

Constitution of the Board for Student Welfare

CHAPTER I Terms of Reference and Objectives

TERMS OF REFERENCE

I-A-1

The Board for Student Welfare (hereinafter called the Board or the B.S.W.) is a constituent body of the Student Affairs Council (S.A.C.), as recognized under Article III-A-2 of the S.A.C. Constitution.

I-A-2

The B.S.W. shall be subject to all policies, rules and regulations which may be laid down from time to time by the S.A.C. and the authorities of the Institute.

OBJECTIVES

I-B-1

The B.S.W. shall identify issues faced by the student community related to academics, social life, mental health and career, and address them through welfare activities.

I-B-2

The B.S.W. shall provide financial assistance and assistance in kind to the students in need as per the rules decided by the B.S.W. from time to time.

CHAPTER II
Composition of the Board for Student Welfare
&
Tenure of Office Bearers

COMPOSITION

II-A-1

The Board will consist of:

- (i) President, B.S.W (Ex officio, Associate Dean, Student Welfare)
- (ii) Vice- President, B.S.W
- (iii) General Secretary, B.S.W.
- (iv) Deputy General Secretary, Operations, B.S.W.
- (v) Deputy General Secretary, Mentorship, B.S.W.
- (vi) Four Secretaries, B.S.W.
- (vii) Four Mentorship Coordinators, B.S.W.
- (viii) Two elected representatives of each hostel (except Nalanda Hostel).
- (ix) General Secretary, S.A.C. (Ex officio)
- (x) Immediate past President, B.S.W. (Ex officio, if the incumbent is still a faculty member)
- (xi) Immediate past General Secretary, B.S.W. (Ex officio, if the incumbent is still a bona fide student of the Institute)
- (xii) Counsellor(s)
- (xiii) Adviser of S.C. /S.T. students
- (xiv) Adviser of PwD students
- (xv) Adviser of foreign students

OFFICE BEARERS

II-B-1

The President or Vice President shall chair all the B.S.W. meetings.

II-B-2

The General Secretary shall generally be the Convener of the Board meetings.

TERM OF OFFICE

II-C-1

The term of office of all the elected student members shall normally be one academic year, expiring on the day the new Board is formed.

II-C-2

The term of office of vice president shall normally be 2 years.

II-C-3

The Board shall continue until the newly constituted Board takes over.

CHAPTER III Constituent Bodies of the Board

III-A-1

The constituent bodies of the B.S.W. shall be the permanent committees and cells as recognized under Articles III-A-2.

III-A-2

(i) Each permanent committee shall be a permanent body, which is assigned a particular sphere of activities as defined in its individual terms of reference vide Articles IV-B-1 and IV-B-2.

(ii) The permanent committees are:

- (a) The Executive Committee
- (b) The Complaints Committee

CHAPTER IV

Functions and Working of the Board & its Permanent Committees

BOARD

IV-A-1

The B.S.W. shall frame policies regarding welfare activities and financial assistance and assistance in kind to students.

IV-A-2

The B.S.W. shall consider the recommendations, financial and/or otherwise made by members.

IV-A-3

The Board shall be responsible for upholding the Constitution.

IV-A-4

The Board shall implement policies framed under Article IV-A-1 by allocating funds for different uses in a manner that is beneficial to the student community as a whole.

IV-A-5

The Board shall be responsible for the overall organization of all its activities for achieving its objectives as mentioned under I-B-1 and shall set guidelines for the same.

IV-A-6

The Board should have at least one meeting every semester.

PERMANENT COMMITTEES

IV-B-1

The B.S.W. Executive Committee will consist of:

- (i) President, B.S.W.
- (ii) Vice-President, B.S.W.
- (iii) General Secretary

- (iv) Deputy General Secretary, Operations
- (v) Deputy General Secretary, Mentorship
- (vi) Four Secretaries, B.S.W.
- (vii) Four Mentorship Coordinators, B.S.W.
- (viii) Counsellors (Special invitees, as and when required)

WORKING OF THE EXECUTIVE COMMITTEE

- (i) The Executive Committee shall coordinate and review all the activities of the Board.
- (ii) The Committee shall meet at least once every semester and evaluate the performance of the Board in every sphere and come up with new ideas to promote genuine welfare.
- (iii) The Committee shall help/give suggestions to the President, B.S.W in framing the point policy for representatives and mentors within the first month of the new team taking over.
- (iv) The Committee shall review the working of SCOOPS periodically and provide support to counselling services on student welfare matters.

