

SSLA

Student Council

Charter

This document is intended to inform and guide the SSLA Student Council of its purpose and function at SSLA. How the SC performs during its term is dependent on the President and the determination of the Student Council.

Purpose of the Student Council:

The Student Council of the Symbiosis School for Liberal Arts is a body that is intended to assist in relations between SSLA administration and SSLA students. The primary objective of the SC is to improve and maintain the quality of student life at SSLA. Any other goals and objectives are considered to be a part of achieving the primary objective. The SC will achieve its objective by raising concerns and problems students might be having, as well as organizing activities for the student community. The Student Council has final say regarding any and all student run activities and must be consulted before any student run initiative, under the banner of SSLA, takes form. The Student Council similarly takes full responsibility for the proper execution of anything in their ambit.

The Student Council shall consistently maintain and develop relations between Faculty and Students. The success of the Student Council rests on the trust and dedication that SSLA and the Faculty place in them.

The SSLA Student Council is a leadership and development platform created by SSLA for the growth of its students and the institute as a whole.

The Director of SSLA has the power to bypass, overrule and dissolve the Student Council as per his/her discretion.

Structure:

The Student Council of SSLA, (SC) is primarily, a body that is comprised of 16 students; selected by elections and nominations. The Student Council comprises of these 16 students, with an honorary position reserved for the Director of SSLA.

Permanent Faculty are extended a permanent invitation to the Student Council and its meetings.

3 Positions filled by Nomination (via faculty):

- Internship Cell Student Coordinator
- International Office Student Coordinator
- Community Outreach Student Coordinator

13 Positions filled by Election (via Student Body)

- President
- Freshman Year Representatives – 3
- Sophomore Year Representative – 3
- Junior Year Representative – 3
- Senior Year Representatives – 3

After Elections, the 12 General Body Members will be given the option to choose any **one** of the following positions. General Body Members should be made aware that all positions are taken on top of their responsibility as General Body Members.

- Secretary
- Treasurer
- Sports Coordinator
- Event Coordinator
- Hostel Liaison
- Web Team Liaison
- Press Liaison
- Unassigned x 5

Roles:

*Core Responsibilities: (for **all** members)*

- To Conduct Themselves in a Manner Befitting the Post they Hold
- To Implement and Uphold the Rules of SSLA
- To Ensure that Every Student Has an Equal Voice
- To Push Forward a Goal of a Better SSLA
- Should ensure that the SSLA Campus is appropriately maintained

President:

- Leader of the Student Council
- Presides over Student Council Meetings
- Organizes Student Council Meetings
- Responsible for the Student Council's Efficiency
- Responsible for maintaining the quality of Student Life
- Can assign tasks to any SC Member
- Can implement any activity for the SSLA Student Body
- Can impose a review of any and all SC Members

Treasurer:

- Responsible for the management of the Student Council Fund
- Must submit a report to the accounts department regarding Student Expenses
- Should be aware of the Total Student Activity Budget
- Should be aware of any and all student expenses

Secretary:

- Responsible for maintaining an active record of all Student Council activities
- Must record the minutes of the Student Council Minutes
- Must plan the agenda for Student Council Meetings
- Should ensure that Official Notices are given priority on the Notice Boards
- Will act as Acting-President should the President be indisposed

Community Outreach Student Coordinator:

- Must develop and maintain an active database of all Community Outreach Programs
- Must ensure that the interests of the Community Outreach Program are represented
- Must ensure that concerns of the Community Outreach Program are clearly stated
- Should actively convey any and all developments about the Community Outreach Program to the SC

Internship Cell Student Coordinator:

- Must develop and maintain an active database of all Internship options in various fields
- Must ensure that the interests of the Internship Cell are represented
- Must ensure that concerns of the Internship Cell are clearly stated
- Should actively convey any and all developments about the Internship Cell to the SC

International Office Student Coordinator:

