

Constitution of the Board for Recreational and Creative Activities

(As approved by the Student Affairs Council in its Meeting held on 13th February, 2013)

CHAPTER I Terms of Reference and Objectives

TERMS OF REFERENCE

I-A-1

The Board for Recreational and Creative Activities (here- in after called the Board or the B.R.C.A.) 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 policies followed by the B.R.C.A. Board shall be subject to the rules and regulations laid down by the Student Affairs Council from time to time.

OBJECTIVES

I-B-1

The objectives of the B.R.C.A. Board will be to:

- (i) facilitate the development and growth of students' creative ability and initiative
- (ii) provide students with a wholesome learning experience outside the class room to supplement the academic activities carried out inside the classroom.
- (iii) enable students to take active part in campus life, develop their talents and imbibe essential life skills through recreational and creative activities.

I-B-2

In order to achieve these objectives, specific opportunities will be provided for:

- (i) Create a setting for student interaction, relationship formation, and discussion.
- (ii) Develop the skill to lead and organise group activities for cultivation of hobbies and intellectual interests.
- (iii) Develop the ability for enhanced oral and written communication skills.
- (iv) Develop good social and interpersonal skills, while also increasing their self-confidence.
- (v) Develop creative ability and interest in visual & creative arts, literature, music, dance, theatre and Indian culture.

CHAPTER II Composition and Tenure of the B.R.C.A. Board

COMPOSITION

II-A-1

The B.R.C.A. Board will consist of:

- (i) President, B.R.C.A.
- (ii) General Secretary, B.R.C.A.
- (iii) Vice President, B.R.C.A
- (iv) Assistant Registrar (Student Affairs)/other administrative officer not so designated but working in that capacity.
- (v) Presidents of Activities.
- (vi) Secretaries of Activities.

II-A-2

For the posts under Article II-A-1, appointments and elections shall be as detailed in Chapter VII.

II-A-3

The immediate past President, B.R.C.A. and the immediate past General Secretary, only if the incumbent is still a bona fide student of the institute, shall be a permanent invitee to all meetings of the B.R.C.A. Board.

OFFICE BEARERS

II-B-1

The President, B.R.C.A. shall preside over the meetings of the B.R.C.A. Board.

II-B-2

The General Secretary, B.R.C.A. shall be the Convener Secretary of the B.R.C.A. Board.

TERM OF OFFICE

II-C-1

The term of office of all student members of the B.R.C.A. shall be one year. The new student members will take over office before the end of the second semester. The new staff members will take over office as soon as they are appointed.

CHAPTER III Constituent Units of the B.R.C.A.

ACTIVITIES

III-A-1

Each constituent unit of the B.R.C.A. Board is called as Activity.

III-A-2

The Activities of B.R.C.A. Board are:

1. Dance Club
2. Dramatics Club
3. Debating Club

4. Literary Club
5. Fine Arts and Crafts Club
6. Photography and Film Club
7. Music Club
8. Quizzing Club
9. Spic Macay, IIT Delhi Chapter
10. Hindi Samiti

III-A-3

- (i) Clubs will organize activities which can be inter-house, intra-house, inter-departmental and inter-college competitions.
- (ii) Among the above activities, Spic Macay IIT Delhi Chapter and Hindi Samiti are non-competitive activities.

ADDITION AND DELETION OF ACTIVITIES

III-B-1

An existing Activity will be discontinued if interest in that Activity has ceased and does not revive under two consecutive managements, and if a two-third majority of the B.R.C.A. Board at one of its meetings votes to discontinue it.

III-B-2

A new Activity may be provisionally introduced if thirty students express an interest in it, apply to the B.R.C.A. Board for recognition and if the recognition is granted to it by a two-third majority of the B.R.C.A. Board.

III-B-3

A provisionally introduced Activity will be accepted as a constitutional activity after it has successfully worked for one year and is voted for acceptance by a two-third majority of the B.R.C.A. Board at one of its meetings.

CHAPTER IV Functions and Working of the B.R.C.A. Board

THE B.R.C.A. BOARD

IV-A-1

The B.R.C.A. Board will be the main policy making body and will be responsible for the overall organization of all the activities.

