

CONSTITUTION/GUIDELINES OF

**STUDENTS' UNION,
CLUBS AND EXTENSION BODIES**

GOVERNMENT AIZAWL COLLEGE



AS APPROVED BY EXECUTIVE COUNCIL

on

14th JULY 2023

PREFACE

The Constitutions/Guidelines of the Students Union, Clubs and Extension Bodies of Government Aizawl College has been compiled with utmost care for the proper functioning of the institution. Any intended modification/amendment shall be done as per the procedure prescribed in the Rules and Regulations for SU, Clubs and Extension Bodies, effective from the date of publication by the Principal.




15/7/2023
(LALBIAKZUALA)

Principal
Govt. Aizawl College
Aizawl : Mizoram

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GOVERNMENT AIZAWL COLLEGE

Rules and Regulations for SU, Clubs and Extension Bodies

The following Guidelines/Regulations are to be followed by all existing and future Clubs/Extension bodies of Government Aizawl College. All such Clubs and Bodies should function within the prescribed framework and as per rules applicable to the nature of their concerned organization. They shall be governed under these regulations except for exceptional cases which may be altered as required and permitted by the College Principal.

1. Clubs/ Extension Bodies to be newly constituted should submit applications to the Principal along with a clear outline of their Constitution/Regulations. The Principal may form a new Club or Extension Body if deemed necessary. Such Clubs and Bodies, if constituted, should submit their Constitution/Rules within one month of their formation to the Principal.
2. The proposed Guidelines/ Regulations/ Constitution may be modified by the Executive Council if required, which shall subsequently accord them the Affiliated Club/Bodies status. The date of approval by the Executive Council will be considered the official date of formation. Clubs may amend their Rules and Regulations only after approval of the Executive Council which shall be notified of the proposed section(s) to be amended prior to such amendment.
3. Affiliated Clubs/Bodies may collect Membership or Enrollment fees from their members which shall be utilized for the functioning of the concerned Clubs/Bodies. The College authorities will render help in terms of providing effective measures for the development of the affiliated Clubs and Extension bodies. They are permitted to have their own property i.e, Logo, T-shirts, Jerseys, etc.
4. Faculty-in-charge of Clubs/Bodies will be appointed only by the Principal. The faculty- in-charge thus appointed will be the ex-officio members of the concerned Club/Bodies. All Clubs/ Extension Bodies are permitted to nominate Alumni Mentors to guide them.

5. All Clubs should complete their Enrollment within two weeks of the commencement of the odd semester academic session. Election of OB/Leaders should be conducted after one week of recruitment. The faculty-in-charge will conduct the Elections and will submit the official list of elected leaders to the Principal within one week of the Election.
6. SU Elections will be conducted by the Returning Officer and Assistant Returning Officers appointed by the Principal.
7. All Clubs and Extension Bodies must have a formal meeting at least once a Semester and all such meetings should be properly recorded in a Minutes Book. Clubs/Bodies should maintain proper records using a Cash Book, Minutes Book, and Activities Record Book. Any disused Minutes Book and/or Cash Book are to be submitted to the Principal for archival in the College Library.
8. Records of Cash Book, Minutes Book and Activities Record Book should be submitted to the Principal every year before the 14th of April for Internal Audit. Any discrepancy found in the maintenance of funds may result in disciplinary action, including individual punishment or even disaffiliation of the Club/Extension Body. Any Clubs/ Bodies intending to open a Bank account should seek the approval of the Principal.
9. No social media accounts of any Club/Extension Body of the College may be created without the express permission of the ICT & Documentation Committee.
10. All Clubs and Extension Bodies should submit their Annual Activity Reports (1st July- 30th June) within the month of June. Reports should be countersigned by the Leader/ President/Chairman and faculty-in-charge of the Clubs/Bodies.
11. The Property of any dissolved/disaffiliated Clubs/Bodies will automatically become the property of Government Aizawl College and should be submitted to the Principal.

12. All Clubs/Bodies should work closely with their faculty-in-charge, keeping them well informed of all activities and finances. Any Clubs/Bodies intending to have any activities outside the college campus must take prior permission from the Principal.
13. All Clubs/Bodies should efficiently execute the responsibilities entrusted to them. No Clubs may operate in violation of the above rules, Principal's orders, and/or Government orders under any circumstances.
14. The Executive Council of Government Aizawl College can amend any of the above Rules and Regulations.
15. Any other issues or matters not covered by the above Rules and Regulations will be placed at the discretion of the Principal.

**CONSTITUTION OF THE STUDENTS' UNION,
GOVERNMENT AIZAWL COLLEGE,
AIZAWL, MIZORAM (REVISED & AMENDED)**

ARTICLE - I

NAME

The name of the Union shall be the Students' Union of Govt. Aizawl College

DEFINITION

In this Constitution unless the context otherwise requires:

1. 'Constitution' means the Constitution of the Students' Union of Government Aizawl College.
2. 'Union' means the Students' Union of Govt. Aizawl College.
3. 'President' means the President of the Students' Union of Govt. Aizawl College.
4. 'Vice President' means the Vice President of the Students' Union of Govt. Aizawl College.
5. 'General Secretary' means the General Secretary of the Students' Union of Govt. Aizawl College.
6. 'Magazine Editor' means the Magazine Editor of the Students' Union of Govt. Aizawl College.
7. 'Outdoor Games Secretary' means the Outdoor Games Secretary of the Students' Union of Govt. Aizawl College.
8. 'Social & Culture Secretary' means the Social & Culture Secretary of the Students' Union of Govt. Aizawl College.
9. 'Debating & Literary Secretary' means the Debating & Literary Secretary of the Students' Union of Govt. Aizawl College.
10. 'Indoor Games Secretary' means the Indoor Games Secretary of the Students' Union of Govt. Aizawl College.
11. 'Co-opted Executive Members' means the Co-opted Executive Members of the Students' Union of Govt. Aizawl College.
12. 'College' means Government Aizawl College.

ARTICLE – II

EXECUTIVE BODY

1. The Executive Body of the Union shall comprise of the following -

A. **OFFICE BEARERS:**

- | | |
|---------------------------------------|-----------|
| 1. President..... | Principal |
| 2. Vice President | Elected |
| 3. General Secretary..... | Elected |
| 4. Outdoor Games Secretary..... | Elected |
| 5. Social & Culture Secretary..... | Elected |
| 6. Debating & Literary Secretary ... | Elected |
| 7. Indoor Games Secretary | Elected |
| 8. Magazine Editor (College Magazine) | Elected |

B. **CO-OPTED EXECUTIVE MEMBERS:**

- | | |
|---|---|
| 1. Assistant General Secretary | 1 |
| 2. Assistant Outdoor Games Secretary | 1 |
| 3. Assistant Social & Culture Secretary | 1 |
| 4. Assistant Debating and Literary Secretary... | 1 |
| 5. Assistant Indoor Games Secretary | 1 |
| 6. Assistant Magazine Editor | 1 |
| 7. Class Representative | 1 |
| 8. Assistant Class representative..... | 1 |

(from each Class/Section: 1 male, 1 female including PG students)

C. Faculty-in-charge of various Departments of the Union (2 for each Department)

D. The Term of the Executive shall be one academic year.

ARTICLE – III

EMBLEM

- I. The Emblem of the Students' Union of Govt. Aizawl College shall be the same as the College emblem.
- II. The Union shall not have a flag of its own except the college flag.

ARTICLE – IV

AIMS AND OBJECTIVES

1. To represent the welfare and interest of the students.
2. To promote a healthy corporate life among students at the college.
3. To develop an academic atmosphere through a disciplined approach to the pursuit of higher studies.
4. To organize extra-curricular activities.
5. To create amenities for the welfare of the students
6. To protect the rights of the students and to promote their academic interests.
7. To maintain good public relations.
8. To provide opportunity for students to enhance the knowledge and skills that will assist them in their personal development.
9. To help and encourage the students to become good citizens.

ARTICLE - V

MEMBERSHIP

All students of Government Aizawl College shall be members of the Union.

ARTICLE – VI

ELECTION

1. All the students of the college including PG students shall have the right to vote in the election.
2. The Principal shall be the Ex-officio President of the Students' Union.
3. All Office Bearers mentioned in Section - I, Sub-Clause (A)(2-8) of Article-II shall be elected by the members of the Union in a General Election by secret ballot.

4. The General Election for the above-mentioned posts shall be held within 20 days of the commencement of all classes.
5. Those elected Office Bearers in the General Election shall take office within 7 (seven) days following the General Election.
6. The Candidates for the post of the Office Bearers mentioned in Section-I, Sub-Clause (A) of Article-II, (except 1&2) must have 6 (six) Co-opted Members as Assistant General Secretary, Assistant Outdoor Games Secretary, Assistant Social and Culture Secretary, Assistant Debating and Literary Secretary, Assistant Indoor Games Secretary, Assistant Magazine Editor. Candidates for the mentioned posts are required to announce names of their respective nominees for their Assistants at the time of filling their nominations. If the candidate is declared elected, his/her Assistant shall automatically be a Co-Opted Executive Member of the Union. If the elected candidate resigns, his/her Assistant will automatically take charge. Any elected member choosing to resign from his/her post shall be debarred from contesting any future elections.
7. The Principal, who is the Ex-Officio President of the Union, shall appoint Returning Officer(s) and Polling Officers to conduct the Election. The Returning Officer shall make rules and regulations for the General Elections if and when necessary. Co-curricular bodies such as the YAC, NCC, Literature Club, E.U. etc shall be allowed to organize activities only with the approval of the Executive Committee/Principal.
8. In case of any tie, the decision of the Returning Officer shall be final.
9. A candidate receiving a simple majority of the votes shall be declared elected.
10. No member is allowed to cast votes without a Students' Identity Card in the General Election. In case of loss, damage etc. of Identity Card, he/she will be allowed to cast a vote only with a Temporary Identity Card issued by the Principal/Vice Principal.
11. Class Representative & Assistant Class Representative shall be elected by the students of each class by secret ballot within a week following the Students' Union General Election.

