

**THE OPEN UNIVERSITY OF SRI LANKA**  
**STUDENTS UNION BY-LAW NO.03 OF 2015**

A By-law made by the Council of the Open University of Sri Lanka under Section 135 and Section 112(3) of the Universities Act.No.16 of 1978 as amended.

1. This By-Law shall be cited as the Students Union By-Law No. 03 of 2015. Students Association By-Law No.03 of 2000 stands repealed with the coming into force of this By-Law No.03 of 2015.

**PART 1**  
**FACULTY STUDENTS UNION**

2. (i) There shall be a Faculty Students Union for each Faculty of the Open University of Sri Lanka.
- (ii) The Faculty Students Union of each Faculty shall be representative of all registered students of such Faculty.
- (iii) A Faculty Students Union shall consist of 17 members, 15 of whom shall be elected directly by ballot and 02 of whom shall be the 02 Student Representatives to the Faculty Board elected according to Part II of this By-Law. Out of the 15 members who are elected directly by ballot, a minimum of four (04) members shall be female. ***Section 2.II of Amendment No. 01 of 2016.***
- (iv) The elected members of each of the Faculty Students Unions shall, in accordance with the provisions of section 44 of this By-law, elect from amongst themselves a committee consisting of the following office bearers of such Faculty Students Union.

- (a) President
  - (b) Vice-President
  - (c) Secretary
  - (d) Editor
  - (e) Junior Treasurer
- (v) Of the five office bearers of the Faculty Students Union a minimum of two office bearers shall be female, provided however that this provision shall not be applicable if sufficient female student representatives have not been elected to the Faculty Students Union.

## **PART II**

### **STUDENT REPRESENTATIVES TO THE FACULTY BOARDS**

3. In accordance with Section 48(1)(e) of the Universities Act No. 16 of 1978, there shall be two student representatives to each Faculty Board hereinafter referred to as Student Representatives to the Faculty Board.
4. Such Student Representatives to the Faculty Boards shall be elected directly by ballot at the same election as the members of the Faculty Students Unions.
5. Nominations shall be called separately for the elections of the two Student Representatives to the Faculty Board and students shall use a separate ballot paper to elect the two Student Representatives to the Faculty Board.
6. A student shall not be nominated as a Student Representative to the Faculty Board if he/she has been nominated as a member of the Faculty Students Union in the same Students Union year.
7. The two Student Representatives to the Faculty Boards shall be members of the Faculty Students Union of such Faculty and the University Students Union, provided however that they shall not be eligible to be elected as office bearers of the said Faculty Students Union or the University Students Union.

**PART III**  
**ELIGIBILITY TO STAND FOR ELECTION TO THE FACULTY**  
**STUDENTS UNIONS AND AS STUDENT REPRESENTATIVES TO**  
**THE FACULTY BOARDS**

8. To be eligible for nomination to be elected as a member of a Faculty Students Union or as a Student Representative to a Faculty Board a candidate should

(i) have completed 24 credits or 1/3<sup>rd</sup> of the programme of study for which he/she is currently registered, whichever is less  
and

*Section 2.III of  
Amendment No.  
01 of 2016.*

(ii) have registered for at least 18 credits in such programme of study in the academic year in which he/she is standing for election as a member of a Faculty Students Union or as a Student Representative to a Faculty Board. Provided however, that where a candidate is in the final year of the programme of study and has less than 18 credits left to complete such programme of study he/she shall register for all the remaining credits required to complete such programme of study.

9. A student who is under suspension shall not be eligible to stand for election to a Faculty Students Union or as a Student Representative to a Faculty Board.