THE EXECUTIVE COMMITTEE

IV-B-1

The B.R.C.A. Executive Committee will consist of:

- (i) President, B.R.C.A. ...Chairperson
- (ii) General Secretary, B.R.C.A. ... Convenor
- (iii) Vice-President, B.R.C.A.

IV-B-2

The B.R.C.A. Executive Committee will manage the day-to-day affairs of the B.R.C.A. Board, subject to the overall authority of the Board. It will also be the coordinating body for functions involving more than one Activity.

IV-B-3

The B.R.C.A. Executive Committee will be the steering-committee for the organization of the B.R.C.A. part of the Students' Week, which is held in the first semester of the academic year. For this purpose, it may co-opt as many members as it deems necessary. The members must be selected by President, B.R.C.A. or any other faculty member suggested by President, B.R.C.A. Additional members can be co-opted on the advice of the B.R.C.A. Board.

IV -B-4

The President, B.R.C.A. or the General Secretary, B.R.C.A. in consultation with the President, B.R.C.A. may invite any Activity Secretary to participate in a meeting of the B.R.C.A. Executive Committee.

IV-B-5

The Deputy Registrar (Student Affairs) / other administrative officer not so designated but working in that capacity will attend all the meetings of the B.R.C.A Executive Committee as invitees.

IV-B-6

The B.R.C.A. Executive Committee will meet whenever necessary and at least once a fortnight.

IV-B-7

The General Secretary, B.R.C.A. in consultation with the President, B.R.C.A. will convene the meetings of the Executive Committee. However, if he is absent from the Institute for more than a week, the President, B.R.C.A. may call a regular meeting. Emergency meetings of the Executive Committee may be called by the President, B.R.C.A. by notifying his/her intentions to the General Secretary, B.R.C.A.

THE ACTIVITY COMMITTEE

IV-C-1

Each club, society or committee is managed by an Activity Committee which will consist of:

- (i) Activity Secretary
- (ii) Activity President
- (iii) Hostel Representatives (one from each hostel)
- (iv) Immediate past Activity Secretary as permanent invitee

IV-C-2

The Activity Committee will meet as often as necessary and at least twice a semester.

IV-C-3

The quorum for the Activity Committee meetings will be the same as for the B.R.C.A. Board meetings. The Activity Committee will attempt to take decisions by consensus.

IV-C-4

The SPIC MACAY, IIT Delhi Chapter & Hindi Samiti will consist of:

- (i) Activity Secretary
- (ii) Activity President
- (iii) Immediate past Activity Secretary as permanent invitee
- (iv) Members (voluntary)(a minimum of 3 and a maximum of 6). The membership is completely voluntary and shall not involve any kind of election procedure.

IV-C-5

Membership under article IV-C-1, under sub clause (iv) and under article IV-C-4, sub clause (iii) shall be valid only if the incumbent is still a bona fide student of the institute.

CHAPTER V Meeting Procedures of the B.R.C.A. Board

V-A-1

The B.R.C.A. Board will meet whenever necessary and at least twice a semester.

V-A-2

The General Secretary, B.R.C.A., in consultation with the President, B.R.C.A., will convene the meetings of the B.R.C.A. Board. However, if he is absent from the Institute for more than a month, the President, B.R.C.A. may call a regular meeting of the B.R.C.A. Board. Emergency meetings of the B.R.C.A. Board may be called by the President, B.R.C.A. by notifying his intention to the General Secretary, B.R.C.A.

V-A-3

A meeting of the B.R.C.A. Board can be requisitioned by written request by at least one fourth of the members of the B.R.C.A. Board. Notice for such a meeting shall be given by the General Secretary, within a period of five Institute days of his receiving such a requisition, and the meeting shall be held within ten Institute days of the issue of this notice, provided no regular meeting is scheduled within that period. The items for which the meeting is requisitioned must necessarily be taken up first in this requisitioned/regular meeting before any other items are taken up.

V-A-4

Except in the case of emergency meetings the Agenda for the meeting of the B.R.C.A. Board will be prepared by the General Secretary, B.R.C.A. in consultation with the President, B.R.C.A. and circulated at least 48 hours before the meeting to all the Board members.