ARTICLE – VII

ELIGIBILITY FOR THE POST OF OFFICE BEARERS

1. A candidate must be a regular and bonafide UG student of Govt. Aizawl College He/she should have passed all semester exams at the time of candidacy.
2. He/she must have completed at least one academic year of study in the College.
3. He/she must be free from intoxicants.
4. He/she must not be an active member of any political party, regional or national.
5. No student ever cautioned or disciplined for violation of college rules shall be allowed to contest the election.
6. No student shall be allowed to contest the posts of General Secretary and Vice President unless he/she is a Vth semester student.

ARTICLE – VIII

POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

1. College activities such as Freshers' Social, College Week, Mizoram University Sports and other extra-curricular activities will be organized by a meeting of the Executive Committee.
2. In all matters, the decision of the Executive Committee will be the final.
 - a) All important issues shall be placed before the Executive Committee.
 - b) In case of any dispute, the decision taken by a simple majority of the Executive Committee will be final. A presidential proclamation may be made if a decision cannot be made by a simple majority.
3. The Executive Committee is the highest authority regarding the resignation/termination of any Executive Committee member.

ARTICLE – IX

FUNDS

1. The Union's Fund, including Games and Magazine Fees, will be raised from the students which may, from time to time, be fixed by the Vice President, General Secretary, Faculty-in-charge with the approval of the Principal/President.
2. An annual budget estimate shall be prepared by each Department and submitted to the General Secretary for consolidation. The scrutinized and consolidated budget shall be placed before the Executive Committee for consideration and passing.
3. There shall be two Cash Demand Books maintained by each Department, one copy with the Secretary concerned and the other copy with the President. All requests for withdrawing money from the Union's Fund should be made in the Demand Book through the General Secretary who will endorse it to the President for sanction. The Secretaries shall maintain an account of expenditure incurred in his/her Department.
4. The President shall accord sanction of money for only such scheme or project for which there is a provision for the year. For any new item of work for which there is no budget provision, the Department shall have to obtain approval of the Executive Committee before making the demand for sanction.
5. The funds of the Union shall be kept in the President's custody.
6. The budget provision may be revised by the Executive Committee as deemed necessary.
7. The financial account of each Department shall be audited at any time by any faculty member of the College and any Senior Student appointed by the Executive Committee.
8. The Audit Report shall be placed before the Executive Committee.

ARTICLE – X

POWERS AND FUNCTIONS OF THE PRESIDENT

1. To preside over the meetings of the Union.
2. To grant Students' Union Fund in accordance with Article IX (3&4).
3. To decide as and when to hold the General Election of the Students' Union and the election of Class Representatives and Assistant Class Representatives.
4. To nominate two (2) Faculty-in-charge of each Department in consultation with the elected Office Bearers. The two selected Lecturers-in-charge shall be called Senior and Junior, and in the next electoral term, the Junior shall take over as Senior and a new selection for the Junior position is to be made.
5. To hand over charge to the new Executive Committee in case the outgoing committee fails to do so within seven (7) days following the General Election.
6. To dissolve the Students' Union when its works cannot be carried out in accordance with the provisions of the Constitution and declare an Emergency for a period not exceeding one month.

ARTICLE – XI

POWERS AND FUNCTIONS OF THE VICE PRESIDENT

1. To preside over the meetings of the Union in the absence of the President.
2. To guide the activities of the different Departments of the Union.
3. To act as President in the absence of the President and exercise Article IX (except Section 2 & 6) in consultation with the Faculty-in-charge of the Union.

ARTICLE – XII

POWER AND FUNCTIONS OF THE GENERAL SECRETARY

1. To convene meetings of the Union in consultation with the President.
2. To maintain all records of the Union. He/She shall keep minute of all Executive meetings and provide copies of such minutes to the President.
3. To guide and co-ordinate the activities of the different Department of the Union.
4. To inform the activities of the Executive Committee to the students.
5. To submit the Annual Report to the Executive Committee.

ARTICLE –XIII

POWER AND FUNCTIONS OF THE OUTDOOR GAMES SECRETARY

1. To organize the Annual Sports and Inter-Class competitions.
2. To select teams for different outdoor games competitions.
3. To perform allied duties.
4. To maintain the Departmental Account Book.

ARTICLE – XIV

POWERS AND FUNCTIONS OF THE SOCIAL AND CULTURE SECRETARY

1. To organize socio-cultural events and competitions.
2. To select teams for different socio-cultural competitions.
3. To perform allied duties.
4. To maintain the Department Account Book.

ARTICLE – XV

POWER AND FUNCTIONS OF THE DEBATING AND LITERARY SECRETARY

1. To hold and organize debates, seminars, lectures, speeches, symposiums and essay competitions.
2. To select teams for different debating and literary competitions.
3. To perform allied duties.
4. To maintain the Departmental Account Book.

ARTICLE – XVI

POWERS AND FUNCTIONS OF INDOOR GAMES SECRETARY

1. To hold and organize indoor games competitions.
2. To select teams for different indoor games competitions.
3. To look after the Students' Common Room and its properties.
4. To perform allied duties.
5. To maintain the Department Account Book.

ARTICLE – XVII

POWER AND FUNCTIONS OF MAGAZINE EDITOR

1. To edit the college magazine and other official journals/papers of the Union.
2. He/she shall be the editor of the Union's official bulletin.
3. To perform allied duties.
4. To maintain the Departmental Account Book.
5. The Editorial Board, consisting of the Editor, Assistant Editor and the Faculty-in-charge, will select a Press for printing of the College Magazine.
6. All bills of advertisement shall be accredited to the Magazine Account.

ARTICLE – XVIII

FUNCTIONS OF ASSISTANT GEN. SECRETARY/ASSISTANT SECRETARIES/ASSISTANT EDITOR

1. To assist their respective Secretaries/Editor/General Secretary.
2. To perform the duties of the Secretaries/Editor/General Secretary in their absence.
3. To perform allied duties.

ARTICLE – XIX

POWER AND FUNCTIONS OF FACULTY-IN-CHARGE

1. To aid and advise the Office Bearers of the Union.
2. To supervise the activities of their respective Departments.
3. To preside over the meetings of their respective Departments/Sub-Committees.

ARTICLE – XX

FUNCTIONS OF CLASS REPRESENTATIVES AND ASSISTANT CLASS REPRESENTATIVES

1. To represent the interests of their respective classes.
2. To implement the decisions of the Executive Committee/Principal/Sub-Committee/Department.

ARTICLE –XXI

TAKING AND HANDING OVER CHARGE

1. The outgoing General Secretary shall convene a meeting of the newly elected Executive Committee and the outgoing Executive Committee within seven (7) days following the election for the purpose of handing and taking over of charge.
2. In case the outgoing Executive Committee fails to hand over charge within seven (7) days following the election, the President shall take over the charge and hand it over to the new elected Office Bearers within fourteen (14) days of taking over charge.

ARTICLE – XXII

MEETINGS

1. The Executive Committee shall meet at least once every two months.
2. Emergency meetings may be convened to discuss matters of urgent nature.
3. Requisition Meetings may be convened provided half of the members of the Executive Committee make a written request to the President for such a meeting.
4. Agenda for any meeting of the Executive Committee shall be clearly given and two days' notice will be required for all meetings except an Emergency Meeting.
5. General Body Meetings may be held as many times as deemed necessary by the Executive Committee.
6. Disciplinary action may be taken on any Executive Member if he/she is absent for three consecutive meetings without informing the Committee.

ARTICLE – XXIII

QUORUM

1. One third of the total members of the Executive Committee will form a quorum for all Executive Committee meetings.
2. One-fourth of the total members of the Union will form a quorum for a General Body Meeting of the Union.

ARTICLE – XXIV

TERMINATION OF OFFICE

1. An Office Bearer shall cease to be an Office Bearer if he/she resigns or leaves the College or a no-confidence motion is passed against him/her by both the Executive Committee and the General Body Meeting with two thirds majority of the total members of the Executive Committee and two thirds majority of the members of the Union present and voting respectively.
2. A letter of resignation shall be addressed to the President with a copy to the General Secretary.
3. The final decision shall be made by the Office Bearers of the Students' Union.
4. If any Office Bearer's resignation is approved, the Executive Body shall decide whether a By- Election or appointment of a new Office Bearer should be held.

ARTICLE – XXV

FINES

1. Fines shall be imposed on anyone failing to fulfill their respective duties imposed by the Union.
2. The executive meeting shall decide over the amount to be imposed.

