

6 माइल, सामदुर, तादोंग -737102  
गंगटोक, सिक्किम, भारत  
फोन-03592-251212, 251415, 251656  
टेलीफैक्स -251067  
वेबसाइट - [www.cus.ac.in](http://www.cus.ac.in)



सिक्किम विश्वविद्यालय  
SIKKIM UNIVERSITY

6<sup>th</sup> Mile, Samdur, Tadong -737102  
Gangtok, Sikkim, India  
Ph. 03592-251212, 251415, 251656  
Telefax: 251067  
Website: [www.cus.ac.in](http://www.cus.ac.in)

(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नैक (एनएएसी) द्वारा वर्ष 2015 में प्रत्यायित केंद्रीय विश्वविद्यालय)  
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

SU/2012/REG-03/SU/2129/109C

Date: 13<sup>th</sup> October 2017

## **Notification - 117 /2017**

Subject: **Amendments in Bylaws of Sikkim University Teachers' Association (SUTA)**

The Executive Council in its 28<sup>th</sup> meeting held on 11<sup>th</sup> August 2017 approved the amendments in Bylaws of Sikkim University Teachers' Association (SUTA) as given in Annexure to this notification. Amendment in Section 7 (2) and addition of Clause (3) under Section 1 within 'Organization of the Association' of SUTA Bylaws are the amendments carried out.

### **Distribution:**

1. PS to Vice-Chancellor for kind information of the Vice-Chancellor
2. PS to Registrar
3. Finance Officer
4. Controller of Examinations
5. Librarian
6. Deans of Schools of Studies
7. Dean, Students' Welfare
8. All Heads/In-charge(s) of the Departments
9. President/General Secretary, SUTA
10. System Analyst for necessary upload in the website
11. Office Copy
12. Guard file

*T.K. Kaul*  
(T.K.Kaul)  
**REGISTRAR**  
कुलसचिव  
Registrar  
सिक्किम विश्वविद्यालय  
Sikkim University

# Sikkim University Teachers' Association (SUTA)

## Bylaws

### **1. Name and Location**

The full name of this Association shall be Sikkim University Teachers' Association and abbreviated name will be SUTA. The office of the Association will be located in Sikkim University (SU), Sikkim, India.

### **Section 1 Purposes**

The purposes of this Association shall be:

1. To promote democratic functioning of the Sikkim University.
2. To promote studies and discussion on academic and research matters.
3. To advocate, secure, maintain and safeguard the rights and liberties of teachers and to help them fulfil their commitments.
4. To take necessary steps to improve the conditions of service of teachers of the SU.
5. To suggest, initiate and work for suitable legislation affecting educational and research policy with special reference to rights and responsibilities of teachers.
6. To organize and administer and/or help in the administration of social security for teachers.
7. To promote social harmony amongst the teachers, students and non-teaching staff of the SU and to organize recreational activities for their benefits.
8. To promote the objectives for which the SU has been established
9. To protect the welfare of the teachers and their family

### **Section 2 Status of the Organization**

This Association will be non-political and for all teaching faculties of Sikkim University, India. It will be registered society under the Societies Registration Act.

## **II. Organization of the Association**

### **Section 1 Membership**

1. Membership of the Association shall be open to all the teachers\* of Sikkim University. Membership shall be renewed annually after paying the prescribed membership fee.

2. Every teacher intending to be a member of the Association shall apply for the same in the prescribed form and on payment of the prescribed fee to be laid down by the general body from time to time shall be enrolled as a member of the Association.

(\* temporary and guest faculty are excluded)

3. *Any faculty member of Sikkim University shall have to pay their membership fees by at least 21<sup>st</sup> February in order to enable them to cast their vote in that particular year.*

## **Section 2 Definitions**

Unless the subject or context otherwise requires, in this bylaws:

1. **SU** stands for Sikkim University, Sikkim, India.
2. The word “**Association**” refers to the Sikkim University Teachers Association (SUTA).
3. **Executive committee** may be understood as the conglomeration of President, vice-presidents, general secretary, joint secretaries, treasurer, co-treasurers and eleven executive committee members.
4. **General body** may be understood as executive committee members and all other members of the Association.

