

Constitution of the Board for Sports Activities

(as passed by the S.A.C. at its Meeting held on 13th February, 2013, incorporating)

CHAPTER I Terms of Reference

I-A-1

(i) The Board for Sports Activities (hereinafter called the B.S. A.) is a constituent body of the Student Affairs Council (S.A.C.) as recognized under Article III-A-2 of the S.A.C. Constitution.

(ii) The Board for Sports Activities shall be responsible for the co-ordination of the various sports activities in the Institute. It shall also ensure that adequate facilities are given to sportsmen and provide a forum for the students and staff to discuss and formulate policy towards the betterment of sports activities in the campus.

(iii) The Board shall be subject to all decisions. Rules and regulations which may be laid down from time to time by the Student Affairs Council.

CHAPTER II Composition and Tenure of the B.S.A.

MEMBERSHIP

II-A-1

The Board for Sports Activities shall consist of the following members:

- (i) President, B.S.A.
- (ii) Vice-President, B.S.A.
- (iii) Game/Club Presidents.
- (iv) All Institute Team Captains and Vice-Captains.
- (v) All Club Secretaries.
- (vi) All Sports Officers.
- (vii) Hostel Sports Secretary.
- (viii) General Secretary, Sports.
- (ix) Deputy General Secretary, Sports
- (x) Immediate past General Secretary, Sports.

II-A-2

The immediate past President, B.S.A. will be a permanent invitee to the B.S.A.

OFFICE BEARERS

II-B-1

The President, B.S.A. shall chair the meetings of the Board.

II-B-2

The General Secretary, Sports shall be the Secretary of the Board.

II-B-3

The Board shall have a Vice-President, B.S.A. and a Deputy General Secretary, Sports.

TENURE

II-C-1

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

CHAPTER III

Constituent Bodies of the B.S.A

III-A-1

The Board for Sports Activities shall have as its constituent bodies:

- (i) Committees for teams/clubs
- (ii) Awards Committee
- (iii) Executive Committee

TEAM/CLUB COMMITTEES: COMPOSITION AND FUNCTIONS

III-B-1

Each team shall have a Captain and a Vice-Captain; and each Club shall have a Secretary.

III-B-2

The team/clubs currently recognized by the Board for Sports Activities are:

Teams: Athletics, Badminton, Basketball, Cricket, Football, Hockey, Squash, Swimming, Table-Tennis, Tennis, Volleyball and Weightlifting.

Clubs: Indoor Sports Club

The Board for Sports Activities can add a new team/club in the future depending upon the need for the institute. New Clubs will be formed for Sports that are not contested in Inter-IIT Sports meet but there is a good following for it and are actively played by a reasonable number of students in the institute. The sports activities related to the club, would however be organized and contested at an inter-hostel level as a part of the Sports General Championship.

III-B-3

Each team/club shall have a President.

III-B-4

Each team/club committee shall have as members

- (a) Team/Club President.
- (b) Team Captain and Vice-Captain/Club Secretary.
- (c) Sports Officer.

In addition to above, each Club will also have Club representatives as the Club Committee's members.

III-B-5

The committee shall manage the affairs of respective teams and clubs.

III-B-6

The Team committee will select the respective Institute team and recommend to the President, B.S.A. the awards for the team members.

AWARDS COMMITTEE

III-C-1

Composition of the Awards committee will be as follows:

- (i) President, B.S.A.
- (ii) Vice-President, B.S.A.
- (iii) Sports Officer.
- (iv) General Secretary, Sports.
- (v) Game Presidents/Students nominated by the President, B.S.A., such that the total membership of this committee does not exceed ten (10).

III-C-2

Student member of this committee are subject to condition that they are not being considered for the awards.

III-C-3

The Awards Committee shall decide all awards/prizes such as Institute Blazers/Colours, Best Sportsman of the Year/the Best Team/Club of the Year/the Outstanding Outgoing Sports-man etc.

THE EXECUTIVE COMMITTEE

III-D-1

The Board for Sports Activities shall have an Executive Committee whose membership shall be as follows:

- (i) President, B.S.A.
- (ii) Vice-President, B.S.A.
- (iii) Sports Officer.
- (iv) General Secretary, Sports.
- (v) Deputy General Secretary, Sports.
- (vi) Three (3) student members of the Board.