ARTICLE - XXVI

AMENDMENT

1. This Constitution can be amended by the Executive Meeting with two-thirds majority of the total members of the Executive Committee. The amendment shall become effective after the assent of the President and formal approval by the College Executive Council.
2. The executive committee shall have the power to change minor flaws and mistakes if necessary.

ARTICLE – XXVII

BYE-LAWS

1. In the event of the dissolution of the Union, the assets, liabilities, all properties of the Union shall pass on to the Principal of Government Aizawl College.

1st AMENDED

on the 11th July 2014.

2nd AMENDED

on the 21st April 2023.

ART CLUB

Rules and Guidelines

1. Membership enrolment for GAC Art Club is open for all students of Govt. Aizawl College
2. Only students who are interested in Visual and Fine Arts i.e. painting, sketching, crafting, etc., are welcome to the club.
3. Membership enrolment fee will be collected each semester as per the amount decided by the Office Bearers.
4. Members can share their ideas and initiate plans.
5. Members must give the club importance and try to participate in all club activities and events.
6. Election of Office Bearers is to be held annually at the commencement of a new academic year (i.e. the start of the odd semester).
7. The office bearers of the Art Club will be a Leader, Asst. Leader, Secretary, Asst. Secretary, Treasurer, and Financial Secretary.
8. The term of the office bearers shall be one year.
9. The motto of the club shall be "Desire to Inspire."

CONSUMER CLUB

The Consumer Club of Government Aizawl College was established during the 2007–2008 academic year. The Club's inaugural and Consumer Awareness meeting took place at the College on 5th September 2008. The Consumer Club of the College is an endeavour to raise consumer rights and responsibilities knowledge among the student body.

AIMS

- (i) Raising students' awareness of their legal rights and responsibilities under the 1986 Consumer Protection Act.
- (ii) Educating students about the different consumer concerns that are currently plaguing society to prepare them to be better customers in the future.
- (iii) To inspire youth to take action by developing in them a sense of consumer rights protection.

DUTIES

- To become aware of and adopt the qualities of an informed consumer and responsible citizen.
- To actively participate in programmes that promote consumer and citizen protection
- To observe significant national and international holidays, including World Consumer Rights Day (15 March) and National Consumer Day (24 December).
- To treat all classmates and other citizens with consideration, responsibility, and care.

COMPOSITION

- (i) Club membership is entirely optional. The Club's Faculty in charge were appointed by the Principal.
- (ii) There is no restriction on club membership; any college student may join the Club and participate in its activities.
- (iii) Each Club member must be committed to investing their time and effort in the welfare and protection of consumers.

FUNCTIONS

- To participate in all club events;
- To share knowledge acquired through Consumer Clubs with their other students and with residents of their local area.
- Days of National and International relevance to Consumers are celebrated in the College.
- To organize and actively engage in consumer protection programmes being organized in the college as well as in their locality.

CIVIL SERVICE ASPIRANTS CLUB

CONSTITUTION



PREAMBLE

In pursuance of the decision of the Students' Support & Progression Cell and Career Counselling & Placement Cell, the 'Civil Service Aspirants Club, Government Aizawl College' was formally formed on 27.01.2020. The Constitution of Civil Service Aspirants Club, Government Aizawl College came into force on 09.10.2021.

ARTICLE I : Name, Motto and Rising Day

Section 1. Name: The name of this Club shall be Civil Service Aspirants Club, Government Aizawl College, hereafter referred to as CSAC, GAC.

Section 2. Motto: "Aspire and Achieve".

Section 3. Club Rising Day: The Club Rising Day shall be observed on 27th January.

ARTICLE II : Aims and Objectives

Section 1. To guide and assist the students of Government Aizawl College who are interested in Competitive Examinations.

Section 2. To help and provide the club members with information and material resources in their preparation for the Civil Service Examination.

Section 3. To facilitate the development of competitiveness among the aspirants and assist them in exceeding their potential.

ARTICLE III: Membership

Section 1. All students of Government Aizawl College shall be eligible to become members of CSAC.

Section 2. A membership fee of Rs.20 shall be paid for three Academic Sessions.

ARTICLE IV: Club Office Bearers

Section 1. The following are the Office Bearers:

A. Leader.

B. Assistant Leader.

C. Secretary.

D. Assistant Secretary.

E. Treasurer.

F. Financial Secretary.

Section 1(i). **Ex-Officio Members:**

A. Faculty In-charge appointed by the Principal (from the Students' Support & Progression Cell and the Career Counselling & Placement Cell one each).

B. Alumni Mentor: The OB in consultation with the Prof In- Charge may appoint Alumni Mentor/s.

ARTICLE V : Election

Section 1. All Office Bearers shall be elected from the members of CSAC only.

Section 2. The election shall be conducted by the Faculty Charge as per the College Academic Calendar.

Section 3. The Minute Book and Cash Book of the CSAC should be handed over to the Faculty In-charge on or before the election of New Office Bearers.

Section 4. The elected Office Bearers and Ex-Officio Members shall serve as the executive Committee.

ARTICLE VI : Qualification for the Post of Office Bearers

Section 1. The candidates must be regular and bonafide members of CSAC, GAC. He / She should have passed all semester exams at the time of Candidacy.

Section 2. The candidates for the post of Leader, Secretary and Treasurer must be Fifth Semester students of CSAC members.

Section 3. The candidates for the post of Assistant Leader, Assistant Secretary and Financial Secretary must be Third Semester students of CSAC members.

ARTICLE VII : Roles and Functions of the Office Bearers

Section 1.A. The Leader shall preside over all the CSAC Meetings and have the authority to convene meetings through the Secretary and to act as a spokesperson for the Club.

B. The Assistant Leader shall preside over all CSAC Meetings in the absence of the Leader and will assist the Leader.

C. The Secretary shall handle and keep a record of all CSAC business and correspondence, including, but not restricted to recording and maintenance of minutes of all CSAC Meetings. The Secretary shall act as a channel of information and shall be responsible for the submission of Club activities report to the College.

D. The Assistant Secretary shall act as Secretary in the absence of the Secretary and assist the Secretary.

E. The Treasurer shall handle all financial transactions of the club, but not restricted, to the collection of dues(if applicable) and recording all transactions. He/She should not make any Financial transactions without the permission of Office Bearers.

F. The Financial Secretary shall handle all cash received first and then hand it over to the Treasurer after it is recorded in his/her account book.

ARTICLE VIII : Removal of Office Bearers

Section 1. A CSAC, Office Bearers whose dereliction of duty adversely affects the operations of the club shall be subject to disciplinary action or removal from Office Bearers.

Section 2. A two-thirds (2/3) affirmative vote of all Office Bearers and the Faculty In charge is required to remove the Office Bearers from his/her post.

ARTICLE IX : Amendment of the Constitution

Section 1. This Constitution can be amended by the Office Bearers Meeting with two-third(2/3) of the total members of the Office Bearers Meeting. The amendment shall become only effective after the approval of the College Executive Council.

G.A.C DANCE CLUB



Article I – Name and Motto.

The name of the Club is GOVT. AIZAWL COLLEGE DANCE CLUB or GAC DANCE CLUB. The Club was formed on 16th March 2021 with a Motto of **‘Dance to express, not to impress’**

Article II – Purpose.

The purpose of the Dance Club is to allow students to expand their skills in dancing while participating in a friendly, accepting and engaging social activity.

Article III – Membership

By paying the amount of Rs 10/- any student of GAC can make their enrollment in the club.

Article IV – Office Bearers– There will be (7) office bearers’ elected by the Members,

1. Leader : He/She will lead the club and oversee all the activities of the club.
2. Asst. Leader : He/She will help the Leader in making decisions and will take over the charge of a Leader in his/her absence
3. Secretary: He/She is responsible for the call for OB and Executive meetings and must maintain minutes and register of all club activities.
4. Asst. Secretary : He/She will take charge of all the activity record books and will function as secretary in his/her absence.
5. Treasurer : He/She will record every expenditure of the club in the CashBook and submit Cashbook for audit.

6. Finance Secretary : He/She shall receive all the funds and carefully record it in the Cash Book.

7. Choreographer : He/She is expected to design dance steps and routines to fit the music to be taught to the dancers.

Article V – Executive Committee

The Executive Committee shall consist of

1. Not more than 10 executive members appointed by the Office Bearers.
2. Not more than 3 Alumni Mentors appointed by the Office Bearers.
3. Representative of Social and Cultural Secretary of SU.
4. Faculty In Charge of the Club appointed by the Principal will be the Ex Officio member.

Article VI – Club Jersey

Club Jersey can be purchased at the time of enrollment.

Article VII – Amendment:

The Executive Committee can change the contents of the Club Constitution, within the limit set by the Rules and regulations of the College.

Article VIII – Rules and Regulations

1. Decision of the OB meeting should be followed by the Members.
2. Club members are expected to participate/volunteer at the Club fund raising/activities whenever possible.
3. If any member did not turn up without any reason in the dance practice organized by the Club, he/she will be barred to perform in the Club activities for a period as decided by the OB.
4. A member should inform the Leader/Secretary beforehand if he/she is going to miss the practice. Last-minute intimation will not be accepted.
5. All members are to be treated fairly and equally inside the club.

6.The club member must be active in all the club activity and attend practices as many as possible.

7.Keeping good and friendly relationship with other clubs' is a must.