*Section 2.IV of  
Amendment No.  
01 of 2016.*

10. A student, irrespective of the number of programmes of study that he/she is registered for, who has previously been elected

(i) to any Faculty Students Union of the Open University in two Students Union years not necessarily consecutive, or

- (ii) as a Student Representative to the Faculty Board of any Faculty in the Open University in two Students Union years not necessarily consecutive, or
- (iii) once to any Faculty Students Union of the Open University and once as a Student Representative to the Faculty Board of any Faculty in the Open University in two Students Union years not necessarily consecutive,

shall not be eligible to be nominated for election to any Faculty Students Union or as a Student Representative to the Faculty Board of any Faculty.

11. A candidate who has been nominated for election as a Student Representative to the Faculty Board of any Faculty shall not in the same Students Union year be nominated for election to any Faculty Students Union.
12. A candidate who has been nominated for election to any Faculty Students Union shall not in the same Students Union year be nominated for election as a Student Representative to the Faculty Board of any Faculty.
13. Any question as to whether a candidate is eligible to seek election or not, shall be decided by the Election Officer. Any candidate aggrieved by such decision may appeal against such decision to the Principal Executive Officer of the University within 48 hours of such decision being conveyed to him/her. The decision of the Principal Executive Officer on such appeal shall be final and conclusive.

**PART IV**  
**ELIGIBILITY TO VOTE AT AN ELECTION**

14. For the purpose of electing the members of a Faculty Students Union and the Student Representatives to the Faculty Board the registered students of each Faculty of the University shall form a constituency.
15. (i) To be eligible to vote at an election of members of a Faculty Students Union and the Student Representatives to a Faculty Board a student shall have registered in a programme of study in Level 3 or above for a minimum of 9 credits
- (ii) A student who
- (a) has failed to renew his/her registration prior to the date of announcement of an election, or
- (b) Is under suspension shall not be eligible to vote at such election.
16. Any question as to whether a student is eligible to vote or not, shall be decided by the Election Officer. Any student aggrieved by such decision may appeal against such decision to the Principal Executive Officer of the University within 48 hours of such decision being conveyed to him/her. The decision of the Principal Executive Officer on such appeal shall be final and conclusive.
17. A student, irrespective of the number of programmes of study that he/she is registered for, shall not be entitled to cast more than one vote at an election. Such vote shall be cast for the members of the Faculty Students Union and the Student Representatives to the Faculty Board in the same Faculty.

***Section 2.IV of  
Amendment No.  
01 of 2016.***

**PART V**  
**REGIONAL CENTRE WISE REPRESENTATION**

- 18 One month before the date of nominations for Faculty Students Unions and Student Representatives to the Faculty Boards, the Election Officer shall determine the number of representatives to the Faculty Students Unions of each Faculty from each Regional Centre in accordance with the provisions of Section 19 below.
19. (i) (a) Each Regional Centre shall have a minimum of one representative to each Faculty Students Union provided that a Faculty shall have a minimum of 50 students registered in undergraduate programmes in that student academic year in such Regional Centre. Study Centres will be clustered appropriately to each Regional Centre in order to determine such student numbers.
- (b) After allocation of the minimum numbers to each Faculty Students Union from each Regional Centre in accordance with Section 19(i)(a) above, the remaining number of student representatives to each Faculty Students Union shall be proportionately distributed among Regional Centres based on the number of students registered in undergraduate programmes in that student academic year in such Regional Centre. Study Centres will be clustered appropriately to each Regional Centre in order to determine such student numbers.
- (ii) If in accordance with the provisions of section 19 (i) (a) above there is no student representation from a particular Regional Centre to a Faculty Students Union, the Election Officer shall determine in which other Regional Centre the students of such Faculty in such Regional Center shall vote.

20. The final allocation of representatives to the Faculty Students Union of each Faculty from each Regional Centre as determined in accordance with the provisions of Section 19 (i) above will be as specified in the Fifth Schedule and such number of positions available for each Faculty from each Regional Centre shall be informed to the students by the Election Officer through an election message.

