

CONSTITUTION

Name of the Association

The name of the Association shall be **E**bullient **E**lectrical **L**eague of **S**tudents, in short **EELS**, hereinafter referred to as The Association.

Aims and Objectives

- To further the knowledge and awareness in every field of interest of the students, through diversified and interdisciplinary activities and competitions.
- To create a spirit of brotherhood and co-operation amongst the members of the Association
- To develop leadership and initiative, and to inculcate a sense of responsibility amongst the members of the Association.

Membership

The membership of the Association shall be open to the following:

- Students belonging to the Department of Electrical Engineering.(Including Undergraduate, Postgraduate and Research Scholars).
- Any other student with the approval of the Executive Committee.
- The membership will be valid for a period of one year. The year begins from the month of July and ends on the last day of June of the following year.
- All members shall pay subscription at the rates as decided by the Executive Committee of the Association.

General Body

The general body will consist of all the members of the Association.

Executive Committee

The Executive Committee, (hereafter referred to as the Committee), shall be the Governing body of the Association. The Committee holds the office for a term of one year (specified in the duration of membership). At the end of the term the

Honorary President may request the existing committee to continue in office for a maximum of six weeks for the smooth transition of organizational responsibilities from the previous year's Executive Committee. The Powers and duties of the members of the committee are as given in the **Appendix A**. The Committee shall be composed of:

- **Chief Patron:** The Director of the institution will be the Ex-Officio Chief Patron of the association.
- **Patron:** The Principal of the institution will be the Ex-Officio Patron of the association.
- **Honorary President:** The Head of the Department will be the Ex-Officio Honorary President of the association.
- **Association Chair:** A student of IV EEE elected by the members of the association themselves for a term of one year.
- **Association Vice-Chair:** A student of III EEE elected by the members of the association themselves for a term of one year.
- **General Secretary:** A student of IV EEE elected by the members of the association themselves for a term of one year.
- **Joint Secretaries:** Two students from II and III EEE respectively, elected by the members of the association themselves for a term of one year.
- **Treasurer:** A student of IV EEE elected by the members of the association themselves for a term of one year.
- **Joint Treasurers:** Two students from II and III EEE respectively, elected by the members of the association themselves for a term of one year.
- **Post-graduate's nominee:** A post-graduate student nominated by the Honorary President for a term of one year.
- **Publicity Secretary:** An under-graduate student nominated by the Honorary President for a term of one year.
- **Alumni Secretary:** An under-graduate student nominated by the Honorary President for a term of one year.
- **Executing Members:** 12 members nominated by either the General Secretary or the Honorary President such that there is representation of one boy and one girl from every section of the department.

Executive Committee Elections

- The elections to the Committee for the next year shall be held at the end of the current academic year. The elections will be held by the General

Secretary of the previous committee acting as the Election Officer. It will be held by secret ballot on basis of simple majority.

- **Co-option:** The Committee will co-opt members in the event of resignation of any member from the Committee before his/her term is over or if an elected post is uncontested.

Meetings of the Committee

- The General Secretary shall convene the meetings and give normally two days' notice of every meeting. The notice will also mention agenda of the meeting.
- Either of the Presidents shall preside over all the meetings and in case of absence of both, a member of the Committee nominated by the either of the Presidents.
- The minutes of the meetings shall be recorded by the general secretary and confirmed at the next meeting.
- In all discussions an attempt will be made to reach a consensus, in the absence of which the resolutions shall be adopted on the basis of a simple majority of those present at the meeting.
- Quorum: Any Ten members shall constitute a quorum for the meeting.
- In case of a tie in the voting on any resolution in the meeting, the Honorary President shall resolve the tie.
- There shall be at least two meetings a semester.

Powers of the Executive Committee

- To carry out the activities of the association smoothly.
- To incur and defray all necessary expenses as provided in the budget to be adopted by the committee.
- To appoint sub-committees within the Association for specific purposes as and when required, with their term not exceeding one year.

General Body Meetings (GBM)

- All the General Functions of the EELS will serve as General Body Meetings.
- There shall be at least two General Body Meetings every semester.

- First GBM at the start of the year during which the Executive Committee will be introduced to the General Body.
- Second GBM at the end of the year during which the Executive Committee will present the report of the achievements of the year.
- The Executive Committee may at its discretion call as many GBM's as it deems fit.

Funds

- All subscriptions, donations, grants and other money of the Association shall be deposited in a registered bank in the name of the Association. The account of the Association shall be operated by any two of the following.
 - **Honorary President**
 - **Association Chair**
 - **Treasurer**
- The names of these office bearers with the specimen signatures will be forwarded to the bank, every year, by the Honorary President, for the purpose of operating the account.
- The surplus funds if any of the Association shall not be distributed to the members but shall be utilized wholly towards the furtherance of the objectives of the Association.
- The Association will function **strictly within its own resources**.
- The Treasurer shall place the Income and Expenditure Account duly audited by the Committee at the end of each academic year before the General Body for adoption.

