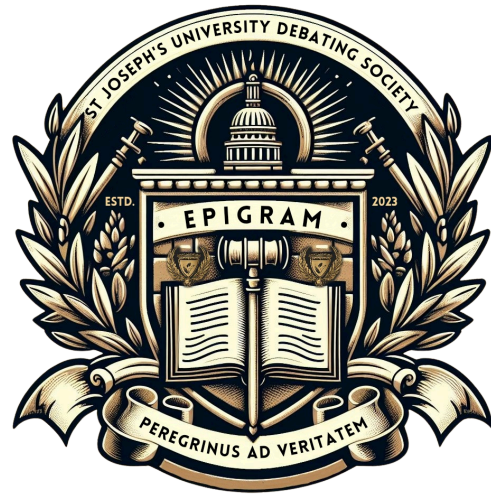


*The*  
CONSTITUTION  
*of*  
EPIGRAM  
ST JOSEPH'S UNIVERSITY  
DEBATING SOCIETY





# CONSTITUTION OF EPIGRAM ST JOSEPH'S UNIVERSITY DEBATING SOCIETY



*The Drafting & Advisory Committee,  
Epigram - St Joseph's University Debating Society, St Joseph's University,  
36, langford Road, Bengaluru - 560027, Karnataka, India*

**First Edition**

July 2025

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For any enquiries regarding the Constitution of Epigram, please write to the Office Bearers of the Epigram · St Joseph's University Debating Society at [epigram.debsoc@sju.edu.in](mailto:epigram.debsoc@sju.edu.in).

## Praefatio


Epigram - St Joseph's University Debating Society, based in Bengaluru, was first conceptualised, approved and established as an inter-school debate platform on the 3rd of March 2023. It began as a classroom debate programme titled *JIN Monthly Debate - Epigram*, pioneered by the 2022 cohorts of the Bachelor's of Arts in Journalism, International Relations and Peace Studies. This modest yet visionary initiative saw its inaugural classroom debate conducted on the 9th of March 2023 in the room A204 of Arrupe Block at St Joseph's University, Bengaluru, marking the genesis of what would evolve into the University's official debating society. During its initial form as an informal academic activity, Epigram hosted three debate editions that laid the groundwork for its formalisation. Following a series of successful engagements and widespread student participation, Epigram was officially recognised by the University administration on the 10th of October 2023, with formal approval and endorsements issued by the Honourable Vice Chancellor and the Registrar. With this milestone, the initiative was formally designated as Epigram – St Joseph's University Debating Society (SJU DEBSOC).

The initial founding term during the academic year 2023-24, five editions of the Monthly Edition were conducted on prevalent issues in society and country. A new multi-media division of Epigram was established, the Epigram Airwaves, which contributed significantly to the university life by covering landmark events including the Student Council Elections. Further enriching the Society's intellectual contribution, the first-ever student-run annual magazine of the university, the Epigram Magazine, was published and released on the 23rd of February 2024. The second term marked a phase of institutional expansion. Among its notable milestones was the successful conduct of the first-ever Student Council Presidential Debate, a hallmark of student-led civic engagement. This period also saw the formal adoption of the Committees of Epigram and the constitution of the Drafting & Advisory Committee, which was formally entrusted on the 16th of June 2024 with the responsibility of framing this foundational principle document – *The Constitution of Epigram*, for which the groundwork had begun since 3rd March 2023.

This Constitution, now completed after nearly 2 years and 5 months, has been envisioned not merely as a regulatory instrument, but as a living testament to the ideals that animated Epigram's foundation to proselytise social consciousness, civic engagement, and an informed student populace within and beyond the university community. Its conceptual and structural framework draws from five primary reference documents: *The Proposal Memo: Modus Operandi of Epigram*; *The Rules, Standing Orders, and Special Schedules of the Oxford Union Society*; *The Constitution of the World Universities Debating Council*; *St Joseph's University Act, 2021* and *the Constitution of India*. Together, these documents have inspired the principles, structure, codified ethos and credos embedded within this Constitution.

It is our solemn aspiration that this document will serve as a guiding charter by nurturing a debating society that not only fosters intellectual curiosity and moral clarity of the society but also produce to the larger society, individuals committed to choosing doubt over dogma, reason over rhetoric, and growth over complacency. This Constitution enshrines the belief that through debate, discussion, and deliberation, we do not merely doubt and defend ideas and ideals, we revise and refine them. We learn, unlearn, and relearn to rebuild one's knowledge on firmer foundation. And in doing so, we build a more conscious, empathetic, and enlightened community, one that is capable of renewing itself in the continuous pilgrimage toward truth.

Bengaluru  
July 2025



Prajwal T V  
Founder



**THE CONSTITUTION OF EPIGRAM  
ST JOSEPH'S UNIVERSITY DEBATING SOCIETY**

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**CONTENTS**

---

**EXORDIUM**

**PART I**

**ESTABLISHMENT OF EPIGRAM**

**ARTICLES**

- 1 Establishment of Epigram as the Official Debating Society of  
St Joseph's University, Bengaluru

**PART II**

**THE SOCIETY**

**CHAPTER I—THE EPIGRAM COUNCIL**

- 2 Establishment of the Epigram Council  
3 Functions of the Council  
4 Powers of the Council  
5 Membership of the Council  
6 Appointment, Tenure & Removal of Council Members  
7 Quorum, Voting & Meetings of the Council

**CHAPTER II—THE EPIGRAM DIRECTORATE**

- 8 Establishment of the Epigram Directorate  
9 Duties of the Directorate  
10 Powers of the Directorate  
11 Membership of the Directorate  
11 (A) First Amendment — Reorganisation of Office Positions  
12 Appointment of Directorate Members  
13 Duties of the President  
14 Duties of the Vice-President  
15 Duties of the Members of the Directorate  
16 Appointment and Duties of the Deputies  
17 Chairing of the Directorate Meetings  
18 Quorum for the Directorate

19	Statutory Meetings of the Directorate
20	Meetings of the Directorate · Special
21	Meetings of the Directorate · Emergency
22	Meetings of the Directorate · Agendas
23	Voting in the Directorate Meetings
24	Vacancies in the Directorate
25	Removal of Members of the Directorate

### **CHAPTER III—THE GENERAL SECRETARIAT**

26	Establishment of the General Secretariat
27	Duties of the General Secretariat
28	Powers of the General Secretariat
29	Membership of the General Secretariat
30	Appointment of the members of the General Secretariat
31	Duties of the General Secretary
32	Duties of the Additional Secretary
33	Duties of the Programme Coordinator(s)
34	Duties of the Head of Documentation
35	Duties of the Head of Logistics
36	Duties of the Head of Hospitality
37	Duties of the Head of Technical Operations
38	Duties of the Head of Art & Decor
39	Duties of the Head of Design
40	Duties of the Head of Delegate Services
41	Duties of the Head of Security
42	Duties of the Head of Marketing
43	Operational Working Groups of the Secretariat Heads
44	Relationship with the Directorate & Executive Assembly
45	Chairing, Quorum & Voting in Secretariat Meetings
46	Meetings of the General Secretariat · Standard
47	Meetings of the General Secretariat · Special
48	Meetings of the General Secretariat · Emergency
49	Meetings of the General Secretariat · Agendas
50	Vacancies in the General Secretariat
51	Removal of Members of the General Secretariat

### **CHAPTER IV—THE OFFICE OF THE REGISTRAR GENERAL**

52	Establishment of the Office of the Registrar General of Epigram
53	Duties of the Registrar General of Epigram
54	Powers of the Registrar General of Epigram
55	Appointment & Vacancy of the Registrar General of Epigram

## CHAPTER V—THE EQUITY (WOMEN & MINORITIES) OFFICE

- 56 Establishment of the Equity (Women & Minorities) Office of Epigram
- 57 Duties of the Chief Equity Officer of Epigram
- 58 Powers of the Chief Equity Officer of Epigram
- 59 Appointment & Vacancy of the Chief Equity Officer of Epigram

## CHAPTER VI—THE ELECTION COMMISSION

- 60 Establishment of the Election Commission of Epigram
- 61 Duties of the Chief Election Commissioner of Epigram
- 62 Powers of the Chief Election Commissioner of Epigram
- 63 Appointment & Vacancy of the Chief Election Commissioner of Epigram

## CHAPTER VII—PUBLIC RELATIONS OFFICE

- 64 Establishment of the Public Relations Office of Epigram
- 65 Duties of the Chief Public Relations Officer of Epigram
- 66 Powers of the Chief Public Relations Officer of Epigram
- 67 Appointment & Vacancy of the Public Relations Office of Epigram

## CHAPTER VIII—FINANCIAL AFFAIRS OFFICE

- 68 Establishment of the Financial Affairs Office of Epigram
- 69 Duties of the Chief Financial Affairs Officer of Epigram
- 70 Powers of the Chief Financial Affairs Officer of Epigram
- 71 Appointment & Vacancy of the Financial Affairs Office of Epigram

## CHAPTER IX—THE LIAISON OFFICE

- 72 Establishment of the Liaison Office of Epigram  
(Epigram Notice 3.2 dated 7th April 2025)
- 73 Duties of the Chief Liaison Officer of Epigram
- 74 Powers of the Chief Liaison Officer of Epigram
- 75 Appointment & Vacancy of the Liaison Office of Epigram

## CHAPTER X—EPIGRAM PUBLICATIONS

- 76 Establishment of Epigram Publications (*Based on Proposal dated 11th March 2024*)
- 77 Duties and Mandate of Epigram Publications
- 78 Powers and Editorial Autonomy
- 79 Composition and Membership

80	Appointment of Members
81	Duties of the Editor-in-Chief
82	Duties of the Deputy Editor-in-Chief
83	Duties of the Editorial Assistant
84	Duties of the Design Manager
85	Duties of the Head of Humanities Commission
86	Duties of the Head of IT Commission
87	Duties of the Head of Sciences Commission
88	Duties of the Head of Business Commission
89	Duties of the Head of Postgraduate Commission
90	Duties of the Head of Current Affairs Commission
91	Duties of the Head of Coordinator for SJU Associations
92	Editorial Working Groups of the Commission Heads
93	Relationship with the Directorate & Executive Assembly
94	Chairing, Quorum & Voting in Editorial Board Meetings
95	Meetings of the Epigram Publications · Standard
96	Meetings of the Epigram Publications · Special
97	Meetings of the Epigram Publications · Emergency
98	Meetings of the Epigram Publications · Agendas
99	Editorial Voting and Decision-Making Procedures
100	Vacancies and Interim Appointments
101	Removal & Disqualification of Members

## CHAPTER XI—THE EPIGRAM AIRWAVES

102	Establishment of Epigram Airwaves ( <i>based on Proposal dated 21st September 2023</i> )
103	Duties and Mandate of Epigram Airwaves
104	Powers and Editorial Autonomy of Epigram Airwaves
105	Composition and Membership
106	Appointment, Term, and Eligibility of Office Bearers
107	Duties of the Chief of Media Staff
108	Duties of the Deputy Chief of Media Staff
109	Duties of the Correspondent(s) (Reporters)
110	Duties of the Video Production Editor(s)
111	Duties of the Cinematographer(s) (Camerapersons)
112	Relationship with the Directorate & Executive Assembly
113	Chairing, Quorum & Voting in Editorial Board Meetings
114	Meetings of the Epigram Airwaves · Standard
115	Meetings of the Epigram Airwaves · Special
116	Meetings of the Epigram Airwaves · Emergency
117	Meetings of the Epigram Airwaves · Agendas

118	Editorial Voting and Decision-Making Procedures
119	Vacancies and Interim Appointments
120	Removal & Disqualification of Members

### **PART III**

#### **THE FORUM**

##### **CHAPTER I—THE EXECUTIVE ASSEMBLY**

121	Establishment of the Executive Assembly
122	Composition and Membership
123	Powers, Duties, and Institutional Standing
124	Meetings, Frequency, and Procedures
125	Voting Rights and Mechanisms
126	Relationship with the Directorate
127	Eligibility, Tenure, and Replacements
128	Code of Conduct for Assembly Members
129	Removal and Disqualification of Assembly Members

##### **CHAPTER II—THE RACONTEURS**

130	Definition and Establishment
131	Selection, Eligibility, and Induction (via Search & Selection Committee)
132	Roles and Responsibilities Before, During, and After Events
133	Tiers and Progression
134	Recognition, Certification, and Privileges
135	Code of Ethics and Decorum in Debates
136	Performance Review and Feedback Mechanism

##### **CHAPTER III—THE COMMON ROOM**

137	Establishment and Nature of the Common Room
138	Membership, Purpose and Institutional Significance
139	Role in Agenda-Setting and Motions
140	Open Forums and Town Halls
141	Interaction with Directorate and Executive Assembly
142	Documentation, Transparency and Moderation

##### **CHAPTER IV—THE LITERARY AND DEBATING CIRCUIT**

143	Establishment & Scope of the Literary & Debating Circuit
144	Objectives and Participation Guidelines

145	Membership and Informal Participation
146	Role of Epigram as Host and Moderator
147	Confidentiality, Conduct, and Reporting
148	Documentation, Publicity and Analytics
149	Collaboration Protocols with Other Institutions
150	Dissolution, Exit, and Succession Protocols