21. Every voter shall be eligible to cast his/her vote at the registered Regional Centre/Study Centre for the positions available at the clustered Regional Centres. All student representatives elected from clustered Regional Centres shall form the committee of the Faculty Students Union. Every voter shall be eligible to cast one vote to elect Faculty Student Union members of the relevant faculty of the respective clustered Regional Centre and one vote to elect Student Representatives to the relevant Faculty Board.

**Section 2.V of  
Amendment  
No. 01 of 2016.**



**PART VI**  
**APPOINTMENT, FUNCTION AND DUTIES OF ELECTION OFFICERS, STUDENT**  
**COUNSELLORS AND ADVISORY COMMITTEE IN RESPECT OF ELECTIONS**

22. The Principal Executive Officer shall appoint an Election Officer, Deputy Election Officer and Returning Officers and such other Assistant Election Officers as may be necessary for the purpose of conducting the election of fifteen (15) members of each Faculty Students Union and two Student Representatives to each Faculty Board.
  
23. The Principal Executive Officer shall appoint an Advisory Committee for the purpose of advising the Election Officer, Deputy Election Officer, Assistant Election Officers and Returning Officer on the conduct of the election.
  
24. The Chief Student Counselor and the Academic Student Counselors of each Faculty shall deal with any student matter during the period between the end of the Students Union year and the conclusion of the election of members of each Faculty Students Union and the University Students Union.

## **PART VII**

### **NOMINATIONS TO FACULTY STUDENTS UNIONS AND TO THE POSTS OF STUDENT REPRESENTATIVES TO THE FACULTY BOARDS**

25. (i) Subject to the provisions of Section 8, any registered student may be nominated as a candidate for election as a member of a Faculty Students Union or as a Student Representative to a Faculty Board by means of a nomination paper, signed by two registered students of the same Faculty as proposer and seconder.
- (ii) The proposer, seconder and candidate shall sign the nomination paper before the Election Officer and/or Assistant Election Officer as the case may be when submitting such nomination paper.
- (iii) Such nomination paper shall be substantially in the form set out in the First Schedule.
- (iv) Every nomination paper of a candidate for election as a member of a Faculty Students Union or as a Student Representative to a Faculty Board shall be handed over by the candidate to the Election Officer and/or Assistant Election Officer on or before the specified closing date and time.
26. (i) A nomination paper not submitted in accordance with the provisions of Section 25 above shall be rejected by the Election Officer and/or Assistant Election Officer.
- (ii) A candidate may withdraw his/her nomination paper up to the closing time for the acceptance of nominations.

27. The Election Officer and/or Assistant Election Officer shall upon receiving a nomination paper, cause a copy thereof to be referred to the Registrar or Acting Registrar to check and certify in writing the accuracy of the information contained in such nomination paper. The Election Officer and/or Assistant Election Officer shall reject any nomination which is not in conformity with the provisions of this By-Law. Election Officer and/or Assistant Election Officer shall within 48 hours of the closing time of nominations, cause copies of all accepted nomination papers to be posted outside the places of nominations.
28. (i) Objection if, any, from a registered student to the acceptance of the nomination of a candidate, shall be lodged in the prescribed form in the Second Schedule with the Election Officer and/or the Assistant Election Officer as the case may be on any or all of the following grounds :
- (a) That the candidate, is not eligible to vote at or stand for an election as per Part III and Part IV of the By-Law;
  - (b) That the proposer and/or the seconder is/are not a registered student/s of the Open University;
  - (c) That the candidate, the proposer and/or the seconder has/have not affixed his/her/their signature/s to the nomination paper before the Election Officer and/or the Assistant Election Officer;
  - (d) That the nomination paper does not comply with the provisions of this By-Law ;