IV-B-2

The B.S.W Complaints Committee will consist of:

- (i) President, B.S.W.
- (ii) Vice-President, B.S.W
- (iii) General Secretary, B.S.W.
- (iv) Immediate past General Secretary, B.S.W. (as in II-A-1)
- (v) General Secretary S.A.C, (as in II-A-1-(v))
- (vi) The immediate past President, B.S.W (as in II-A-1)
- (vii) Deputy General Secretary, Operations
- (viii) Deputy General Secretary, Mentorship

WORKING OF THE COMPLAINTS COMMITTEE

- (i) The Complaints Committee shall meet to address any complaints against the Board or any of its members.
- (ii) Complaints committee can be convened if a written complaint is received against any board member by President, B.S.W. or Vice President, B.S.W

CHAPTER V

Meeting Procedure of the Board and its Permanent Committees

BOARD

V-A-1

- (i) The meetings shall be chaired by President, B.S.W. and in his/her absence, Vice President, B.S.W. may chair the meeting.
- (ii) The meetings shall normally be convened by the General Secretary in consultation with the President, B.S.W.
- (iii) The Vice-President, B.S.W. may convene a regular meeting of the Board in consultation with the President, B.S.W.
- (iv) In case of any urgent matters, the Vice-President, B.S.W. or the General Secretary may also convene an emergency meeting of the Board with the notice of one hour, after personally intimating as many numbers of Board members as possible with at least 12 hours' notice. Only urgent items shall be discussed in emergency meetings. The minutes of the emergency meetings shall be ratified in the following regular meeting of the Board.

V-A-2

A meeting of the Board may also be requisitioned if at least one-third of the members so indicate in writing and submit the necessary agenda to the General Secretary, B.S.W. Notice for such a meeting shall be given by the General Secretary within a period of four Institute days (an Institute day being a day on which the Institute is officially open to the students) (as defined in Article V-A-3 of the S.A.C. Constitution) of receiving the request. The meeting shall be held within five Institute days of the issue of the notice, provided no regular meeting is scheduled within that period. The item or items for which the meeting was requisitioned will be taken up before any other items, in case the matter is referred to a regular meeting.

V-A-3

A written notice along with the agenda shall be circulated amongst the members at least forty eight hours before a meeting. For emergency meetings the circulation of agenda is not necessary; a simple notice indicating the time and venue shall suffice.

V-A-4

The quorum for a meeting shall be one-half of the total membership. If a meeting cannot be held due to lack of quorum, another meeting shall be called within a week to discuss the same agenda. The quorum for such a meeting shall be one-third of the total membership.

V-A-5

- (i) The Board shall attempt to take decisions by consensus. A simple majority of the Board membership present shall, however, suffice for a motion to be carried except where indicated otherwise.
- (ii) A secret ballot may be held on any issue either at the request of a member, or at the discretion of the chair.
- (iii) In the event of a tie in any vote (except an election ballot) the President, B.S.W. shall cast the deciding vote.

V-A-6

- (i) The agenda for a meeting shall be prepared by the General Secretary in consultation with the Executive Committee, B.S.W.
- (ii) Any item which has not been circulated in advance amongst the members as per Article V-A-3 may be included in the agenda for the meeting with the permission of the chair, if such a provision has been made in the circulated agenda. Such a provision shall always be made in the case of a regular meeting.

V-A-7

The minutes of the meetings of the Board shall be prepared by the General Secretary, or the nominated member for that meeting, who shall circulate them to each member of the Board under his/her signature within two weeks of the meeting. After the minutes are confirmed in the following meeting, they shall be filed in the minute book under the signatures of the General Secretary and the Vice President, B.S.W. The Vice President, B.S.W. shall ensure the safe custody of this minute book.