## PART IV

### COMMITTEES OF EPIGRAM

151	General Provisions and Overview of Committees
152	Code of Conduct Applicable to Committees
153	Ethics & Prudence Committee
154	Media Committee
155	Standing Committee
156	Drafting & Advisory Committee
157	Finance Committee
158	Public Relations Committee
159	Search & Selection Committee
160	Liaison Committee
161	Equity Committee
162	Duties and Responsibilities of Committee Members
163	Appointment, Vacancies & Removal of Committee Members
164	Creation & Removal of Committees

## PART V

### EPIGRAM EVENTS

#### DIVISION I—MONTHLY EVENTS

165	Monthly Debate Editions
166	Monthly Workshop
167	Monthly Panel Discussion
168	Monthly Speaker Events
169	Epigram Opinion Polls
170	Epigram Collaborative Debates

#### DIVISION II—SEMESTER EVENTS

171	Epigram Round Table Conference
172	Epigram Group Discussions
173	Prathibha Debate and Student Council Events

174	Epigram Open · Public Debate Series
175	Epigram Airwaves Coverages
176	Organisation, Creation and Removal of Epigram Events

### **DIVISION III—ANNUAL EVENTS**

177	Epigram Inter-Class Debate League (ICDL)
178	Epigram Nationals · Indian Universities Debating Championship (IUDC)
179	Epigram Habba
180	Student Council Presidential Debate
181	Epigram Youth Parliament
182	Epigram Annual Award Ceremony

### **DIVISION IV—SPECIAL EVENTS**

183	Epigram Orientation Programme & Introductory Workshop
184	Epigram Swearing-In Ceremony
185	Epigram Executive Assembly Meetings
186	Epigram Outreach & Voluntary Community Services
187	Special Day, Cultural & Diversity Events
188	Literary & Debating Circuit · Intercollegiate Fests

## **PART VI**

### **THE STATUTES, POLICIES & STANDING ORDERS**

189	Code of Conduct & Interpretative Definitions
190	Rules, Regulations & Model Code of Conduct of Elections
191	Chatham House Rules for Epigram Events
192	Social Media Policy & Digital Conduct Guidelines
193	Media Ethics Policy for Epigram Airwaves & Publication
194	Equity & Inclusion Policy of Epigram
195	Privacy, Data Use & Consent Policy of Epigram
196	Financial Policy of Epigram
197	Conflict of Interest & Transparency Policy of Epigram
198	Semester Calendar & Term Vision Statements
199	Directive Principles for Successive Terms of Epigram
200	Amendments to the Constitution of Epigram

**PART VII**  
**SCHEDULES**

**FIRST SCHEDULE**—Mandate for Archiving Documents, Records & Notices

**SECOND SCHEDULE**—Official Languages and Fonts

**THIRD SCHEDULE**—Forms of Oath or Affirmations

**FOURTH SCHEDULE**—Role of the Ex-Office Bearers & Alumni

**FIFTH SCHEDULE**—Role & Responsibilities of the Founder

**SIXTH SCHEDULE**—Table of Seniority

**SEVENTH SCHEDULE**—Schedule of Policies

**EIGHTH SCHEDULE**—Record of Amendments

# EXORDIUM

At **St Joseph's University, Bengaluru**, that has for a long time, excelled in terms of provisions of opportunities in extracurricular activities has sorely felt the absence of an official debating society, Epigram seeks to fill that void by providing students with an association that aims to foster intellectual exercise through deliberation, debates and discussion, we propose that the establishment of Epigram will have multifaceted benefits, promoting social concern, nurturing character development, and advancing academic excellence among students, the word **Epigram** that is derived from the Greek words *epi* and *gramma* meaning, a pithy saying or remark expressing an idea in a clever and amusing way resonates well with the core ideals of a Debating Society, the origin of the Epigram platform dates back to classroom debates, designed to motivate students to be publicly outspoken and express their opinions concerning societal issues in an informal setting;

Epigram, now as a Society, aims to inculcate a culture of social awareness and engagement through debates and discussions on pressing issues, it strives to educate and empower members to contribute positively to their self, their communities and address contemporary global concerns, the society will focus on holistic development, nurturing qualities like critical thinking and empathy, it will bring together students from various disciplines to work collaboratively, with extensive focus on community outreach and volunteering, Epigram will also enhance academic skills through extensive research, healthy argumentation, and efficient communication, providing a platform for academic excellence intertwined with meaningful societal exposure;

In light of the aforementioned objectives and the potential Epigram entails for the University, **We, the members of Epigram**, as **St Joseph's University's Debating Society** with the aim of proselytising **social consciousness, civic engagement and an informed student populace**, this society shall be a platform for students to engage in debates, discussions, and public speaking activities to enhance their knowledge and understanding of various subjects of various forms, and through this formal Constitution of Epigram that dictates the rules and regulations of function and operations of Epigram as the recognised Debating Society of St Joseph's University, Bengaluru, India;

In our Third Term of the Executive Assembly this fifth day of July, 2025, **do hereby adopt, enact and give to ourselves this Constitution.**



# Part I

## Establishment of Epigram

### **Article 1. Establishment of Epigram as an Official Debating Society of St Joseph's University, Bengaluru:**

1. As per the approvals of the 10th of October 2023; from the Faculty Coordinator, the Registrar and Honourable Vice-Chancellor of St Joseph's University, Bengaluru, on the original cover letter subjected '*Proposal for the establishment of Epigram as an Association*' proposed on the 7th of October 2023, thereof, Epigram as the Official Debating Society of St Joseph's University is thereby established and as governed by the provisions of this Constitution.
2. Epigram - St Joseph's University Debating Society (SJU DEBSOC) may hereby be referred to and called as the Epigram - SJU DEBSOC, Epigram Debating Society, or as the Epigram Society, or the Society or as Epigram.
3. The dicta of the Epigram Debating Society shall be "*Peregrinus Ad Veritatem*," a Latin expression which, when translated, signifies "Pilgrimage to Truth."
  - a. Said motto shall be interpreted as the philosophical and ethical cornerstone of the Society, denoting a continuous and disciplined pursuit of truth through inquiry, deliberation, and rational discourse;
  - b. It symbolises the Society's commitment to fostering intellectual humility, moral integrity, and an unwavering dedication to understanding complex truths in academic and civic contexts.
4. The Epigram Debating Society envisions the creation and sustenance of an intellectually vibrant, socially conscious, and civically engaged student populace within and beyond the St Joseph's University campus and community. To this end, it shall serve as the premier platform for structured deliberation, critical discourse, and public reasoning, thereby fostering an informed and articulate academic community capable of responding to contemporary challenges.
5. The Epigram Debating Society shall seek and strive to achieve the following missions:
  - a. Establish such platforms dedicated to the promotion of debate, discussion, and dialectical inquiry as a means of academic and or personal development;
  - b. Provide a structured forum for students across all disciplines to engage in meaningful discourse on matters of societal, national, and international importance;
  - c. Encourage the cultivation of critical thinking, empathy, intellectual integrity, and responsible speech through regular engagement with diverse perspectives;
  - d. Promote the ideals of civic participation, social concern, and public engagement, both within and beyond the University, through community outreach, volunteering, and collaborative initiatives;
  - e. Enhance students' academic competencies by integrating research, argumentation, and communication into co-curricular practices;

- f. Provide an inclusive space for its members to express informed opinions on contemporary global and societal issues, inspired by the wit and brevity inherent in the idea of an epigram;
  - g. Uphold the spirit reflected in the etymology of the term “Epigram,” derived from the Greek *epi* (upon) and *gramma* (writing), which denotes the expression of complex ideas with wit, clarity, and brevity—an ideal emblematic of the society’s philosophical orientation;
  - h. Draw upon its informal origins in classroom debates as a foundational ethos, while formalizing its structure for institutional sustainability and recognition.
6. The insignia hereby designated as the Official Emblem of the Epigram Debating Society shall consist of a composite heraldic design incorporating classical and academic iconography, as outlined in the subsequent clauses alongside the rules governing it:
- a. A prominently displayed open book lies at the heart of the emblem, signifying the Society’s commitment to academic excellence, intellectual transparency, and the free exchange of ideas;
  - b. Upon the pages of the book rests a gavel, representing the rule of reason, disciplined discourse, and the pursuit of a just and orderly society, signifying collective authority and the parity of voices in deliberative assemblies;
  - c. Flanking the base of the gavel are two classical academic crests, representing the dialectical interplay of knowledge, learning, perspectives, the human experience in rhetoric, and the coexistence of ethos and pathos in debate;
  - d. On either side of the central shield, stylized rice branches rise upward, signifying prosperity, sustenance, and the Society’s deep-rooted commitment to community outreach and renewal;
  - e. Crowning the emblem is a capitol dome structure radiating beams of light, emblematic of enlightenment, civic virtue, and democratic deliberation, thereby anchoring the Society’s ethos in institutions of public reasoning;
  - f. The upper semicircle of the emblem shall bear the inscription: **“ST JOSEPH’S UNIVERSITY DEBATING SOCIETY”** identifying the educational institution to which Epigram Debating Society shall be affiliated with;
  - g. The lower scroll shall contain the Society’s official motto inscribed in Latin: **“PEREGRINUS AD VERITATEM,”** translated as “Pilgrimage to Truth”;
  - h. The name **“EPIGRAM”** shall appear prominently above the shield in a banner, demarcating the identity of the Society;
  - i. The year of establishment, **“ESTD. 2023,”** shall be inscribed on either side of the lower arch beside the rice branches;
  - j. The use of the official emblem shall be restricted to official Society communications, insignia, documentation, ceremonial materials, and approved media content.
7. All offices and functionaries so constituted under the provisions of this Constitutions shall operate in accordance with the provisions of this Constitution and shall remain subject to the direction and institutional oversight of the Faculty Coordinator, the

President, and the Vice-President, and shall adhere to the Code of Conduct under **Article 189** and all other applicable provisions of this Constitution.

8. For the purpose of ensuring efficient governance, functional clarity, and institutional continuity, the Epigram Debating Society shall constitute and comprise the following levels of offices and functionary bodies:
  - a. the Epigram Council;
  - b. the Epigram Directorate;
  - c. the Committees of Epigram;
  - d. the Epigram Executive Assembly;
  - e. the Epigram Volunteers i.e, Working Groups;
  - f. the Literary and Debating Circuit;
  - g. in addition to the offices enumerated in **Article 1, Section 7**, the Society may constitute such additional offices or functionary bodies, whether permanent or ad hoc in nature, as may be deemed necessary for the fulfilment of its constitutional objectives and co-curricular mandate:
    1. provided that such bodies shall not exercise jurisdiction or authority exceeding that of the Epigram Directorate;
    2. provided further that the creation, modification, or dissolution of such bodies shall be in accordance with the respective provisions of this Constitution and shall be subject to amendment procedures prescribed under **Article 200** of this Constitution.
9. The establishment and operation of the Epigram Debating Society shall be deemed consistent with the academic mission, co-curricular and extra-curricular objectives of St Joseph's University, Bengaluru, and within its legally affiliated campuses and colleges, to which Epigram shall hold the principal jurisdiction for its activities, unless explicitly permitted for or against the conduct of any and all Epigram events and activities on the said theme (or) time (or) date (or) venue (or) institution (or) in such manner of conduct, as subjected to permission requirements from the concerned authorities of the Society and the University i.e., the Faculty Coordinator, the Registrar and/or the Vice-Chancellor, of the Finance Officer for budgets, respectively, where applicable.
10. This Constitution of Epigram and all its provisions shall be the governing principles, rules, regulation for all current and succeeding terms of the Epigram - St Joseph's University Debating Society, unless amended or dissolved and shall, by no means, act in contravention to the directions or rules and regulations established by the Faculty Coordinator or the University Management of St Joseph's University, Bengaluru.
11. Any amendments, alteration, reinterpretation, or discontinuation of any provisions of **Article 1** and or any following Provisions of **Part I** of this Constitution on the Establishment of Epigram shall require a resolution passed by a three-fourth majority in a special meeting in the Epigram Directorate, the Epigram Executive Assembly, and the Epigram Council, followed by ratification by the Faculty Coordinator, and in such order only, unless explicitly stated, required, recommended or mentioned otherwise in this article, subject to **Article 200 Section 3**.

## Part II

# THE SOCIETY

## Chapter I—The Epigram Council

### **Article 2. Establishment of the Epigram Council**

1. There is hereby constituted a governing body of the Society, to be known as the Epigram Council of the Epigram – St Joseph’s University Debating Society, Bengaluru, hereinafter referred to as “the Council.”
2. The Council shall comprise a Faculty Coordinator and/or a Faculty Representative, who shall function as the Head of the Society and serve in an advisory, supervisory, and administrative capacity.
3. The Faculty Coordinator and/or Faculty Representative shall be vested with primary authority over the Epigram – SJU Debating Society, and shall discharge their duties in consultation with, and subject to the advisory of, the Registrar and/or the Vice-Chancellor of St Joseph’s University, Bengaluru.
4. The Council shall be presided over by the Faculty Coordinator, or in their absence, by the Faculty Representative, who shall serve as Chair of the Council.
5. The Code of Conduct and Ethics of Council Members shall be subject to **Article 189** of this Constitution, pertaining the Code of Conduct of the Society.

