination paper shall be presented to the Returning Officer by the date and time notified by the President.

- (H) A duly nominated candidate may withdraw his candidature by writing under his hand addressed to the Returning Officer not less than three days before the date fixed for election.
- (I) The Returning Officer shall appoint and notify in such a manner as he thinks fit, the date, time and place for the scrutiny of nomination papers.
- (J) The Returning Officer shall examine the nomination papers and shall decide on all objections as to the validity, under Rules, of nomination papers. His decision of rejecting nomination paper shall be endorsed by him on the nomination papers and the reason for rejection shall be notified, an appeal against such a decision may be with the President within one clear day of making such a decision; the President's ruling shall stand final.
- (K) During the scrutiny of the ballot papers the candidates for election may be present either in person or through authorized agents.
- (L) The Returning Officer shall submit to the President the results of the scrutiny of ballot papers and the President shall declare the results.
- (M) Any objection with regard to the election may be filled with the President within three clear days of the publication of the results and the President's decision shall stand final. No action will be against his decision in any Court of Law.

**SECOND SCHEDULE**  
**(RULE-6)**  
**OATHS AND AFFIRMATIONS**

I ..... do solemnly swear (or affirm) that I will discharge my duties, and perform my functions, honestly, to the best of my ability, knowledge and judgment, faithfully in accordance with the Hall Union Constitution, Rules, Regulations, Statutes and Ordinances of the University.

That I will work for the best interests of the Hall and will not allow my personal interest to influence my official conduct or my official decisions.

That I will preserve, protect and defend the Hall Union Constitution. That, in all circumstances, I will do right without fear or favour, affection or ill-will.