V-A-8

Items from the minutes requiring approval by the S.A.C. shall be sent to the S.A.C. for inclusion in their agenda.

V-A-9

If a student member cannot attend two consecutive meetings of the Board (including those which could not be convened for lack of quorum), he/she should obtain

leave from General Secretary, B.S.W. If he/she fails to attend two consecutive meetings without leave of absence as stated above, he /she shall cease to be a member of the Board. The General Secretary shall obtain leave of absence for himself/herself, from the President, B.S.W. The names of members absent after obtaining due permission will be announced and recorded at the meeting. Any vacancy arising out of the application of this clause shall be filled within fifteen Institute days.

V-A-10

The President, B.S.W, Vice President and the General Secretary (in consultation with the President, B.S.W.) may invite nonmembers to a meeting of the Board. These invitees shall not have any voting right.

V -A-11

Accepted parliamentary conduct and discipline shall govern all meetings of the Board.

THE EXECUTIVE COMMITTEE

V-B-1

The agenda for the Executive Committee meetings shall be prepared by the General Secretary in consultation with the President, B.S.W, and Vice President and circulated well in advance to the concerned members.

V-B-2

The Executive Committee shall meet as often as is necessary and at least once in a semester. The General Secretary in consultation with the President, B.S.W and Vice President, B.S.W shall convene the meetings of the Committee.

V-B-3

The President, B.S.W or Vice President, B.S.W may convene emergency meetings of the Executive Committee by notifying his/her intention to the General Secretary.

V-B-4

The formal minutes of the meetings shall be prepared and circulated to the members by the General Secretary. After approval in the next meeting, the minutes shall be filed under the signatures of the President, B.S.W or Vice President, B.S.W and the General Secretary.

V-B-5

There shall be no quorum requirements for the meetings.

THE COMPLAINTS COMMITTEE

V-C-1

The agenda for the Complaints Committee meeting shall be prepared by the General Secretary in consultation with the President and the member who has requested the meeting.

V-C-2

The Complaints Committee should meet at least once, just before completion of 7 month tenure to review any complaints as mentioned in the chapter IV-B-2.

V-C-3

The General Secretary shall minute the meeting and make sure that the decisions made by the committee are followed.

V-C-4

In case of complaint against General Secretary, Deputy General Secretary, Operations shall provide the committee with the team feedback. He/she shall minute the meeting and make sure that the decisions made by the committee are followed.

CHAPTER VI

Responsibilities vis-à-vis the Board

PRESIDENT, B.S.W.

VI-A-1

The President shall chair the meetings of Board and its permanent committees.

VI-A-2

The President, B.S.W. shall communicate the opinion of the Board to the Student Affairs Council and the authorities of the Institute.

VI-A-3

It shall be the responsibility of the President, B.S.W. to obtain the necessary approvals from the Director of the recommendations of the Board on the grant of scholarships or loans to the students from the funds administered by the Board. Guidelines for same will be decided by Executive Committee and reviewed once in a year.

VI-A-4

The President B.S.W. shall scrutinize all the applications for the financial assistance forwarded by the Deputy General Secretary, Operations and sanction loans/ grants accordingly.

VI-A-5

The President, B.S.W. shall ensure that proper accounts of the funds of the Board are maintained and that the money is disbursed to the students in time as decided by the Board. He/she shall also keep a watch over the recovery of loans in consultation with the Deputy General Secretary, Operations.

VI-A-6

In case of emergency, President, B.S.W. may sanction short-term recoverable loan up to the maximum limit as prescribed by B.S.W. from time to time.

VI-A-7

The President, B.S.W. will act as the head of the Student Counselling Service (SCS) and monitor the developments in the same for the student community. The President B.S.W. should look after the accounts and functioning of the Student Cooperative society (SCOOPs) running under the B.S.W.

VI-A-8

The President, B.S.W. will act as the Vice-Chairman of Student Teacher Interaction Committee (STIC) to promote healthy student teacher relations.

VICE PRESIDENT, B.S.W.

VI-B-1

The Vice President, B.S.W. shall chair the meetings of the Board in the absence of the President, B.S.W. or convene the meetings of the permanent committees in the absence of the General Secretary, as described in section V-A-1 above.