### **Article 3. Functions of the Council**

1. The Epigram Council shall serve as the supreme authoritative and supervisory body of the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” and shall be responsible for ensuring that the Society functions in accordance with the values, rules, and regulations of St Joseph’s University.
2. The Council shall exercise oversight, advisory, and ratification functions and shall comprise the Faculty Coordinator and/or Faculty Representative, along with such faculty members, advisors, and student representatives as may be appointed under this Constitution.
3. The President of the Epigram Directorate (as per *Epigram Notice 3.1 dated 24th March 2025*) shall serve as the primary correspondent and liaison between the Council and other branches of the Society.
4. The principal functions of the Council shall include, but not be limited to, the following:
  - a. To review and, where necessary, overrule or return for reconsideration any decision of the Epigram Directorate that is found to be inconsistent with the rules, regulations, or policies of St Joseph’s University;
  - b. To approve or reject motions, resolutions, or proposals passed by the Epigram Directorate, particularly those relating to policy, strategic direction, or public representation;

- c. To review and approve all financial documents, including event budgets, expense statements, and reimbursement proposals relating to any Edition or activity of the Society;
- d. To review and approve the motions, resolutions, or themes proposed for Monthly Debates, or other Epigram Events;
- e. To approve the issuance of official certificates, commendations, and awards to Raconteurs and other recognized participants in events conducted under the name of the Society;
- f. To ensure that all activities, documents, and decisions of the Society are compliant with University policies, ethical standards, and the objectives of academic excellence;
- g. To guide the Society towards the continuous improvement of its institutional structure and its contribution to the intellectual and personal development of its members;
- h. To appoint, re-appoint, or terminate the appointment of the President and other Office Bearers of the Directorate, subject to the provisions and due processes prescribed in this Constitution;
- i. To determine and implement appropriate sanctions against any member of the Directorate found in material breach of this Constitution, in accordance with the Code of Conduct under **Article 18g**;
- j. To promote and facilitate a culture of intellectualism, debate, civic discourse, and academic engagement across the University campus;
- k. To perform such other functions as may be expressly or implicitly conferred upon the Council under this Constitution or by lawful directive of the University.

#### **Article 4. Powers of the Council**

1. The Epigram Council, acting as the supreme supervisory authority of the Society, shall possess such powers as are necessary to fulfil its functions as defined under **Article 3** of this Constitution.
2. The Faculty Coordinator, as the Chair and representative of the Council, shall be vested with the following powers on behalf of the Council:
  - a. To interpret and apply the provisions of this Constitution in matters where ambiguity arises, subject to the guiding values and objectives enshrined herein;
  - b. To review, veto, authorise, or ratify any motion, resolution, directive, order, or decision passed by the Epigram Directorate;
  - c. To dissolve the Epigram Directorate and call for fresh elections under exceptional or extraordinary circumstances, where such action is deemed necessary to preserve the integrity, functionality, or compliance of the Society;
  - d. To hear and determine disputes between any individuals, offices, or constituent bodies within the Society, whether by petition or by reference;
  - e. In the event of a conflict between any two functionaries or bodies within the Society, such conflict shall be referred to the Faculty Coordinator (or, in their

absence, the Faculty Representative), whose decision shall be final and binding, subject to the provisions of this Constitution.

3. Any exercise of extraordinary powers, including dissolution of the Directorate i.e., suspension of that Term of Epigram for that Academic Year, must be documented in writing and submitted to the Registrar of the University within seven (7) days for institutional record and transparency.
4. All decisions taken under this Article shall be consistent with the provisions of **Article 189 (Code of Conduct)** and subject to any applicable recommendations or disciplinary frameworks adopted by the Ethics & Prudence Committee.
5. Any exercise of powers under this Article by the Faculty Coordinator or Faculty Representative shall be considered an act of the Council and shall be binding on the Society.

#### **Article 5. Membership of the Council**

1. The Epigram Council shall comprise the following categories of members:
  - a. *Faculty Coordinator*: The Faculty Coordinator shall serve as the Governor, Counsellor, and Supervisor of all activities of the Epigram – St Joseph’s University Debating Society, and shall exercise all powers conferred under **Article 4** and discharge all functions enumerated under **Article 3**. The Faculty Coordinator shall be the Chairperson and chief decision-making authority of the Council;
  - b. *Faculty Representative*: In the absence of the Faculty Coordinator, the Faculty Representative shall exercise the powers vested under **Article 4** and shall perform the functions described in **Article 3**, acting in an advisory, supervisory, and support capacity to further the objectives of the Society.
  - c. *Faculty Advisor(s)*: Faculty Advisors shall serve in a purely advisory capacity, offering guidance in the organisation of events, development of programmes, and the establishment of best-practice standards in alignment with University policies:
    1. Faculty Advisors shall be appointed by the Faculty Coordinator and may be nominated by the Council or the Directorate;
    2. Faculty Advisors shall function subject to **Article 3, Section 4, Clauses (a), (d), (f), (g), (j), and (k)** of this Constitution.
  - d. *External Advisor(s)*: One or more External Advisors may be appointed by the Faculty Coordinator to advise the Council on procedural matters, protocol design, or any other issue deemed appropriate under specific circumstances. Their role shall remain advisory in nature.
  - e. *Epigram Student Founder*: The Founder of the Epigram St Joseph’s University Debating Society, shall serve as a lifetime member of the Council:
    1. The Founder shall provide advice and recommendations to the Faculty Coordinator, the Directorate, and the Executive Assembly on matters relating to the Society’s development, constitutional interpretation, and institutional memory, subjected to **Fifth Schedule** of this Constitution;

2. While the role shall be advisory, the Founder may, at the discretion of the Faculty Coordinator, be granted speaking and consultative rights on any matter involving the Society's protocols, strategic vision, or constitutional amendments;
  3. The Founder's advisory role shall also be subject to **Articles 3** and **Article 4**, but not extend to voting or binding decision-making.
- f. *President, Epigram Directorate*: Shall serve as a student member of the Council, representing the Executive Branch and facilitating communication between the Directorate and the Council.
  - g. *Vice-President, Epigram Directorate*: Shall serve as a student member of the Council and shall be responsible for recording and maintaining the Minutes of the Council Meetings.
  - h. *Additional Member(s)*: Additional members may be appointed by the Faculty Coordinator to assist in specific advisory capacities, and shall carry out such functions as delegated under **Article 3, Section 4, Clauses (a), (d), (f), (g), (j), and (k)**. These roles shall remain non-voting and purely advisory.

#### **Article 6. Appointment, Tenure & Removal of Council Members**

1. The Faculty Coordinator shall be appointed by the Vice-Chancellor of St Joseph's University, based on the recommendation of the outgoing or incumbent Faculty Coordinator, subject to the University's applicable policies and practices.
2. The following members shall be appointed by the Faculty Coordinator through a formal Letter of Appointment, and their appointments shall be communicated by means of an official Notice to the Common Room:
  - a. Faculty Representative;
  - b. Student Founder (as a lifetime advisory member);
  - c. Faculty Advisor(s);
  - d. External Advisor(s);
  - e. Student Members, including the President and Vice-President of the Epigram Directorate;
  - f. Any additional members deemed necessary for advisory or special functions.
3. The Faculty Coordinator may, at their sole discretion, appoint any individual to serve on the Epigram Council, either:
  - a. Suo motu, or;
  - b. Upon the recommendation of the Faculty Representative or the President of the Epigram Directorate.
4. The tenure of all members of the Council shall ordinarily be for a period of one academic year, as defined by the academic (semester) calendar of St Joseph's University, unless:
  - a. the member resigns their position;
  - b. formally withdraws their membership by written notice;
  - c. ceases to be a student or employee of the University, or;
  - d. dies.

5. The President and Vice-President shall serve ex officio on the Council for the duration of their elected term, which shall be governed by the provisions of **Articles 24** and **Article 25** of this Constitution.
6. The Faculty Coordinator may, at their discretion and with due cause, remove or terminate the appointment of any Council member. Such removal shall:
  - a. be preceded by a formal written notice of at least twelve (12) hours, and;
  - b. be subject to the provisions of **Article 189 (Code of Conduct)** and any relevant findings or recommendations made by the Ethics & Prudence Committee.
7. The resignation, termination, or removal of any Faculty Coordinator, Faculty Representative, Faculty Advisor(s), or External Advisor(s) of the Epigram Council shall, unless otherwise expressly authorised by the Council, result in the automatic cessation of all formal association, participatory role, and institutional involvement of such individual(s) in the operations, deliberations, decision-making, or functioning of the Epigram – St Joseph’s University Debating Society:
  - a. Such cessation shall include, but not be limited to, the withdrawal of access to Council proceedings, internal communications, advisory consultations, event authorisations, and official correspondence.
  - b. Provided that any exceptions to this provision must be expressly approved in writing by the Faculty Coordinator (if and when in office), the President, and the Vice-President, and shall be subject to ratification by the Council.

**Article 7. Quorum & Voting in the Council**

1. The quorum for any meeting of the Epigram Council shall be a minimum of five (5) members, duly recorded as present:
  - a. Notwithstanding the foregoing, no meeting shall be deemed validly convened unless either the Faculty Coordinator or, in their absence, the Faculty Representative, is present and presiding.
2. Except where otherwise prescribed in this Constitution, all resolutions, motions, or decisions placed before the Council shall be passed by a simple majority of the members present and voting.
  - a. In the event of a tie, the Faculty Coordinator shall exercise a casting vote, in addition to their ordinary vote, if any.
3. The Faculty Coordinator shall possess the power to veto any resolution, motion, or decision passed by the Council, with or without assigning reasons. Such veto shall override any majority vote, and the matter shall stand adjourned or dismissed as the case may be.
4. Types of Meetings of the Council shall include the following aspects:
  - a. A Standard Meeting shall be convened at least once per academic semester by the Faculty Coordinator for general review, ratification of key decisions, and long-term planning;

- b. A Special Meeting may be convened by the Faculty Coordinator at their discretion or upon the written request of any two Council members, with at least three (3) working days' notice, to address specific matters of importance;
  - c. An Emergency Meetings may be called at twenty-four (24) hours' notice in urgent circumstances, where delay would prejudice the functioning or reputation of the Society.
5. A formal notice of meeting, along with a preliminary agenda, shall be circulated to all Council members by the Vice-President or another officer designated by the Faculty Coordinator:
  - a. The agenda may be amended or supplemented at the discretion of the Chair or by a vote of two-thirds of the members present at the beginning of the meeting.
6. The Vice-President of the Epigram Directorate shall serve as the Recording Secretary for all meetings of the Council and shall maintain the Minutes of the Meeting, which shall be subject to approval at the subsequent meeting.
  - a. All resolutions, decisions, and dissenting opinions, if any, shall be formally documented and archived.
7. Any proceeding or decision of the Council shall not be rendered invalid solely by reason of any vacancy in its membership or any procedural irregularity not materially affecting the substance of the matter.
8. All proceeding and decisions of the Council shall be rendered valid as long as the Quorum is met and functions at the discretion of the Faculty Coordinator.

## Chapter II—The Epigram Directorate

### **Article 8. Establishment of the Epigram Directorate**

1. There is hereby constituted an executive organ of the Society, to be known as the Epigram Directorate of the Epigram – St Joseph’s University Debating Society, Bengaluru (hereinafter referred to as “the Directorate”).
2. The Directorate shall be vested with such duties and powers as may be conferred upon it by this Constitution, specifically under the provisions of **Article 9 (Duties of the Directorate)** and **Article 10 (Powers of the Directorate)**, and any other Article as may be relevant to its functioning.

