

Students' Union By-law No. 01 of 2023

University of Kelaniya

Kelaniya

This By-Law made in terms of section 112 (3) read with section 135 of the Universities Act No. 16 of 1978 amended by the Universities (Amendment) Act No. 07 of 1985 and Act No. 26 of 1988 and made based on the recommendations made by the Council of University of Kelaniya held on No. 507/15/07 of 11.10.2022, No. 508/02/04 of 2022.11.08, and No. 509/19/14 of 2022.12.13, shall be cited as "Students' Union By-Law" and shall come into operation from the date of approval by the Council, that is 14.02.2023.

These Students' Union By-Law, No. 01 of 2023 supersede Students' Union By-Law, No. 01 of 2010, and any other related By-Laws or Regulations that may have been issued earlier. However, this shall not prejudice any decision made by the university formerly under the said by-law No. 01 of 2010.

1. This By-Law shall be cited as the Students' Union By-Law No. 01 of 2023.

2.

- i. The Students' Union of the University of Kelaniya (hereinafter referred to as the University Students' Union) shall be representative of the entire undergraduate student community of the University.
- ii. The University Students' Union shall consist of all the office bearers and members of each Faculty Students' Union.

The members of the University Students' Union shall, in accordance with the provisions of Section 17 of this By-Law, elect from amongst themselves the following office bearers:

- (a) The President
- (b) The Vice-President
- (c) The Secretary
- (d) The Editor, and
- (e) The Junior Treasurer

iii. When considering the student community of the university, since the majority represents female undergraduate students, optimal representation shall be given to female undergraduate students in deciding the composition of the University Students' Union.

3.

i. There shall be a Faculty Students' Union for each Faculty of the University of Kelaniya.

ii. A Faculty Students' Union shall be representative of all the registered full-time undergraduate students of such Faculty and office bearers and members of such Faculty Students' Union shall be elected by the undergraduate students of such Faculty.

iii. A Faculty Students' Union shall consist of;

(a) The President

(b) The Vice-President

(c) The Secretary

(d) The Editor

(e) The Junior Treasurer, and

(f) Such other numbers of members as follows;

(a) Two members for a Faculty with two hundred or less registered students,

(b) Four members for a Faculty with two hundred and one to four hundred registered students,

(c) Six members for a Faculty with four hundred and one to six hundred registered students, and

(d) Eight members for a Faculty with over six hundred registered students.

(e) The Chief Executive Officer of the University shall appoint a Senior Teacher of the Faculty, nominated by such Union, as Senior Treasurer for each Faculty Students' Union.

- iv. When considering the student community of the university, since the majority represents female undergraduate students, optimal representation shall be given to female undergraduate students in deciding the composition of the Faculty Students' Union.
4. For the purpose of electing the office bearers and other members to a Faculty Students' Union, the students of each Faculty of the University shall constitute a constituency.
5. No student of a Faculty shall be eligible to vote at or stand for an election;
 - (a) unless he has been duly registered as a full-time student of such Faculty for the academic year in which the election is held;
 - (b) if he is under suspension from the Faculty and/or University;
 - (c) if he owes any money to the University at the time of such voting at or standing for the election as the case may be, and he has not entered into any-written agreement with the University to repay such money on a date specified for the payment;
6.
 - i. Before the expiry of the last day of the 10th week of the second semester of each academic year, the Registrar of the University shall publish within the University, a notice containing,
 - (a) name of each Faculty Students' Union,
 - (b) the titles of the office-bearers and the number of other members to be elected to each such Faculty Students' Union, and
 - (c) the names of students who are eligible to vote (hereinafter referred to as eligible students) at an election of office bearers and other members to each such Faculty Students' Union.

Provided that for the purpose of election of the office bearers and other members to the first Union, the above notice shall be published before such date as may be prescribed by the Chief Executive Officer of the University.

- ii. Any question as to whether the number of other members to be elected to a Faculty Students' Union has been duly determined or not, or whether a student is eligible to vote or not, or to seek election or not shall be referred to the Chief Executive Officer of the University. The decision of the Chief Executive Officer on such a question shall be final.