Amendments

Any amendment of the constitution will be effective only when -

- Passed by a minimum of two-third majority in a General Body meeting, and
- Approved by both the Presidents.

APPENDIX A

Department's Nominees: Two Faculties (One Senior and One Junior) of the department nominated by the Honorary President. They will be the contact persons between the Department and the association.

Student Designations

The following are the official designations to be contested for by the students of the department.

1. Association Chair - 1
2. Association Vice-Chair - 1
3. General Secretary - 1
4. Joint Secretaries - 2
5. Treasurer – 1
6. Joint Treasurers - 2
7. Post-graduate's nominee - 1
8. Publicity secretary - 1
9. Alumni Secretary – 1
10. Executing Members - 12

Eligibility to contest

- All contestants should have academic commitments for at least 1 or more semesters in the department.
- Only those who have completed one full semester in the department can contest for the official Student Designations.

Functions and responsibilities

a) Association Chair and Vice-Chair

- Will represent the student body at all meetings/events at the Department as well as the Institute level.
- Will address general grievances of the students regarding all departmental facilities.
- Should initiate efforts to make students identify themselves with the Department.

- Should arrange to get the department magazine by every academic year along with the Publicity secretary.
- Will be responsible for seminars to be conducted in the department and will co-ordinate with the faculty and the participants.
- Will keep in regular touch with the committee members and will coordinate all academic problems.
- Will be responsible for conducting awareness sessions regarding various career related opportunities.
- Should convene two general body meetings every semester.
- Will nominate a suitable person, with approval of the Honorary President to any post in the event of any elected office-bearer resigning from the post.
- Will conduct the election of the next council at least 20 days before the last day of the even semester.

b) General Secretary and the Joint Secretaries

- Will be responsible for organizing all activities undertaken by EELS.
- Will help to organize events that help foster greater interaction between faculty members and students.(example-sports, picnics, quiz etc.)
- Will be in-charge of organizing the inauguration, valedictory functions and the department welcome session for the first year B.Tech and M.Tech students.
- Shall assist the President and Chair in discharging his/her functions.

c) Treasurer and Joint Treasurers

- Should collect the Association membership fees from the members of the association as decided by the Executive Committee from time to time.
- Should maintain a record of the memberships, budget and the expenses incurring in the activities of the association.

d) Post Graduate Representative

The post-graduate students of the Department shall elect a person from amongst them to represent them on

- All matters regarding their project/academic work

- Allotment of seminar/M.Tech. Project.
- Training and placement related matters.
- Should collect the association membership fee from all the post graduate students as decided by the executive committee.
- Should maintain membership record of the year.
- Any other issues that may be of concern to post-graduate students

e) Alumni Secretary

- Must maintain a record of the all the Alumni of the department.
- Shall maintain a record of the present positions and ranks of the passed out students.
- Should inform in the GBMs if any remarkable Success is achieved by the previous students in order to motivate the present members of the association.

f) Publicity Secretary

- Responsible for all the types of information distribution among the members of the association.
- Shall maintain the Online and offline publicity measures for effective reach of information.
- Should bring out an e-Newsletter with a suitable name every month regarding the activities in the department and advances in the field of Electrical Engineering.
- Should bring out the Association Magazine every year including the articles by the students, if any.

g) Executing members

Each class shall elect two executing members (one boy and one girl) who

- Will pass on information/messages from the faculty members to the class.
- Will convey the collective opinion of the class on issues of concern to faculty members.
- Should assist other office-bearers in carrying out their activities (valedictory functions, new entrants' welcome).

Election procedure schedule

- The election for all posts should be held on a single day, at least 20 days before the last day of the even Semester. However these cannot be held more than forty days before the last day of the even semester.
- One of the Department's Nominees shall act as the returning officer. The returning officer shall announce the election schedule- last date for filing nominations, last date for withdrawal, date and time of polling and declaration of results.
- There should be a gap of 2 days between the last date for withdrawal of nominations and actual polling date.
- Voting shall be by secret ballot. The candidate securing the largest number of votes polled shall be declared elected.
- In case of a tie, a fresh vote should be taken the next working day. In case no candidate files his nomination for any post, both the President and Chair shall nominate an eligible student for the post.

Eligibility to vote

- All students who have spent at least one full semester in the department can vote.
- First year undergraduate students can vote only for the post of their Executing members.

Rules for the election

- Passed by a minimum of two-third majority in a General Body meeting and each candidate has to submit a one page (A4) manifesto to the Returning Officer by the last day of withdrawal of candidature.
- The Returning Officer shall put up these manifestos on the notice board and online publicity platform (Like Facebook) till the date of election.
- Campaigning in class hours is strictly prohibited. However, the candidates can publicize their manifestos in leisure hours.

The decision of the Returning Officer on any issue related to the election shall be final and binding on all concerned.