### **Article 9. Duties of the Directorate**

1. The Epigram Directorate shall serve as the Principal Executive and Management Body of the Epigram – St Joseph’s University Debating Society, Bengaluru, and shall be composed of the President, the Vice-President, and such other officers and personnel as may be constituted under this Constitution.
2. The Directorate shall constitute such immediate offices and committees as are necessary to aid the President in fulfilling the duties of executive leadership.
3. The Directorate shall have the responsibility to follow, implement, update, and preserve the Constitution of the Society in accordance with:
  - a. the interpretations rendered by the Epigram Council; and
  - b. the regulations and policies of St Joseph’s University, Bengaluru.
4. The Directorate shall consult with and make recommendations to the Epigram Council on matters affecting the functioning and growth of the Society.
5. The Directorate shall comply with and implement any direction, order, or recommendation issued by the Council, unless such direction is in direct contravention of this Constitution.
6. The first formal act of the incoming Directorate, upon assuming office, shall be to constitute the full membership of the Executive Assembly in accordance with and to announce the calendar of Assembly meetings for the Academic Year.
7. The Directorate shall plan and approve all events for each month of the Society’s term, subject to **Article 3, Section 4, Clause (b)**.
8. The Directorate shall prepare and approve the Annual Budget, Annual Accounts, and the Annual Report of the Society, subject to **Article 3, Section 4, Clause (c)**.
9. A comprehensive report shall be submitted by the Directorate to the Faculty Coordinator upon completion of its term, and individual officers shall present operational updates during each Directorate Meeting.
10. The Directorate shall prepare and submit a Directorate Annual Report at the conclusion of each academic year, detailing the activities, events, policies, partnerships, institutional collaborations, and key achievements of the Society:
  - a. Compiled under the direction of the President, with contributions from each Office and Committee;

- b. Reviewed and approved by the Vice-President and Registrar General;
  - c. Submitted to the Faculty Coordinator and the Epigram Council no later than two weeks before the beginning of the Elections for the Successive Term;
  - d. Archived under the **First Schedule – Archiving Mandate** by the Registrar General.
11. The Directorate shall establish and maintain the official website, social media accounts, and communication platforms of the Society. These channels shall provide:
    - a. Information on upcoming Epigram Events;
    - b. Rules and regulations governing the Society;
    - c. Minutes and decisions of meetings held by all Offices and Branches;
    - d. Records of events conducted, including attendance, outcomes, and recognitions;
    - e. Other information as deemed appropriate by the Directorate.
  12. The website or related channels shall serve as a public contact point for participants, guests, and members of the general public.
  13. The Directorate shall lead, organise, and manage all Epigram events, including Monthly Editions, panels, campaigns, and festivals.
  14. The Directorate shall develop, maintain, and revise the rules, protocols, and adjudication standards for all debates and other events conducted in the name of the Society.
  15. Subject to prior approval from the Faculty Coordinator or Faculty Representative, the Directorate may investigate and report on any matter affecting the Society, as requested by the Council.
  16. The Directorate shall liaise with potential sponsors and external collaborators, subject to University regulations and Council oversight.
  17. Each member of the Directorate shall act as a respectable public representative of the Society and shall not engage in any act that brings the Society into disrepute.
  18. No member of the Directorate shall exercise powers or assume authority in any manner that is contrary to the express direction of the Council or outside the scope of their constitutional responsibilities.
  19. In the event of a conflict of opinion within the Directorate that prevents consensus or progress, the matter shall be referred to relevant provisions of **Article 189 (Code of Conduct)** of this Constitution.
  20. The Directorate shall perform such other functions as may be expressly or implicitly conferred upon it by this Constitution or by lawful directive of the Epigram Council.
  21. All actions, initiatives, and communications of any Office of the Directorate shall be subject to the direction of the Faculty Coordinator, the President, and the Vice-President, and in that order, and shall be governed by the Code of Conduct as prescribed under **Article 189** of this Constitution. No Office of the Directorate shall function in isolation or contrary to constitutional instructions or institutional oversight.
  22. It shall be the duty of the Directorate to organise the events listed in **Part V - Epigram Events** or to organise new events subject to **Article 176**, further subjected **Article 1 Section 9**, and to the restrictions of permission requirements, scheduling, venue

availability, discretion and direction of the Faculty Coordinator, Directorate and General Secretariat on feasibility of organising any said event under such other circumstances.

#### **Article 10. Powers of the Directorate**

1. The Directorate shall serve as the Principal Executive, Management, and Governing Body of the Epigram – St Joseph’s University Debating Society, and shall be vested with all such powers as are necessary and incidental to the fulfilment of its duties under **Article 9** of this Constitution.
2. Subject to the supervisory authority of the Epigram Council as outlined under **Article 3, Section 4, Clause (a)**, the Directorate shall have the power to:
  - a. Appoint members to the Committees of Epigram, in accordance with the provisions set forth under **Part IV** of this Constitution;
  - b. Adopt and enact resolutions, to be pursued by the Society in furtherance of its objectives;
  - c. Review decisions of Office Bearers or subsidiary offices of the Society, and to nullify, amend, or refer such decisions for reconsideration, where they are found to be in conflict with this Constitution;
  - d. Propose a motion to dissolve the Epigram – St Joseph’s University Debating Society, subject to the conditions and approvals outlined under **Article 4, Section 2, Clauses (b) and (c)**;
  - e. Take such other actions, including the issuance of internal directives or convening of special sessions, as may be deemed necessary for the effective administration and execution of the objectives of the Society.
  - f. Organise any events listed in **Part V - Epigram Events** or to organise new events subject to **Article 176**.
3. In circumstances that demand immediate executive action, and where such action is not expressly provided for within this Constitution, the members of the Directorate shall be empowered to exercise temporary executive authority, provided that:
  - a. Such authority is exercised solely for the purpose of preventing operational breakdown or reputational damage;
  - b. The exercise of such powers is authorised by the highest-ranking officer present at the time and location of the event or meeting;
  - c. A written report of the action taken is submitted to the Faculty Coordinator and recorded in the minutes of the next Directorate Meeting;
  - d. Such actions remain subject to retrospective review and approval by the Epigram Council if challenged.

#### **Article 11. Membership of the Directorate**

1. The Epigram Directorate shall comprise the following office-bearers, each duly appointed in accordance with the provisions of this Constitution and the First Amendment thereto:
  - a. The President (First Amendment);
  - b. The Vice-President (First Amendment);

- c. The General Secretary;
  - d. Additional Secretary;
  - e. The Registrar General;
  - f. Chief Equity Officer;
  - g. Chief Election Commissioner;
  - h. Chief Public Relations Officer;
  - i. Chief Financial Affairs Officer;
  - j. Chief Liaison Officer;
  - k. Editor-in-Chief of Epigram Publications;
  - l. Deputy Editor-in-Chief of Epigram Publications;
  - m. Chief of Media Staff of Epigram Airwaves;
  - n. Deputy Chief of Media Staff of Epigram Airwaves;
  - o. Appointed Deputies to the Directorate.
2. No individual shall hold more than one position within the Epigram Directorate concurrently, whether in full or acting capacity, unless specifically authorised by a resolution of the Council under exceptional circumstances.
  3. Additional positions may be created and incorporated into the Directorate upon proposal by the President and approval of the Epigram Council, provided such additions are in accordance with the procedures set out in **Article 11(A)** and recorded in the official amendments schedule.

**Article 11 (A). First Amendment — Reorganisation of Office Positions**

1. Pursuant to Epigram Notice 3.1 dated 24th March 2025, and in accordance with the procedures prescribed under **Article 200** of this Constitution, the following structural amendments to the Directorate of the Epigram – St Joseph’s University Debating Society are hereby adopted and shall take effect from 24th March 2025:
  - a. The position of Chairperson, previously instituted for the 1st and 2nd Term of the Society, shall be formally re-designated as the President of the Epigram Directorate. The duties, functions, and authorities of the office shall remain unchanged.
  - b. The position of Deputy-Chairperson shall be re-designated as the Vice-President of the Epigram Directorate. The responsibilities of this position, as defined prior to this amendment, shall likewise remain unchanged;
  - c. The post of Deputy-Chairperson is hereby abolished in its entirety and shall no longer form part of the Directorate, either in functional or ceremonial capacity.
2. The title of Chairperson shall henceforth be reserved exclusively for:
  - a. Subject-matter experts, adjudicators, or guests invited to serve as presiding officers over Epigram events or debates; and
  - b. Individuals designated under the rolling chairperson model, aimed at promoting dynamic leadership and rotational academic engagement during sessions or competitions;

- c. No other internal officer or member of the Directorate shall bear the designation "Chairperson" in a permanent capacity.
3. This Article constitutes the First Amendment to the Constitution of Epigram – SJU Debating Society, as adopted by the Epigram Council on 24th March 2025, and ratified in accordance with **Article 200 (Amendments to the Constitution of Epigram)** of this Constitution.

### **Article 12. Appointment of Directorate Members**

1. All Directorate positions listed under **Article 11, Section 1** and other offices of Epigram, as maybe specified in this Constitution and formally established herein, shall be formally appointed by the Faculty Coordinator in a Swearing-in Ceremony, taking oath as applicable and specified in the **Third Schedule**, upon completion of the process specified herein.
2. The Faculty Coordinator shall retain absolute discretion to call for elections or for interviews of all positions or for those prescribed in this Article, for the appointment of the members to the Directorate's composition under **Article 11**. In cases of special circumstances or emergency vacancies, members may be appointed by the Faculty Coordinator on the recommendation of the President and Vice-President, where elections or interviews are not feasible.
3. The following offices under **Article 11, Section 1** shall be filled through direct elections, elected by members of the Common Room, unless otherwise specified:
  - a. President;
  - b. Vice-President;
  - c. General Secretary;
  - d. Registrar-General;
  - e. Any other electable positions may be listed here in the future via constitutional amendment.
4. All other offices listed under **Article 11, Section 1**, excluding those expressly designated as elective, shall be appointed by the Faculty Coordinator upon:
  - a. Joint recommendation of the President and Vice-President;
  - b. Such appointments shall be made by procedure of selection by interviews on the basis of individual merit, prior engagement with Epigram, and suitability for the responsibilities of the office;
  - c. Facilitated the Search and Selection Committee, where applicable;
  - d. All candidates for the non-elective offices shall be subjected to the eligibility standards listed in **Article 12 Section 15**.
  - e. A formal Letter of Appointment shall be issued to each appointee, and a record of the appointment shall be maintained by the Registrar-General;
5. The Deputy to each principal officer listed in **Article 11, Section 1** shall be nominated by the respective Chief Directorate Officer, subject to the joint approval of the Vice-President, President, and the Faculty Coordinator, further detailed in **Article 16**.

- a. Such appointments must be confirmed in writing and recorded by the Registrar General within seven (7) working days of the nomination.
6. All non-elective appointments are subject to ratification by the Faculty Coordinator and may be revoked in accordance with **Article 25** or for cause as defined under **Article 189**.
7. Elections shall be conducted annually, ordinarily in the month of March, preceding the Financial Year, unless postponed or converted into a selection process via interviews under exceptional circumstances deemed fit by the Faculty Coordinator.
8. The Search and Selection Committee, chaired by the outgoing Chief Election Commissioner, shall be responsible for the conduct and supervision of the election process and appointments.
  - a. All procedures must adhere to **Article 62, Section 2** and **Section 3** and the Code of Electoral Conduct as prescribed under **Article 190**.
9. Eligible candidates intending to stand for elective office shall declare their candidacy and file nomination papers upon publication of the Election Schedule by the outgoing Search and Selection Committee. All nominations must be submitted before the published deadline. Late submissions shall not be considered.
10. Each member of the Common Room shall have one vote of one equal value per position contested.
11. Elections may be conducted via digital voting system, or other means as approved by the outgoing Chief Election Commissioner by way of preferential voting system.
12. Following the conclusion of elections:
  - a. Each Directorate member-elect and Directorate members-nominated shall submit a Letter of Undertaking to the Faculty Coordinator, pledging to uphold the Constitution and responsibilities of office.
  - b. Upon receipt of the undertaking, the Faculty Coordinator shall issue the formal Letter of Appointment, confirming their appointment for a term of one academic year.
13. If a candidate is the sole nominee for a position, they shall be declared elected unopposed.
14. If no nominations are received for a given position, the Faculty Coordinator may appoint an eligible individual on the recommendation of the President and Vice-President.
15. To qualify as a candidate or nominee or applicant for all elective or non-elective positions under **Article II, Section 1**, and for any applications for any post within the Epigram Debating Society, wherein specifically referred for eligibility, an individual must:
  - a. Be a member of the Executive Assembly for at least one academic semester from the date of such appointment;
  - b. Have achieved minimum 80% attendance in all core course papers in the current semester;
  - c. Have obtained minimum 75% aggregate marks across all core course papers in the previous semester;
  - d. Be at least 17 years of age as of the commencement of the relevant calendar year;

- e. The current students of St Joseph's University pursuing their 2nd Year (or) 3rd Year (or) enrolled in Honours Programme i.e., Undergraduation; 1st Year or 2nd Year Master's Degree i.e., Post Graduation, and (or) PhD Course;
- f. Be a female student or a member of a recognised minority group for the post of Chief Equity Officer;
- g. The nominees, applicants or candidates shall be assessed or screened on the basis of mental alertness, critical powers of assimilation, clear and logical exposition, a balance of judgement, variety and depth of interest, the ability for social cohesion and leadership, and intellectual and moral integrity.