8.All members are expected to turn up in time as schedule by the OBs'.

9.There shall be no violence/bullying among the members.

10.Club Jerseys' must be worn once in a month, if possible.

DRAMA CLUB



INTRODUCTION

Government Aizawl College Drama Club was formed on 30th August 2022. The constitution lays emphasis on the important points which are to be adhered to in the functioning of the Club.

The Logo, Motto and Name of the Club are the sole property of The GAC Drama Club

ARTICLE– I

A.NAME: GAC 'Drama Club'

B. MOTTO: Inspire and Entertain.

ARTICLE– II

ENROLLMENT:

Any students of Govt. Aizawl College who are interested in theatrical performance could enroll themselves as members by giving Rs 10.

ARTICLE– III

CLUBDAY:30th August. The date of establishment has been declared Club Day.

ARTICLE– IV

A. Club Office Bearers shall consist of

- 1)Leader 2)Assistant Leader
- 3)Secretary 4)Assistant Secretary
- 5)Treasurer 6)Finance Secretary

B. CONDITIONS FOR OB.

- 1)The OB must be a student of Govt.Aizawl College.
- 2)The Leader must be a student of either the 3rd or 5th Semester.
- 3)The term of an OB is for two semesters only.
- 2)Charge must be handed on 20 days after the election of the new OB.

C. DUTIES OF OFFICE BEARERS:

I)LEADER : He/She will lead the Club and chair the OB Meeting and Executive Committee.

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II).ASSISTANTLEADER: He/She will work in tandem with the Leader and will take over the charge of Leader in the absence of the Leader.

III).SECRETARY:

- 1)He/She is the Secretary of the OB Meeting and Executive Committee.
- 2)He/She will work in tandem with the leader regarding all activities of the Club.
- 3) He/She must keep the minute book and record Club activities.
- 4) He/She in discussion with the Leader will call for OB meetings or Executive Committee.

IV) ASSISTANT SECRETARY:

- 1)He/She will support the secretary in all aspects.
- 2)He/She will take charge of Club activity record book.
- 3)He/She will function as Secretary in the absence of the Secretary.

V). TRESURER:

- 1)He/She is expected to be sincere while looking after the Club finance.
- 2)He/She will record every expenditure in the Cash Book.
- 3)He/She will carefully preserve all accounts and submit the same for audit to the College auditor/auditors.

VI). FINANCE SECRETARY:

1)He/She will receive Club funds and carefully record it in the Cash Book.

ARTICLE-V

A. EXECUTIVE COMMITTEE shall consist of

- 1)Office Bearers
- 2) Faculty in charge appointed by the Principal.
- 3) Magazine Editor of the Students Union.
- 4) Alumni Mentors– Not more than three Members selected by the Executive Committee
- 4) Members.– Not more than 15 members are to be appointed by the OB.

B. Ex Officio Members of the Executive Committee shall consist of

- 1) Faculty in charge of the Club.
- 2) Magazine Editor of the Students Union.

C.ALUMNI MENTORS:

- 1)He/She shall be elected by the Executive Committee.
- 2)He/She will advise the Club OB and members.
- 3)He/She should be a graduate from Govt.Aizawl College.

ARTICLE VI:

CLUB DISCIPLINE:

- 1)Club members are strictly forbidden from partaking of drugs and alcohol. Any member caught doing so shall be expelled by the Executive Committee
- 2) Members should conform to the decision and orders of the OB meeting or Executive Committee. Failure to follow can result to expulsion as a member.
- 4)All members are to be treated fairly with regards to the various contributions received by the Club.

ARTICLE VII:

CLUB-T-SHIRT:

- 1) Club T-Shirts can be purchased at the time of enrollment
- 2) Club T-Shirts are must be worn during every Club activity

ARTICLE VIII:

CONDOLENCE AND GIFT:

- 1) Club members may be presented gifts and condolence if and when the Executive Committee decided.

ARTICLE IX:

POWER OF CHANGE/ AMENDMENT:

The Executive Committee can change/ modify or amend the Name, Motto. Logo and Constitution of the Club after a period of every three years within the guidelines of the College.

GAC HEALTH AND FITNESS CLUB

Estd:2022

Motto: Make yourself stronger, not your excuse



Preamble:

The Government Aizawl College Health and Fitness Club adopted its constitution on the 11th of January 2023. This constitution can be amended through the amendment procedure mentioned by the Constitution.

ARTICLE I: Name and Motto

1. The name of the Club is 'GAC Health and Fitness Club'
2. The Motto of the Club is 'Make yourself stronger, not your excuse'

ARTICLE II: Membership and fees

1. Any interested students and Faculty of GAC can become a member of the club.
2. Students must pay a fee of ₹100 per semester.
3. Any Faculty shall utilize the facility by enrolling themselves as members.

ARTICLE III: Administration

A. : Office Bearers

1. There shall be Office Bearers consisting of – Leader, Assistant Leader, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.
2. **Leader:** The leader must give his efforts for the growth of the club. and must convene the Executive Committee through the secretary when necessary.
3. **Assistant Leader:** The Assistant Leader must assist the Leader and take over the charge of the Leader in the absence of the Leader.
4. **Secretary:** The Secretary must record and maintain minutes of the Club meetings.

5. **Assistant Secretary:** The Assistant Secretary must assist the Secretary and take over the duty of the Secretary in the absence of the Secretary. He/she must maintain the activities record of the Club.
6. **Finance Secretary:** The Finance Secretary must maintain the Cash Book of the club.
7. **Assistant Finance Secretary:** Must assist the Finance secretary in recording the Cash Book.

B. Others

1. The term of the Office Bearer is 1 year.
2. Office Bearers should not hold any other duties in any other recognized Club and other Extension Bodies of the College.
3. An Office Bearer should be a regular student with no back paper.
4. The post of the Leader is reserved for Final year students.
5. Nomination for the post of the new Office Bearer should be done by the existing Office Bearers and Faculty In Charge.
6. The Faculty in-Charge shall co-ordinate and advise the Office Bearers.
7. The OB in consultation with the Professor in Charge can appoint Executive Committee Members of not more than ten students.
8. The Faculty In Charge of the Club would be an ex-officio member of the Executive Committee.

ARTICLE IV: Amendment of the Constitution

1. The Constitution can be amended by the Executive Committee by two-third majority, without contradicting the rules and regulations laid out by the College.

ARTICLE V: Rules and Regulations regarding Gymnasium.

1. Gym keys will be kept by the Office Bearers and the Faculty In Charge.
2. Eating, drinking and smoking inside the gym room is strictly prohibited.
3. Misuse or displacement of the Gym equipment is prohibited.

4. The Gym is open for members of the GAC Health and Fitness club only.
6. Members are not allowed to bring non-members to the Gym without prior permission from OBs and Faculty In Charge.
7. Members are expected to attend and show their support in any activities of the club.
10. If the gym is found to be closed during opening hours, A person intending to use the Gym may approach the Club Obs.

REGULATIONS OF GAC SPORTING CLUB

For the promotion of sports activities, GAC Sporting Club was formed by the GAC Sports Committee vide its meeting resolution no 5 dated 28th March 2023.

1. Composition:

a) The office Bearers shall consist of-

1. President : Sports Committee Secretary
2. Vice Presidents : Vice President (SU)
3. Secretary : Nominated by GAC Sports Committee.
4. Asst. Secretaries : (SU) Outdoor Secretary and Indoor Secretary.
5. Financial Secretary : Nominated by the GAC Sports Committee

b) Executive Members

1. General Secretary. SU
2. Any teacher/s nominated by the GAC Sports Committee.
3. Any student/s nominated by the GAC Sports Committee.

2. Functions

1. The Club shall function under the GAC Sports Committee. The GAC Sports Committee has the power to propose a change in the composition and functions of the GAC Sporting Club for the approval of the Executive Council.
2. The GAC Sports Committee has the power to dissolve the Club anytime. If the Club is dissolved, all properties of the Club shall be handed over to the GAC Sport Committee.
3. The club shall take steps for the affiliation of different sports disciplines under State registered Sports Associations/Bodies.
4. The Club may represent GAC in sporting events, The Club may bear entry fee and other necessary expenses. Any person/team sponsored by the Club shall submit a quarter of Prize money to the Club.
5. Membership in the Club shall be open to all students of GAC by paying an annual enrolment fee of Rs. 20.
6. The Club shall take up any other necessary activities for the promotion of Sports in consultation with the GAC Sports Committee.

HUIVA CULTURAL CLUB

PART-1 ABOUT THE CLUB:

Govt. Aizawl College used to have a cultural troupe under the guidance of the Social and Cultural Secretary, Student Union that performed in various programmes (college week, freshers social, etc.). The Social and Cultural Secretary of the Students Union and some members of the performing troupe thought it necessary to form a club within the College and establish Govt. Aizawl College Cultural Club on 16th July 2016. The Concerned Student Union, Secretary appointed its first office bearers and named the club 'Huiva Cultural Club' on 13th September 2016.

ARTICLE-I

NAME: 'Huiva Cultural Club'.

ARTICLE-II

HOW TO BECOME MEMBER:

Any students and faculty of Government Aizawl College who want to preserve the cultural heritage of the Mizo.