VI-B-2

The Vice President, B.S.W., shall act on behalf of the Board in an emergency as well as on routine matters for which the policy has already been laid down. The Board shall, however, be informed about any decisions taken on these matters.

VI-B-3

The Vice President, B.S.W. shall ensure implementation of all the decisions of the Board on matters within its purview.

VI-B-4

The Vice President B.S.W. shall issue official correspondence to the Departments, Units, Sections, etc., on behalf of the Board.

VI-B-5

The Vice President, B.S.W. shall be the Returning Officer for all elected positions under this Constitution, and shall ensure that the elections are held in accordance with the

time schedule intimated by the Dean of Students and the procedures laid down in this Constitution.

VI-B-6

The Vice President, B.S.W. shall keep the Board informed of any developments of interest to it.

GENERAL SECRETARY

VI-C-1

The General Secretary shall be the Convener-Secretary of the Board.

VI-C-2

The General Secretary shall be responsible for taking the necessary measures to obtain the formal approval of the S.A.C. to all amendments of this Constitution approved by the Board.

VI-C-3

The General Secretary shall be the chief student representative of the Board. He/she shall be answerable to the Board for any views that he/she might express on its behalf. He/she shall report to the Board on the follow-up action taken on the Board decisions.

VI-C-4

The General Secretary shall report to the Board any violations of this Constitution within his/her knowledge, which may have occurred inadvertently or for reasons beyond his/her control. The nature of the violation along with an explanation of its occurrence must be recorded in the minutes of the meeting in which it is reported to the Board.

VI-C-5

The General Secretary shall, coordinate the activities of the Deputy General Secretaries and shall advise them wherever necessary on any matter which may arise or are brought to his/her notice.

VI-C-6

The General Secretary shall prepare the annual report of the B.S.W. and present it at the Prize Distribution function. He/she will record the minutes of the Board and Executive committee meetings and file them in the minute book after confirmation.

VI-C-7

The General Secretary shall prepare a timeline for B.S.W. work within a month of the start of his/her tenure. It will be his/her responsibility to coordinate portfolio allocation amongst Executive Committee student members in the first month of the tenure.

VI-C-8

The General Secretary shall handle all the fund allocation and the bill clearances for the Board.

VI-C-8

The General Secretary in consultation with the executive committee shall nominate the website development and the design executive for the Board.

VI-C-9

General Secretary shall provide additional support to the counselling services on student welfare matters.

DEPUTY GENERAL SECRETARY, OPERATIONS

VI-D-1

Deputy General Secretary, Operations shall assist the General Secretary to handle all the bill clearances for the Board.

VI-D-2

Deputy General Secretary, Operations shall work together with Deputy General Secretary, Mentorship to ensure effective implementation of policies of the Board and collaboration between secretaries and coordinators.

VI-D-3

Deputy General Secretary, Operations shall, coordinate the activities of the Secretaries and shall advise them wherever necessary on all problems which may arise or are brought to his/her notice.

VI-D-4

Deputy General Secretary, Operations shall allocate portfolios for each secretary within a month of taking charge.

VI-D-5

Deputy General Secretary, Operations shall conduct feedback process for representatives, secretaries, coordinators, deputy general secretaries, and general secretary from within the team.

VI-D-6

Deputy General Secretary, Operations should look after the accounts and functioning of the Student Cooperative society (SCOOPs) running under the B.S.W.

VI-D-7

Deputy General Secretary, Operations shall look after orientation and training of B.S.W. reps and secretaries in coordination with DG Mentorship and coordinators.

VI-D-8

Deputy General Secretary, Operations shall assess and evaluate new schemes which may be introduced for the benefit of the student community. He/she may operate these schemes as a permanent activity of the Board, if needed, after approval from the B.S.W.

VI-D-9

Deputy General Secretary, Operations shall be responsible for allocating one or more of the responsibilities (as mentioned in VI-F-1 to VI-F-8) to individual secretary in the first month of the tenure.