**Section 2.VII of  
Amendment No.  
01 of 2016.**

- (ii) No objection to a nomination paper of a candidate shall be entertained by the Election Officer and/or Assistant Election Officer unless it is lodged before 12.00 hours on the day following the posting of nominations.
- 29.
- (i) After the time fixed for acceptance of objections, the Election Officer and/or Assistant Election Officers shall with the least possible delay, make a decision on every objection to a nomination paper of a candidate and post such decision outside the place of nomination.
  - (ii) The Election Officer and/or Assistant Election Officer may consult the Advisory Committee, if necessary.
  - (iii) The Election Officer and/or Assistant Election Officer shall inform the person objecting and/or the candidate of the grounds of his/her decision.
- 30.
- (i) Any candidate aggrieved by the decision of the Election Officer and/or Assistant Election Officer to reject his/her nomination may submit an appeal against such decision to the Election Officer in the prescribed form set out in the Third Schedule within 24 hours of the posting of such decision.
  - (ii) The Election Officer shall submit such appeals to the Principal Executive Officer for a decision.
  - (iii) The decision of the Principal Executive Officer shall be final and conclusive.

31. The Election Officer and/or Assistant Election Officer shall make a record of and deal with any error or inadequacy that may surface in regard to the nomination paper of a candidate.
  
32. The Election Officer and/or Assistant Election Officer shall **Section 2.VIII of** within 48 hours of the closing time of acceptance of appeals, **Amendment No.** cause copies of all valid nomination papers to be posted outside **01 of 2016.** the place/s of nomination.

**PART VIII**  
**ELECTION TO FACULTY STUDENTS UNIONS AND TO THE POST OF STUDENT REPRESENTATIVES TO THE FACULTY BOARDS**

33. (a) Where, in the case of the election of 15 members of each Faculty Students Union and two members as Student Representatives to each Faculty Board, valid nomination papers of not more than such number as is equivalent to the number of positions have been received, the Election Officer and/or Assistant Election Officer shall declare such candidates duly elected as members of such Faculty Students Union and/or Student Representatives to such Faculty Board. *Section 2.IX of Amendment No. 01 of 2016.*
- (b) If however, valid nomination papers have been received for the election of 15 members of each Faculty Students Union are less than the number of officer bearers in accordance with Section 2(iv) of Part I, then the Election Officer shall declare that there will be no Faculty Students Union for the said Faculty for that Students Union year. *Section 2.X of Amendment No. 01 of 2016.*
- (c) If there are no valid nomination papers have been received for the Students Representatives to Faculty Board, then the Election Officer shall declare that there will be no students Representatives to the said faculty for that Students Union year. *Section 2.X of Amendment No. 01 of 2016.*
34. Where, in respect of the election of 15 members of each Faculty Students Union and two (02) members as Student Representatives to each Faculty Board, valid nomination papers of more than such number of candidates as is equivalent to the number of positions have been received, the Principal Executive Officer shall fix the date or dates of voting for the election of

thirteen (13) members of the Faculty Students Union and two members as Student Representatives to each Faculty Board.

35. The time period between the closing of nominations and the date or dates of voting shall be not less than 21 days and not more than 45 days. Provided however, that the Principal Executive Officer may amend such dates and venues if he/she considers it necessary to do so due to the exigencies of any prevailing situation.
36. The Election Officer and/or Assistant Election Officer shall cause to be published within the University and in the University website the name of each candidate for the election of whom nomination papers have been accepted, along with the bio-data and messages of such candidate, if such bio-data and messages have been submitted to him/her by the candidate as requested.
37. The Election Officer and/or Assistant Election Officer shall conduct the election of fifteen (15) members of such Faculty Students Union and two members as Student Representatives to the Faculty Board by secret ballot. The ballot papers to be used at such election shall be prepared as specified in the Fourth Schedule.
38. (i) Each candidate contesting the election to a Faculty Students Union or for the post of Student Representatives to a Faculty Board may appoint one registered student who is eligible to vote from the same Faculty as a counting agent to represent him/her at the venue of the election during the taking of the count.  
  
(ii) 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 and/or Assistant Election Officer 48 hours before the closing of polls.

(iii) If such notice has not been given within the prescribed period, such candidate shall not be permitted to have a counting agent during the taking of the count.