ENROLLMENT:

One can become a member by payment an annual enrolment fee of Rs.10/-

ARTICLE-III

CLUB DAY:16thJuly, the date of establishment has been declared Club Day.

PART-2: CLUB EXECUTIVE COMMITTEE:

ARTICLE-I

EXECUTIVE COMMITTEE:

- 1)Office Bearers.
- 2)Faculty In-charge.

- 3)SU, Social and Culture Secretary.
- 4)Alumni Mentors.
- 5)Executive Committee Members (At least 20 Members).
- 6)Property sub-committee.

ARTICLE-II

OFFICE BEARERS:

A. The office bearers shall consist of:

- 1)Leader
- 2)Assistant Leader
- 3)Secretary
- 4)Assistant Secretary
- 5)Treasurer
- 6)Finance Secretary

B. How to become Office Bearers:

- 1)The Office Bearers must be Executive Committee members of the Club.
- 2)The Leader must be a student of either the 3rd or 5th semester.
- 3)The Office Bearers must be appointed by the outgoing Office Bearers and Alumni Mentors.

C. Term of the OB:

- 1)The term of an Office Bearer is for two semesters only.
- 2)Charge must be handed in 20 days after the declaration of the new Office Bearers.
- 3) One person cannot hold the same post consecutively.

ARTICLE-III:DUTIES OF OFFICE BEARERS:

A.LEADER:

- 1)He will lead the Executive Committee.
- 2)He will take charge of every club activities.

B. ASSISTANT LEADER:

- 1)He/ She will work in tandem with the Leader.
- 2)He/ She will take over the charge of the Leader in the absence of the Leader.

C.SECRETARY:

- 1)He/ She is the Secretary of the Executive Committee.
- 2)He/ She will work in tandem with the leader regarding all activities of the Club.
- 3)He/ She must keep the minute book and register all Club activities.
- 4)He/ She in discussion with the Leader will convene the Executive Committee.

D.ASSISTANT SECRETARY:

- 1)He/ She will support the secretary in all aspects.
- 2)He/ She will take charge of the Club activity record book.
- 3)He/ She will function as Secretary in his/her absence or should the need arise.

E . TREASURER:

- 1)He/ She is expected to be sincere while looking after the Club finances.
- 2)He/ She will record every expenditure in the Cash Book.
- 3)He/ She will carefully preserve all accounts so that an audit can be done in time.

D.FINANCE SECRETARY:

- 1)He/ She will receive all the funds and record it in the Cash Book.
- 2)He/ She is not allowed to keep any Club Funds in private and is to record any funds received and spent for the Club.

Part-3:PROPERTY SUB-COMMITTEE

- 1) The Property Sub-committee members must be appointed by the Office Bearers and Alumni mentors with a total number of four (4).
- 2) All club property and club rooms must be managed by the Sub-committee and be responsible in the case of lost and damaged property.
- 3) All property must not be lent and used without the consent of the Property Sub-Committee Leader.

Part-4 : ALUMNI MENTORS:

- 1)He/ She will have to be selected by the Executive Committee Meeting.
- 2)He/ She will advise the Club OB and other members.
- 3)He/ She must be graduated from Govt. Aizawl College.
- 4) The term of Alumni Mentors is till the election of the new Alumni Mentors.

Part-5: CLUB DICIPLINE:

- 1)Club Members are strictly forbidden from partaking in Drugs And Alcohol. Any member caught doing so shall be expelled.
- 2)Orders given by the Office Bearers during all club activities should be strictly followed.
- 3)Members who fail to follow orders can be expelled from the club.
- 4)All members are to be treated fairly and equally concerning the various contributions received by the Club.

-6: CLUB T-SHIRT:

1)Club T-shirts can be purchased at the time of enrolment.

2)Club T-Shirts must be worn during every Club activity.

PART-7: CONDOLANCE AND GREETING:

1)Club members may be presented gifts and condolence fees if and when necessary.

2)The Executive Committee will have the final say in this matter.

PART -8 :AMENDMENT

The Club Constitution can be revised after a period of every three (3) years by the Executive Committee subject to the approval of the College authority. The Huiva Cultural Club Logo and Name is the sole property of The Huiva Cultural Club, Govt. Aizawl College.

LITERATURE CLUB



PREAMBLE :

The Literature Club, Govt. Aizawl College formed on 11th November 2004 acknowledges and adopted this constitution.

Article I : NAME AND MOTTO

Section I : Name

The name of the Club will be the Literature Club, Govt. Aizawl College.

Section II :Motto

“Thu leh hla hmanga zirlaite kutchhuak pholan leh theihna hai chhuah leh tih hmasawn.”

“To recognize nurture and showcase the literary potentials of the students”

Article II :ELECTION,TERM AND QUORUM

Section I:

1. Election of the Office Bearers will be held at a General Body Meeting.
2. Only when 1/3 of all the club members are present in the General Meeting will the election commence.
3. The term of OB will be for one academic Session..
4. The Faculty In-charge will conduct the election of Office Bearers.
5. The OB election will be held at the time specified by the College authority.

Section II:

- 1 President, Vice President, Secretary, Assistant Secretary, Treasurer, Finance Secretary, and Information Secretary are the Office Bearers.
2. For the Office bearers, they must be regular students of Govt. Aizawl College. They must not be the Students' Union Leader, they must not be Office Bearers of other College clubs. They must also be Literature Club members.
3. The President and Secretary must be students who have completed one academic session (above III semester)

Section III: Nomination

For the new Office Bearers, the Executive Committee shall nominate 10 candidates, not more than 3 candidates can also be nominated from the floor.

ARTICLE IV : IN-CHARGE

Faculty In-charge: The faculty in charge of the Club shall be appointed by the Principal.

Alumni Mentors: The Alumni Mentors of not more than two persons can be appointed by the Club Obs in consultation with the Students' Union

Article V: Executive Members :

The first Office Members meeting will choose Executive members from the existing members of the Club. The number of Executive Committee members will be between 10-30.

Article V : POWERS AND FUNCTIONS

Section I:

1. President: The President is the club leader and club representative. He/she will preside over the meetings of the Club.
2. Vice President: In the absence of the President, he/she will take the responsibilities of the President.
3. Secretary: He/she will convene meetings, record club activities, and corresponds on behalf of the Club.

4. Assistant Secretary: He/She will record the resolutions of the the OB and executive meeting. Will also help the Secretary.
5. Treasurer: He/she will manage the club money and will take its responsibility. He/she cannot spend the club money without prior knowledge of the President and Finance Secretary.
6. Finance Secretary : He/she will have to record every transaction of the club finance.
7. Information Secretary : He/she will be responsible for dissemination of notices and information to the Club members.

Article VI : FINANCE

1. The Club's money will be in the possession of the Treasurer. The Finance Secretary must maintain cash book .Any expenditure of the club, receipts and voucher will be safely kept.
2. The Treasurer cannot touch or spend the club's money without the knowledge of the Finance Secretary and the President.
3. The Club's Cash book shall be audited every year by the auditors appointed by the College..
4. If there is something wrong in the audit, the matter shall be discussed by the Executive Meeting for final decision.

Article VII : CLUB INVENTORY

All property of the Club should be properly recorded.. The OB will be responsible for the borrowing and use of the inventory.

Article VIII : RESIGNATION OF OFFICE BEARERS

1. If any OB's would like to resign during their term, he/she should submit resignation letter to the President. If the President would like to resign during his/her term, He/she should submit resignation letter to the Vice President.
2. Resignation letter shall be considered by the Executive meeting. The meeting may, by 2/3 majority of members, accept the resignation and appoint new person to fill up the vacant post.

Article IX : DISCIPLINE

1. If any situation involving defaming or disregarding of the club arises, the Executive meeting shall discuss the matter and take necessary action.
2. Any absentee of a meeting will not be able to dispute the decision of the meeting.
3. If any club member misuses the club funds, an Executive meeting shall discuss the matter and take necessary action.
4. Punctuality should be maintained in any club meeting. If a person is going to be late or absent, they are to inform an Office Bearer before the meeting.

Article X : MAGAZINE

1. The name of the Club Magazine will be "Sekibuhchhuak".
2. The Magazine will be published once a month.
3. Club OB's will appoint the Editorial Board and can also set the portfolio for it.
4. The Magazine can be sold inside and outside of the college; the price of the magazine will be decided by the Editorial Board.
5. The Editorial Board members should be regular students who are already members of the club. There cannot be more than two Office Bearers in the Editorial Board.

Article XI : MISCELLANEOUS

1. If by any reason the Literature Club becomes defunct, all the finance and inventory will be submitted to the Principal.
2. The Club Seal should be in the possession of the Club President and Secretary. If there is a need to make more Seals, an Executive meeting will make the decision on it.
4. The Leaders will organize competitions, study tours and activities leaning towards literature where most or all members are included.

Article XII : AMENDMENT

The Executive Committee, by 2/3 majority, can propose for amendment of the Club Constitution. The amendment shall be effective from the date of approval by the College Executive Committee.

MUSIC CLUB



PREAMBLE

The Government Aizawl College Music Club was formed on 16th March , 2021. The Constitution was adopted on 12th August, 2022. This Constitution is made to guide Govt. Aizawl College, Music Club. In its functioning and activities.

Article I : NAME, MOTTO AND LOGO

A : NAME The name of the Club is Govt. Aizawl College , Music Club .