DEPUTY GENERAL SECRETARY, MENTORSHIP

VI-E-1

Deputy General Secretary, Mentorship shall work together with Deputy General Secretary, Operations to ensure effective implementation of policies of the Board and collaboration between secretaries and coordinators.

VI-E-2

The Deputy General Secretary, Mentorship shall, coordinate the activities of the mentorship coordinators and shall advise them wherever necessary, on all matters which may arise or are brought to his/her notice.

VI-E-3

The Deputy General Secretary, Mentorship shall define work roles for each coordinator within a month of the formation of the new team.

VI-E-4

The Deputy General Secretary, Mentorship shall obtain feedback from the freshers about mentors and B.S.W. representatives.

VI-E-5

The Deputy General Secretary, Mentorship shall be responsible for ensuring that the mentors are discharging their responsibilities as mentioned in the constitution.

VI-E-6

The Deputy General Secretary, Mentorship shall ensure the proper functioning of all the mentorship schemes.

VI-E-7

The Deputy General Secretary, Mentorship shall be responsible for organizing activities related to mentorship and orientation of new students.

VI-E-8

Deputy General Secretary, Mentorship shall be responsible for allocating one or more of the responsibilities (as mentioned in VI-G-1 to VI-G-7) to individual coordinator in the first month of the tenure.

SECRETARIES, B.S.W.

VI-F-1

Helping the Deputy General Secretary, Operations, B.S.W. look after all aspects of financial assistance and assistance in kind, recoverable and non-recoverable, out of the B.S.W. funds, and its payment and recovery.

VI-F-2

Inviting applications for any type of assistance from the bona-fide students and forward it to the Deputy General Secretary, Operations, B.S.W. after proper scrutiny of all sources of income of the student, including scholarship and the liabilities of the student while considering the case.

VI-F-3

Providing additional support to the counselling services on student welfare matters.

VI-F-4

Looking after the accounts and functioning of the Student Cooperative society (SCOOPS) running under B.S.W.

VI-F-5

Handling all aspects of publicity for the permanent committees and the B.S.W.

VI-F-6

Conducting various surveys in the student community to get a better understanding of the student needs. He/she shall report the result of the surveys to the executive committee.

VI-F-7

Helping Deputy General Secretary, Mentorship & coordinators to work for the Board initiatives.

VI-F-8

Organizing special activities such as donation drives, for making additional funds available for student welfare.

MENTORSHIP COORDINATORS, B.S.W.

VI-G-1

Designing and organizing training programs for Mentors.

VI-G-2

Designing and organizing training program for B.S.W. representatives in coordination with Deputy General Secretary, Operations and Secretaries.

VI-G-3

Ensuring that all the mentors meet their allotted mentees at least once each week during the initial month of each academic session.

VI-G-4

Organizing board initiatives for the student community such as Academic Mentorship, Language Mentorship, Computer Classes, Orientation (Hostel) along with mentors and representatives etc.

VI-G-5

Helping Deputy General Secretary, Operations and secretaries to work for the Board initiatives.

VI-G-6

Ensuring proper functioning and outreach of mentorship program amongst the student community.

VI-G-7

Assisting Deputy General Secretary, Mentorship in obtaining feedback of mentors and evaluating the mentors.

REPRESENTATIVES, B.S.W.

VI-H-1

The hostel representatives shall be responsible for informing freshers about facilities and conveniences available at IIT Delhi.

VI-H-2

The hostel representatives shall be responsible for implementation of all the activities of the Board.

VI-H-3

The representatives shall identify the needs of the student community at the hostel level. It is the responsibility of representatives to bring any issues being faced by the student community to the notice of General Secretary, B.S.W.

MENTORS, B.S.W.

VI-I-1

Mentors shall be responsible for guiding the mentee allotted to him/her for entire first year to facilitate a smooth transition to IIT life.

VI-I-2

Mentors shall meet his/her mentee at least once every week in the initial month of each academic session.

VI-I-3

Mentors shall assist Executive committee for implementation of mentorship related initiatives.

CHAPTER VII

Nominations and Elections

SELECTION OF MEMBERS

VII-A-1

The President, B.S.W. will be appointed by the Director from amongst the members of the academic staff.