### **Article 13. Duties of the President**

1. Shall diligently carry out and adhere to all the prescribed duties as are conferred upon the President under **Article 9** of the Constitution;
2. Support the development of Epigram Debating Society, in accordance with the mission and vision listed in the Exordium of this Constitution;
3. The President shall be the Principal Executive and Representative Officer of the Debating Society and shall exercise general supervision and control over the affairs of the Debating Society and give effect to the decisions of the Office Bearers of the Debating Society:
  - a. Provided that, where any matter, other than the appointment of an Office Bearer is of urgent nature requiring immediate action and the same could not be immediately dealt with by any officer or the authority or other body of the Debating Society empowered by or under this Constitution to deal with it, the President may take such action as they may deem fit with the prior written approval of the Faculty Coordinator.
4. The President shall exercise such other powers and perform such other duties as may be laid down by this Constitution:
  - a. Provided that, wherein the opinion of the President, any decision of any Office Bearer of the Epigram Debating Society is outside the powers conferred by this Constitution made there under or is likely to be prejudicial to the interests of the Debating Society, they shall request the concerned Office Bearer to revise its decision within one day from the date of its decision;
  - b. In case the Office Bearer refuses to revise such a decision wholly or partly or fails to take any decision within one day, then such matter shall be referred to the **Article 4 Section 2** and relevant sections of **Article 189**.
5. The services of the President can be terminated by the Faculty Coordinator at any time after following the principles of natural justice and after providing an opportunity to the President to present their case, subjected to relevant sections of **Article 189**;
6. The President shall chair and preside over the Epigram Directorate Meetings and preside over any other events conducted under the name of Epigram Debating Society or request the Vice-President or any other member of the Directorate, in the absence of the

- Vice-President, to do so on their behalf either in the presence of the Faculty Coordinator or the Faculty Representative.
7. The President shall address the Executive Assembly first, when it convenes and, at the first Executive Assembly Meeting of each Academic Year, deliver the opening address of the institutional term and present to the Assembly:
    - a. The Vision Statement for the Academic Year; and
    - b. The Semester Calendar, in accordance with the provisions of Article 198 of this Constitution.
  8. To appoint or re-appoint or terminate the appointment of the Deputies and the Office Bearers of any of the Offices of Epigram Debating Society other than those prescribed and subjected to **Article 5** and **Article 11**, in accordance with the provisions of this Constitution.
  9. Shall also take on the role of Editor and advise on such matters related to the operations of Epigram Publications and Epigram Airwaves and all other offices under the Epigram Directorate. They shall also monitor the preparations of Epigram events, and ensure the smooth function of the Events.
  10. Coordinate the implementation of the Council/Directorate decisions, in accordance with the relevant procedures and established practices under this constitution.
  11. Receive direction from and provide support to the Directorate, the Faculty Representative and the Faculty Coordinator.
  12. Shall be the correspondent between the Epigram Council and other branches of the Epigram · SJU Debating Society and shall also serve as the Admin of all Epigram WhatsApp groups and other social media channels. The President may delegate some of these duties to the appointed Vice-President.
  13. Notwithstanding other Sections under **Article 13**, the President shall also:
    - a. Coordinate meetings of the Council and the Directorate and shall Chair meetings of the Directorate and address first in the Executive Assembly when it meets;
    - b. Act as the spokesperson of the Epigram · SJU Debating Society, including in any required media interaction; and
    - c. Perform any other duties as the Council or Directorate sees fit to assign them.

#### **Article 14. Duties of the Vice-President**

1. Shall diligently assist the President in realising the overall mission and vision of the Epigram · SJU Debating Society as the second-in-command.
2. Shall diligently carry out and adhere to all the prescribed duties as are conferred upon the Vice-President under **Article 9** of the Constitution.
3. Receive direction from and provide support to the Directorate, the President and the Faculty Coordinator, as well as any other affiliated bodies & offices of Epigram.
4. Provides recommendations to the President, the Directorate and the Executive Assembly regarding the creation, modification or termination of new or existing initiatives.

5. Shall Chair the Executive Assembly on behalf of the President during Assembly meetings and may also serve as the Admin of Epigram WhatsApp groups and other social media channels.
6. Oversee the Society's continuous function and relevance of the Society's structure.
7. Shall chair meetings in the absence of the President and take accountability for decisions that are made.
8. Complete any tasks as delegated by the President, Faculty Representative and/or the Faculty Coordinator.
9. Aid in any way possible and when required to strengthen the relationship between the Directorate and the members, and inspire and encourage them to achieve the Epigram Debating Society's agreed shared goals.
10. Support the development of the Epigram Debating Society, in accordance with the mission and vision as laid out in the Exordium of this Constitution.
11. Coordinate the implementation of the Directorate decisions, in accordance with the relevant procedures and established practices under this constitution.
12. Completing any paperwork as deemed necessary and shall exercise such other powers and perform such other duties as may be laid down by this Constitution or under the behest of the Faculty Coordinator, Faculty Representative, or the Directorate.

**Article 15. Duties of the Members of the Directorate**

1. Shall diligently assist the President in realising the overall mission and vision of the Epigram - SJU Debating Society.
2. Shall diligently carry out and adhere to all the prescribed duties as are conferred upon them by **Article 9** and perform such other duties as may be laid down by this Constitution.
3. All other duties of the members of the Directorate are as prescribed in their specific parts within this Constitution as follows:
  - a. The General Secretary under **Article 31**;
  - b. Additional Secretary under **Article 32**;
  - c. The Registrar General under **Article 53**;
  - d. Chief Equity Officer under **Article 57**;
  - e. Chief Election Commissioner under **Article 61**;
  - f. Chief Public Relations Officer under **Article 65**;
  - g. Chief Financial Affairs Officer under **Article 69**;
  - h. Chief Liaison Officer under **Article 73**;
  - i. Editor-in-Chief of Epigram Publications under **Article 81**;
  - j. Deputy Editor-in-Chief of Epigram Publications under **Article 82**;
  - k. Chief of Media Staff of Epigram Airwaves under **Article 107**;
  - l. Deputy Chief of Media Staff of Epigram Airwaves under **Article 108**;

### **Article 16. Appointment and Duties of Deputies**

1. As per **Article 12 Section 5**, any member of the Directorate may nominate in writing, by letter, to the President and appointed by approval of the Faculty Coordinator, a Deputy to assist in carrying out their roles as a Directorate Member.
2. The appointment of the Deputy must have justified reasoning, detailing the need and qualification of the nominated candidate in letter to the President.
3. Each member of the directorate shall have the right to nominate one Deputy, unless explicitly mentioned otherwise as per **Article 16 Section 8**.
4. The nominee for the post of Deputy shall be preferentially drawn from the first or second-year cohort of undergraduate or first-year postgraduate students at St Joseph's University, with the aim of early engagement and capacity-building within the Society. However, this shall not restrict the appointment of final-year students of St Joseph's University to the post of Deputy, in the exceptional case of lack of candidates.
5. A member of the Directorate who has nominated and have appointed a Deputy may, at any time, rescind the appointment in writing to the President.
6. Where both a Deputy and the member of the Directorate who appointed them are simultaneously present at a meeting of the Directorate, that appointment shall continue to have full effect.
  - a. For the avoidance of doubt, a Deputy appointed to the Directorate shall also exercise voting rights in all Epigram meetings.
7. The Deputy shall take accountability for decisions that are made on behalf of the Directorate Member in their absence.
8. For the avoidance of doubt, a Deputy holds all the same powers and is subject to all the same duties as the official Directorate member who has appointed them, except for the power to appoint a Deputy.
9. For the avoidance of doubt, **Article 16** is with the exception of the following posts who shall not bear the right to nominate:
  - a. Vice-President who is subject to **Article 12** and **Article 14**.
  - b. Additional Secretary who is subject to **Article 12** and **Article 32**.
  - c. Deputy Editor-in-Chief who is subject to **Article 12** and **Article 32**.
  - d. Deputy Chief of Media Staff who is subject to **Article 12** and **Article 108**.

### **Article 17. Chairing of the Directorate Meetings**

1. The Epigram Directorate shall meet every Wednesday during the Academic Term.
2. All meetings of the Directorate shall be chaired by the President in the presence of either the Faculty Coordinator or the Faculty Representative:
  - a. Provided that neither the Faculty Coordinator or the Faculty Representative is present or is not available to be present for the Directorate meeting, the President or the Vice-President or such relevant Officers of the Directorate and in such order, may chair the Directorate Meeting, with verbal approval from the Faculty Coordinator.

- b. Provided that in the absence of the President, the meeting shall be chaired by the Vice-President and in the absence of the Vice-President, the meeting shall be chaired by the General-Secretary, in the absence of any of these officers of the Directorate, the meeting shall be chaired by any other member as elected by the members present in the meeting by an Ordinary Majority.
3. Where the Chair believes that it would be inappropriate for them to chair the Directorate during discussion of a particular item or items, they may pass the Chair to another member of the Directorate as they see fit, subject to **Article 17, Section 2**.

#### **Article 18. Quorum for the Directorate**

1. The quorum for any meeting of the Directorate shall be Simple Majority of the membership of the Directorate, including the Deputies:
  - a. Provided that, an appropriate officer of the Directorate to chair the meeting, shall always be necessary to form the quorum for any meeting of the Directorate, subjected to **Article 17**.
2. The quorum for a Special Meeting of the Directorate must be a super-majority of the Directorate i.e., three-fourth members of the Directorate, including the Faculty Representative and Faculty Coordinator.
3. The Emergency Meeting shall be conducted with any members who may attend it, with the presence of either the President or Vice-President or General Secretary or the Registrar General, and in such order.

#### **Article 19. Meetings of the Directorate - Standard**

1. A Preliminary Meeting of the Directorate will be held on the first full Wednesday of the first week of the beginning of the Month. At this meeting, the Directorate shall follow the recommendatory standard operating procedure set out under this article:
  - a. The President or the Chair of the Meeting conducts a roll call to confirm the attendance of each member and note any absent members for the record;
  - b. The minutes of the previous meeting are presented by the Chair and the members review and approve the minutes with any necessary corrections;
  - c. Address any leftover items of business on the agenda of the previous month;
  - d. Address the item or item(s) placed on the Agenda for that month;
  - e. Determine the motion of Debate for that month's Edition and announce it soon after the meeting;
  - f. Determine and set a framework for all the events to be hosted in that month;
  - g. Set up the Search and Selection Committee for screening the Racunters for that month's Debate, where contended, and for establishment of such committees and provide such assignments as necessary for the fulfilment of the duties established under **Article 9** and for all such businesses to be fulfilled for that month, semester, academic year and Term;
  - h. Address all other items of business placed on the Agenda by any other member of the Directorate.

- i. Address any other urgent substantive item of business, if a Simple Majority is in favour of doing so, is achieved.
2. A Main Meeting of the Directorate will be held on the 2nd Week after the Screening and on the 3rd Week of any Edition of the Month. At this meeting, the Directorate will:
  - a. The President or the Chair of the Meeting conducts a roll call to confirm the attendance of each member and note any absent members for the record;
  - b. The minutes of the previous meeting are presented by the Chair and the members review and approve the minutes with any necessary corrections;
  - c. Address any leftover items of business on the agenda of the previous month;
  - d. Address the item or item(s) placed on the Agenda for that month;
  - e. Report on all progress made since the Preliminary Meeting;
  - f. Shall hear any grievances made by any member of the Directorate and make precautionary decisions as necessary.
  - g. Shall discuss reports from all other Committees under the Directorate and take necessary precautions and decisions as per the circumstance.
  - h. Ratify any pending motions for the events to be organised in that month.
  - i. Ratify the Raconteurs for that month's debate and other Epigram Events to be announced soon after the meeting.
  - j. Address any other item(s) of business placed on the Agenda for that meeting.
3. A Performance Review Meeting of the Directorate will be held on the last full Wednesday of the last week of that month. At this meeting, the Directorate will:
  - a. Discuss the achievements of that Month and ways to improve;
  - b. Receive final feedback from all the members;
  - c. Plan and lay out a framework for the next month;
  - d. Set goals and agenda for the next month to implement a development plan.
4. The Notice and Agenda for a Standard Meeting shall be sent to the Members of the Directorate through appropriate channels by the Registrar General, at least 12 hours prior to the conduction of the Standard Meeting.
5. Registrar General shall be responsible for recording minutes and distributing them to all members within three days of the meeting.
6. Where necessary, a Meeting of the Directorate may be adjourned and reconvened at an agreed-upon time during the same Month of the Epigram.
7. The Standard Meetings of the Directorate shall be subjected to the quorum requirements as specified in **Article 18 Section 1** and **Article 18 Section 1 Clause (a)**.

#### **Article 20. Meetings of the Directorate - Special**

1. The President of the Directorate may call for a Special Meeting of the Directorate.
2. A Special Meeting can be called by any member of the Directorate, with the approval of the President, to discuss matters concerning the existence, organisational or functioning of the Epigram Debating Society or of Society-level important item(s) of business.

3. The President must call a Meeting of the Directorate at any time if they receive a request to call such a meeting by Members representing at least one-third of votes that would be eligible to cast at such a meeting.
4. A Special meeting of the Directorate shall be called for to nominate a replacement of any vacant position of the Directorate under **Article 11** subject to **Article 24**.
5. If a meeting is called under this Article, notice as must be given:
  - a. At least 24 hours in advance by way of email or message through appropriate channel, announce the meeting by offline/online means to all members;
  - b. At least 12 hours in advance of the meeting an Agenda document shall be shared by personal notice, either offline or online means, to all members;
6. Where a Special Meeting occurs outside of a working day of that month, it may be held and voted online through a common communication channel.
7. A Special Meeting may also be called when the Student Founder of Epigram requests the Faculty Coordinator for it.
8. The Amendments of this Constitution shall be voted and ratified only in a Special Meeting of the Epigram Directorate, subject to **Article 200** of this Constitution.
9. For the avoidance of doubt, a Special Meeting is subject to the quorum requirements of **Article 18, Section 2**.
10. No member of the Directorate shall schedule or prioritise any Society or University event or engagement that directly conflicts with a Special Meeting, once convened, unless expressly exempted by the President.

