



## **SIKKIM ALPINE UNIVERSITY**

Kamrang, Namchi, South Sikkim – 737126

*(Established under Sikkim Alpine University Act, 2021)*

### **CONSTITUTION OF THE BOTANICAL SOCIETY OF SIKKIM ALPINE UNIVERSITY**

#### **(DEPARTMENT OF BOTANY)**

**(Policy Document – 2025)**

**Prepared by:**

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**Recommended By:**

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**Approved by:**

**Board of Governors: Date 05 December, 2025**



Department of Botany  
Sikkim Alpine University  
Kamrang, Namchi, Sikkim-737126

## CONSTITUTION OF THE BOTANICAL SOCIETY OF SIKKIM ALPINE UNIVERSITY

### (DEPARTMENT OF BOTANY)

#### PREAMBLE

We, the members of the Botanical Society of Sikkim Alpine University, recognizing the importance of fostering a vibrant academic and social community among students and faculty, hereby establish this Constitution to govern our activities, promote scholarly exchange, and enhance the educational experience within our departments.

#### **ARTICLE I: NAME OF ORGANIZATION AND LOGO**

1. **Name:** The name of the Society shall be **Botanical Society of Sikkim Alpine University** with acronym "**BSSAU**".
2. **Logo**
  - The official logo for the **Botanical Society of Sikkim Alpine University** is the primary institutional logo of the university with the words "**Botanical Society of Sikkim Alpine University**".



3. **Place of Office:** The place shall be the Department of Botany, Sikkim Alpine University, Main Campus, Kamrang, Namchi, 737126.
4. **Objectives:** The objectives of the club shall be:
  - Promote interest and excellence in the fields of Botany.
  - Facilitate academic and professional development among members.
  - Foster a sense of community and collaboration among students and faculty.

- Organize educational, social, and outreach activities.
- Encourage the dissemination of scientific knowledge and research.

### **ARTICLE III: MEMBERSHIP**

#### **Section 1: Eligibility**

Membership shall be open to all students, faculty, and staff of the Department of Botany.

#### **Section 2: Categories of Membership**

1. **Active Members:** Students enrolled in the Department of Botany who participates in Society activities.
2. **Associate Members:** Faculty, non-teaching staff, and alumni who support the objectives of the Society.

#### **Section 3: Rights and Responsibilities**

1. Members shall have the right to attend meetings, participate in events, and vote in Society elections.
2. Members are expected to adhere to the Society's Code of Conduct and actively contribute to the Society's activities.

### **ARTICLE IV: OFFICERS**

#### **Section 1: Officer Qualifications**

Any graduate student in good academic standing in the Department of Botany is eligible for candidacy to officer positions within the Botanical Society of Sikkim Alpine University.

#### **Section 2: Elected Officers**

The executive committee of the Botanical Society of Sikkim Alpine University consists of the president, vice-president, and treasurer. The outgoing executive committee shall pass all prior information and knowledge of positions and the society's activities to the incoming executive committee.

- **Clause A:** The president shall schedule and conduct regular meetings. This includes preparation of an agenda, speaker, and/or event. The president is responsible for direct communications of the society to proper officials and coordination of society activities (such as fundraising, professional development, trips, events, and social activities). The president may designate a committee and/or chairperson at any time for necessary purposes. Additional responsibilities

include maintaining membership records, preparing announcements and communications, keeping meeting minutes and documentation, informing members of relevant news and events.

- **Clause B:** The duties of the vice-president include any of those performed by the president (if requested) and may act as the president in his or her absence. Furthermore, it is his or her responsibility to communicate with the representative about meetings.
- **Clause C:** The duties of the treasurer include maintaining an account for the society, maintenance of financial records, and management of all monetary issues.
- **Clause D:** The duties of the representative include attending all meetings, reporting relevant information on news and events related to Botanical Society at the scheduled meetings, as well as contacting the executive committee concerning pressing matters. They will obtain opinions and votes as needed on important information prior to the vote at meetings. Any member of the executive committee may also serve as the representative.

### **Section 3: Duties of Officers**

All officers will have the term of one academic year. All officers of the Botanical Society of Sikkim Alpine University shall answer to and be responsible to the Botanical Society of Sikkim Alpine University.

### **Section 4: Election and Term**

#### ***Nomination Process***

A meeting shall be held before the election to discuss pertinent information needed. Any graduate member can nominate oneself or another member in good standing for officer positions. Nominations will take place over a span of one week before elections begin.