VII-A-2

The Vice-President, B.S.W. will be appointed by the Director.

VII-A-3

Deputy General Secretary, Mentorship and Coordinators will be selected.

1. Eligibility:

- a. At the time of selection procedure, the applicants must meet the same minimum CGPA criteria as that set by SAC for its elected members. Special waivers to this rule may be sought from the President and Vice-President B.S.W. as given in section VII-C-1.
- b. They must have served as mentors for at least one term at the time of commencement of the selection process.
- c. The candidates should be completing at least 3rd academic year at the time of the selection process.

2. Selection procedure :

- a. **Step 1** - A form approved by the Board is to be filled by interested candidates and submitted to President B.S.W. through D.G. Mentorship.
- b. **Step 2** - The Executive Committee should scrutinize the applications and shortlist the suitable candidates.
- c. **Step 3** - The Executive Committee would conduct a group activity for the shortlisted candidates.
- d. **Step 4** - An interviewing panel consisting of at least 5 members out of General Secretary, Deputy General Secretaries and coordinators shall conduct first round of interview for the shortlisted candidates and shall forward the feedback to the interviewing committee in the next step.
- e. **Step 5** - An interviewing panel composed of at least 4 members out of General Secretary, Deputy General Secretaries and coordinators; and

presided by President, B.S.W or Vice President, B.S.W. shall finally select the candidates for the respective positions.

VII-A-4

Mentors will be selected by the incoming team as follows:

1. Eligibility: Applicants for position of mentors may be B.Tech or Dual-degree students of 3rd year or above. Selected mentors shall be preferably meeting the same minimum CGPA criteria as that set by SAC for its elected members.
2. Selection Procedure: The mentors shall be selected and the procedure shall be decided by the Executive Committee.

ELECTION OF MEMBERS TO THE BOARD

VII-B-1

B.S.W. Representatives will be elected by the student residents of each hostel from amongst themselves. Outgoing students as defined under Article VII-B-1(iv) of the S.A.C. Constitution will not be eligible to contest for the post of Hostel Representative.

VII-B-2

General Secretary and Deputy General Secretary, Operations

1. Eligibility:
 - a. A candidate for the post of General Secretary or Deputy General Secretary, Operations must have been a member of the Executive Committee or B.S.W. Representatives for at least 8 months in the past and should not have been impeached in their tenure. Special waivers to this rule may be sought from the President and Vice-President B.S.W. as given in section VII-C-1.
 - b. The candidate should be completing at least 3rd academic year at the time of elections.
2. Election Procedure:
 - a. Except for the current Deputy General Secretary, all applicants will be considered for both the positions (General Secretary and Deputy General Secretary, Operations).
 - b. Each member of the electorate will cast separate preferential votes for both the posts of General Secretary and Deputy General Secretary, Operations. The candidate with highest votes will be elected General Secretary.

- c. From the remaining candidates, candidate with highest votes for Deputy General Secretary, Operations will be elected.
- d. Same person cannot hold the post of General Secretary and Deputy General Secretary, Operations or Mentorship.
- e. If an outgoing Deputy General Secretary is contesting in the elections, he/she shall be eligible only for the post of General Secretary.

VII-B-3

SECRETARIES, B.S.W.

1. Eligibility:

- a. The candidates for the post of secretaries must have served as the elected hostel representatives on the Board or any of its committees in the past for a minimum of 8 months and should not have been impeached during his/her tenure. Special waivers to this rule may be sought from the President and Vice-President B.S.W. as given in section VII-C-1.
- b. The candidates should be completing at least 2nd academic year at the time of election.

2. Selection and Election Procedure:

- a. General Secretary and Deputy General Secretary will take a feedback of all eligible candidates for the post of secretary, from the outgoing Executive Committee which will be verified independently by the B.S.W. President.
- b. All the interested candidates will have to apply in a standard format approved by the President, B.S.W. These candidates will be interviewed by a panel consisting of President, B.S.W., Vice-President B.S.W., outgoing General Secretary, outgoing Deputy General Secretary, Operations and outgoing Deputy General Secretary, Mentorship.
- c. After the interview of all candidates, at least 6 students, who will be eligible for contesting in elections, shall be selected.
- d. All requests for withdrawal from the process at this stage shall be submitted directly to President, B.S.W. The approval for withdrawal will be done by the President, B.S.W.
- e. Each person in the electorate will cast 4 votes in favor of 4 candidates amongst the pool of candidates. 4 candidates securing the highest votes will be elected as B.S.W. Secretaries.
- f. In the event of a tie at any stage of the election, a chance mechanism shall be adopted to break the tie.