B. MOTTO: The Motto of the Club is “ *Music is an outburst of the soul* “

C . LOGO:The Logo which was designed and created by the Office Bearers of the Academic Year 2020-21 is accepted as the Official Logo.

Article II : MEMBERSHIP AND DUES

1. Every student of Government Aizawl College can be a member of the club.
2. Membership fee of Rs 10. should be collected every year
3. The enrollment and payment of the fees should be done before the election of the new Leaders.
4. The membership fee which is already paid cannot be returned.

Article III : ELECTION , TERM AND QUORUM

Section I :

1. Office Bearers should be elected by the General Body consisting of members of the Club.
2. The election of the new OB's should be held on every new academic year of the session

3. The Faculty in-charge of the Club would conduct the election.
4. The election should be held at the time specified by the College.
5. Handover of OB charge should be done after 7 days of the election.

Section II :

1. There will be six posts of the Office Bearers ie., Leader, Asst. Leader , Secretary , Asst. Secretary , Treasurer , Fin. Secretary.
2. The Office bearer should be a student of Govt. Aizawl College, he/she should be a member of the Club. He/she should not be the Students' Union Leader and should not be the OB of another Club or other extension bodies.
3. The Leader and Secretary posts are only reserved for the student who has completed at least one academic session (III semesters and above).

Section III : Nomination

The Executive Meeting will select 10 candidates and three(3) members can be nominated from the floor.

Section IV : Term

The term of the leader will be of one year, the existing OBs will be responsible for their post before the handover of charge.

If there is a post vacant during the middle of the term , the executive Meeting should appoint another leader for the vacant post before 14 days.

Article IV : OTHER LEADERS

- i. Executive Committee Members: The first Office Bearers meeting will appoint the Executive Committee member among the club members. There will be at least 10 members from each Semester.
- ii. Professor in-charge : The Principal will appoint Prof. in charge of the Club.
- iii. Students' Union In-Charge : The two Social and Culture Secretaries will be the Students' Union In-Charge.

- iv. Alumni Mentors: The OB may appoint not more than 3 Alumni Mentors from the College Alumni.
- v. The Professor Incharge, SU Incharge and Alumni Mentors will be an ex officio members of the Executive Committee

Article V : POWERS AND FUNCTION OF OB

Section I :

1. **Leader** : The Leader of the Club will be the head of the club and will represent the club , he/she will be responsible for the activities of the club. He/she will chair the meeting of the Club..
2. **Asst. Leader** : During the absence of the leader he/she will represent the Leader .
3. **Secretary** : He/she will be the club correspondent, if there is any meeting he/she will lay the agenda and maintain the Club Minute book.
4. **Asst. Secretary** : He/she will note down the minute and will help out the secretary if necessary.
5. **Treasurer** : He/she will be responsible for the club's fund. he/she should not spend money without the approval of the Leader and Fin. Secretary . He/she should be ready to give reports in every meeting.
6. **Finance Secretary** : He/she will maintain Cash Book and submit the same to Audit to the College authority.

Article VII : PROPERTY

Any instruments or property of the Club should be listed down. The Office Bearers meeting may appoint any member of the Executive as Property in charge. No instruments or property should be lent out without the approval of the OB. In case of discontinuation of the Club, all property of the Club shall be hand over to the Principal, Government Aizawl College,

Article IX : DISCIPLINE

1. Members who are late for the meeting and those who are absent have to accept the decision of the meeting.
2. Members of the meeting should not disclose the decision of the meeting before the official announcement.
3. The Executive Meeting would be able to take disciplinary actions towards any member who violates the constitution of the Club.
4. Punctuality should be maintained in any meeting. Any member who cannot attend in time should inform any of the Office Bearers.

Article XI : AMENDMENT

1. The Executive Committee in its meeting may amend the Constitution if three fourth(3/4) of the members accept the proposal for amendment. The proposal for amendment shall be submitted to College Executive Council for approval

Red Ribbon Club

1. Introduction: The Red Ribbon Club (RRC) is a comprehensive promotional and preventive intervention to enhance voluntary blood donation as well as mainstream HIV & AIDS prevention, care & support and treatment impact, mitigation, stigma reduction, among the youth in educational institutions. It will also prepare and promote youth peer educators within and outside the campuses.

The Red Ribbon Club of Government Aizawl College , which was formed on 29th May 2006 (Date is as per J Thankima College) is affiliated to the Mizoram State Aids Control Society (MSACS) which has units in various educational institutions within Mizoram.

2. Aims of the Red Ribbon Club:

1. Educate youth with correct, concise and adequate information
2. Enable youth, especially the female students, to identify and understand situations of exploitation and abuse.
3. Sensitize the youth regarding care and support needs of PLHIV
4. Increase access to health care services
5. Create linkages between youth and GOs, NGOs and CBOs
6. Organize and facilitate VBD camps and mobilize the youth for VBD.
7. Create among the youth a cadre of peer educators.

3. Membership

Any College student currently enrolled in the college institution can become a member by paying a membership fee of Rs 10 only.

3. Leadership:

A. **Nodal Officers:** Nodal Officers shall be appointed by the Principal to supervise and coordinate the working of the Club.

B. Club Office Bearers:

There shall be seven Office Bearers- Leader, Assistant Leader, Secretary, Assistant Secretary, Treasurer, Finance Secretary and Activity in Charge. The Office Bearers are to be appointed by the Nodal Officers,

C. Peer Educators: The OB, in consultation with the Nodal Officer may appoint Peer Educators among the members.

D. Executive Committee: The Nodal Officers, Office Bearers and Peer Educators shall form Executive Committee,

4: Role of Office Bearers:

I) **Leader:** The leader shall be responsible for all club activities and shall chair the meetings of the Club.

II) **Assistant Leader :** The Assistant shall assist the leader and will also be the acting leader when the leader is not available.

III) **Secretary:** The Secretary shall maintain the minute book and shall prepare and submit activities reports to the authority.

IV) **Assistant Secretary:** He/she shall assist the Secretary. He/she can be the sitting Secretary if the Secretary is not available.

V) **Treasurer:** The Treasurer will keep the receipt and accounting logs of all expenses and funds of the club.

VI) **Finance Secretary:.** He/she should help maintain the cash register which can be subject to audit,

VII)**Activity in charge:** He/she is responsible for organizing and managing the events and activities and all other miscellaneous things the club organizes.

4. Amendment: The Executive Committee may propose for changes in the existing regulations. The proposal shall not contradict the Rules and Regulations laid out by MSACS and the College.

UTILITY CLUB

Constitution

Government Aizawl College Utility Club was constituted on 9th November 2022 for the students who are interested to mobilise their skills on Carpentry, Plumbing, Electrical Works etc.

Rules and Regulations

1. Any students of Government Aizawl College who are interested to mobilise their skills on Carpentry, Plumbing, Electrical Works etc. can be a member of the club.
2. Membership fee of Rs 10/- should be paid while submitting the filled-in membership form.
3. The club should organize workshops, training, etc. as much as possible by inviting resource persons/experts in the concerned areas.
4. The Office Bearers should be elected by the club members amongst them as follows:

Chairman	:	From V Semester Students.
Vice Chairman	:	From III Semester Students.
Secretary	:	From V Semester Students.
Asst. Secretary	:	From III Semester Students.
Treasurer	:	From V Semester Students.
Fin. Secretary	:	From III Semester Students.

The term of the Office Bearers is one year (Two Semesters).

5. **Faculty in-charge:** Faculty In-charge of the Club appointed by the Principal will coordinate and advise the Office Bearers.

YOUTH ADVENTURE CLUB

Introduction: The first Youth Adventure Club in Mizoram, the Youth Adventure Club of Government Aizawl College was formed on 7th August 1982. A constitution has been drafted for the governing of this club and it is amendable as per the guidelines of the College. All decisions made by the club shall be in accordance with this constitution.

Article No. 1

Name: The club will be called the Government Aizawl College Youth Adventure Club, 'GAC YAC' in short.

Article No. 2: Aims and Objectives

- A) To explore the natural world.
- B) To have land, air and water based activities.
- C) To foster a spirit of cooperation among all club members.
- D) To instill good moral values, leadership qualities, discipline, courage and determination among all club members.
- E) To build a sense of duty towards the betterment of society.

Article No. 3: Enrollment

- A) Any student of the college can apply for membership in the club.
- B) Enrollment fee is Rs 30/-, annual fee is Rs 20/-
- C) Fees should be given at the time of enrollment.

Article No. 4 Club Leaders

Club Office Bearers shall consist of :

- 1) Leader
- 2) Deputy Leader
- 3) Secretary
- 4) Assistant Secretary
- 5) Treasurer
- 6) Finance Secretary

Article No. 5: Election of OB

- A) Election for the post of Office Bearers will be conducted by the Prof. In charge on every academic year.
- B) Any member who has completed the highest level of the Mizoram Adventure Course will be eligible for any post of Office Bearers.
- C) Should the need arise for a change to any post of Office Bearer; the Executive Committee will select OB for the said post.

Article No. 6: Executive Committee:

- A) The Executive Committee shall consist of OB's, Prof In charge, SU In charge, Alumni Mentors, Executive Committee members and Invitees.
- B) The OB, in consultation with the Prof In Charge will select not more than 30 executive Committee members.
- C) The OB can invitee not more than 2 persons as Committee Invitees.
- D) The OB can appoint not more than 2 Alumni mentors.
- A) The executive committee can be called if and when necessary.
- B) All decisions made by the Executive Committee are final and should be adhered to.

