

Article I – Purpose

The Symbiosis School for Liberal Arts' Student Council is a form of Student Government that has the mission to safeguard the interests of SSLA and take proactive steps to maintain and improve the lives of the SSLA Student Community outside of the classroom.

In order to complete this primary mission, the Student Council is required to exist as a permanent body, which is consistently active in ensuring that the quality of life at SSLA is maintained and improved. This objective may be reached by, but not limited to, hosting meetings between the various SSLA cells and teams, overseeing elections of Student Organizations, providing administrative support for the same as well as acting as an unbiased mediator between conflicted parties.

Under this structure, the Student Council is obliged to work in synergetic cooperation with all of SSLA's various cells, committees and teams, the standing objective being to bring about non-bureaucratic efficiency.

Article II – Structure

The Student Council (SC) is composed of two assembly houses; the Student Assembly and the Core Committee. In an ideal situation the Student Council should be comprised of twelve Voting Members and a Secretary, thus bringing the total number of members to thirteen.

The Core Committee (CC) is comprised of five students all of whom are to be democratically elected into office by the Student Community.

The Student Assembly (SA) is comprised of eight students who are appointed by the Core Committee.

Article III – Core Committee

The Student Community democratically elects the members of the Core Committee. The Student Community shall through their various batches elect two members: a Batch Representative and the President of the Student Community.

Application Process:

One month after the commencement of the New Academic Year, the previous Student Council shall initiate the election process. Application forms will be released to the Student Community prior to the commencement of the election process.

Election Criteria:

- Candidates are not permitted to stand for both the position of Batch Representative and President

- Candidates must be completely aware of the roles and responsibilities they will be entrusted with

Criteria for Presidential Elections:

- Candidates standing for this position cannot be from the First Year of SSLA
- A past President cannot stand for the office in consecutive years

Election Process:

Only Presidential Candidates are allowed to engage openly in campaigning

- Application forms shall have a deadline **of 3 days** after they have been released
- Processing of the forms shall be completed in no longer than **three days**; a list of candidates shall be posted on SSLA Notice-boards, along with Voting Day
- Presidential Candidates shall be allowed to conduct open campaigns for a total of **one week** prior to Voting Day
- Batch Representative candidates are not permitted to openly campaign, however may use batch specific social media platforms
- No negative campaigning will be tolerated
- All forms of campaigning and social media communication shall cease on Voting Day
- The Election Commission reserves the right to organize a platform for various candidates to communicate ideas and interact with the Student Community
 - These interactions will be different for Batch Representatives and Presidential Candidates

Membership Criteria:

Due to the nature of this Student Council, there is to be no criteria that may deter a student from applying for a position

Members should be prepared to meet/work after college hours and on weekends. Core Committee Members must keep meetings as a priority, regardless of when they are informed

However, upon election, members will be expected to maintain a minimum attendance of 75% in college. Additionally, members should be prepared to resign from any other positions they might hold in SSLA to prevent a conflict of interests

Positions:

President

- Head of the Student Council
- Voting Member of the Core Committee
- Voting Member of the Student Assembly
- Serves as the representative of the Student Community and/or the Student Council as required
- Must at all times prioritize the needs and desires of the Student Community
- Ensures that SC members fulfill their duties and responsibilities
- Works closely with all the members of the Core Committee, Student Assembly, the various teams, clubs, committees, as well as the Student Community, support and administrative staff, faculty and Director
- Responsible for maintaining and improving the efficiency of the Student Council
- Ensures that all changes at SSLA go through the Student Council before being communicated to the Student Community
- As a member of the Core Committee, is responsible for the appointment of the Assembly members
- The President shall use a unique email ID for official communication: sc.president@ssla.edu.in

Batch Representative:

The Batch Representative is the elected representative of a specific year of students at SSLA; they are responsible first and foremost to their batch and must put those decisions before their own. As a representative, they must ensure that communication dialogue exists between the various parties at SSLA and the batch they represent.

- Voting Member of the Core Committee
- Voting Member of the Student Assembly
- Serves as the voice of their batch
- Required to conduct regular meetings with their batch
 - These meetings address feedback, queries, and complaints or provide information in an open dialogue.

- May handle additional projects, which are not linked to their batch
- Organizes the Open House with the Director
- Acts as a liaison between the batch and the SC, faculty, support and administrative staff and the Director
- Ensures batch is updated about SC decisions, events and activities at SSLA
- Ensures that the grievances of the batch are addressed either by them or by the respective SC members
- As a member of the Core Committee, is responsible for the appointment of the Assembly members

Meetings:

Core Committee meetings will be scheduled by the Secretary; the Secretary shall compile the agenda and relay it to all five Core Committee members.