39. The duration of the election shall be nine consecutive days including two weekends.

40. The Returning Officer of a Regional Centre shall be responsible for counting of the ballots on the conclusion of the election and for informing the Election Officer and/or Assistant Election Officer of the results of the count.

41. (i) The Election Officer and/or Assistant Election Officer on the receipt of the results shall declare the results of the election to a Faculty Students Union in accordance with the following provisions:

(a) The percentage of votes obtained by female candidates in their respective Regional Centre shall be determined and the female candidates who have received the four (04) highest percentages of votes from all Regional Centres will fill the four (04) places reserved for females in terms of Section 2(iii). **Section 2.XI of Amendment No. 01 of 2016.**

(b) The four (04) female members who have been selected under paragraph (a) shall also be considered to the representative or one of the representatives from that Regional Centre. **Section 2.XI of Amendment No. 01 of 2016.**



- (c) If one or more positions reserved for the female candidates in the Faculty Students Union have not been filled in accordance with the above provisions, such positions shall be deemed to be vacant. **Section 2.XI of Amendment No. 01 of 2016.**
- (d) The remaining candidates who received highest number of votes in the respective Faculty from each Regional Centre shall be declared elected to the Faculty Students Union of such Faculty in accordance with provisions of Section 20. **Section 2.XI and 2.XII of Amendment No. 01 of 2016.**
- (e) The remaining candidates shall then be listed in the order, of the number of votes polled by each candidate forming Observer Pools for each Regional Centre. **Section 2.XI of Amendment No. 01 of 2016.**
- (ii) Where two or more candidates for election of members of the Faculty Students Union have polled the same number of votes and the addition of one vote would entitle one candidate to be elected as such Member, 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.
- (iii) The 15 candidates listed in accordance with the provisions in Sections (i) and (ii) above shall be declared to be duly elected as the members of the Faculty Students Union.
42. (i) The Election Officer and/or Assistant Election Officer on the receipt of the result shall declare the results of the election to the posts of Student Representatives to each Faculty Board in accordance with the following provisions:

- (a) The two candidates who poll the highest number of votes shall be declared to be duly elected as Student Representatives to the Faculty Board in the Faculty to which they were nominated.
  - (b) Where two or more candidates for election as Student Representatives to a Faculty Board have polled the same number of votes and the addition of one vote would entitle one candidate to be elected as such Student Representative to such Faculty Board, 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.
43. The Election Officer and/or Assistant Election Officer shall submit a report to the Principal Executive Officer after 14 days of the declaration of the results of the elections.

**PART IX**  
**ELECTION OF OFFICE BEARERS OF THE FACULTY STUDENTS UNION AND**  
**PERIOD OF OFFICE OF MEMBERS OF FACULTY STUDENTS UNIONS AND**  
**STUDENT REPRESENTATIVES TO THE FACULTY BOARDS**

44. (i) The Principal Executive Officer shall fix a date for the holding of the first meeting of the Faculty Students Union wherein the members shall elect the office bearers of such Association. Such date shall be a date, falling within two weeks of the election of the 15 members to such Faculty Students Union in terms of Section 41 of this By-Law.
- (ii) The Election Officer and/or Assistant Election Officer shall preside at the first meeting of the Faculty Students Union and take all necessary action to maintain decorum and ensure the smooth conduct of the election.
45. At the conclusion of the election of office bearers, the Principal Executive Officer of the University shall appoint a teacher as the Senior Treasurer of the Faculty Students Union.
46. The Faculty Students Union shall hold at least one meeting in each month of the Students Union year. The quorum for a meeting shall be five members.
47. (i) Each office bearer and other members of a Faculty Students Union shall cease to hold office at the end of the student association year in which he/she was elected.
- (ii) No office bearer of a Faculty Students Union shall hold the same office for more than one Students Union year.