V -A-5

The President, B.R.C.A. or the General Secretary, B.R.C.A. in consultation with the President, B.R.C.A. may invite any non member to attend the meetings of the B.R.C.A., e.g., the Cultural Secretaries of the hostels. These invited members shall have no voting rights.

V-A-6

- (i) One-half of the B.R.C.A. Board will form the quorum for its meetings, unless otherwise stated.
- (ii) In case of lack of quorum, a meeting may be reconvened with at least three Institute working days' notice and no quorum will be required for this meeting, unless otherwise stated.

V-A-7

The B.R.C.A. Board will attempt to take decisions by consensus. However, if there is a division, a simple majority of members present will suffice for a motion to be carried, except where indicated otherwise. In case of a tie, the President, B.R.C.A. shall exercise a casting vote to break the tie. A secret ballot may be held, if so requested by any member.

V-A-8

If any Activity Secretary or the General Secretary fails to attend two consecutive meetings of the B.R.C.A. Board (including those which could not be convened due to lack of quorum) without leave of absence from the President, B.R.C.A. or the General Secretary, B.R.C.A. in the case of an Activity Secretary or from the President, B.R.C.A. in the case of the General Secretary, he shall cease to be a member of the B.R.C.A. Board for that year. The resulting vacancy will be filled as per Article VII-K-2, within 15 Institute days. Absence with such permission shall be announced and recorded at the meeting.

V-A-9

If meeting of the B.R.C.A. Board has prolonged beyond a reasonable length of time, the meeting can be adjourned at the discretion of the President, B.R.C.A. The reconvened meeting shall be held within three Institute days of this adjournment.

V-A-10

Parliamentary conduct and discipline shall govern all meetings of the B.R.C.A. Board.

V-A-11

The minutes of the meetings of the B.R.C.A. Board shall be prepared by the General Secretary, B.R.C.A. in consultation with the President, B.R.C.A. and recorded in a minute book. These minutes after approval shall be sent by the President, B.R.C.A. to the S.A.C. for their information/ratification.

CHAPTER VI Responsibilities vis-à-vis the B.R.C.A. Board

OFFICE BEARERS OF THE B.R.C.A. EXECUTIVE COMMITTEE

VI-A-1

The President, B.R.C.A. will be the principal staff office holder and will have the overall charge of the B.R.C.A. Board.

VI-A-2

The General Secretary, B.R.C.A. will have the overall charge of the B.R.C.A. activities vis-à-vis the students' role in such activities. He will co-ordinate the work of the various activities and advice Activity Secretaries wherever necessary on the development of their respective Activity as well as on all problems arising out of the matter brought to him as per clause VI-C-4. He will be in-charge of public relations and will, represent B.R.C.A. wherever necessary. He will prepare the Annual Report of B.R.C.A. and present it at the final Prize Distribution function. He will write be minutes of the B.R.C.A. Executive Committee and of the B.R.C.A. Board meetings and record them in the minutes book, after confirmation.

VI-A-3

The Vice-President, B.R.C.A., will assist the President B.R.C.A., will look after the work delegated to him by the President and will act on behalf of the President during his absence.

ADMINISTRATIVE OFFICER

VI-B-1

The Deputy Registrar (Student Affairs) or other administrative officer not so designated but working in that capacity will administer the permanent staff of B.R.C.A. and maintain the store, equipment and records of B.R.C.A. He will also supervise the organization of Activity functions carried out by the Activity Secretaries.

ACTIVITY OFFICE BEARERS

VI-C-1

The Activity President will actively guide and advice members of the Activity and will ensure that the Secretary is properly maintaining all records and accounts of the Activity and is submitting the vouchers, bills and accounts to the B.R.C.A. Office within the stipulated period as per policy laid down for this purpose.

VI-C-2

The Activity President will preside at the meetings of the Activity Committee.