7. The Chief Executive Officer shall, within one week of the publication of the notice referred to in Section 6 (i), nominate the Dean of each Faculty as the Election Officer for the purpose of conducting the election of office bearers and other members of such Faculty Students' Union.

8.

- i. The Chief Executive Officer shall fix in respect of each Faculty Students' Union, a date, a time period and venue for the receipt of nomination by the Election Officer for the election of office bearers and other members of the Faculty Students' Union. Such date shall be a date after the expiry of seven days but prior to the expiry of fourteen days from the date of publication of the notice referred to in section 6 (i).
- ii. The Registrar of the University shall, without delay, publish within the University, the date, the time period and venue so fixed for the receipt of nominations of candidates for election in aspect of each Faculty Students' Union.
- iii. The Election Officer shall receive nominations on the day during the time period and the place, fixed for such purpose in terms of the preceding paragraph.

9.

- i. Every registered undergraduate student of a Faculty is eligible to be nominated as a candidate for election of office bearer or member of the Faculty Students' Union except for the undergraduate students registered for the final year.
- ii. Any registered undergraduate student of a Faculty may be nominated as a candidate for election as an office bearer or member of that Faculty Students' Union by means of nomination paper, signed by two registered undergraduate students of the faculty as proposer and seconder.

- iii. Such nomination paper shall be substantially in the form set out in the First Schedule and bear the student registration number and signature of the candidate, proposer and seconder.
- iv. Each registered undergraduate student who is nominated as a candidate for election shall affix his signature on the nomination paper in token of agreement to stand for election.
- v. No student shall stand nominated as a candidate for election to more than one office or membership.

10.

- i. Every nomination paper (together with a true copy thereof) of a candidate for election as an office bearer or member of a Faculty Students' Union must be delivered by the candidate or by his proposer or seconder to the Election Officer nominated under Section 7, in respect of such election on the day, during the time period and at the place fixed for such purpose under Section 8.
- ii. The Election Officer shall forthwith, upon receiving a nomination paper, cause a copy thereof to be posted outside the place of nomination.
- iii. Objection may be lodged with the Election Officer against a nomination paper of a candidate on any or all of the following grounds;
 - (a) that the candidate lacks eligibility in terms of the provisions contained in Section 5;
 - (b) that the proposer or the seconder is not a registered undergraduate student of the Faculty;
 - (c) the proposer or the seconder has not affixed his signature to the nomination paper;
 - (d) that the candidate is under suspension from the Faculty or the University;
 - (e) that the nomination paper does not comply with the provisions of this By-Law;

- iv. No objection to a nomination paper of a candidate shall be entertained by the Election Officer unless it is lodged during the time period fixed for the receipt of nominations and the half hour succeeding that period.
- v. Every objection to a nomination paper of a candidate shall be in writing signed by the objector and specify the ground of the objection.
- vi. The Election Officer may make a record of and deal with any objector which he may himself find it necessary to take against a nomination paper of a candidate
- vii. The Election Officer shall, with the least possible delay, decide on the validity of every objection to a nomination paper of a candidate and inform the candidate of his decision. Where objection is upheld, of the grounds of his decision, the decision of the Election Officer shall be final and conclusive.

11.

- i. Where in the case of election of office bearers, not more than one candidate has been duly nominated for election to any office, the Election Officer shall declare such candidate elected as the office bearer.
- ii. Where, in the case of election of members, not more than such number of candidates as specified in the notice referred to in Section 6 (i) have been duly nominated, the Election Officer shall declare such candidates elected as members.
- iii. Where in respect of the post of any office bearer of a Faculty Students' Union, no nomination paper has been duly received or all the nomination papers received have been rejected, and also in the case of election of members, nomination papers of less than such number of candidates as specified in the notice referred to in Section 6 (i), have been received, the Election Officer shall bring this fact to the notice of the Chief Executive Officer who shall fix, in respect of such Faculty Students' Union, a fresh date, time period and venue before the expiry of the 11th week of the second semester for the receipt of nominations for election of such office bearer or member as the case may be.

12.

Where, in respect of the election of an office bearer, two or more than two valid nomination papers have been received, and where, in respect of the election of members, valid nomination papers of more than such number of candidate as is equivalent to the number of members referred to in Section 6 (i) have been received, the Election Officer shall cause to be published within the University the name of each candidate for the election of such office bearer, and members whose nomination papers have been accepted.