- Must develop and maintain an active database of all Study-Abroad Options
- Must ensure that the interests of the International Office are represented
- Must ensure that concerns of the International Office are clearly stated
- Must represent and address any concerns related to International Students
- Should inform students of upcoming events relevant to the International Office
- Should actively convey any and all developments about the International Office to the SC

Event Coordinator:

- Must create an Organizing Team for any and all SSLA Student Run Events
- Must Conduct Club Elections
- Must ensure that proper protocols are in place for any and all Club, Events or Activities; with regards to reimbursement, bookings, conduct, etc.
- Should coordinate the activities of the various SSLA Clubs
- Should take an active part in ensuring clubs are active and efficient

Sports Coordinator:

- Must keep an active Database of all available sporting grounds
- Must assist in the creation of any sports team
- Should assist all sport teams in their activities
- Should promote use of the Symbiosis Gym
- Should ensure that SSLA participates in all Symbiosis Health Centre Events
- Can promote the use of the Symbiosis Health Care Facilities

Hostel Liaison:

- Must ensure that the quality of hostel life is adequate
- Must ensure that no ragging happens to any SSLA Student in the Hostel
- Can hold regular meetings with Hostel Students in order to note their concerns
- Should keep a database of PG's, off-campus hostels and tiffin services
- Should work with the SSLA Mentorship Cell on any issues
- Should listen and represent the problems of this student community

Press Liaison:

- Responsible for creating notices regarding any and all decisions made by the SC
- Must create press releases for all SSLA Student Activities
- Responsible for Student Council Public Relations
- Should take an active role in promoting SSLA on the Internet
- Should work closely with the Web Team Liaison to achieve their objectives
- Should be the official spokesperson to any Student Newspaper on the SC's activities
- Will be asked to report on the state of the SSLA publication at any time

Web Team Liaison:

- Responsible for ensuring that the Website is properly maintained
- Must ensure that the Website is active and up to date
- Should work closely with the web team to ensure content is generated
- Should ensure that SSLA has a strong online presence
- Can be asked to assist in the online admissions process for SSLA
- Will be asked to report on the state of the Web Team at any time

Unassigned:

- These members have an increased commitment to their respective batches and the Student Community
- SC may assign temporary responsibilities and tasks
- SC portfolio Members may request assistance if needed

This will enable the SC to address any other issues that may arise in the SSLA environment. These members should understand the benefit of their position as compared to portfolio members.

General Body Members:

- To act as representatives of the Student Body
- General Body Members are committed to their core role of being batch representatives before any of their portfolios
- Must represent the best interests of the Student Community
- Should hold a minimum of **three** meetings with their respective batches in a semester
- Should organize and manage a strong feedback process for the Student Council

Term:

Each Student Council has a term of **one year** starting from the first week of October and ending in the last week of September.

Should any delay occur in the election of the new Student Council, the previous Student Council shall extend its term. The newly elected SC will not be permitted to extend their term.

The Student Council Ambit:

- The Student Council has authority over on any and all Student Run SSLA Activities that occur in SSLA.
- The Student Council has the final say on any decisions pertaining to SSLA Student Run Activities
 - The Student Council has the right to disregard faculty input on Student Run Activities
- The Student Council has the right to dismiss the Head of any SSLA Student Activity
- The Student Council may offer its feedback and suggestions to the various Cells of SSLA.
- The Student Council has the power to call upon the various Student Heads of these Cells and conduct performance reviews.
- The Student Council may make recommendations to the ARC and SCRC
- The Student Council may be required to assist in SSLA events, such as seminars or Open House Meetings

Voting:

All matters will be decided by a vote in which a simple majority will be regarded as a pass.

A record must be kept of the total members present, the vote count and any SC members who abstained along with any reasons they might hold.

Any amendments to this document shall be decided by unanimous consent of the Student Council.

The President is urged to refrain from voting, wherever possible, so that in the event of a tie-breaker, they may decide the best course of action.