#### **Article 21. Meetings of the Directorate - Emergency**

1. An Emergency Meeting of the Directorate, may only be called when:
  - a. An Epigram Event is underway; or
  - b. By the order of the Faculty Coordinator or when;
  - c. A matter of grave importance or problem, as judged by a Member of the Directorate, has arisen and is unable to be resolved by application of this Constitution;
  - d. The President or a Member of the Directorate, believes it necessary to consult with the Directorate in order to determine an appropriate resolution; and
  - e. The President or a Member of the Directorate, believes that the Event cannot proceed until an Emergency Meeting can be called to resolve the issue at hand.
2. An Emergency Meeting may have only one item of business i.e., the resolution of the issue (or) event at hand.
3. For the avoidance of doubt, an Emergency Meeting does not require any specific period of notice and is not subject to the quorum requirements of **Article 18 Section 3**.
4. For the avoidance of doubt, this Constitution may not be amended at an Emergency Meeting.
5. All decisions made by the Directorate at an Emergency Meeting are binding only until the next Standard Meeting of the Directorate, at which they must be placed on the Agenda as a priority item of business and may be ratified by vote.

6. Emergency Meetings shall be considered exceptional in nature and are not to be used as substitutes for regular Standard or Special Meetings, unless the urgency and time sensitivity of the matter clearly necessitate such action.

### **Article 22. Meetings of the Directorate - Agendas**

1. The agenda for each meeting of the Epigram Directorate shall be drafted, published and communicated by the Registrar General, serving as the Secretary to the Directorate Meetings, to the Directorate in consultation with the President, the Vice-President, and relevant Directorate members, and shall reflect the classification and purpose of the meeting as defined under **Articles 19 (Standard), 20 (Special), and 21 (Emergency)** of this Constitution.
2. The following shall serve as the model templates for the structure and contents of the Agenda for Directorate Meetings. These templates may be modified or expanded by the Chair of the meeting to accommodate situational requirements or evolving matters of importance.
3. Standard Directorate Meeting Agenda Template:
  - a. Roll Call and Verification of Quorum;
  - b. Review and Adoption of Minutes from Previous Meeting;
  - c. President's Address and Strategic Briefing;
  - d. Vice-President's Operational Summary;
  - e. Reports from Office Bearers (Equity, Finance, PR, Liaison, Elections, Publications, Airwaves, etc.);
  - f. Review of Ongoing Events and Projects;
  - g. Approvals for Upcoming Events and Proposals;
  - h. Inter-Office Collaboration and Conflict Resolution;
  - i. Noting of Key Correspondence and External Communications;
  - j. Actionable Resolutions and Assignment of Responsibilities;
  - k. Open Floor for Additional Business;
  - l. Fixing the Date and Time for the Next Meeting;
  - m. Adjournment.
4. Special Directorate Meeting Agenda Template:
  - a. Roll Call and Verification of Full Quorum;
  - b. Statement of Special Purpose by the President or Chair;
  - c. Background Briefing by the Initiating Directorate Member;
  - d. Focused Deliberation on Special Agenda Item(s);
  - e. Motion Drafting and Presentation;
  - f. Voting on Motions (Subject to Three-Fourth Requirement if Constitutional Amendment or Override is proposed);
  - g. Resolution Summary and Implementation Roadmap;
  - h. Forwarding of Recommendations to the Epigram Council (if applicable);
  - i. Adjournment.

5. Emergency Directorate Meeting Agenda Template:
  - a. Verification of Emergency Quorum and Declaration of Emergency;
  - b. Description of Immediate Issue or Breakdown;
  - c. Preliminary Deliberation and Interim Action Proposal;
  - d. Provisional Directive or Resolution (Binding Temporarily);
  - e. Instruction to Prioritise Issue in Next Standard or Special Meeting;
  - f. Reporting and Documentation of Decisions;
  - g. Adjournment.
6. All agendas for Standard and Special Meetings shall be circulated to members of the Directorate at least 24 hours and 48 hours, respectively, prior to the time fixed for the meeting. Emergency Meeting agendas shall be circulated or announced at the time of convening.
7. Directorate members may propose items to be added to the agenda by submitting a request in writing, offline or online, to the Registrar General, at least 24 hours before a Standard Meeting, or at the earliest convenience in Special or Emergency circumstances.
8. All items taken up, deferred, or newly introduced during the course of any Directorate Meeting shall be documented in the official minutes by the Registrar General and submitted for archival as per the provisions of the **First Schedule**.

### **Article 23. Voting in the Directorate Meetings**

1. Save as otherwise expressly provided in this constitution, every member including the Deputies, apart from the Faculty Representative and Faculty Coordinator, shall have the right to cast one vote of one value on every substantive motion or item placed on the Agenda before the Directorate.
2. Save as otherwise expressly provided in this constitution, every substantive motion placed before the Directorate, in a Standard Meeting, shall be decided by a majority vote of the members by an Ordinary Majority.
3. Certain matters may be prescribed by this Constitution to require a Supermajority of affirmative votes of a three-fourth majority of the total membership of the Directorate as required for any motions placed in Special Meeting.
  - a. For the avoidance of doubt, an abstention shall count as a vote cast, but not cast affirmatively, for the purposes of **Article 23 Section 3**.
4. No other members of the Directorate, or other individuals, shall hold a vote on any substantive motion placed before the Directorate; save in the event that the number of votes cast for and against the motion are equal, in which case the Faculty Coordinator shall exercise a tie-breaking vote.
5. For the avoidance of doubt, even when an item of business placed on the agenda may hold more than one perspective, all votes must be cast uniformly in favour of, against, or abstaining from the item in its entirety, unless the said item is expressly segmented into separate motions by the Chair.

#### **Article 24. Vacancies in the Directorate**

1. A vacancy in the Directorate shall arise where a member of the Directorate:
  - a. Completes one Term;
  - b. Resigns before the completion of the Term;
  - c. Dies;
  - d. Or is removed under **Article 25**.
2. If a vacancy in the Directorate occurs, the remaining members of the Directorate must recommend such eligible persons to the Epigram Council, for the position to be filled within one week of the vacancy occurring by:
  - a. If the vacancy is in any membership of the Directorate; a meeting of the Directorate may be called under **Article 20** to nominate a replacement till the end of the term under the approval of the Faculty Coordinator;
  - b. If the vacancy is in any membership of the Directorate; the nominated or appointed deputy may act as replacement until the enforcement of a decision taken by the Directorate and the Faculty Coordinator.
3. The Additional Secretary shall act as General Secretary under **Article 32** in the event of a vacancy.

#### **Article 25. Removal of Members of the Directorate**

1. A member of the Directorate may be removed from their position prior to the completion of their term only upon the satisfaction of one or more of the following grounds:
  - a. Substantial and continued failure to fulfil the duties and responsibilities of their office as set forth in this Constitution, or as assigned to them by the Directorate or the Council in accordance with their role;
  - b. Substantial non-compliance with the duties outlined under **Article 27** and **Articles 31 to 42**, as applicable to the position held; or
  - c. Being rendered incapable of discharging the functions of the office due to serious long-term illness, incapacitation, or other material change in personal circumstances that demonstrably affects their ability to serve;
  - d. Unauthorized absence from three (3) or more consecutive Directorate Meetings, without valid justification and without prior written intimation to the Faculty Coordinator, President or Vice-President.
2. A member may also be subject to removal upon findings of misconduct or breach of the Code of Conduct, under the following conditions:
  - a. Upon receipt of a report from the Ethics & Prudence Committee, determining that the member has violated the Code of Conduct as established under **Article 189**;
  - b. The Faculty Coordinator, upon review of the Committee's findings, may direct removal of the member, pending or subsequent to a formal inquiry, if such action is deemed necessary to preserve the integrity of the Society.

3. Any removal under **Section 1 or 2** of this Article shall be subjected to the final decision of the Faculty Coordinator.
4. The process of removal shall strictly adhere to the procedural safeguards and requirements provided under **Article 189** and related policies codified under **Part VI – Statutes, Policies & Standing Orders**, including but not limited to the right to prior notice, right to respond, and right to appeal.
5. A formal Removal Order shall be issued by the Faculty Coordinator, as applicable, and recorded by the Office of the Registrar General for archival and notification purposes.

## Chapter III

# The General Secretariat

### **Article 26. Establishment of the General Secretariat**

1. The General Secretariat of the Epigram - St Joseph's University Debating Society, Bengaluru, is hereby established:
  - a. The General Secretariat shall act as the main Operational Body of Epigram and shall comprise a General Secretary and such staff as the Society may require.
  - b. The duties and the powers of the Directorate shall be such as may be prescribed by this Constitution under **Article 27** and **Article 28**, respectively.

### **Article 27. Duties of the General Secretariat**

1. The General Secretariat shall execute and administer all programmes, activities, directions, and mandates passed by the Epigram Directorate or the Epigram Council.
2. It shall coordinate the planning, preparation, and execution of all Epigram events, including but not limited to Monthly Editions, workshops, panels, fests, and collaborative programmes.
3. The General Secretariat shall maintain records, registers, minutes of meetings, reports, and other archival material documenting the functioning of the Society.
4. It shall manage logistical requirements for all events, including venue booking, hospitality arrangements, technical setups, registrations, security coordination, and decorum standards.
5. It shall ensure regular internal coordination between the various offices, wings, and functional heads of the Society for the smooth execution of Society activities.
6. The General Secretariat shall supervise volunteer management and coordinate training programmes under the guidance of the Additional Secretary and the functional heads.
7. It shall be responsible for facilitating the implementation of safety protocols, inclusivity norms, and conduct regulations at all Epigram events.
8. The Secretariat shall operate under the direction of the General Secretary, or in their absence, under the Additional Secretary, both of whom shall report to the Directorate.
9. It shall submit a Semester-Wise Operational Report to the Directorate before the conclusion of each academic semester, containing summaries of all activities, key outcomes, and recommendations for improvement.
10. The General Secretariat may consult with and make operational recommendations to the Directorate on matters within its administrative purview.
11. It may also be entrusted by the Directorate to investigate and report on specific issues or operational concerns as deemed appropriate by the Directorate.
12. Members of the General Secretariat shall, in all official dealings, act as public representatives of Epigram - St Joseph's University Debating Society, maintaining dignity, professionalism, and neutrality in interactions.

13. Members of the General Secretariat shall not exercise their powers, nor act in any representative capacity, in a manner that brings the Society or the Directorate into disrepute.
14. Members shall not act in contravention of any directive or instruction issued by the Directorate in the discharge of their official duties.
15. A Monthly Operating Report shall be submitted by the General Secretary to the Directorate, and all members of the General Secretariat shall submit written reports for performance review at the end of each duty or term cycle.
16. All members of the General Secretariat shall submit individual functional reports to the General Secretary during Secretariat Meetings.
17. The Additional Secretary, in their capacity as Secretary of the Secretariat Meetings, shall be responsible for preparing and circulating the agenda, recording the minutes, and maintaining all documentation related to Secretariat deliberations.
18. The General Secretariat shall perform such other functions as may be expressly or implicitly conferred upon it by this Constitution or by lawful directive of the Epigram Council.
19. All actions, initiatives, and communications of any Office of the General Secretariat shall be subject to the direction of the Faculty Coordinator, the President, and the Vice-President, and in that order, and shall be governed by the Code of Conduct as prescribed under Article 189 of this Constitution.

#### **Article 28. Powers of the General Secretariat**

1. The General Secretariat shall serve as the Principal Operational Body of Epigram – St Joseph’s University Debating Society, and shall possess all such powers as are necessary and incidental to the performance of its duties as outlined under **Article 27**.
2. The General Secretariat shall have the power to constitute task-specific volunteer groups or cells under the supervision of the respective functional heads, with the prior approval of the General Secretary.
3. It may enforce operational protocols, decorum standards, safety norms, and internal conduct guidelines during the organisation and execution of all Society events and meetings.
4. The General Secretariat shall be empowered to propose budgetary allocations and logistical resource requirements to the Financial Affairs Office for the smooth execution of events and duties.
5. It may, when called upon, represent the Society in logistical communications and correspondences with relevant internal university offices and departments, including but not limited to the Office of Infrastructure, Information Technology, Maintenance, Security, and Administration.
6. In the event of a conflict of opinion within the General Secretariat that hinders decision-making, the matter shall be referred to the President of Epigram for resolution. The decision of the President shall be final and binding within the Secretariat. Should the conflict persist beyond resolution, it shall be governed by the procedure laid out

under **Article 189 (Code of Conduct)** and **Article 4, Section 2 (Powers of the Council)** of this Constitution.

7. The General Secretariat shall further be empowered to take such administrative and operational decisions as may be deemed necessary or expedient for the effective fulfilment of the objectives, events, and mandates of Epigram – St Joseph’s University Debating Society, provided such decisions are not in contravention of any directive issued by the Directorate.