ELECTORATE

VII-B-4

- (i) The outgoing General Secretary; outgoing Deputy General Secretary, Mentorship; outgoing Deputy General Secretary, Operations; outgoing Coordinators; outgoing Secretaries and the outgoing Hostel Representatives shall form the Electorate for the posts of General Secretary, Deputy General Secretary, Operations and Secretaries.
- (ii) The office bearers in Electorate are eligible to vote only if they have served in the office for at least 8 months and are holding the post at the time of voting.

ELECTION DISPUTES

VII-C-1

Any election dispute may be referred to the Dean of Students who shall give a ruling on the case in consultation with the President, B.S. W., the General Secretary, S.A.C., and the General Secretary, B.S. W. There shall be no appeal against this ruling.

WAIVERS

VII-D-1

- (i) Any waiver will have to be recommended by 2/3rd majority of the outgoing student members in the Executive Committee in writing to B.S.W. president, except the candidate who is contesting in the elections at that time.
- (ii) The waivers shall be subject to final approval of President, B.S.W.

REMOVAL OF AN OFFICE BEARER

VII-E-1

Student Members of Executive Committee and Representatives

- (i) Any student member of Executive Committee or the B.S.W. representatives may be removed from office by a vote of no-confidence. Such a motion will be considered only if a complaint is received in writing by the President,

- B.S.W. or Vice President, B.S.W., and the motion will be carried if supported by at least two-thirds of the complaints committee.
- (ii) There should be a compulsory meeting of Complaints Committee after end of 7 month tenure to review working of all the board members and review any complaints against any team member.
 - (iii) Impeachment of the student members of Executive Committee or B.S.W. representative can be done until end of 7 months from the day of elections.
 - (iv) A vacancy in the post of General Secretary or Secretary of a permanent committee or Hostel Representative due to any reason shall be filled by the same procedure by which the original incumbent was elected. The election for filling a vacancy shall be held within fifteen days of its occurrence.
 - (v) A member of the Board who vacates his/her seat shall be ineligible for membership of the Board for the rest of the academic session. However, any member, who has been removed through the procedure of impeachment, shall be ineligible for membership of the Board for the rest of his/her stay in IIT Delhi.

VII-E-2

Mentors

Mentors can be impeached by B.S.W. President after consultation with Vice President, B.S.W., Deputy General Secretary, Mentorship and General Secretary, B.S.W.

CHAPTER VIII

Amendments to the Constitution

VIII-A-1

- (i) Any part of this Constitution except Chapter I and Chapter VIII may be amended by the B.S.W.
- (ii) The proposed amendment should have been circulated amongst the members at least one week before the meeting at which it is to be considered.
- (iii) The quorum for a meeting called to consider an amendment will be two-thirds of the Board members. In case the quorum is not fulfilled, the quorum for the second and subsequent meetings called to consider the same amendment shall be one-half of the Board membership.
- (iv) In order for an amendment to be carried forward, it shall be necessary to obtain a favorable vote of at least two-thirds of the members present at the meeting when the amendment is considered.

VIII-A-2

All amendments and additions to this Constitution shall remain invalid unless ratified by the Student Affairs Council.

VIII-A-3

Chapters I and VIII may be amended by the Student Affairs Council.

VIII-A-4

In case of dispute in the interpretation of an Article or Articles of the Constitution, the matter will be referred to a Committee consisting of the President, B.S.W., the General Secretary, B.S.W. and the General Secretary, S.A.C. This Committee shall give its recommendations to the Dean of Students whose decision will be final and binding. The committee shall also recommend to the B.S.W. any amendments which may be required to avoid a similar dispute arising in future.