III-D-2

The General Secretary in consultation with the President shall prepare the agenda for meetings of the Executive Committee.

III-D-3

The Executive Committee shall co-ordinate day-to-day sports activities.

III-D-4

The Executive Committee shall organize participation in Inter-I.I.T. Sports Meet.

III-D-5

The Executive Committee shall conduct the Sports Week/ Students' Week functions.

III-D-6

The Executive Committee shall meet as often as necessary, but at least once a month during the semester.

III-D-7

The President, B.S.A. or the General Secretary, Sports in consultation with the President, B.S.A. may invite any member of the B.S.A. to participate in a meeting of the Executive Committee of the B.S.A.

III-D-8

The General Secretary, Sports or in his absence the Deputy General Secretary, Sports in consultation with the President, B.S.A. will convene meetings of the Executive Committee of the B.S.A. However, in the absence of both the General Secretary and Deputy General Secretary, Sports from the Institute for more than a week or in an emergency the President may also convene regular/emergency meetings, respectively, of the Executive Committee of the B.S.A.

CHAPTER IV

Functions and Working of the Board

IV-A-1

The Board shall have the authority to institute and disband any team/club as specified in III-B-2 to the furtherance of its objectives. This shall be done in accordance with clause VIII-A-1.

IV-A-2

The Board shall discuss and formulate policy decisions involving more than one team/club.

IV-A-3

The Board shall allocate the annual budget for various sports activities.

IV-A-4

The Board shall appoint such temporary committees as it considers necessary for the exercise of its functions. These temporary committees shall have a Chairman and a Convener to be nominated by the Board. Such temporary committees shall have the powers to co-opt any student/staff of the Institute as their members.

IV -A-5

The Board shall represent the sports organization whenever deemed necessary.

CHAPTER V Meeting Procedures of the Board

V-A-1

The Board shall meet as often as is necessary and in any case not less than two times a semester.

V-A-2

- (i) Meetings of the Board shall be convened by the General Secretary, Sports and in his absence by the Deputy General Secretary, Sports in consultation with the President, B.S.A.
- (ii) In the absence of both the General Secretary and Deputy General Secretary, Sports from the Institute for more than thirty days, the President, B.S.A. may convene a regular meeting of the Board.

V-A-3

One third of the total membership of the B.S.A. may make a written requisition for a meeting of the board which must be summoned by the General Secretary within a week provided no regular meeting is scheduled within that period. The items for which the meeting is requisitioned must necessarily be taken up first in this requisitioned / regular scheduled meeting (whichever is earlier).

V-A-4

A written notice along with the agenda shall be circulated amongst the members at least 3 days before a meeting. In the case of an emergency meeting only a simple notice of the time and venue shall suffice.

V-A-5

The quorum for a meeting of the Board shall be half the total membership. In the event a meeting

cannot be convened for lack of quorum, the same meeting shall be reconvened within three days of the earlier scheduled meeting and there shall be no quorum for such a meeting.

V-A-6

In the absence of the President, B.S.A., the Vice-President, B.S.A. shall chair the meeting. In the event of the absence of both, the President shall nominate one of the Game / Club Presidents to chair the meeting.

V-A-7

In the absence of the General Secretary, the Deputy General Secretary will officiate as General Secretary, Sports. In the absence of both, the President, B.S.A. shall nominate one of the senior student members to act as the General Secretary, Sports.

V-A-8

- (i) The Board shall attempt to take decisions by consensus, however, except as in Articles VIII-A-1, a simple majority vote will suffice to carry a motion.
- (ii) A secret ballot may be held on any issue, if requested by a member or at the discretion of the Chairman for the meeting.

V-A-9

The President, B.S.A. may permit the inclusion in the agenda of any item which has not been circulated amongst the members as provided by clause V-A-4.

V-A-10

Notwithstanding article V-A-4, the President, B.S.A. or the General Secretary, Sports in consultation with the President, B.S.A. may summon an emergency meeting of the Board to consider any urgent issue.