13.

- i. The Chief Executive Officer of the University shall fix in respect of each Faculty Students' Union a date and a time period for the election of such office bearers and other members to such Faculty Students' Union. Such a date and time period shall fall within fourteen working days of the date on which nominations were received in respect of that Faculty Students' Union, and the date and time period fixed for each Faculty Students' Union shall be the same, unless the Chief Executive Officer makes a decision to the contrary because of the exigencies of any prevailing situation.
- ii. The Registrar of the University, shall publish within the University the date, duration and venue fixed for the election of the relevant office bearers and other members in respect of each Faculty Students' Union.
- iii. The Election Officer shall conduct the election by secret ballot. He may co-opt any person or persons to assist him in the task.
- iv. Each candidate contesting the election of a Faculty Students' Union may appoint two students who are eligible to vote as polling agents to represent him at the venue of election during the taking of the poll and the count. Notice in writing of every such appointment stating the names of and the registration numbers of the students appointed shall be given by the candidate to the Election Officer before the opening of the poll.

Provided however, only one polling agent of a candidate can be present at the venue of election at any time during the taking of the poll or count.

14.

- i. Every eligible student at an election of a Faculty Students' Union shall be entitled to vote for one candidate for each office contested and for such number of candidates for membership as is equivalent to the number of other members to be elected to such Faculty Students' Union as specified in the Notice under Section 6 (i).
(However, such student shall not exercise such entitlement to a maximum)
- ii. The Election Officer shall declare elected candidate who polls the highest number of votes for each office.
- iii. The Election Officer shall declare elected as members, the candidates who poll the most number of votes. (the candidate polling the highest number of votes being declared elected first, the candidate polling the next highest number of votes being declared elected next and so on.)

However, the number of candidates declared elected as members shall be equivalent to the number of members to be elected to such Faculty Students' Union as specified in the Notice under section 6 (i).

- iv. Where an equality is found to exist between the votes polled by two or more candidates for election of an office bearer or other member and the addition of a vote would entitle one candidate to be elected as the office bearer or member, as the case may be, the determination of the candidate to whom such additional vote shall be deemed to have been given shall be made by a draw of lots.
- v. If any candidate gets no votes, the number of votes obtained by him for the purposes of this section shall be taken as zero.

- i. Each office bearer of a Faculty Students' Union shall cease to hold office at the end of the academic year in which he was elected.
- ii. No student shall hold the same office for more than one academic year.
- iii. If any office bearer or member;
 - (a) ceases to be a student, or;
 - (b) resigns office or membership as the case may be by writing under his hand addressed to the Senior Treasurer; or
 - (c) has been suspended or dismissed from the University, his office, or membership as the case may be shall be deemed to be vacated.
- iv. Where an office or membership of a Faculty Students' Union falls vacant, the students of such Faculty shall as soon as possible elect a suitable person to fill that vacancy. The person so elected shall be entitled to hold office or membership as the case may be for the unexpired portion of the term of office of his predecessor.
- v. The Chief Executive Officer shall, in accordance with the earlier provisions of this By-Law relating to the nominations and elections as far as they are applicable, take steps for the holding of such election.
- vi. *Nevertheless, in the event that a Students' Union for a certain academic year has not been established in accordance with section 6 (I) of this By-Law at due time, no action shall be taken to establish such a Faculty Students' Union after the commencement of the relevant academic year.*

16.

- i. The duties and functions of the President of the Faculty Students' Union shall be;
 - (a) to preside at all meetings of the Faculty Students' Union;
 - (b) to carry out the decisions of the Faculty Students' Union; and
 - (c) to call meetings of the Faculty Students' Union
- ii. The duties and functions of the Vice-President of the Faculty Students' Union shall be;

- (a) to preside at any meeting of the Faculty Students' Union in the absence of the President;
 - (b) to assist the President in the discharge of his duties; and
 - (c) to carry out any other duty or function assigned to him by the Faculty Students' Union