#### **Article 29. Membership of the General Secretariat**

1. The General Secretariat shall consist of the following members:
  - a. The General Secretary;
  - b. The Additional Secretary;
  - c. Programme Coordinator(s);
  - d. Head of Documentation;
  - e. Head of Logistics;
  - f. Head of Hospitality;
  - g. Head of Technical Operations;
  - h. Head of Art & Decor;
  - i. Head of Delegate Services;
  - j. Head of Marketing;
  - k. Head of Security.
2. The same individual may not hold multiple positions in the General Secretariat.

#### **Article 30. Appointment of the members of the General Secretariat**

1. The Appointment of the General Secretary & the Additional Secretary of Epigram is as prescribed under **Article 12**.
2. The appointment of the other members of the General Secretariat listed under **Article 29** shall be selected by an interview by a panel of the newly appointed General Secretary, Vice-President and the President, facilitated by the newly appointed Search and Selection Committee;
  - a. Appointed by the President for a term of one academic year in such manner and on such terms and conditions as may be laid down by the Constitution;
  - b. All regulations concerning the vacancy/removal of the members of the General Secretariat of Epigram shall be as prescribed under **Article 50** and **Article 51**.

#### **Article 31. Duties of the General Secretary**

1. The General Secretary shall be the Principal Executive Administrator of the General Secretariat and shall act as the chief operating officer of the Epigram – St Joseph’s University Debating Society under the authority of the Directorate, as defined by **Article 27** and **Article 9** of this Constitution.
2. The General Secretary shall preside over all functions of the General Secretariat and shall provide administrative direction to the Additional Secretary and all Heads of Offices

- therein, including but not limited to Documentation, Logistics, Hospitality, Technical Operations, Art & Decor, Delegate Services, Marketing, and Security.
3. The General Secretary shall ensure the faithful implementation of all mandates, directions, policies, and event protocols passed by the Directorate, the Executive Assembly, or the Epigram Council, subject to **Article 27** of this Constitution.
  4. The General Secretary shall oversee the operational planning, logistics, and venue management of all events under Epigram Events in coordination with the Additional Secretary, Programme Coordinator and respective Heads of Office.
  5. The General Secretary shall ensure the maintenance of all internal records, including:
    - a. Attendance registers,
    - b. Operational reports,
    - c. Minutes of Secretariat Meetings,
    - d. Inventory lists, and
    - e. Any other internal communication or archives mandated under the First Schedule.
  6. The General Secretary shall convene and preside over all Standard, Special, and Emergency Meetings of the General Secretariat and shall ensure compliance with quorum and agenda protocols under Articles 43 to 49 of this Constitution.
  7. The General Secretary together with the Additional Secretary shall appoint the volunteer members to the Operational Working Groups of the Secretariat Heads.
  8. The General Secretary shall ensure the seamless coordination and timely communication between all operational offices under the Secretariat, and between the Secretariat and the Directorate, through regular review mechanisms.
  9. The General Secretary, in collaboration with the Additional Secretary, shall appoint, train, mobilise, and allocate volunteers to the respective Operational Working Groups of the Secretariat Heads, ensuring alignment with event requirements, office needs, and volunteer welfare protocols.
  10. The General Secretary shall ensure that all events and operations of the Society adhere to standards of physical and digital safety, accessibility, inclusivity, and public decorum, in compliance with **Article 194** and relevant policies under **Schedule VII**.
  11. The General Secretary shall:
    - a. Submit an Annual Operational Report to the Directorate and Faculty Coordinator at the end of each academic year;
    - b. Provide periodic updates and written reviews during Monthly Operating Review Meetings and Performance Review Meetings.
  12. The General Secretary shall act as an advisory and investigatory officer to the Directorate on matters relating to operational misconduct, non-compliance, or event-related disputes, as and when delegated by the President or Faculty Coordinator.
  13. The Additional Secretary shall serve as the Deputy to the General Secretary and shall assist in the performance of all duties outlined herein. In the absence of the General Secretary, the Additional Secretary shall act in their place and discharge the functions of the Office.

14. The General Secretary shall act as an official representative of Epigram – SJU Debating Society in operational matters and shall uphold the reputation, neutrality, and professionalism of the Secretariat in all public and inter-institutional settings.

### **Article 32. Duties of the Additional Secretary**

1. The Additional Secretary shall serve as the Deputy to the General Secretary and the secondary executive officer of the General Secretariat. The Additional Secretary shall assist in the coordination, implementation, and supervision of all Secretariat affairs, and act on behalf of the General Secretary in their absence.
2. The Additional Secretary shall act as the Deputy and receive directions from the General Secretary, assisting in the day-to-day operations, inter-office coordination, and administrative execution of the duties set forth under **Article 31** of this Constitution.
3. In the absence, incapacity, or resignation of the General Secretary, the Additional Secretary shall:
  - a. Serve as the Acting General Secretary;
  - b. Exercise all powers and perform all duties vested in the Office of the General Secretariat on behalf of the General Secretary;
  - c. Discharge such responsibilities until the return or replacement of the General Secretary as per **Article 24 (Vacancies in the Directorate)**.
  - d. Serve as the Secretary to the Secretariat Meetings;
  - e. Issue meeting notices, agenda circulars, and minutes of Secretariat Meetings;
  - f. Prepare and communicate the meeting agenda in consultation with the General Secretary;
  - g. Record and submit the Minutes of the Meeting within 48 hours of any Secretariat meeting;
  - h. Maintain records of Secretariat Working Group membership;
  - i. Ensure all documentation is submitted to the Registrar General and properly archived under the **First Schedule**.
  - j. Coordinate the appointment, mobilisation, duty, budgetary allocation and scheduling of volunteers across all Operational Working Groups in consultation with each Secretariat Head;
  - k. Monitor the progress and challenges of each Head of Office and provide timely updates to the General Secretary;
  - l. Facilitate communication and cross-functional coordination between offices of the Secretariat;
  - m. Submit performance summaries during Monthly Operating Review Meetings.
  - n. Ensure that all operational conduct within the Secretariat complies with the Constitution, relevant policies under the Seventh Schedule, and decorum requirements under **Article 194**;
  - o. Submit written feedback and operational performance inputs to the Directorate during Performance Review Meetings;
  - p. Provide institutional continuity during transitions, handovers, or interim periods;

- q. Aid the General Secretary in the implementation of strategic mandates, event logistics, and internal assessments.

**Article 33. Duties of the Programme Coordinator(s)**

1. The Programme Coordinator shall be a specially appointed member of the General Secretariat designated to oversee the structured flow, moderation, and stage management of Annual Events or Special Events of Epigram, under the direction of the President, Vice-President, General Secretary, and Additional Secretary.
2. The post of Programme Coordinator shall be ad hoc and event-specific, and may be activated for any Annual Event or Special Event requiring enhanced programme oversight and presentational execution.
3. The Programme Coordinator shall be appointed by a four-member panel comprising the President, Vice-President, General Secretary, and Additional Secretary.
4. The position may be filled for:
  - a. Flagship Annual Events (e.g., Epigram Youth Parliament, ICDL, IUDC, Presidential Debate);
  - b. Public-facing Special Events;
  - c. University-wide collaborative events requiring formal structure, sequence, and speaker management.
5. The Programme Coordinator shall:
  - a. Curate and enforce the run-of-show and schedule for the assigned event;
  - b. Coordinate the sequence of speakers, performances, panels, or deliberations;
  - c. Ensure time discipline, transitions, and programme flow are maintained smoothly;
  - d. Liaise with Heads of Logistics, Hospitality, Delegate Services, and Technical Operations to align programme execution with operational infrastructure;
  - e. Coordinate speaker arrival, stage entry, protocol sequence, and addressing order;
  - f. Be responsible for stage directions, transitions, and adherence to decorum standards during live segments;
  - g. May act as Master of Ceremonies (MC) or designate an MC, subject to approval from the General Secretary.
  - h. Convene internal pre-event briefings and dry runs for volunteers, Secretariat staff, and speakers involved in the event;
  - i. Distribute final programme schedule, cue sheets, and contingency plans to all involved parties at least 24 hours before the event;
  - j. Coordinate post-event debriefs and submit a programme review summary;
  - k. Ensure adherence to the standards of decorum, inclusivity, and safety as outlined under **Article 194** and the relevant policies in **Schedule VII**;
  - l. Submit a brief Event Programme Report to the General Secretary and Additional Secretary post-event, summarising flow adherence, deviations, and recommendations for future editions;
6. The Programme Coordinator shall serve only for the duration of the designated event or series of events for which they are appointed.

7. The role does not confer permanent office-bearer status under **Article 11** and shall not be continued into future events unless separately reappointed.
8. The Programme Coordinator shall operate under the authority of the General Secretary and Additional Secretary, and may be removed by a majority decision of the appointing panel prior to the event if necessary.

#### **Article 34. Duties of the Head of Documentation**

1. The Head of Documentation shall be responsible for the accurate, timely, and comprehensive recording of all official proceedings and activities conducted under the name and authority of the Epigram – St Joseph’s University Debating Society.
2. Without prejudice to the generality of the foregoing, the duties of the Head of Documentation shall include:
  - a. To document, in verbatim or near-verbatim form, the proceedings of all debates, speaker events, panel discussions, workshops, forums, and any other official event conducted by or in collaboration with Epigram, unless confidentiality has been invoked by the Directorate or Faculty Coordinator.
  - b. To compile and draft the **Event Report** of each Epigram event, incorporating:
    1. A concise summary of the theme and motion/agenda;
    2. Details on venue, time, number of attendees and of participants;
    3. Details on the structure of the event, speakers, judges, proceeding of the event, voting and outcomes;
    4. Notable quotations, questions and responses, or observations;
    5. Said report shall be reviewed by the General Secretary and submitted to the Registrar General for official archival under the provisions of the First Schedule – Archiving Mandate.
  - c. To ensure the verbatim transcription of speeches, arguments, orations, and interactions that occur during core debating events, where applicable, and to format such documentation in line with official recording standards as per previous terms documentation format.
  - d. To maintain and regularly update a Record of Events Logbook, digitally and/or in print, in a format specified by the Registrar General, which shall:
    1. Be submitted at the end of each academic term for review;
    2. Serve as an institutional record of activities for use in the Annual Report of the Directorate.
  - e. To assist the Registrar General and the General Secretary in preparing event-based summaries, statistical records, and historical compendiums of Epigram activities for the purpose of external reporting, audits, or university-level recognition.
  - f. To liaise with the Head of Technical Operations and Media Staff to ensure the proper timestamping, labelling, and storage of audiovisual recordings that facilitate accurate documentation and referencing.

- g. To coordinate with other relevant office bearers of the Epigram Debating Society to fulfil the duties of the Head of Documentation.
  - h. To train or coordinate with event volunteers or note-takers as may be necessary to fulfil the above functions, and to ensure consistency of formatting and naming conventions in all documentation materials.
  - i. To uphold the confidentiality of any document, statement, or internal report designated as sensitive by the General Secretary, President, or Faculty Coordinator, and to take reasonable measures to protect such information from unauthorised access.
3. The Head of Documentation shall operate under the direction of the General Secretary, and shall report to the Additional Secretary for inter-departmental coordination.
  4. The Head of Documentation shall submit a compiled Documentation Dossier of the term's records to the Registrar General at the end of the academic year, in a format specified by the General Secretariat and Registrar General in consultation.

**Article 35. Duties of the Head of Logistics**

1. The Head of Logistics shall be entrusted with the planning, coordination, and implementation of logistical support services for all events, programmes, and activities undertaken by the Epigram – St Joseph's University Debating Society.
2. Without limiting the generality of the foregoing, the duties of the Head of Logistics shall include:
  - a. To oversee the physical setup of all venues, platforms, and stages required for the smooth conduct of debates, panel discussions, workshops, speaker sessions, and all other events organised under the banner of Epigram.
  - b. To ensure the timely provision and arrangement of furniture, fixtures, branding elements, stationeries, and other necessary material infrastructure before the commencement of each Epigram event.
  - c. To coordinate with the General Secretary and Head of Technical Operations to ensure that all logistical arrangements align with audio-visual, lighting, or digital requirements of the event.
  - d. To assess and mobilise the manpower needed for events, including—but not limited to—ushers, registration volunteers, timekeepers, material handlers, or support personnel; and to assign such personnel under the direction of the General Secretary or Additional Secretary.
  - e. To facilitate the transportation, relocation, and safe handling of goods, supplies, documentation kits, banners, and any other movable items required for the execution of Epigram programmes, whether on-campus or off-campus.
  - f. To provide logistical support and coordination assistance to all other functional offices of the Society, including but not limited to the Public Relations Office, Epigram Airwaves, Publications, Hospitality, and Security, as and when required.

- g. To maintain an internal record of all logistical equipment, reusable event materials, and assets held by the General Secretariat for future use, and to submit a summary inventory at the conclusion of each semester.
  - h. To ensure proper setup and closure protocols are followed for each event, and to coordinate with university facilities or housekeeping teams wherever necessary.
3. The Head of Logistics shall operate under the supervision of the General Secretary and shall report to the Additional Secretary for day-to-day coordination, deployment planning, and performance review.