V-A-11

The minutes of all meetings shall be prepared by the General Secretary; after the minutes are confirmed by the Board and signed by the President, B.S.A., they shall be recorded in a minute book and also sent to the Dean of Students for placing before the Student Affairs Council for its information/approval where necessary.

V-A-12

Except in the case of members under II-A-1 (i), (ii), (iii), (vi) and (x) if any member fails to attend two consecutive meetings without leave of absence from the General Secretary, Sports or President, B.S.A. (in the case of member II-A-1 (viii) such leave must of necessity be from the President, B.S.A.), he shall cease to be a member of the Board. Such absence with leave must be announced at the meeting and recorded in the minutes of the meeting.

V-A-13

The President, B.S.A. and the General Secretary, Sports in consultation with the President, B.S.A. may invite non-members to a meeting of the Board. These invitees shall have no voting rights.

V-A-14

(i) Accepted parliamentary procedure (unless otherwise stated) shall be followed at all meetings of the Board.

(ii) Accepted parliamentary conduct and discipline shall govern all meetings of the Board.

CHAPTER VI Duties of Office Bearers

PRESIDENT

VI-A-1

The President will be the principal staff officer of the B.S.A. and shall preside over the meetings of the Board, its Executive Committee and the Awards Committee.

VI-A-2

The President shall exercise a casting vote for electing the General secretary and Deputy General Secretary of the Board in the event of a tie arising as in article VII-C-1(vi).

GENERAL SECRETARY

VI-B-1

The General Secretary of the Board shall be the student over all in-charge of the sports organization and be the Chief Student Representative of the B.S.A.

VI-B-2

The General Secretary shall be the Convener-Secretary of the Board and its Executive Committee.

VI-B-3

The General Secretary shall prepare the minutes of every meeting of the Board and the Executive Committee

VI-B-4

The General Secretary shall co-ordinate the activities of all Team Captains/Club Secretaries and advice them whenever necessary regarding the development and activities of the games/clubs.

VICE-PRESIDENT

VI-C-1

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

DEPUTY GENERAL SECRETARY

VI-D-1

The Deputy General Secretary shall assist the General Secretary will look after the work assigned to him by either President or the General Secretary and will act on behalf of the General Secretary during his absence from the Institute.

GAME/CLUB PRESIDENTS

VI-E-1

Each Game/Club President will be the Chairman of the respective Game/Club Committee.

VI-E-2

Each Game/Club President will look after the interests of the respective Game/Club and will actively advise and guide the members of the team/club.

INSTITUTE TEAM CAPTAIN AND INSTITUTE CLUB SECRETARY

VI-F-1

The Institute Team Captain and Club Secretary will be overall responsible for the team and club respectively.

VI-F-2

The Team Captain and Club Secretary will lead the team or club whenever required.

VI-F-3

The Club Secretary shall:

- i. organise inter-hostel sports activities for that club and decide the point policy of each activity in consultation with General Secretary, within one month of start of odd semester of his/her term
- ii. organise training workshops for regular players and popularise the sports activities associated with his/her club so that a team may be developed that can represent the institute in inter-college events
- iii. be responsible for the proper maintenance of all equipment loaned to him/her from the stores and their prompt return after use or at the end of his/her term
- iv. prepare the annual budget for his/her sports and submit to the General Secretary

- v. take assistance from club representatives in fulfilling the above rules

INSTITUTE TEAM VICE-CAPTAIN

VI-G-1

The Institute Team Vice-Captain will assist the Captain in discharging his duties.

VI-G-2

The Institute Team Vice-Captain will look after the interest of the game in general and take steps to make the game popular amongst the students.

VI-G-3

The Vice Captain will perform the role of the Captain in the latter's absence.

HOSTEL SPORTS SECRETARIES

VI-H-1

Hostel Sports Secretaries will look after the interest of sports in each hostel and will assist in running the Inter hostel Tournaments.

VI-H-2

Hostel Sports Secretaries will assist in the organization of any tournament held in the Institute.

INSTITUTE CLUB REPRESENTATIVES

VI-H-2

The Club representatives will assist the Club Secretary in organizing the functions of their club.