- iii. The duties and functions of the Secretary of the Faculty Students' Union shall be;
 - (a) to keep records of all proceedings of the Faculty Students' Union;
 - (b) summon meetings of the Faculty Students' Union on the instructions of the President or upon the receipt by the Secretary of a written requisition from not less than one-third of the total membership of the Faculty Students' Union; and
 - (c) to ensure that minutes of the proceedings are available for inspection by any student of the Faculty

- iv. The duties and functions of the Junior Treasurer of the Faculty Students' Union shall be;
 - (a) to have custody of the funds of the Faculty Students' Union;
 - (b) to ensure that all income and expenditure are properly recorded and accounted for in the book kept for this purpose subject to any rules pertaining to the maintenance of such accounts;
 - (c) to inform the Senior Treasurer within one week of the receipt of any money by the Faculty Students' Union;
 - (d) to make payments out of the funds of the Faculty Students' Union with the approval of the Senior Treasurer;
 - (e) to prepare a budget for the academic year after consultation with the office-bearers of the Faculty Students' Union within one month from the date of the election of its office-bearers;

- (f) when necessary, to prepare supplementary estimates;
 - (g) to submit to the Faculty Students' Union a report on its financial position as at the last day of each term with one month of the end of that term; and
 - (h) to submit to the Auditor appointed by the Chief Executive Officer through the Senior Treasurer, a statement of income and expenditure, and the balance sheet of the Faculty Students' Union for the academic year within two weeks of the end of the academic year in which the Faculty Students' Union was elected.
 - v. The duties and functions of the Senior Treasurer of the Faculty Students' Union shall be:
 - (a) to check the estimates prepared by the Faculty Students' Union and make necessary recommendations;
 - (b) to keep proper supervision and check the transparency of the transactions of the Faculty Students' Union;
 - (c) Pre-observe the accounts and financial statements and make relevant recommendations; and
 - (d) Submission of certified documents to the Chief Executive Officer prior to the audit
- 17.
- i. The Chief Executive Officer shall fix a date for the holding of the first meeting of the University Students' Union wherein the members shall elect the office bearers. Such date shall be a date falling within two weeks of the election of office bearers and other members of the Faculty Students' Unions in terms of Section 4 of this By-Law.
 - ii. For the purpose of this meeting, the Chief Executive Officer shall nominate a Senior member of the University as the Returning Officer to conduct the election of office bearers by secret ballot. He shall preside over the meeting and take all necessary action to maintain decorum and for the smooth conduct of the election.

- iii. At the conclusion of the election of office bearers, the University Students' Union shall nominate a Senior teacher to be appointed by the Chief Executive Officer of the University as the Senior Treasurer of the University Students' Union.
- iv. The Returning Officer shall submit a report on the above election to the Chief Executive Officer.

18.

- i. Each office bearer of the University Students' Union shall cease to hold office at the end of the academic year in which he was elected.
- ii. No member shall hold the same office for more than one academic year.
- iii. If any office bearer or member;
 - (a) ceases to be an office bearer or a member of a Faculty Students' Union; or
 - (b) resigns office by writing under his hand addressed to the Senior Treasurer;his office or membership in the University Students' Union as the case may be shall be deemed to be vacated.
- iv. Where an office of the University Students' Union falls vacant, the University Students' Union shall as soon as possible elect a suitable person from among its members to fill the vacancy. The person so elected shall be entitled to hold office for the unexpired portion of the term of office of his predecessor.

Provided however that when an office of the University Students' Union falls vacant as a result of a vacancy arising in a Faculty Students' Union in terms of Section 15 (iii), the election to fill the vacancy in the University Students' Union shall be held after the filling of the vacancy in the Faculty Students' Union.

19.