All Core Committee meetings are, by default, closed-door meetings. The Core Committee may, based on the agenda topic(s), invite members of the Student Assembly, Student Community, faculty or the Director to attend.

The official minutes of the Core Committee meetings will be compiled and sent to the student body by the Secretary.

All members (Core and Assembly) are required to attend Student Council Meetings. However, valid medical leave or college representation will permit exemption from the meetings.

Article IV – Student Assembly

The members of the Student Assembly are intended to work specifically on key aspects of life at SSLA. Any changes or new ideas brought forth by any Assembly member must gain the consent of the entire Student Council before being communicated to the Student Community.

The Assembly members will be selected through an interview process conducted by the Core Committee.

Positions Available:

- Campus Officer
- Communications Officer
- Cultural Officer

- Event Coordinator
- Grievance Officer
- Hostel Representative
- Secretary
- Sports Coordinator

The Student Council may expand the number of posts in this Assembly provided that the post does not already exist and has been deemed important enough to merit a seat on the SA.

Application Process:

Once the application process for the Core Committee has ended, the application forms for the Student Assembly shall be released.

Appointment Process:

- The deadline for the Student Assembly forms shall be the day after the President assumes office
- The first order of business for the Core Committee shall be to conduct closed-door interviews with the applicants
- The Core Committee should conduct these interviews within one week of its election
- The Core Committee shall communicate the results of the interviews to the Student Community, support and administrative staff, faculty and the Director

Membership Criteria:

Assembly positions are open to all batches.

Due to the nature of this Student Council, there is to be no criteria that may deter a student from applying for a position. However, once a candidate holds a profile on the Council, he/she may not apply for any significant post in any Club/Society/Cell.

Members should be prepared to meet/work after college hours and on weekends.

However, upon appointment, members will be expected to maintain a minimum attendance of 75% in college. Additionally, members should be prepared to resign from any other positions they might hold in SSLA to prevent a conflict of interest.

In the event that a Student Assembly member's academic record is suffering, even if their position on the SA is not, the Core Committee reserves the right to remind them of their primary academic duty.

Positions:

Campus Officer:

- Responsible for the cleanliness and maintenance of the SSLA Campus
- Required to enforce policies at SSLA regarding the campus
 - This does not pertain to the charging of fines
- Required to maintain the medicine box at SSLA and to keep it in an accessible and secure location
- Work with environmentally conscious students to promote green policies at SSLA
- Required to maintain the Notice Boards and approve of any notices being put up on them
- Required to ensure that posters in classrooms are taken down after one week from the day of presentation
- Voting member of the Student Assembly
- Required to coordinate with the Director, Faculty, Administrative and Support Staff
- Permitted to recruit additional students to complete their primary duties
- The Campus Officer shall use a unique email ID for official communication: sc.campus@ssla.edu.in

Communications Officer:

- Required to provide the Web Team with content and ensure the website is updated regularly
- Responsible for leading the Communications Team
- Voting member of the Student Assembly
- Required to coordinate with the Director, Faculty, Administrative and Support Staff
- Permitted to recruit additional students to complete their primary duty
- The Communications Officer shall use a unique email ID for official communication: sc.communications@ssla.edu.in

Cultural Officer:

- Responsible for the functioning of all SSLA Clubs/Societies in accordance with the Club/Society Guidelines document
- Responsible for all inter-collegiate events - communication, sending contingents, condoning attendance and budgeting
- Required to give their approval prior to the creation of a new Club/Society
- Responsible for the approval of any official representation of SSLA in inter-collegiate activities or events
- Required to coordinate elections of various SSLA Clubs/Societies
- Voting Member of the Student Assembly
- Required to coordinate with the Director, Faculty, Administrative and Support Staff
- Permitted to recruit additional students to complete their duties
- The Cultural Officer shall use a unique email ID for official communication: sc.cultural@ssla.edu.in

Event Coordinator:

- Responsible for the planning, coordination and execution of all intra-SSLA events, either initiated by the Event Coordinator or by any other member of the SC
- Is the Student Head of the Red Carpet Organizing Committee and the SSLA Fest
- Responsible for organizing and hosting the Presidential Debates
- Responsible for organizing, but not limited to, Traditional Day, Red Carpet and the SSLA Fest
- Permitted to recruit additional students to complete their duties
- Voting member of the Student Assembly
- Required to coordinate with the Director, Faculty, Administrative and Support Staff
- The Event Coordinator shall use a unique email ID for official communication: sc.events@ssla.edu.in

Grievance Officer:

- Responsible for ensuring that grievances are addressed in an appropriate and timely manner