## **Section 3 Authorities of the Association**

1. The general body of the Association consisting of all its members shall be the supreme authority of the SUTA.
2. Under the general body of the Association, there shall be an executive committee and the following office bearers of the Association:
  - a. a President
  - b. two Vice-Presidents
  - c. a General Secretary
  - d. two Joint Secretaries
  - e. a Treasurer
  - f. a Co-treasurer
  - g. Eleven Executive Members

## **Section 4 General Body**

1. The general body may meet as and when necessary, but shall meet at least twice in a semester including annual general body meet. The agenda of the general body meeting,

except the annual meeting, shall be approved by the executive committee and shall be circulated by the secretaries at least fifteen days in advance.

2. Notices of the Association meetings including date, place, time, and purpose of the meeting shall be made available to all members of the Association.
3. The Executive committee may convene an emergency meeting of the general body whenever it thinks fit after giving one day notice. The quorum for this meeting shall be one third of the general body.
4. The Executive Committee shall convene an emergency meeting of the General body upon requisition in writing signed by not less the one third of the members of Association within ten days of receipt of notice for such a requisition.
5. The annual general body meeting will be held towards the end of year (as per English calendar). The executive committee will fix up a date for this to discuss the following agendas:
  - a) The annual report of the Association prepared by the secretary.
  - b) The financial report of the Association prepared by the treasurer along with an audit report.
  - c) Action plan for coming year.
  - d) The budget for the next year.

### **Section 5 Executive Committee**

1. The day-to-day work of the Association shall be assigned to an executive committee which shall consist of:
  - a. a President
  - b. two Vice-Presidents
  - c. a General Secretary
  - d. two Joint Secretaries
  - e. a Treasurer
  - f. a Co-treasurer
  - g. Executive Members (maximum of eleven)
2. A meeting of the executive committee will be convened by the general secretary, with the concurrence of the president as and when necessary; a requisitioned meeting of the Executive Committee shall, however, be convened by the President within five days of

the receipt of a requisition in writing signed by not less than one third of the members of the Executive Committee.

3. Subject to the constitution, and the directives of the general body, the committee shall have rights:
  - a. to formulate the policy of the Association and to take steps to carry it out;
  - b. to make rules regulating the financial administration of the Association;
  - c. to make arrangements for any conference of SU teachers that may be convened by the Association;
  - d. to issue bulletins or other publications bearing on the well-being and interests of teachers;
  - e. to take practical steps towards the carrying out of the various aims and objects of the Association specified in the Constitution;
  - f. to accept donations from any public authority\*, private body, or individual to promote the aims and objects of the Association.  
(\* non political)

### **Section 6 Powers and Functions of the Office Bearers of the Association**

1. The president shall preside over the meetings of the general body and the executive committee.
2. The vice-president shall assist the president in the discharge of his duties and shoulder such other responsibilities as the executive committee may assign.
3. In the absence president the senior most Vice President (seniority based on service) will preside over
4. The general secretary shall convene meetings of the general body and the executive committee with the concurrence of the president; shall keep minutes of those meetings; and shall prepare the annual report of the Association.
5. The Joint secretary shall assist the secretary in the discharge of his duties and shoulder such other responsibilities as may be assigned by the executive committee.
6. The treasurer shall prepare the annual financial report and the budget of the Association and shoulder such other responsibilities as the executive committee may assign.
7. The co-treasurer shall assist the treasurer in the discharge of his duties and shoulder such other responsibilities as may be assigned by the executive committee.
8. Executive committee members may be assigned for various activities by the president.