Article No. 7: Discipline/ Activities Discipline

- A) Members are forbidden from partaking of drugs and alcohol. Anymember caught doing so will be expelled immediately.
- B) Orders given by the leaders during club activities should be strictlyfollowed.
- C) Members who fail to follow orders will be expelled from the club.
- D) Selection of members who are to train under the Department of Sports and Youth Services Courses will be done by the Office Bearers of theclub.
- E) All members are to be treated equally with regards to the various contributions received by the club.

Article No. 8: Uniform/ Club T-shirt

- A) Uniforms can be purchased only after fulfilling all the necessary requirements.
- B) Uniforms are to be worn during all club activities and should be properly taken care of.

Article No. 9: Property

- A) Club property is for member use only.
- B) Club property can be lent out for a maximum of 10 days following which Rs 10 will be levied for each subsequent day.
- C) Any member who damages or loses any club property will have to pay the full amount of the said property.
- D) Club property is to be stored in the Club Office and not privately.

Article No. 10: Finance

- A) Any funds of the Club will be fully managed by the Executive Committee.
- B) In order to fulfill the goals of the club, the executive committee must be strict in handling Club finance.
- C) The Treasurer is expected to give a report of the Club Finance at every Executive Committee.
- D) The Club finance will be audited by the auditors appointed by the Principal.
- E) Any member losing any amount of the Club Finance will have to pay the full amount within the stipulated time given. The Executive Committee will have the power to waive the amount as well.
- F) Any financial contribution to the club will not be returned under any circumstances.
- G) Club money cannot be borrowed and the sale of club goods cannot be given on credit.

Article 11: Condolence and Greeting

Members may be presented gifts and condolence fees if and when necessary. The executive committee will have the final say in the matter.

Article No. 10

Power and Functions

1. Duty of Leader

- A) The club leader will lead all the General and Executive Committee meetings as well as club activities.
- B) All decisions made by the Executive Committee and General meetings are to be approved by the leader.
- C) The leader has the power to use the sum of Rs 500 for the club should the need arise.

2. Duty of deputy Leader:

- A) He/she will take full charge in the absence of the leader, all the power will rest with him/her.
- B) He/she will assist the Leader in every way possible.

3. Duty of Secretary:

- A) The secretary will take charge of all club activities to be undertaken.
- B) He/She will record and report all club activities
- C) He/ She will minutely record all club meetings.
- D) He/She will keep the attendance of members when needed.
- E) He/She has the power to spend Rs 500 for the club if need arises.
- F) Every decision made in the Executive Committee and General Meetings will also have to be approved by the Secretary.

4. Duty of Assistant Secretary:

It is the duty of the Assistant Secretary to assist the Secretary in all matters relating to club activities and will take the charge of the Secretary in his/ her absence.

5. Duty of Treasurer:

- A) All club finance will be with the Treasurer.
- B) The Treasurer should be able to put forward the exact amount of club finance as and when demanded by the Executive Committee.
- C) The Treasurer is expected to work in tandem with the Finance Secretary, in matters relating to club finance.
- D) He/She will keep the expenditure register and will record all financial transactions.

6. Duty of Finance Secretary:

- A) He/She will keep the Income and Property Register and will work in tandem with the treasurer.
- B) He/She is expected to record and submit all income to the Executive Committee.
- C) He/She is to receive and record all financial contributions made to the club and then hand it over to the Treasurer.
- D) He/She will announce the finances of the club when the need arises.

Article No. 11 Amendment:

The Club Constitution can be revised after a period of 5 years should the need arise and additions can be made to the present Constitution if needed.

Article No. 12 Miscellaneous

- A) In the rare case of the club being terminated, the club property would automatically pass on to the Principal, Government Aizawl College.
- B) The Executive Committee is the sole authority with regards to the working of the club.
- C) 7th August is declared the Rising Day of the Youth Adventure Club, Government Aizawl College and is to be celebrated accordingly.

YUVA TOURISM CLUB

CONSTITUTION

As initiated by the Ministry of Tourism, Government of India, the 'YUVA Tourism Club, Government of Aizawl College' was established on 13.09.2022.

ARTICLE I

AIMS AND OBJECTIVES

I. AIM :

To mould young minds into student ambassadors who can represent the essence of India, while working towards promotion of India's diverse natural & cultural heritage of our villages, cities, states and country through tourism initiatives.

II. OBJECTIVES :

Tourism clubs are important tools for promoting responsible and sustainable tourism in the country. This is more relevant in Mizoram as the State Government is embarking on a journey towards responsible and sustainable tourism and has notified The Mizoram Responsible Tourism Policy 2020. Tourism Clubs will foster development of right culture and attitude among the youths. Major objectives of the establishing Yuva Tourism Clubs are:

- i. To educate youth about diverse cultures and geographies of the country.
- ii. To appreciate the importance of travel and tourism in education.
- iii. To create awareness about tourism opportunities at an early stage.
- iv. To teach and propagate responsible tourism practices.
- v. To train students as skilled tourist guides and volunteers in hospitality sector.
- vi. To facilitate better coordination for study tours and student exchange programmes.

ARTICLE II

GENERAL CONDITIONS

- I. The Club will be headed by Faculty and Student Coordination.
- II. Members would consist of students, the minimum of which is 25 members and the maximum is unlimited.
- III. The Club will prepare a calendar of events to be organized during an academic year and will organize a minimum of 2 activities in an academic year.
- IV. **ARTICLE III**

MEMBERSHIP

- I. Club Membership Fee: Annual membership fee of Rs. 10/- will collected from all club members

ARTICLE IV

CLUB OFFICE BEARERS

- I. The following are the Office Bearers:
 - i. Leader
 - ii. Assistant Leader
 - iii. Secretary
 - iv. Assistant Secretary
 - v. Treasurer
- II. Ex-Officio Members:
 - i. Faculty In-charge
- III. Election of Office Bearers:
 - i. All Office Bearers shall be elected from the members of the Club.
 - ii. The election shall be conducted by Professor In-charge through secret ballot as per the College Academic Calendar.
 - iii. The Minute Book and the Cash book of the Club should be handed over to Professors In-charge on or before the election of New Office Bearers.
 - iv. The elected Office Bearers and Professor In-charge of the Club shall serve as the executive.

IV. Qualification for the post of Office Bearers:

- i. The candidates must be a regular members of the Club. He/She should have passed all semester exams at the time of Candidacy.
- ii. The candidates for the post of Leader and Secretary must be Fifth Semester students of the Club member.
- iii. The candidates for the post of Assistant Leader, Assistant Secretary and Treasurer must be Third Semester student of the Club member.

V. Removal from Office Bearers:

- i. The Club Office Bearer whose dereliction of duty adversely affects the operations of the club shall be subject to disciplinary action or removal from Office Bearers.
- ii. A two-third affirmative vote of all office Bearers or Professor In-charge is required to remove the Office Bearers from his/her post.

ARTICLE V

CONSTITUTIONAL AMENDMENTS

- I. This Constitution can be amended by the office Bearers Meeting with two-third(2/3) of the total members of the Office Bearers meeting. The amendment shall become only effective on the approval of Professors In-charge of the Club.

NATIONAL GREEN CORPS(ECO-CLUBS)



MANUAL

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1. OVERVIEW OF NATIONAL GREEN CORPS (NGC)

1.1. Introduction

It is a well established and recognized fact that the children can be catalyst in promoting a mass movement about the ensemble of the environmental issues. Being future citizens, inculcation of environment friendly attitudes and behavioral patterns amongst them can make a significant difference to the long term efforts for protection of environment.

National Green Corps, popularly known as NGC is a national programme conceptualized and initiated by the Ministry of Environment and Forests and Climate Change, Government of India. As the name suggests, it is a programme to sensitize school children about environment, its problems and conservation. Started in the year 2001, the programme is operational across the country through school eco-clubs established for this purpose. The programme with its network of more than 1,00,000 schools and about 35 lakh students has promoted awareness and action to solve local environmental problems.

1.2. Objectives:

- » To make children understand environment and environmental problems.
- » To provide environmental education opportunities for school children.
- » To utilize the unique position of school children as conduits for awareness of the society at large
- » To facilitate children's participation in decision making in areas related to environment & development.
- » To bring children into direct contact with the environmental problems facing the society they live in and make them think of solutions.
- » To involve children in action based programmes related to environment in their surroundings.

1.3. Coverage

The NGC programme will be implemented in all the States and Union Territories in the country.

1.4. Membership

- » 250 schools in every district
- » 100 colleges in every state (*2017-18 onwards*)

KEY IMPLEMENTERS AND THEIR ROLE

2.1. Eco Clubs

- » The scheme is to be operated through Eco-Clubs to be formed in member schools. Schools with prior experience in environmental related programmes or those who have shown interests to join the programme shall be given priorities.
- » Each eco club will have 30-50 children, who show interest in environmental related issues.
- » Each eco club will be supervised by a Teacher In-charge who is selected from among the teachers of the member schools on the basis of his/her interest in environmental related issues.
- » Among the eco club members, club leaders may be appointed for better coordination of the activities of the club. The eco club may be further divided into sub groups, each designated with special group name to create healthy competitions among the eco club members.
- » The eco club members should hold meeting regularly and make plan for activities to be taken up and prepare activities report on monthly basis.