- i. The duties and functions of the President of the University Students' Union shall be;

- (a) to preside at all meetings of the Union;
 - (b) to carry out the decisions of the Union; and
 - (c) to call meetings of the Union
- ii. The duties and functions of the Vice-President of the University Students' Union shall be;
- (a) to preside at any meeting of the Union in the absence of the President;
 - (b) to assist the President in the discharge of his duties; and
 - (c) to carry out any other duty or function assigned to him by the union
- iii. The duties and functions of the Secretary of the University Students' Union shall be;
- (a) to keep records of all proceedings of the Union;
 - (b) to summon meetings of the Union on the instructions of the President or upon receipt by the Secretary of a written requisition not less than one-third of the total number of the union; and
 - (c) to ensure that minutes of the proceedings are available for inspection by any registered student of the University
- iv. The duties and functions of the Junior Treasurer of the University Students' Union shall be;
- (a) to have custody of the funds of the Union;
 - (b) to ensure that all income and expenditure are properly recorded and accounted for in the books kept for this purpose, subject to any rules pertaining to the maintenance of such accounts;
 - (c) to inform the Senior Treasurer within one week of the receipt of any money by the Union;
 - (d) to make payments out of the funds of the Union with the approval of the Senior Treasurer;

(e) to prepare a budget estimate for the academic year and submit it to the Union within one month from the date of election of its office-bearers. (for this purpose he can consult the office bearers and any standing committee of the union, if any);

(f) when necessary, to prepare supplementary estimates;

(g) to submit to the Union, and the Senior Treasurer a brief report on its financial position at the end of each month; and

(h) to submit to the Auditor appointed by the Chief Executive Officer through the Senior Treasurer a statement of income and expenditure and the balance sheet of the Union for the academic year within two weeks of the end of the academic year in which the union was elected.

v. The duties and functions of the Senior Treasurer of the University Students' Union shall be;

(a) to check the estimates prepared by the University Students' Union and make necessary recommendations;

(b) to keep proper supervision and check the transparency of the transactions of the University Students' Union;

(c) pre-observe the accounts and financial statements and make relevant recommendations; and

(d) submission of certified documents to the Chief Executive Officer prior to the audit

20.

i. Responsibilities of University Students' Union;

(a) The student welfare affairs of all the Faculties of the University shall be investigated and reported in writing to the Chief Student Counsellor/ Director, Student Affairs/ Chief Executive Officer.

(b) Also, if there are obstacles or difficulties in carrying out the academic work in the University, they shall report in writing to the Chief Student Counsellor/ Director, Student Affairs/ Chief Executive Officer.

(c) Funds received by the University Students' Union (provisions received from the University or from any other means) shall be transparently and systematically kept accounts in accordance with the existing rules and regulations and shall be spent in the interest of the students with good management and records shall be kept.

(d) No activity shall be done which damages the reputation of the University or the Faculty or Executive Officers or Academic Assistants or Non-academic Staff community.

(e) The instructions and orders given by the Chief Executive Officer or Deputy Chief Executive Officer or Director of Student Affairs or Dean or Chief Student Counsellor shall be followed.

(f) In addition, the financial affairs of the University Students' Union shall be carried out as mentioned under No. 21.

(g) If incidents related to the Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act No. 20 of 1998 occur in the University, such incidents shall be reported to the Chief Executive Officer or the Deputy Chief Executive Officer or the Director of Student Affairs and measures shall be taken to prevent them.

ii. Responsibilities of a Faculty Students' Union;

(a) The student welfare affairs of the students of the concerned Faculty shall be investigated and reported to the Dean in writing.

(b) Also, if there are obstacles or difficulties in carrying out academic work in the faculty, they shall also report in writing to the Dean.

(c) Funds received by the Faculty Students' Union (provisions received from the University or from any other means) shall be transparently and systematically kept accounts in accordance with the existing rules and regulations and shall be spent in the interest of the students with good management and records shall be kept.

(d) No activity shall be done which damages the reputation of the Faculty or the University or the academic staff or the Executive Officers or Academic Assistants or Non-academic Staff community.

(e) The instructions and orders given by the Director of Student Affairs or Dean or Chief Student Counsellor shall be followed.

(f) In addition, the financial affairs of the Faculty Students' Union shall be carried out as mentioned under No. 21.

(g) If incidents related to the Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act No. 20 of 1998 occur in the Faculty, such incidents shall be reported to the Dean or the Chief Student Counsellor or the Director of Student Affairs and measures shall be taken to prevent them.