VI-C-3

The Activity Secretary will have overall responsibility for the organization of the Activity's functions in a manner set forth by the Activity Committee. He/she will

- (i) Preside over functions of his/her activity.
- (ii) Prepare the annual budget for his / her Activity and submit to the General Secretary.
- (iii) Intimate to the General Secretary any programme for the following week within the stipulated time,
- (iv) Submit to the General Secretary a copy of all policy decisions formulated for his / her Activity within the frame work of the Constitution of the B.R.C.A., not later than two days after they have been formulated,
- (v) Submit to the General Secretary an annual report of his / her Activity before the Students' Week,
- (vi) Be responsible for the proper maintenance of all equipment loaned to him / her from the stores and their prompt return after use or at the end of the Students' Week, and
- (vii) Assist the other Activity Secretaries where necessary in the use of equipment *brought* bought out of his / her Activity's budget.

In addition, the code of conduct as approved by the Board from time-to-time, must be followed by the Secretaries and General Secretaries.

VI-C-5

The Activity Committee members will assist the Activity Secretary) in organizing the functions of their Activity.

CHAPTER VII Elections and Appointments

ACTIVITY COMMITTEE

VII-A-1

For each committee, or club of B.R.C.A., all the students of a house will elect a representative from among the members residing in that house. The representative must not be a final year UG or Pre-final Year UG student. He/she becomes a member of that Activity Committee.

ACTIVITY SECRETARY

VII-B-1

The Activity Secretary for each club or society (except SPIC MACAY, IIT Delhi Chapter & Hindi Samiti) shall normally be elected from among the previous Activity Committee members who have served at least for one semester as a member of the respective Activity. However, in exceptional cases, those who have spent at least three semesters in the institute, and are known for their participation and interest in that Activity can also be considered for the post of Activity Secretary. These candidates are known as 'waiver candidates'.

Nomination committee consisting of General Secretary, B.R.C.A. and President, B.R.C.A., must consider and may nominate at the maximum one such candidate per activity. The Electoral College for this purpose will include all the elected members of the outgoing Activity Committee provided they are not outgoing students, all the elected members of the incoming Activity Committee and the outgoing Secretary of that Activity. The President of the Activity will not be a member of the Electoral College.

VII-B-2

Minimum academic qualification, if any, to be decided by S.A.C.

VII-B-3

The winning candidate for the post of Activity Secretary must get an absolute majority on the first ballot to be declared elected. A re-election between the top two candidates of the first ballot will be held, in case no one is declared elected in the first ballot.

VII-B-4

In the event of a tie between the top two candidates, tie will be broken by a chance mechanism.

VII-B-5

No student can hold the office of the Activity Secretary of any Activity for more than two terms.

ACTIVITY PRESIDENT

VII-C-1

The president for an Activity will be appointed by the President, B.R.C.A in consultation with concerned Activity Secretary. The Activity President will be a member of the faculty community.

GENERAL SECRETARY, B.R.C.A.

VII-D-1

The General Secretary, B.R.C.A. for any year will be elected by an electoral college consisting of elected outgoing members of all the Activity Committees, outgoing General Secretary, incoming secretaries of all the activity committees, and the outgoing and

incoming cultural secretaries of all the hostels for that year. No member shall have more than one vote, even if he qualifies to be in the Electoral College in more than one capacity. The Activity Secretary and the immediate past Activity Secretary of the SPIC MACAY, IIT Delhi Chapter & Hindi Samiti would not be members of the electoral college.

VII-D-2

Normally only those students who have served as an Activity Secretary or a Cultural Secretary of a hostel for at least one semester will be eligible for the post of General Secretary, B.R.C.A.

VII-D-3

A nominations committee consisting of the General Secretary, B.R.C.A., President, B.R.C.A. and the Dean of students may nominate a maximum of three students for election to the post of General Secretary, B.R.C.A., by waiving the qualification stated in clause VII-D-2. Suggestions for such nominations can be submitted in writing to the President B.R.C.A. by any member of the student community within the time stipulated for this purpose.

VII-D-4

Minimum academic qualification, if any will be decided by S.A.C.

VII-D-5

The winning candidate for the post of General Secretary, B.R.C.A. must get an absolute majority on the first ballot to be declared elected. A re-election between the top two candidates of the first ballot will be held in case no one is declared elected in the first ballot.

VII-D-6

In the event of a tie between the top two candidates, the President, B.R.C.A. will cast his vote to break the tie.