Role of teacher-incharge/green teacher

The Teacher In-charge of Eco-club plays a key role in the implementation of the scheme. He/She should encourage more and more students to join the club. He/She should take up imaginative steps to implement the activities suggested in the scheme, which are relevant to that region.

Main functions of In-charge Teacher are :

- » To assemble the eco-club members every week for one hour at-least and take up some activity.
- » To encourage the students to suggest activities for the follow-ing weeks and make a list of it. Make necessary preparations for their execution in consultation with the Headmaster/ Principal.
- » Send monthly activity report to the District Committee.
- » Coordinate with the District Committee for taking up district level common programmes.

2.2. District Implementation and Monitoring Committee (DIMC)

District Implementation and Monitoring Committee (DIMC) is to be formed in each district to oversee the implementation of the Programme at district level having the following compositions:

i. District Collector / DM	Chairman
ii. Conservator of Forests / DFO	Member
iii. District Level Officials of Department of Environment / State Pollution Control Boards and Department of Health	Members
iv. Two eminent NGOs working on environmental issues	Member
v. Heads of 5 schools from among the member Schools	Member
vi. Representative of the Resource Agency	Member
vii. District Education Officer / District Sc. Officer	Member Secretary

Role of DIMC

- » To identify the member schools in consultation with the State Nodal Agency and Resource Agency.

- » To motivate Heads of schools to initiate participation in the scheme.
- » To organize training for In-charge teachers in collaboration with Nodal Agency and Resource Agency.
- » To select best eco-club in the district and give awards to the best performing eco clubs
- » To identify the activities to be taken at the District level and organize them.
- » To coordinate, supervise and monitor periodically the implementation of the scheme by all the eco-clubs in the district.
- » To submit the activities report of the individual schools to the State Nodal Agency as per the schedule.

2.3. State Steering Committee (SSC)

State Steering Committee is to be formed to oversee the implementation of the scheme at the State Level having the following composition:

- | | |
|---|------------------|
| <i>i.</i> Principal Secretary, Environment & Forests
(Or an Officer of equivalent rank) | Chairman |
| <i>ii.</i> Secretaries or their representatives from State Departments
of Education, Health
and other concerned departments | Members |
| <i>iii.</i> Representative of Resource Agency | Member |
| <i>iv.</i> Head of the Nodal Agency | Member |
| <i>v.</i> Two eminent NGOs working on
environmental Issues | Member |
| <i>vi.</i> State Nodal Officer | Member Secretary |

Role of SSC:

- » To oversee the implementation of the scheme in the State.
- » To encourage the different government departments to actively help the Eco-clubs
- » To review periodically the implementation of the scheme and suggest

activities to be taken up at District Level

- » To select the best district, best Eco-Club and give publicity to their activities so that other districts and Eco-Clubs can adopt them.

2.4. State Nodal Agency

State Govt. is to appoint State Nodal Agency (SNA) who will coordinate the implementation of the scheme in the state.

Role of SNA

- » To nominate a Nodal Officer.
 - » To ensure identification of member schools by the District Committee in consultation with the Resource Agency.
 - » To select locally relevant resource material in consultation with the Resource Agency and get it printed.
 - » To ensure identification of Master Trainers by District Committees and organise training for them with the help of Resource Agency.
 - » To ensure training programme for In-charge Teachers in Districts.
 - » To ensure distribution of grants and resource material to Eco-clubs.
 - » To receive quarterly reports from District Committees and compile them in the form of reports and send them to Central Nodal Officer in the given format.
 - » To organise State Level activities and coordinate them.
 - » To organise publicity to the programme to encourage more schools and students to join Eco-clubs.

2.5. The National Steering Committee

The National Steering Committee at the Central Government will give overall direction to the programme and ensure linkages at all levels.

2.6. Resource Agency (RA)

Each State/UT is being provided with the services of one Resource Agency for the better implementation of the scheme.

Role of RA

- » The main role of the RA is that of a consultant and a facilitator.
- » To assist the State Nodal Agency/District Committees in the identification of schools in each district
- » To help the Nodal Agency in selecting locally relevant resource material
- » Help the Nodal Agency in organizing training programme for Master Trainers by providing technical inputs and resource persons
- » Assist District Committees in drawing up action plans and in organizing District level training programme for In-Charge teachers by providing resource persons as well as in drawing up training schedule
- » To advise the State Nodal Agency in all the aspects of implementation of the Scheme.

1. FINANCIAL ASSISTANCE

- » Each Eco-Club receives an annual financial assistance of ` 2500/- per annum which has been increased to ` 5000/- per annum from the year 2017-18
- » Each DIMC is also given annual financial assistance of ` 25,000/- per annum.
- » The annual financial assistance is released by the Ministry of Environment, Forest and Climate Change, Govt. of India to the Nodal Agency who, in turn directly disburses the amount to the accounts of each eco-club and DIMCs through bank transfer.
- » Each eco club has to open separate bank account in any bank operable by the teacher in charge and head of the institution jointly or separately solely for the purposes of the implementation of the programme.

- » The eco club members and the in-charge teachers would decide on using the fund for their activities in consultation with the Head of school.
- » A separate Cashbook/register is to be maintained for eco-club
- » At the end of the Financial Year, Eco Club has to submit U.C & E.S to the Nodal Agency for onward submission to the Ministry.

1. ACTIVITIES

4.1 List of suggested activities for eco-clubs

Eco-club may take up any activity of their choice within the premises of their institution and local area for protecting the environment and creating mass awareness among the public.

Some activities suggested for eco-clubs are highlighted below:-

- » Conduct Cleanliness campaigns (*Swatchh Bharat*) in schools and outside
- » Grow living gardens, flowers, vegetables and native plants in school and outside
- » Create awareness and educate fellow students on Waste material management
- » Provide learning resources for members and fellow students
- » Practice recycling project by collecting cans, bottles, paper or cloth
- » Organise seminars, debates, lectures and popular talks on environmental issues in the school
- » Field visits to environmentally important sites including polluted and degraded sites, sanctuaries, wildlife parks etc.
- » Organise rallies, marches, human chains and street theater at public places with a view to spread environmental awareness.
- » Action based activities like tree plantation, cleanliness drives both within and outside the school campus
- » Grow kitchen gardens, maintain vermi-composting pits, construct water-harvesting structures in school, practice paper re-cycling etc.

- » Prepare inventories of polluting sources and forward to enforcement agencies
- » Organise awareness programmes against defecation in public places, pasting posters in public places and to propagate personal hygiene habits like washing hands before meals etc.
- » Maintenance of public places like parks, gardens both within and outside the school campus
- » Mobilise action against environmentally unsound practices like garbage disposal in unauthorized places, unsafe disposal of hospital waste etc.
- » Undertake environmental management plan for schools and community.

4.2. Activities Report

- » Eco Club should prepare Activities report with photographs on monthly basis and submit to the Nodal Agency / DIMC
- » The Nodal Agency should compile Annual Activities Report for all the eco-clubs and submit to the MoEF&CC along with the U.C received from the Eco-Clubs.

1. IMPLEMENTATION STATUS OF NGC IN MIZORAM

- » National Green Corps' Programme (Eco-Club), was launched in the state of Mizoram in the year 2002 with a total of 800 nos. of eco clubs initially established in Mizoram @ 100 per district.
- » Mizoram Pollution Control Board was appointed as the State Nodal Agency with its Member Secretary as the Nodal Officer to implement the scheme of NGC Programme in the state. State Steering Committee and District Committees were formed in the state.
- » Since the year of inception, the implementation of NGC program was taken up in full swing and enthusiastically by the Nodal Agency, MPCB. Trainings for Master Trainers and in-charge teachers were conducted by the Nodal Agency in partnership with the Resource Agency, CEE North East in the initial years.

- » The eco-clubs were motivated and guided to take up various environmental related activities in their schools and local areas. As a result, the program had been successfully implemented with highly positive responses from the school children in Mizoram for a number of years, since inception till date.
- » ENVIS Hub, Mizoram, hosted by MPCB has been playing a key role for ensuring the successful implementation of the NGC programme by way of coordinating with Eco-clubs in undertaking joint activities and compiling their annual activities report.
- » With the increase of upper ceiling for the formation of eco-clubs per district and with the interests shown by schools to join the programme, NGC network in the state of Mizoram has been strengthened with a total of 1890 eco clubs established as on November, 2017. Districtwise no. of eco clubs is shown in the following table.
- » As MoEF&CC has extended the programme to colleges from the year, 2017-18 @ 100 per state, 23 nos. of colleges in Mizoram have been identified for the formation of eco clubs within the year, 2017-18.

MANUALS OF NSS, NCC and Electoral Literacy Club.

NATIONAL SERVICE SCHEME : <https://nss.gov.in/sites/default/files/manualNss2006.pdf>

NATIONAL CADET CORP :

<https://cdnbbsr.s3waas.gov.in/s307811dc6c422334ce36a09ff5cd6fe71/uploads/2020/01/2020011436.pdf>

Electoral Literacy Club : <https://ecisveep.nic.in/electoral-literacy-clubs/>