All tie-breaker decisions will be sent to the Director for confirmation.

Should a SC member be absent during a vote, they are denied an opportunity to recast their vote.

Elections:

Election Officer for each year will be chosen by the Director from the Permanent Faculty.

The Criteria and Process for the Community Outreach, International Office and Internship Cell are to be decided by the faculty in-charge.

The Election of the Student Council should occur in the first week of October.

Election Process:

- Candidates shall have to file a formal nomination slip stating the positions they are standing for with the Director. The nomination format will be made available on the website.
- Candidates are permitted to campaign for themselves
 - Candidates that indulge in negative campaigning, or bribery shall be barred from standing.
 - *Faculty Nominated positions may be filled before the election date.*
- Candidates will be required to make a speech/campaign to the student body detailing the reasons why they should be elected.
 - *Voting shall be done in a secret ballot monitored by the SSLA Faculty*
- Voting for the President shall happen first
- Results of the vote shall be placed on the Notice Board along with the New Community Outreach Head, and the Internship Cell Head, and the International Office Head
- Year I (Freshmen) Votes for their General Members
- Year II (Sophomore) Votes for their General Members
- Year III (Junior) Votes for their General Members
- Year IV (Senior) Votes for their General Members
- Declaration of the 12 General Members shall be placed on the notice boards along with the names of the Newly Elected Student Council

Basic Candidate Criteria:

- Candidates Must Have Attendance of 80%, or more, at the Time of Elections
- Candidate Should Have Conducted Themselves Befitting The Position they Seek to Represent

- Candidates Must Clearly State Whether They are Standing for General Body Member or President

Presidential Candidate Criteria:

- Presidential Candidates cannot be from the First Years.
- A Past President cannot stand for the office in consecutive years.

Portfolio Selection

Candidates will be given the opportunity to state their preferred portfolio in their nomination form.

Upon the declaration of the results, the elected members shall meet with the Director and the remaining General Members shall choose their posts.

Filling of the positions shall happen in the following order:

1. Secretary
2. Sports Coordinator
3. Event Coordinator
4. Treasurer
5. Press Liaison
6. Web Team Liaison
7. Hostel Liaison

Interested Members will be sorted in the order of seniority, with the senior-most batch being last on the list. Furthermore, the General Members who had stated their preference prior to election will be given priority.

- I. The Aspirant shall speak to the SC, stating their reasons and capability for the position.
- II. The Aspirant shall then leave the room while the SC has a **secret ballot vote**
- III. The Votes shall be counted and should the Aspirant fail; the next applicant will be called up.
 - a. Failed aspirants are not permitted to vote.
 - b. The winning number of votes is set at a simple majority of the available SC members
 - c. The official numbers will not be disclosed under any situation.

Provided there is no conflict, the portfolio is automatically filled.

Applicants wishing to be Unassigned may state this before Portfolio selection occurs or after it has finished.

Should an event arise where more than 5 General Body Members wish to be Unassigned, selection will occur based on seniority, with the senior-most batch being given preference. Should there be a conflict, it will be decided by 3 rounds of rock-paper-scissor (standard rules)

Should an event arise where a portfolio is left unassigned, the Applicants for Unassignment will be asked once more, after which, the President will be required to make a decision on how to proceed.

Meeting:

Fixed Meetings: The Student Council must meet every two weeks to discuss student concerns and any other issues that might have arisen. This meeting is compulsory for all Student Council Members and can be attended by any Student unless otherwise specified.

Ad hoc Meetings: The Student Council, if the need arises can have additional meetings in the month/week. These meetings are optional, and members can choose to not attend. Any decision made in those meetings is still binding on the rest of the Student Council.

Quorum: Quorum is set at One-Fourth of the Total Strength of the Student Council or, 4 Members.