- (iii) If any office bearer or other Member:
  - (a) Ceases to be a registered student; or
  - (b) Resigns his/her office by writing under his/her hand addressed to the Principal Executive officer through the Senior Treasurer; or
  - (c) has been suspended or dismissed from the University; or
  - (d) has been absent from three consecutive meetings without a reasonable excuse for such absence

his/her office or membership as the case may be shall be deemed to be vacated.

- (iv) If any member attached to any Regional Centre ceases to be attached to such Regional Centre he/she shall cease to represent such Regional Centre.

48. If any vacancy occurs in a Faculty Students Union or in the post of Student Representative to the Faculty Board, such vacancy shall be filled in accordance with the following provisions.

- (i) Where any vacancy occurs in the post of any office bearer of a Faculty Students Union the remaining office bearers and the other members shall elect such office bearer from among themselves at a meeting of the Faculty Students Union.
- (ii) Where any vacancy occurs in the membership representing any Regional Centre, the candidate in the Observer Pool who has received the next highest number of votes representing the same Regional Centre, shall be appointed to fill the vacancy.

- (iii) Where any vacancy occurs in the post of Student Representative to a Faculty Board, the candidate who has received the next highest number of votes for the post of Student Representative to such Faculty Board representing the same Faculty shall be appointed to fill such vacancy.
  
- (iv) Any candidate appointed to fill a vacancy in accordance with the preceding provisions of this section shall hold office for the unexpired period of his/her predecessor.

**PART X**  
**DUTIES AND FUNCTIONS OF OFFICE BEARERS OF FACULTY**  
**STUDENTS UNIONS**

49. (i) The duties and functions of **the President** of a Faculty Students Union shall be –
- (a) To call meetings of the Faculty Students Union; and
  - (b) to preside at all meetings of the Faculty Student Association; and
  - (c) to carry out the decisions of the Faculty Student Association;
- (ii) The duties and functions of **the Vice-president** of a Faculty Students Union shall be-
- (a) to preside at any meeting of the Faculty Student Association in the absence of the President;  
and
  - (b) to assist the President in the discharge of his/her duties;  
and
  - (c) to carry out any other duty or function assigned to him/her by the Faculty Students Union
- (iii) The duties and functions of **the Secretary** of a Faculty Students Union shall be –
- (a) to keep records of all proceedings of the Faculty Students Union;

- (b) to convene 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 the Senior Treasurer of the Faculty Students Union or any student of the Faculty
- (iv) The duties and functions of **the Editor** of the Faculty Students Union shall be –
- (a) to organize awareness/publicity activities decided by the Faculty Students Union
  - (b) to carry out any other duty assigned to him/her by the Faculty Students Union
- (v) The duties and functions of **the Junior Treasurer** of a Faculty Students Union shall be –
- (a) to maintain 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 Students Union year after consultation with the office bearers of the Faculty Students Union within one month from the date of election of its office bearers;
  - (f) When and where necessary, to prepare supplementary estimates;
  - (g) to submit to the Faculty Students Union and the Senior Treasurer a report on the financial position of the Faculty Students Union as at the last day of each quarter within one month of the end of that quarter; and
  - (h) to submit to the Auditor appointed by the Principal Executive Officer through the Senior Treasurer, a statement of income and expenditure and the balance sheet of the Faculty Students Union for the Students Union year within two weeks of the end of the Students Union year in which the Faculty Students Union was elected.
50. (i) The office bearers of the Faculty Students Unions shall be given a thorough awareness of the following;
- (a) their duties and responsibilities as stipulated in the Universities Act No. 16 of 1978 as amended.
  - (b) the management and disbursement of funds allocated to the Faculty Students Union by the University.



- (ii) The Chief Student Counsellor, all Academic Student Counsellors and all Senior Treasurers of the Faculty Students Unions shall make such office bearers aware of (a) and (b) above at the meeting summoned by the Returning Officer for the purpose of forming of the University Students Union.
  
- (iii) The members of the Faculty Students Union shall be individually and collectively responsible for all decisions and actions of the Junior Treasurer in the fulfillment of his/her duties and functions as specified in Section 49 (v).