CHAPTER VII Elections and Appointments of Office Bearers

APPOINTMENTS

VII-A-1

The Director shall nominate a member of the faculty of the Institute to be the President, B.S.A. and a faculty member to be the Vice-President, B.S.A. under Article II-A-1(i) and II-A-1(ii).

VII-A-2

The President, B.S.A. shall nominate members of the faculty of the Institute to be the Game/Club Presidents in consultation with the respective team captains/club secretaries.

ELECTION OF CAPTAINS, VICE CAPTAINS, CLUB SECRETARIES & CLUB REPRESENTATIVES

VII-B-1

- (i) Captains/Vice-Captains of Institute teams under Article II-A-1 (iv) shall be elected by and from amongst the active members of the respective team/club.
- (ii) The active members of the individual Team / club shall be those who have represented the institute at the inter IIT Sports Meet for the immediate past year or the Sportech held in the immediate past year. The strength of the teams for the Sportech will be as specified in the Inter IIT Sports Meet Rule Book. The active members of the teams / clubs recognized by the B.S.A. and not accounted for above shall be those who have been selected to represent the institute through the tournaments organized by the institute. This list will be submitted to the President, B.S.A. by the Institute Captains two weeks before the elections and displayed on the Hostel Notice Boards to invite any objections by a deadline stipulated by the President, B.S.A. All objections received prior to the stipulated deadline will be considered by the Executive Committee of the B.S.A. and the final list prepared after consideration of the objections as notified by the President, B.S.A. will constitute the electoral college for the election of the Captain / Vice-Captain of the respective team.
- (iii) A simple majority of votes cast will suffice to elect a candidate as Captain/Vice-Captain. In the event of a tie the outgoing team Captain shall have a casting vote.

VII-B-2

Hostel Sports Secretaries, one for each hostel recognized as a constituent unit of the B.H.M., who is a member under sub-clause (vii) of Article II-A-1 shall be elected as per the provisions of the Constitution of the Board for Hostel Management.

VII-B-3

An elected member, if he once resigns or is removed from office by a vote of no-confidence or for any other reason cannot stand for that post again in that particular academic session.

VII-B-4

For each club, all the students of a house will elect a representative from among the members residing in that house. He/She must have been a student of the institute for at least one semester excluding the semester of election. This representative becomes a member of that Club Committee of BSA.

VII-B-5

- i. The Club Secretary shall normally be elected from among the previous Club Committee members who have served at least for one semester as a member of the respective Club. However, in exceptional cases other senior students, those who have spent at least three semesters in the institute, and are known for their participation and interest in that Club can also be considered for the post of Club Secretary. Nomination committee consisting of President, BSA; Vice President, BSA; General Secretary, BSA; Club President and

- Club Secretary of the concerned Club must consider the waiver application and may nominate at the maximum one such candidate per Club.
- ii. The electoral college for this purpose will include all the elected members of the outgoing Club Committee provided they are not outgoing students, all the elected members of the incoming Club Committee and the outgoing Secretary of that Club. The President of the Club will not be a member of the electoral college.
 - iii. The winning candidate for the post of Club Secretary must get an absolute majority on the first ballot to be declared elected. A re-election between the top two candidates of the first ballot will be held, in case no one is declared elected in the first ballot.
 - iv. In the event of a tie between the top two candidates, tie will be broken by a chance mechanism.
 - v. No student can hold the office of the Club Secretary of any of the Clubs for more than two terms.

ELECTION OF GENERAL SECRETARY AND DEPUTY GENERAL SECRETARY

VII-C-1

- (i) The candidates for the post of General Secretary and Deputy General Secretary should be a student member of the B.S.A. or a member of the immediate past B.S.A.
- (ii) The electorate shall be the Club Secretaries, student members of the board and the members of the Inter IIT Sports contingent of the immediate past year. Each member shall have one vote. Voting member shall be registered student of the institute when the elections are held.
- (iii) To be elected to the post of General Secretary or Deputy General Secretary, the elected candidate must secure an absolute majority in terms of the valid votes polled. In the event that there are more than two candidates for any of these posts and no candidate receives a majority on the first ballot, there shall be a re-election for that particular post, between two candidates having the highest number of votes. This re-election shall be held at the same meeting.
- (iv) In case of a tie at any stage of the election, for the posts of General Secretary and Deputy General Secretary, the President shall exercise a casting vote to break the tie.