- Acts as the primary link between the Student Community and the various disciplinary committees of SSLA
- Has a secondary duty to manage grievances towards the Student Council and convey them directly to the President
- Assists in ensuring that proper protocol is maintained when dealing with official grievances
- Ensures that the attendance and condoning procedures are up to date and made aware to the Student Community
- Required to keep the Student Community up to date on the various SIU disciplinary committees
- Head of the Peer Guide Program and oversees its functioning
- Required to sign a Non-Disclosure Agreement which preserves confidentiality on all matters between the Officer and the concerned party
- Required to coordinate with the Director, Faculty, Administrative and Support Staff
- Voting member of the Student Assembly
- The Grievance Officer shall use a unique email ID for official communication: sc.grievance@ssla.edu.in

Hostel Representative:

- Represents all SSLA students living in the hostel and other off-campus accommodations
- Responsible for maintaining and updating the SSLA Accommodation Facebook page
- Responsible for coordinating between students and available housing facilities
- Ensures that the quality of life of SSLA students is maintained in the hostel
- Assists in dispute resolution within the hostel
- Voting member of the Student Assembly
- Required to coordinate with the Director, and Hostel Administrative and Support Staff
- The Hostel Representative shall use a unique email ID for official communication: sc.hostel@ssla.edu.in

Secretary:

The Secretary is a purely administrative position to ensure that official records are maintained, meetings are regular and that communication within the Council is efficient

- Responsible for recording all minutes of Core Committee, Student Assembly and Student Council meetings
- Required to relay the meeting minutes to the Student Community within 24 hours of the meeting
- Responsible for scheduling and preparing upcoming meetings
- Required to maintain a comprehensive file that contains all the work completed by the Student Council in its term
- Responsible for conducting and tabulating the tally of an official vote within the Student Council
- Responsible for maintaining attendance at meetings
- Responsible for relaying general queries from the Student Community to the appropriate Student Council member
- Required to coordinate with the Director, Faculty, Administrative and Support Staff
- The Secretary shall use a unique email ID for official communication: sc.secretary@ssla.edu.in

Sports Coordinator:

- Responsible for maintaining and promoting sports at SSLA
- Ensures that proper protocol is maintained by the various SSLA Sports Teams
- Required to give their approval prior to the creation of a new Sports Team
- Responsible for the budgeting of all sports related activities (equipment, jerseys, venues etc.)
- Responsible for all inter-collegiate and SIU sports - communication, sending contingents, condoning attendance and budgeting
- Responsible for the Sports Cell, which includes the required student representatives to SIU
- Responsible for the approval of any official representation of SSLA in any sports activities
- Required to coordinate elections of various SSLA Sports Teams

- Voting member of the Student Assembly
- Required to coordinate with the Director, Faculty, Administrative and Support Staff
- Permitted to recruit additional students to complete their duties
- The Sports Coordinator shall use a unique email ID for official communication: sc.sports@ssla.edu.in

Meetings:

Student Assembly meetings will be scheduled by the Secretary; the Secretary shall compile the agenda and relay it to the Student Community within 24 hours.

All Student Assembly meetings are, by default, open to the Student Community. Students may partake in these meetings and express their opinions.

In the event of a sensitive matter being discussed by the Student Assembly, the meetings may be changed to a close door meeting.

Article VI – Term

The Student Council shall have a term that will last one academic year.

The term shall commence within the first month of the academic year.

Completion of a Term

The President shall inform the Director of the dissolution of the outgoing Student Council.

Within one month of this notice, the outgoing President shall provide each member of the Student Council with a letter of affirmation, signed by the Director, which states that the members served on the SSLA Student Council.

Article VII – Voting Procedure

For a vote to be successful, it shall require a simple majority to pass.

The President of the Student Council is the sole individual that may call for a vote to occur in both houses of the Student Council. In the event that there are more opinions to be heard, the President can choose to have final comments before the vote.

The Secretary must note the number of Student Council members present in the room at that time. At this point, any non-Student Council members will be requested to leave the room.

Voting Student Council members possess one vote, which may be cast as:

- (a) Yes

(b) No

(c) Abstain

Voting members may request for a secret ballot. The Secretary shall tabulate the final vote and declare the results.

In the event of a stalemate within the Core Committee, the voting is opened up to the Student Assembly.

In the event of a stalemate within a Student Council poll, the tally of the Core Committee is taken as the overriding decision.

Any amendments to this Charter must be agreed to by a two-thirds majority of the Student Council. These amendments must be made by the Secretary in the presence of the President. The revised Charter must be signed by the Director and the President.

Article VIII – Dismissal

The grounds for dismissal of any SC member are, but not limited to, the following:

- Receiving a suspension, CNG and/or TNG in either semester during the SC term
- Failing to attend 2 meetings in a row
- Failing to adequately complete required duties and responsibilities

Any SC member may request that the Council review and evaluate a fellow member for dismissal. Only the Core Committee will vote upon the dismissal of a Core Committee member. The entire Student Council will vote upon the dismissal of a Student Assembly member.