**PART XI**  
**UNIVERSITY STUDENTS UNION**

51. (i) The University Students Union of the Open University of Sri Lanka shall be representative of the entire registered undergraduate student community of the University, in all centres.
- (ii) The University Students Union shall consist of all the members of each established Faculty Students Unions and all the elected Student Representatives to the Faculty Board of each faculty. **Section 2.XIII of Amendment No. 01 of 2016.**
52. (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 following office bearers of the University Students Union.
- (a) President
  - (b) Vice-President
  - (c) Secretary
  - (d) Editor
  - (e) Junior Treasurer
- (ii) Such date shall be a date falling within four weeks of the election of the 15 members of the Faculty Students Unions and the two (02) Student Representatives to the Faculty Board in terms of Section 41 of this By-Law.
- (iii) For the purpose of this meeting, the Principal Executive Officer shall nominate a senior member of the University as the Returning Officer to conduct the election of office bearers

by secret ballot. The Returning Officer shall preside at the meeting and take all necessary action to maintain decorum and ensure the smooth conduct of the election.

- (iv) At the conclusion of the election of office bearers, the Principal Executive Officer of the University shall appoint a teacher as the Senior Treasurer of the University Students Union.
  - (v) The Returning Officer shall submit a report on the above election to the Principal Executive Officer.
  - (vi) The University Students Union shall hold at least one meeting in each month of the Students Union year. The quorum for such meeting shall be one third of the total number of members.
53. (i) Every office bearer of the University Students Union shall cease to hold office at the end of the Students Union year in which he/she was elected.
- (ii) No office bearer of the University Students Union shall hold the same office for more than one Students Union year.
- (iii) If any office bearer
- (a) ceases to be an office bearer, or any other member of a Faculty Students Union; or
  - (b) resigns his/her office by writing under his/her hand addressed to the Principal Executive Officer through the Senior Treasurer; or

- (c) has been absent from three consecutive meetings without a reasonable explanation for such absence;

his/her office or membership as the case may be shall be deemed to have been vacated.

- (iv) any vacancy which occurs under (iii) above, shall be filled in accordance with the provisions of Section 52. Provided however that if a vacancy in the office bearers of the University Students Union occurs as a result of a vacancy arising in a Faculty Students Union, the election to fill the vacancy in the office bearers of the University Students Union shall be held, after the filling of the vacancy in the Faculty Students Union

- 54. (i) The duties and functions of **the President** of the University Students Union shall be –
  - (a) to call meetings of University Students Union.
  - (b) to preside at all meetings of the University Students Union; and
  - (c) to carry out the decisions of the University Students 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 University Students Union in the absence of the President;
  - (b) to assist the President in the discharge of his/her duties and
  - (c) to carry out any other duty or function assigned to him/her by the University Students Union.
- (iii) The duties and functions of **the Secretary** of the University

Students Union shall be –

- (a) to keep record of all proceedings of the University Students Union;
  - (b) to convene meetings of the University Students Union on the instructions of the President, or upon receipt by the Secretary of a written requisition from not less than one third(1/3) of the total membership of the University Students Union; and
  - (c) to ensure that minutes of the proceedings are available for inspection by the Senior Treasurer of the University Students Union or any student of the University.
- (iv) The duties and functions of **the Editor** of the University Students Union shall be –
- (a) to organize awareness/publicity activities decided on by the University Students Union; and
  - (b) to carry out any other duty assigned to him/her by the University Students Union
- (v) The duties and functions of **the Junior Treasurer** of the University Students Union shall be-
- (a) to have custody of the funds of the University 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 the maintenance of such accounts;
  - (c) to inform the Senior Treasurer within one week of the receipt of any money by the University Students Union
  - (d) to make payments out of the funds of the University Students Union with the approval of the Senior Treasurer;
  - (e) to prepare a budget for the Students Union year and submit it to the University Students Union within one

month from the date of election of its office bearers;

- (f) when and where necessary, to prepare supplementary estimates;
- (g) to submit to the University Students Union a report on its financial position as at the last day of each quarter within one month of the end of that quarter; and
- (h) to submit to the Auditor appointed by the Principal Executive Officer through the Senior Treasurer, a statement of income and expenditure and the balance sheet of the University Students Union for the Students Union year within two weeks of the end of the Students Union year in which the University Students Union was elected.