NO CONFIDENCE MOTION

VII-D-1

The General Secretary/Deputy General Secretary/Institute Team Captain/Vice-Captain/Club Secretary may be removed from office, if two-thirds of their respective electorates vote for his removal in a vote of no-confidence. A vote of no confidence shall be considered only if at least one-third of the concerned electorate petition in writing to the President, B.S.A. to do so. A vote of no-confidence against anyone post can be moved only once a year.

FILLING VACANCIES

VII-E-1

- (i) In the event of a vacancy arising for any reason for any of the posts listed under Article II-A-1 (iv), (v), (viii) and (ix) the vacancy will be filled by re-election following the same procedure that was used to elect the original incumbent.
- (ii) For vacancies arising in the posts listed under Article II-A-1(viii), the vacancy shall be filled as per procedure laid down in the Constitution' for the Board for Hostel Management.

OUTGOING STUDENTS AND ACADEMIC REQUIREMENTS

VII-F-1

Outgoing students as defined in the Constitution of the Student Affairs Council as well as students who do not fulfill any academic requirements that may be laid down for office bearers of student organizations by the Student Affairs Council from time to time shall be ineligible to contest any election in the B.S.A.

TIME SCHEDULE FOR ELECTIONS/APPOINTMENTS

VII-G-1

- (i) The elections for any year will be completed before the end of the second semester of the previous year, as per the schedule announced by the Dean of Students.
- (ii) The appointments of Game/Club Presidents for any year will be made before or at the start of that academic year.

VII-G-2

The President, B.S.A. shall be the Returning Officer for all elections of Institute team Captains/Vice-Captains, Club Secretaries, General Secretary/Deputy General Secretary, and student members on the Executive Committee of the B.S.A.

ELECTION DISPUTES

VII-H-1

In the event that there is a dispute regarding an election, the ruling given by the Returning Officer shall be final and binding on all concerned. After the dispute in question is over, and before a successive election is held, an appeal against the ruling of the Returning Officer may be filed with the Dean of Students. The Dean of Students shall then give a decision on the dispute after consultation with the President, B.S.A., the General Secretary, B.S.A. and the General Secretary, Student Affairs. He shall ensure that a decision is given before a successive chain election is held. If necessary, he shall ensure that the successive election is delayed until such time that a decision can be given. There shall be no appeal against this decision.

CHAPTER VIII **Amending the Constitution**

VIII-A-1

- (i) Any Article of this Constitution except those in Chapters I and VIII can be amended by the B.S.A.
- (ii) The proposed amendment should have been circulated amongst the members of the B.S.A. at least seven working days in advance of the meeting of the B.S.A. called for such a purpose.
- (iii) The quorum for a meeting called to consider an amendment shall be two-thirds of the B.S.A. membership. In case the quorum is not fulfilled, the quorum requirement shall be reduced to one-half the membership of the B.S.A. for a second and subsequent meeting called to consider the same amendment.

- (iv) In order for an amendment to be carried, it would be necessary to obtain a favourable vote of two-thirds of the B.S.A. membership present at the meeting when the amendment is being considered.

VIII-A-2

All amendments and additions to the Constitution of the B.S.A. shall remain invalid until ratified by the Student Affairs Council as per procedure laid down in the S.A.C. Constitution.

VIII-A-3

- (i) In case of dispute in the interpretation of an Article or Articles of the Constitution, the matter will be referred to a Committee consisting of the President, B.S.A., the General Secretary, B.S.A. and the General Secretary, S.A.C. This Committee shall give its recommendations to the Dean of Students whose decision will be final and binding.
- (ii) After a particular dispute is settled, and to avoid-the re-occurrence of a similar dispute in the future, this Committee shall recommend to the B.S.A. any amendment of the wordings of the Constitution which it feels to be necessary in the light of its ruling. The B.S.A. shall then use the same procedure as for any amendment of the Constitution in order to consider this re-wording of the disputed Article or Articles of the Constitution.