21. Functioning and financial affairs of University Students' Union and Faculty Students' Unions;

- i. The Senior Treasurer of the University Students' Union shall also be a Senior Academic Staff Member of the University (above the grade II of Senior Lecturer) and he/she shall be appointed by the Chief Executive Officer of the University.
- ii. The Senior Treasurer of a Faculty Students' Union shall be a Senior Academic Staff Member (above the grade II of Senior Lecturer) of the relevant Faculty, nominated by the office bearers and elected members of the respective Union and shall be appointed by the Chief Executive Officer of the University.
- iii. After the establishment of every Students' Union, the first meeting of the Union shall be held within one week.
- iv. All funds received by the Unions (provisions given by the University and money received/obtained by any other means) shall be credited to the official bank account of

the respective Students' Union and all payments made on behalf of the Union shall be made from that account.

- v. No Payments can be made from the Students' Union account unless mentioned in an estimate or in the budget approved by the Senior Treasurer of the Students' Union.
- vi. In exceptional cases, payments may be made subject to the approval of the Senior Treasurer, and the Junior Treasurer shall report such payment to the Union and properly account it at the first meeting held after making the payment.
- vii. All the account books of each Students' Union shall be made available for inspection by the Senior Treasurer or by a student of the concerned Faculty on demand.
- viii. All Student Unions must obtain prior approval from the University through Student Welfare Division at least one week in advance for all fundraising activities.
- ix. The accounts, transactions and financial statements of the University Students' Union and each Faculty Students' Union shall be audited in the relevant academic year.**
- x. Accordingly, the President, Secretary and Junior Treasurer of the University Students' Union and each Faculty Students' Union shall audit the accounts of their Student Unions and submit them for the approval of the Chief Executive Officer with the certificate of the Senior Treasurer one week before the end of their term of office.**
- xi. The University Students' Union or each Faculty Students' Union whose accounts are not audited and the approval of the Chief Executive Officer is not duly obtained shall not be established for the coming year.**
- xii. In any case, after the audit of the accounts, if it is found that there has been misuse of funds of the University Students' Union or the Faculty Students' Unions, a disciplinary inquiry shall be conducted against the office bearers of the respective Student Union and the punishment recommended by the Senate shall be given by the Council.**

xiii. The accounts and financial statements of the University Students' Union as well as Faculty Students' Unions shall be audited by the Deputy Internal Auditor or Senior Assistant Internal Auditor or Assistant Internal Auditor of the University of Kelaniya.

22. On the grounds of the office bearers of the University Students' Union or the Faculty Students' Unions act outside the objectives of establishing the University Students' Union or the Faculty Students' Unions or act in a manner that damages the reputation of the University or non-acceptance of the instructions/orders given by the Executive Officer, the Dean and a teacher or officer authorized by the Executive Officer or act in a manner that disrespects and persecutes the Academic Staff and the University staff, the Executive Officer shall dissolve the Concerned Students' Union before the expiry of its term of office.

23. Any question regarding the interpretation of this By-Law shall be referred to the Council whose decision thereon shall be final.

24. In this by-law;

"Academic year" means the period commencing on 1st day of October of one year and ending on 30th day of September of the following year, unless the Senate decides otherwise.

"Act" means the Universities Act No. 16 of 1978 as amended subsequently.

"Auditor" means any Auditor appointed by the Chief Executive Officer to audit the accounts of the University Students' Union or any Faculty Students' Union.

"Council" means the Council of the University of Kelaniya.

"Dean" means the Dean of each Faculty or any other person acting for the Dean for the time being.

"Faculty" means any Faculty established by the University of Kelaniya under the Act.

"Chief Executive Officer" shall mean the Vice-Chancellor of the University of Kelaniya or any other person performing the duties of the office of the Vice-Chancellor for the time being.

"Registrar" means the Registrar of the University of Kelaniya or any other person acting for the Registrar for the time being.

"Senate" means the Senate of the University of Kelaniya.

"Student" means a "male student" or a "female student" who is validly registered for a Bachelor's Degree Programme at the University of Kelaniya.

"Chief Student Counsellor" means a member of the Academic Staff, appointed by the Vice-Chancellor or the Council of the University of Kelaniya.

"Director of Student Affairs" means a member of the Academic Staff, appointed by the Vice-Chancellor or the Council of the University of Kelaniya.

"Deputy Chief Executive Officer" means the Deputy Vice-Chancellor appointed by the Council of the University of Kelaniya.