### **Section 7 Election**

1. The office bearers of the Association will be elected by the entire Association members.

2.
  - (i) *The voting will be by secret ballot in the month of March under rules framed for the purpose by the executive committee, approved by the general body and carried out by the Election Commissioner; and they shall hold office for two years.*
  - (ii) *The counting of votes shall be held in presence of the members of the association. After counting of the votes, the Election Commissioner shall be responsible for declaring the results as soon as the counting is over. Registrar, Sikkim University shall officially notify the names of the new elected members to all the Departments vide office notification.*
  - (iii) *The outgoing executive committee shall hand over the charge to the new team immediately after the declaration of the results in the presence of Vice Chancellor/Registrar/Election Commissioner.*
3. Any member of the Association is qualified to file his/her candidature in the election of executive committee of the Association.
4. A teacher who has been found guilty of financial irregularities, physical violence, and/or sexual harassment by a statutory enquiry or any equivalent thereof as prescribed by the rules of the University shall be debarred from contesting the SUTA elections. However, he/she may retain the right to vote. Each candidate will be required to follow a 'full disclosure norm' while filing the nomination stating whether any such enquiry was instituted against her/him, and if any, whether it is pending, or has been dismissed, on what grounds. Any such information shall be widely circulated among the electorate.
5. An office bearer of the Association will be eligible for re-election for the same office for not more than two consecutive terms.
6. Senior officer not below the rank of Registrar who is the part of the University but not the member of association and/or a neutral observer accepted by the General body may act as the election commissioner.

### **Section 8 Vote of No Confidence**

1. A vote of no-confidence against an office bearer of the Association may be moved in a requisitioned meeting.
2. A vote of no-confidence can be passed only by a two-thirds majority of the members present provided that the number of members voting is not less than simple majority of the total members of the Association.

### **Section 9 Vacancies**

1. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in the office of the Association. The vacant membership of the executive committee shall be filled up by the executive committee for the remainder of the term of office, except that its choice of presidents, secretaries and treasurer shall be subject to confirmation by the general body at their next meeting.

2. If any person in any of the offices mentioned above does not attend meetings of the executive committee without sufficient cause for three consecutive meetings, he shall be deemed to have vacated his seat, without prejudice to his being re-eligible for the same office.

### **Section 10 Revision of the Bylaws**

1. Changes/amendments in the bylaws may be made as per the need of the general body.
2. Amendments in the bylaws shall be proposed either by the executive committee or by a group of not less than one-third of the members of the Association, signifying their desire to do so in written form.
3. Amendments to these bylaws may also be ratified through circulation to all members, giving at least 15 days for comments/objections.
4. Not less than fifteen days' notice shall be given for the consideration of any such proposed change in the bylaws.
5. Changes in the bylaws can be made only by a two-thirds majority of the members present at the meeting provided that the latter is not less than a majority of the membership of the Association.

### **Section 11 Quorum**

1. Quorum for a meeting of the executive committee shall be one-third of the number of members of the said body at the time of the meeting.
2. Quorum for a general body meeting will be one-third of the membership at the time of the meeting.
3. For general meeting body discussion on bylaws amendments or no-confidence resolutions, quorum shall be one-third of the number of membership at the time of meeting.

### **Section 12 Financial Management**

#### **1. Fund for the Association**

The Association will have its own fund for day to day activities. The fund will be raised from the following sources:

1. Membership fee
2. Donation from SU
3. By organising sports/cultural events or showing movies
4. Interest obtained from the money deposited in the bank

## **2. Maintenance of funds**

A joint saving bank account will be opened in the name of SUTA. The bank transaction will be made by the signatures of at least two vital office holders (Treasurer and President).

## **3. Mode of expenditure of the funds**

1. The fund can be utilized based on the duly approved annual budget of the Association.
2. The annual budget of the Association will be ratified by the General body.
3. The financial report of the expenditure will be submitted to the annual general body meeting by the treasurer for its approval.

## **4. Auditing of the funds**

1. The details of income and expenditures of the Association will be maintained as per the existing financial laws.
2. The auditing of the fund will be done by the registered Chartered Accountant appointed by general body.

\* **The amended provisions in italics have been approved by the Executive Council in its 28<sup>th</sup> meeting held on 11<sup>th</sup> August 2017**