#### ***Election Process***

All votes shall be conducted by paper ballot with a no preference option. If the vote is related to the biology council, the ballots shall be structured similarly to the biology council ballots. The Botanical Society of Sikkim Alpine University faculty advisor will tally the votes. Any individual may serve multiple terms if re-elected at subsequent elections. Elections will take place every fall semester.

#### ***Clause A: Proxy or Absentee Votes***

Proxy or absentee votes must be written by the student who cannot partake in the vote. This can either be written on paper or by email but not by personal communication and should be submitted to the faculty advisor.

***Clause B: Tie Votes***

If a tie is to occur during elections, the faculty advisor will serve as an additional vote to decide the election. The results of this tie and the faculty advisor's vote are to remain confidential.

***Clause C: Unacceptable Votes***

In the case of any option receiving an unacceptable vote(s), the unacceptable vote(s) shall be counted and noted.

**ARTICLE V: MEETINGS**

**Section 1: Regular Meetings**

There will be one required meeting each semester and additional meetings will be scheduled as needed. Members will be notified of each meeting via email. All meetings will be held in a Department of Botany laboratory, unless otherwise notified.

**Section 2: Quorum Requirements**

Votes brought to the members of the Botanical Society of Sikkim Alpine University does require a one-half quorum in order for the vote to be valid. Issues requiring members to vote must be sent to members through email/notices by an officer. Members shall cast their votes by sending an email message to the corresponding officer.

**ARTICLE VI: ADVISOR**

**Section 1: Selection**

The faculty advisor will be invited to serve for the period of 1 year with no upper limit on the number of years of service. The faculty advisor must be a faculty member in the Department of Botany with an active interest in graduate student affairs.

**Section 2: Duties**

The faculty advisor is responsible for signing all necessary documentation, being available as a professional counselor for members of the society, providing current information on professional fields, and inviting relevant speakers to society meetings.

**ARTICLE VII: EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

The Botanical Society of Sikkim Alpine University or its members shall not exclude any person on the basis of race, creed, sexual orientation, religion, colour, national origin, or sex.

## **ARTICLE VIII: AMENDMENTS**

### **Section 1: Ratification**

The constitution may be amended through addition, deletion, or revision by one-half of the registered members. Amendments must be introduced at a regular meeting in writing. Voting on that amendment will take place at the next meeting, which may be specially scheduled in order to vote on that amendment, at least 3 working days later.

## **ARTICLE IX: SOCIETY FUNDS**

**Section 1:** Student members will contribute Rs 10/- (Ten Indian Rupees) per month, which will be collected and managed by the treasurer.

**Section 2:** Staff Members will contribute Rs 50/- (Indian Rupees of Fifty only) per month, collected and managed by the treasurer.

## **ARTICLE X: BY-LAWS**

### **Section 1: By-Law Vote**

A by-law may be passed at any regular business meeting of the organization by a majority vote of those in attendance provided a quorum is present.

## **ARTICLE XI: REMOVAL OF OFFICERS**

### **Section 1: Removal Proceedings**

Removal of an officer shall require formal removal proceedings resulting in a vote of two-thirds of the Zoological Society of Sikkim Alpine University members in favor of removal. A quorum must be met for this vote. Removal proceedings shall occur in the following steps:

1. A written complaint must be presented to the president, except in the case where the complaint is against the president, in which case the complaint must be presented to the president or vice-president.
2. An Ad Hoc Committee of 5 members appointed by the Botanical Society of Sikkim Alpine University faculty advisor shall conduct inquiries regarding the complaint and, within two weeks, recommend to the executive committee, except for the officer against whom the complaint was filed, either 1) to present the complaint and the committee's findings to the Society of School of Life Science members at a scheduled meeting, or 2) to dismiss it and enter it into the records in accordance with the clauses below.
3. Upon receipt of the investigating committee's recommendation, the executive committee must act. If the reporting committee, by a simple majority decision, recommends a vote by the Botanical Society of Sikkim Alpine University members then the matter must be placed on the agenda of the next meeting. If the reporting committee, by simple majority decision, recommends dismissal of the complaint then the executive committee must vote on whether to accept the committee's recommendation or to proceed with bringing the removal and the committee's findings before the Botanical Society of Sikkim Alpine University.