55. The members of the University Students Union shall be individually and collectively responsible for all decisions and actions of the Junior Treasurer in the fulfillment of his/her duties and functions as specified in Section 54 (v).

56. If a member or members of a Faculty Students Union or the University Students Union fail/s to fulfill his/her/their financial responsibilities as specified in Sections 49(v) and 54(v) such failure shall be dealt with under the Student Discipline By-Laws of the University.

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

58. In this by- Law

**‘Advisory Committee’** means a committee appointed by the Principal Executive Officer for the purpose of advising the Election Officer, Deputy Election Officer, Assistant Election

Officers and Returning Officer on the conduct of the election.

**‘Assistant Election Officer’** means an officer in a Regional Centre who shall be appointed by the Principal Executive Officer for the purpose of accepting nomination papers on behalf of the Election Officer, and assisting the Election Officer in conducting the election of fifteen (15) member of each Faculty Students Union and two (02) members as Faculty Board Representatives.

**‘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 Open University of Sri Lanka

**‘Dean’** means, the Dean of each Faculty or any other person acting for the Dean for the time being.

**‘Deputy Election Officer’** means an officer who shall be appointed by the Principal Executive Officer for the purpose of conducting the election of fifteen (15) members of each Faculty Students Union and two (02) members to represent the Faculty Board in the absence of the Election Officer and/or on instructions of the Election Officer.

**‘Election message’** means a message given by the Election Officer announcing elections which will be displayed in all Regional and Study Centres.

**“Election Officer”** means an officer who shall be appointed by the Principal Executive Officer for the purpose of conducting the election of fifteen (15) members of each Faculty Students

Union and two (02) members to represent the Faculty Board.

**‘Faculty’** means any Faculty established by the Open University of Sri Lanka under the Open University Ordinance No.01 of 1990 as amended subsequently.

**‘Observer Pool’** means the remaining students from each Faculty from each Regional Centre who were not declared elected as members of the Faculty Students Union or as Student Representatives to the Faculty Board at the conclusion of the election and who have polled the next highest number of votes

**‘Principal Executive Officer’** means the Vice-Chancellor or any other person acting for the Vice-Chancellor for the time being.

**‘Programme of Study’** means an undergraduate academic programme conducted by the Open University of Sri Lanka.

**‘Regional Centre’** means a centre of the Open University which has been declared a Regional Centre by the Council.

**‘Registered Student’** for the purpose of this By-Law means a student registered in a programme of study in Levels 3 to 6. It shall also include those students who have sat for the final examination of a Level and are awaiting release of results. It shall not include students following pre-degree programmes, postgraduate programmes, continuing education courses and standalone courses.

**‘Registrar’** means the Registrar of the Open University of Sri Lanka or any other person acting for the Registrar for the time being.



**‘Returning Officer’** means an officer who shall be appointed by the Principal Executive Officer to conduct the poll and count the ballots at a voting centre

**‘Students Union year’** means one calendar year commencing from the conclusion of the election of 15 members of a Faculty Students Union unless the Council decides otherwise.

**‘Student Representative to the Faculty Board’** means two (02) members appointed through election to the respective Faculty Boards for a period of one year commencing on the date of conclusion of the election.

**‘Universities Act’** means the Universities Act No: 16 of 1978 as amended subsequently.

**‘University’** means the Open University of Sri Lanka

59. In the event of any inconsistency among the Sinhala, Tamil and English texts of this By-Law, the English text shall prevail.