

**UNIVERSITY OF COLOMBO**  
**Students Union By-Law No. 1 of 1989**

A By-Law made by the Council of the University of Colombo under Section 135 and Section 112(3) of the Universities Act No. 16 of 1978 as amended by Acts No. 7 of 1985 and No. 26 of 1988.

1. This By-Law shall be cited as the Students Union By-Law No. 1 of 1989.
  
2.
  - (i) The Students Union of the University of Colombo (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.
  - (iii) 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.
  
3.
  - (i) There shall be a Faculty Students Union for each Faculty of the University of Colombo.
  - (ii) A Faculty Students Union shall be representative of all the registered full-time undergraduate students of such Faculty and the 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:
      - (i) Two members for a Faculty with two hundred or less registered students,

< 200

(ii) Four members for a Faculty with two hundred and one to four hundred registered students;  $\geq 201 \leq 400$

(iii) Six members for a Faculty with four hundred and one to six hundred registered students; and  $\geq 401 \leq 600$

(iv) Eight members for a Faculty with over six hundred registered students.  $> 600$

- (iv) There shall be appointed by the Principal Executive Officer of the University a Senior Treasurer for each Faculty Students Union who shall be a Senior Teacher in the Faculty, nominated by such 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;
  - (d) if he has not discharged any financial responsibilities in relation to an office he held in the university prior to such election.
6. (i) Before the expiry of the first seven days of the first term of each academic year, the Registrar of the University shall publish within the University, a Notice containing,
- (a) the 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
  - (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 may be published before such date as may be prescribed by the Principal 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 Principal Executive Officer of the University. The decision of the Principal Executive Officer on such question shall be final.
7. The Principal 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. The Registrar shall, without delay, publish, within the University the name of the Election Officer so nominated in respect of each Faculty Students Union.
8. (i) The Principal Executive Officer shall fix in respect of each Faculty Students Union, a date, a time period and venue for the receipt of nominations 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).  
*Note: 7 days after the commencement of the year*
- (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 at 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
- (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 a 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 name of 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 to the nomination paper in token of his agreement to stand for election.
- (v) No student may stand nominated as a candidate for election to more than one office or membership.

10. (i) Every nomination paper, (together with a true copy there of) 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 there of 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 lack 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) that the candidate or the proposer or the seconder has not affixed his signature to the nomination paper;
  - (d) that the nomination paper does not comply with the provisions of this By-Law;
  - (e) that the candidate is under suspension from the Faculty or the University.
- (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 immediately succeeding that period.
- (v) Every objection to a nomination paper of a candidate shall be in Writing signed by the objector and shall specify the ground of the objection-
- (vi) The Election Officer may make a record of and deal with any objection 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, and where the 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 Principal Executive Officer who shall fix, in respect of such Faculty Students Union, a fresh date, time period and venue for the receipt of nominations for election of such office bearer or members 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 Principal 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 date and time period shall fall within fourteen 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 Principal 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 and registration numbers of the students appointed, shall be given by the candidate to the Election officer before the opening of the poll.

Provided however, that 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 the 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 need not exercise such entitlement to a maximum.)
- (ii) The Election Officer shall declare elected the 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.
15. (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.
- (i)A **Each office bearer of a Faculty Student Union who has ceased to hold office, and is still a student shall be permitted to function as a caretaker official in an informal capacity until the election of the new union.**
- (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, during the academic sessions 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 Principal 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 as election-
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 at least once in 2 months and when requested under sub-section (iii)(b).
- (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) to 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 is properly recorded and accounted for in the books kept for this purpose subject to any rules pertaining to 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 to the Faculty Students Union within one month from the date of 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 Vice-Chancellor 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.

17. (i) The Principal 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 14 of this By-Law.
- (ii) For the purpose of this meeting, the Principal Executive Officer shall nominate the **Senior Student Counsellor** and/or 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 Principal 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 Principal 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

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(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 Student Union as the case may be shall be deemed to be vacated

(iv) Where an office of the University Students Union Falls vacant, **during the academic sessions** the University Students Union shall as soon as possible or **within one month** elect a suitable person from among its members to fill 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 meeting of the Union, same as provided for in Section 17 of this By-Law;

(b) to carry out the decisions of the Union; and

(c) to call meetings of the Union **at least once in two months or on a request made under sub-section iii (b).**

(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 record of all proceeding of the Union,

(b) to summon meeting of the Union on the instructions of the President or upon receipt by the Secretary of a written requisition, from not less than one third of the total member 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 Treasure 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 is properly recorded and accounted for in the books kept for this purpose, subject to any rules pertaining to 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 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, a report on its financial position as at the last day of each term within one month of the end of that term; and
  - (h) to submit to the Auditor appointed by the Principal Executive Officer through the Senior Treasurer as statement of income and expenditure and the balance sheet of the Union for the academic year within two weeks of the end of academic year in which the Union was elected.
- 20. Any question regarding the interpretation of this By-Law shall be referred to the Council whose decision thereon shall be final.

21. In this By-Law,

"Academic year" means the period commencing on 1<sup>st</sup> day of October of one year and ending on 30<sup>th</sup> 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 Principal Executive Officer to audit the accounts of the University Students Union or any Faculty Students Union.

"Council" means the Council of the University of Colombo.

"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 Colombo under the Act except the Faculty of Graduate Studies.

"Principal Executive Officer" shall mean the Vice-Chancellor of the University of Colombo 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 Colombo or any other person acting for the Registrar for the time being.

"Senate" means the Senate of the University of Colombo.