Section 09

Schedule 01

A Sample Nomination Paper

To Election Officer,

.....

Board of Election - Faculty

Nomination Paper

We, who are the Proposer and the Seconder hereby nominate

.....

(Name of the candidate)

as the

.....

(state the officer. For example, the President, Secretary or Member)

of the

.....

(Name of the Faculty Students' Union).

We hereby certify that,

- (a) the candidate is a qualified student of the above-mentioned Board of Election, and
- (b) they have affixed their signatures to this nomination paper as a sign of their agreement to stand for election.

Full name of the candidate:

Student registration number of the candidate:

Signature of the candidate:

Full name of the Proposer:

Student registration number of the Proposer:

.....

Signature of the Proposer

Full name of the Seconder:

Student registration number of the Seconder:

.....

Signature of the Seconder

Rules of Students' Union No. 01 of 2023

Rules made by the Council of the University of Kelaniya under Section 137 and Sections 4 (2) and 5 of the Schedule to the Universities Act No. 16 of 1978, as subsequently amended.

1. These rules shall be cited as "Students' Union Rules No. 01 of 2023."
2.
 - i. A meeting of the University Students' Union shall be held at least once in a term.
 - ii. A meeting of the University Students' Union shall be convened by the Secretary, as per the instructions of the President or if requisitioned by one-third of the total membership.
 - iii. An agenda of every meeting shall be prepared by the Secretary in consultation with the President and distributed among the members of the Union. A notice shall be given to the members at least three days prior to each meeting.
 - iv. The quorum for a meeting of the University Students' Union shall be one-third of its total membership. (If one-third is a whole number and a fractional number, the next whole number is considered as quorum)
 - v. If both the President and the Vice-President are unable to preside over a university meeting due to absence or for any other reason, the members present shall elect a member from among themselves to preside over such meeting.
 - vi. The President shall conduct meetings as fit and proper and decisions shall be taken unanimously or by a majority vote obtained by show of hands or by secret ballot.
 - vii. The President or Vice-President or any other member of a meeting of the University Students' Union shall have a primary vote and, in case of a similar number of votes acquired, shall also have a casting vote.
 - viii. The Secretary shall keep records of all the activities of the University Students' Union and the report of the activities of a meeting shall be presented at the next meeting and approved by the members of the Union.
3.
 - i. The University Students' Union shall control its affairs and shall not delegate its functions to any person or body unless otherwise provided in these rules.

- ii. The University Students' Union may appoint Standing Committees within one week after electing its office bearers for the proper management of the affairs of the Union.
- iii. (a) Each Standing Committee shall consist of not less than five members and not more than ten members.
(b) The members elected to each Standing Committee shall, as far as possible, represent each Faculty of the University Students' Union.
- iv. The University Students' Union may appoint a special committee to examine and report on any matter involving the duties and functions of the Students' Union.

4.

- i. The University Students' Union Fund (hereinafter referred to as the University Students' Union Fund) shall be established for the general financial affairs of the Union.
- ii. All money received by the University Students' Union shall be credited to the University Students' Union Fund and all payments made for and on behalf of the Union shall be made from the University Students' Union Fund.
- iii. All money received by the University Students' Union Fund shall bear the name of the Union. Money shall be deposited in the Bank of Ceylon or People's Bank in order to be credited to an account.
- iv. Every check drawn from the account referred to in the above Section shall be signed by the Senior Treasurer appointed by the Chief Executive Officer. In addition to the Senior Treasurer, the President or Junior Treasurer must also affix his signature.
- v. No payment shall be made from the University Students' Union Fund unless provision is made for such payment in the budget document or additional estimate and approved by the Senior Treasurer.

In a special case, a payment may be made with the authority of the Senior Treasurer and the Junior Treasurer shall report the said payment to the Union in the first meeting held after making such payment.

- vi. The account books of the Union shall be made available for inspection by the Senior Treasurer or any registered student of the University by the Junior Treasurer.

5.