VII-D-7

No student can hold the office of General Secretary for more than two terms.

PRESIDENT, B.R.C.A.

VII-E-1

The President, B.R.C.A. will be appointed by the Director from among the members of the academic staff.

VICE-PRESIDENT, B.R.C.A.

VII-F-1

The Vice-President, B.R.C.A. will be appointed by the Director from among the academic staff.

OFFICER OF THE ADMINISTRATION

VII-G-1

The Deputy Registrar {Student Affairs} will be appointed by the Director and will be a full-time officer of I.I.T. A person not so designated may be appointed to work in that capacity.

NO CONFIDENCE MOTION

VII-H-1

The General Secretary, B.R.C.A. or an Activity Secretary (except of the SPIC MACAY, IIT Delhi Chapter & Hindi Samiti) or an Activity Committee member of any Activity may be removed, if two-thirds of his / her electorate vote for his / her removal in a vote of no confidence. A vote of no-confidence shall be considered if at least one-third of the concerned electorate petition in writing to the President, B.R.C.A. to do so. A vote of no-confidence against anyone post can be moved only once in a year.

FILLING VACANCIES

VII-I-1

In the event of a vacancy arising in the list of Activity Committee members of an Activity (other than Activity Secretary), the vacancy by a re-election for the post by the concerned hostel residents, supervised by concerned House Secretary & Warden, following the same election procedure as had been done originally. The President may appoint an interim candidate as the member of the Activity Committee until the replacement is elected by the above method.

VII-I-2

In the event of any vacancy arising in the list of Activity Secretaries or the General Secretary, the vacancy will be filled by re-election, following the same election procedures as given in Articles VII-B-1 to VII-B-5 or Articles VII-D-1 to VII-D-7, respectively.

OUTGOING STUDENTS

VII-J-1

Outgoing students as defined in the S.A.C. Constitution would be ineligible to stand for any election in the B.R.C.A.

TIME SCHEDULE

VII-K-1

The elections for any year will be completed before the end of the second semester of the previous year, as per the schedule announced by the Dean of Students.

VII-K-2

The appointments from among the academic and administrative staff for any year will be made before or at the start of that academic Year.

VII-K-3

The President, B.R.C.A. will be the Returning Officer for elections of Activity Secretaries and the General Secretary, B.R.C.A.

ELECTION DISPUTES

VII-L-1

In the event that there is a dispute regarding an election the ruling given by the Returning Officer shall be final and binding on all concerned. After the election in question is over and before a successive election is held, an appeal against the Returning Officer's ruling may be filed with the Dean of Student. The Dean of Students shall then give a decision on the dispute after consultation with the President, B.R.C.A., the General Secretary, B.R.C.A. and the General Secretary, Student Affairs. He shall ensure that a decision is given before a successive chain election is held.

If necessary, he shall ensure that the successive election is delayed until such time a decision can be given. There shall be no appeal against this decision.

CHAPTER VIII

Amending the Constitution

VIII-A-1

Any Article of the B.R.C.A. Constitution except I-A-1, I-A-2, II-B-1, III-B-2, III-B-3, VI-A-1 and VI-A-3 can be amended on obtaining a two-third majority of the B.R.C.A. Board present at a meeting called specifically for the purpose of amending the Constitution, after having circulated the proposed amendment to the members of the B.R.C.A. committee at least a week before the meeting.

VIII-A-2

- (i) The quorum in such meetings will be two-thirds of the membership of the B.R.C.A. Board.
- (ii) If such a meeting is postponed due to lack of quorum the quorum requirements for the reconvened meeting will be one-half of the membership of the B.R.C.A. Board.

VIII-A-3

Article III-A-2 of the B.R.C.A. Constitution can be amended as per Articles III-B-1, III-B-2 and III-B-3.

VIII-A-4

No amendment to the B.R.C.A. Constitution is valid until it is ratified by the Student Affairs Council.

VIII-A-5

- (i) 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.R.C.A., the General Secretary, B.R.C.A. 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.
- (ii) After the particular dispute is settled, any rewording of the Constitution that may be necessary will be done using the same procedure as for any amendment of the Constitution