Late Policy: The Student Council shall maintain a late policy of 15 minutes. After this point, members can be marked late or absent (as per the Presidents Discretion)

Powers of Student Council Members:

Being the representative of the Student Community, the Student Council is granted certain privileges.

- The Members of the Student Council are to assist and accompany the new Batch of SSLA Student each year in their induction process.
- Members of the Student Council will be given consideration when going on Out-Bound SSLA Trips
- Members of the Student Council have the authority to uphold all SSLA Rules and subsequent Fines.
- Members of the Student Council have the authority to confiscate I-Cards
- Members of the Student Council have the authority to schedule a meeting for students at any time.
- Members of the Student Council may apply for special privileges that otherwise are unavailable to students, (Example: Key to the Common Room)

Appendix - I

Process for Impeachment

In order to ensure that the SSLASC reflects the democratic process as much as possible, a process of impeachment is to be established towards the members of the SC. The process can be initiated by any student, faculty or employee of Symbiosis International University. Students are encouraged to understand the seriousness of such a process and the legal significance of such a hearing.

The Process:

- I. The process of impeachment will begin with the submission of an official letter stating the grounds for such action.
 - II. The letter must be submitted in both soft and hard copy to the Director of SSLA, The President and Secretary of the Student Council, and the Office Coordinator.
 - III. An emergency meeting will be called within 48 hours where the Director, the President and the Secretary shall discuss the letter and its contents with the Legal Advisor for SSLA.
 - IV. A date will be set within the next two weeks for the two parties to put forward their arguments and defence towards a board, consisting of the Director, the President, the Secretary, One Faculty Member and the SSLA Legal Advisor.
 - a. As an option, the accuser may choose to have the hearing in an open forum in which case it should be detailed in the submitted letter.
 - V. The board may choose to any punishment or sanction as they see fit.
- In the event that the President or the Secretary is found to be the subject of this impeachment, the process shall remain the same, with the simple exclusion of the concerned parties where it is necessary, and the replacement of said party with a random SC Member to maintain the balance on the board.
- In the scenario that the entire Student Council is the subject of the impeachment, the Director shall at her discretion, call for a meeting of the Entire Student Body where if the majority of students agree with the arguments put forward, fresh elections shall be called to elect a new Student Council for the remainder of the year.
- The Director retains the right to dissolve the SC without calling for a Meeting of the Entire Student Body.
 - The Director retains the power to dissolve the SC and not call for fresh elections for the remainder of the year.
- The Director similarly retains the right to deal with any such ‘impeachment letter’ as they see fit.

Process of Review:

Any student of SSLA has the right to call the Student Council or any Member of the Student Council for a review.

In order to initiate a review, a formal letter must be submitted to the President of the Student Council. The sender has the right to send the same mail to the Director should they require

their involvement. Otherwise, the President is within their rights to initiate the review sans faculty approval.

The formal letter must clearly state the reason why the review is being called. The sender cannot retain anonymity if a review does occur, as they will be requested to personally state their side of the story before the Member in question replies.

The SC Member in question will be required to explain themselves to a committee that can, include the following of the following:

- i. The President
- ii. The entire Student Council (those not included in the Review)

The President may additionally request the additional presence of:

- iii. The Director
- iv. Faculty Members
- v. The SSLA Legal Advisor

At the end of the Review, the Member in question will be asked to leave while those present discuss the situation.

Any decision that is concluded by this committee must be presented to the Director for approval.

Only the Director of SSLA retains the power to Officially Dismiss a member of the Student Council.

Should the subject of the review be the President, then the process remains the same with the Secretary replacing the President in all proceedings.

Dissolving of the Student Council:

If at any point of time, the conduct of the Student Council is called into question by a member of the Student Council and retains the support of more than a majority of the Student Council, they may choose to pass a vote of no confidence and as a by-product of such a vote, dissolve the Student Council.

The Director retains their right to suspend or nullify such a vote; however they will be required to launch an inquiry into the matter and, if necessary, mediate the matter.