- i. An auditor shall be appointed by the Chief Executive Officer of the University to audit the accounts of the University Students' Union.
- ii. Within two weeks prior to the end of the academic year in which the Junior Treasurer was elected, the Senior Treasurer shall submit to the Auditor a statement of the income and expenditure of the Union for the academic year and the balance sheet.
- iii. The Auditor shall submit his report to the Chief Executive Officer of the University within one month of receiving the statement of income and expenditure and the balance sheet from the Senior Treasurer and he shall publish the said report in the University.

6.

- i. A meeting of the Faculty Students' Union shall be held at least twice in a term.
- ii. A meeting of the Faculty Students' Union shall be convened by the Secretary, as per the instructions of the President or if requisitioned by one-third of the total membership.
- iii. An agenda of every meeting shall be prepared by the secretary in consultation with the President and distributed among the members of the society. A notice shall be given to the members at least three days prior to each meeting.
- iv. The quorum for a meeting of the Faculty Students' Union shall be one-third of its total membership. (If one-third is a whole number and a fractional number, the next whole number is considered as quorum)
- v. If both the President and the Vice-President are unable to preside over a university meeting due to absence or for any other reason, the members present shall elect a member from among themselves to preside over such meeting.
- vi. The President shall conduct meetings as fit and proper and decisions shall be taken unanimously or by a majority vote obtained by show of hands or by secret ballot.
- vii. The President or Vice-President or any other member of a meeting of the Faculty Students' Union shall have a primary vote and, in case of a similar number of votes acquired, shall also have a casting vote.
- viii. The Secretary shall keep records of all the activities of the Faculty Students' Union and the report of the activities of a meeting shall be presented at the next meeting and approved by the members of the Union.

7.

- i. The Faculty Students' Union Fund (hereinafter referred to as the Faculty Students' Union Fund) shall be established for the general financial affairs of each Faculty Students' Union.
- ii. All money received by the Faculty Students' Union shall be credited to the Faculty Students' Union Fund and all payments made for and on behalf of the Union shall be made from the Faculty Students' Union Fund.
- iii. All money received by the Faculty Students' Union Fund shall bear the name of the Union. Money shall be deposited in the Bank of Ceylon or People's Bank in order to be credited to an account.
- iv. Every check drawn from the account referred to in the above section shall be signed by the Senior Treasurer appointed by the Chief Executive Officer. In addition to the Senior Treasurer, the President or Junior Treasurer must also affix his signature.
- v. No payment shall be made from the Faculty Students' Union Fund unless provision is made for such payment in the budget document or additional estimate and approved by the Senior Treasurer.

In a special case, a payment can be made with the authority of the Senior Treasurer and the Junior Treasurer shall report the said payment to the Union in the first meeting held after making such payment.
- vi. The account books of the Union shall be made available for inspection by the Senior Treasurer or any registered student of the University by the Junior Treasurer.

8.

- i. An auditor shall be appointed by the Chief Executive Officer of the University to audit the accounts of each Faculty Students' Union.
- ii. Within two weeks prior to the end of the academic year in which the Junior Treasurer was elected, the Senior Treasurer shall submit to the auditor a statement of the income and expenditure of the Union for the academic year and the balance sheet.
- iii. The auditor shall submit his report to the Chief Executive Officer of the University within one month of receiving the statement of income and expenditure and the balance sheet from the Senior Treasurer and he shall publish the said report in the University.

9. Any question regarding the interpretation of this By-Law shall be referred to the Council whose decision thereon shall be final.

10. In this by-law;

"Chief Executive Officer" shall mean the Vice-Chancellor of the University of Kelaniya or any other person performing the duties of the office of the Vice-Chancellor for the time being.

"Council" means the Council of the University of Kelaniya.

"Academic Year" means the period commencing on 1st day of October of one year and ending on 30th day of September of the following year unless the Senate decides otherwise.

As mentioned in the Student Union By-Law

9.

- i. Every registered undergraduate student of a Faculty is eligible to be nominated as a candidate for election as an office bearer or member of the Faculty Students' Union.

How it shall be amended;

9.

- i. Every registered undergraduate student of a Faculty is eligible to be nominated as a candidate for election of office bearer or member of the Faculty Students' Union except for the undergraduate students registered for the final year.

21. In this By-Law;

"Student" means a "male student" or a "female student" who is validly registered for a Bachelor's Degree Programme at the University of Kelaniya.