**Article 36. Duties of the Head of Hospitality**

- 1. The Head of Hospitality shall be responsible for overseeing, coordinating, and delivering all aspects of guest care, participant welfare, and event experience at programmes conducted by the Epigram – St Joseph’s University Debating Society, ensuring high standards of courtesy, professionalism, and safety.
- 2. Without limiting the generality of the foregoing, the duties of the Head of Hospitality shall include:
  - a. To ensure that all invited guests, including speakers, judges, panellists, dignitaries, and collaborators, receive due courtesies, information, and facilitation before, during, and after their participation in any Epigram event.
  - b. To act as the designated event envoy for external participants and guests at all formal Epigram engagements, and to oversee transport reception, escort services, green room arrangements, refreshments, and orientation as applicable.
  - c. To curate a welcoming, accessible, and memorable experience for all event attendees, participants, and Raconteurs, including but not limited to the provision of seating guidance, welcome kits, directional signage, and event etiquette instructions.
  - d. To recruit, assign, and train volunteers for hospitality-related responsibilities, including ushering, reception, guest briefings, guest gift distribution, and post-event farewells.
  - e. To establish and enforce hospitality quality standards in alignment with the Society’s values of inclusion, professionalism, and attentiveness, and to ensure that all arrangements comply with health, safety, and hygiene protocols mandated by the University or required by law.
  - f. To coordinate closely with the Heads of Logistics, Security, and Technical Operations, as well as the General Secretary, to ensure seamless guest experience and that logistical and technical arrangements complement hospitality needs.
  - g. To maintain a Guest Feedback Record after each major event and report to the General Secretary any remarks, concerns, or suggestions received from external invitees.
  - h. To oversee the preparation of welcome messages, guest nameplates, and event literature in coordination with the relevant officers of Epigram, when required.

3. The Head of Hospitality shall operate under the direction of the General Secretary, and shall report to the Additional Secretary for volunteer management, duty allocation, and inter-departmental coordination.

### **Article 37. Duties of the Head of Technical Operations**

1. The Head of Technical Operations shall be responsible for the planning, coordination, and execution of all technical and IT-related functions required for the successful conduct of events, digital platforms, and operational infrastructure of the Epigram – St Joseph’s University Debating Society.
2. Without prejudice to the generality of the foregoing, the duties of the Head of Technical Operations shall include:
  - a. To oversee and manage all technical arrangements during Epigram Events, including but not limited to:
    1. Audio-visual systems (microphones, speakers, video playback);
    2. Lighting and projector setups;
    3. Background music, transitions, or multimedia;
    4. System boot-up, testing, and troubleshooting during the event lifecycle.
  - b. To coordinate with university technical staff, venue management, or external vendors wherever necessary to ensure full operational readiness on the day of the event.
  - c. To manage and maintain the official technical infrastructure of Epigram, including:
    1. The Epigram Website and affiliated online platforms;
    2. Digital databases and registration systems;
    3. Any live-streaming, digital polling, or online engagement tools used during events.
  - d. To serve as the Society’s IT Support Officer, and provide technical assistance or troubleshooting to other Officers of Epigram, including but not limited to:
    1. The Epigram Publications for layout/design tech;
    2. The Epigram Airwaves for digital processing or media formatting;
    3. The Registrar General for database and archival system management.
  - e. To work in coordination with the Head of Logistics to ensure technical requirements are factored into event setup, and with the Head of Documentation for recording, transcription, and event media archiving.
  - f. To maintain an inventory of all Society-owned or borrowed technical equipment and software licenses, and to submit a Technical Operations Summary Report at the end of each term to the General Secretary.
3. The Head of Technical Operations shall operate under the direction of the General Secretary and shall report to the Additional Secretary for event-wise deployment, inter-office collaboration, and performance review.

### **Article 38. Duties of the Head of Art & Décor**

1. The Head of Art & Décor shall be responsible for the design, preparation, and execution of physical aesthetic elements for all events, programmes, and official spaces of the Epigram – St Joseph’s University Debating Society, with a view to enhancing the thematic, ceremonial, and visual appeal of Society functions.
2. Without limiting the generality of the foregoing, the duties of the Head of Art & Décor shall include:
  - a. To conceptualise, design, and implement event-specific decoration schemes, including stage design, backdrop arrangements, thematic installations, signage, nameplates, and any other aesthetic components associated with Epigram Events.
  - b. To ensure that the visual identity of the Society is maintained and reinforced across all physical settings and decor elements, in alignment with the branding guidelines of Epigram as adopted by the Directorate for the specific events.
  - c. To collaborate with the Head of Logistics for setup timelines and material deployment, and with the Head of Design to ensure consistency between digital and physical representations of themes, colours, and event motifs.
  - d. To coordinate the creation of artistic material, such as placards, banners, visual props, or handcrafted decor, and to oversee the team of volunteers assisting in such production before and during events.
  - e. To ensure that all décor elements meet reasonable safety, accessibility, and environmental standards, and are removed or dismantled responsibly after each event.
  - f. To maintain an Art & Décor Inventory Register of reusable materials, tools, and supplies owned or borrowed by the Society, and submit a term-end summary to the General Secretary for archival.
3. The Head of Art & Décor shall operate under the direction of the General Secretary, and shall report to the Additional Secretary for logistical coordination, volunteer engagement, and schedule integration.

### **Article 39. Duties of the Head of Design**

1. The Head of Design shall be responsible for the creation, supervision, and execution of digital and visual design elements for the official communication, publicity, and visual branding of Epigram Events and General Secretariat functions.
2. Without limiting the generality of the foregoing, the duties of the Head of Design shall include:
  - a. To design and produce event-specific digital materials, including but not limited to:
    1. Posters, banners, and social media graphics;
    2. Certificates, badges, invites, and nameplates;
    3. PowerPoint templates and screen backdrops for event use;
    4. Inspiration may be drawn from previous terms materials.

- b. To ensure that all visual materials are aligned with the official branding standards of the Epigram – SJU Debating Society and uphold the Society’s aesthetic identity in colour, typography, logos, and thematic consistency.
  - c. To coordinate with:
    - 1. The Public Relations Office, Head of Marketing and Epigram Airwaves for publicity materials;
    - 2. The Head of Art & Décor to harmonise physical aesthetics with digital design;
    - 3. The Head of Technical Operations for screen display resolutions and projection requirements.
  - d. To manage the design files and editable templates repository for recurring event assets and ensure that they are archived appropriately with the General Secretariat and Registrar General.
  - e. To mentor or guide selected volunteers or design contributors for specific projects and review submissions to ensure quality, originality, and formatting.
  - f. To deliver all assigned designs within set deadlines as per the event calendar and to remain responsive to post-design feedback from the General Secretary and Additional Secretary.
3. The Head of Design shall operate under the direction of the General Secretary, and shall report to the Additional Secretary for scheduling, task allocation, and collaboration with other event teams.
  4. The Head of Design shall be responsible for all non-editorial, event-related digital design requirements of Epigram, operating under the direction of the General Secretary and the Additional Secretary. This role is independent of the Design Manager of Epigram Publications.

**Article 40. Duties of the Head of Delegate Services**

1. The Head of Delegate Services shall be responsible for managing all aspects of attendee and participant facilitation at events conducted by the Epigram – St Joseph’s University Debating Society, including registration, credentialing, voting procedures, and post-event delegate documentation.
2. Without limiting the generality of the foregoing, the duties of the Head of Delegate Services shall include:
  - a. To design and execute the registration and check-in process for all Epigram events, ensuring that all attendees, speakers, and participants are accounted for, credentialed, and briefed on event-specific logistics where necessary.
  - b. To maintain and update a secure Event Registration Database for each Monthly Debate, workshop, panel discussion, speaker series, and other Society events, in coordination with the Registrar General and the Head of Technical Operations.
  - c. To oversee the management of voting processes at the conclusion of Monthly Debates and any other events requiring participant voting on the motion or agenda, including:

1. Distribution of ballots or digital voting forms;
  2. Ensuring one-person-one-vote integrity;
  3. Tabulation of votes and reporting of results to the General Secretary.
- d. To ensure that all delegate-facing services are conducted in accordance with applicable privacy, consent, and data protection protocols as codified under **Article 195 (Privacy, Data Use & Consent Policy)**.
  - e. To assist the General Secretary and the Head of Documentation in consolidating registration data and voting results into event reports and archival records.
  - f. To collaborate with the Head of Hospitality in managing participant flow at registration desks and with the Head of Security in controlling access at delegate-only sessions, if applicable.
  - g. To provide timely feedback to the Additional Secretary regarding volunteer requirements for registration counters and polling stations, and to ensure smooth onboarding and training of support staff when needed.
  - h. To ensure that all records generated, including registration databases, attendance logs, and voting results, are submitted to the Registrar General within two (2) working days of the conclusion of each event, for documentation, audit, and archival under the provisions of the **First Schedule (Archiving Mandate)**.
3. The Head of Delegate Services shall operate under the direction of the General Secretary and shall report to the Additional Secretary for integration into event operations, performance tracking, and inter-office coordination.

#### **Article 41. Duties of the Head of Security**

1. The Head of Security shall be responsible for overseeing and implementing precautionary, preventive, and responsive security measures during Epigram Events and programmes, in order to ensure the uninterrupted, safe, and orderly conduct of such activities.
2. Without limiting the generality of the foregoing, the duties of the Head of Security shall include:
  - a. To maintain security arrangements and protocols during all Epigram Events, when and where explicitly requested or deemed necessary by the General Secretariat or the Directorate.
  - b. To coordinate with the General Secretary and Event Heads in identifying potential risks, vulnerabilities, or disruptions, and to recommend or implement appropriate security protocols, including crowd control, access management, and rapid response procedures.
  - c. To deploy and supervise event security volunteers tasked with:
    1. Regulating entry and exit of attendees;
    2. Managing queue systems, restricted areas, or stage boundaries;
    3. Assisting in emergency evacuation or disruption control when required.

- d. To liaise with university security personnel, administrative offices, and external support services, if required, to ensure that Epigram Events are compliant with institutional safety norms and public order expectations.
  - e. To work in coordination with:
    1. The Head of Delegate Services to monitor registration counters and delegate access;
    2. The Head of Hospitality to secure guest movement and comfort zones;
    3. The Head of Technical Operations to protect technical infrastructure and AV zones.
  - f. To submit a post-event security briefing, if applicable, to the General Secretary and Registrar General, noting any incidents, violations, or concerns that arose during the event and the response undertaken.
3. The Head of Security shall operate under the direction of the General Secretary, and shall report to the Additional Secretary for event-wise deployment, volunteer planning, and operational coordination.

#### **Article 42. Duties of the Head of Marketing**

1. The Head of Marketing shall be responsible for the design, execution, and coordination of event-specific promotional strategies intended to raise awareness, attract attendance, and enhance outreach for Epigram Events, subject to express direction from the General Secretary or Additional Secretary.
2. Without limiting the generality of the foregoing, the duties of the Head of Marketing shall include:
  - a. To prepare and implement event-specific marketing campaigns, including, but not limited to, posters, captions, social media content, email briefs, and other promotional materials, for the purposes of publicising Epigram Events.
  - b. To engage in such promotional activity when explicitly required and requested by the General Secretary or Additional Secretary, in alignment with the broader programming calendar of the Society.
  - c. To collaborate with:
    1. The Public Relations Office for approval of public-facing material and external communication;
    2. The Head of Design for creation of digital posters and assets;
    3. The Epigram Airwaves and Publications for cross-platform amplification.
  - d. To advise other offices and event teams on marketing options, platforms, and outreach channels suited to different audiences within and beyond the university community.
  - e. To ensure that all marketing activity conforms to the **Articles 192 (Social Media Policy & Digital Conduct Guidelines)** and **Articles 193 (Media Ethics Policy)** of the Society as adopted under this Constitution, respectively.
  - f. To prepare and submit a brief Marketing Summary Report after major events where marketing operations were conducted, outlining:

1. Strategies used;
  2. Channels deployed;
  3. Observed engagement and footfall;
  4. Recommendations for future improvement.
3. The Head of Marketing shall operate under the direction of the General Secretary and shall report to the Additional Secretary for planning, task allocation, and inter-departmental coordination.

**Article 43. Operational Working Groups of the Secretariat Heads**

1. For the effective execution of logistical, administrative, technical, and programmatic tasks, each Secretariat Head within the General Secretariat of the Epigram – St Joseph’s University Debating Society shall be empowered to constitute an Operational Working Group comprising appointed volunteer members for a tenure of one academic year.
2. The Operational Working Groups shall collectively constitute the body of Epigram Volunteers, who shall serve as auxiliary functionaries of the General Secretariat.
3. Without limiting the generality of the foregoing, the constitution and functioning of the Operational Working Groups shall adhere to the following provisions:
  - a. Each Secretariat Head may recommend a minimum of three (3) and a maximum of ten (10) volunteer members to be appointed under their respective Working Group, subject to availability and organisational need.
  - b. Volunteers shall be preferentially drawn from the first-year cohort of undergraduate or postgraduate students at St Joseph’s University, with the aim of early engagement and capacity-building within the Society. However, this shall not restrict the appointment of non-first-year students of St Joseph’s University.
  - c. The appointment of all Working Group members shall be facilitated by the Search and Selection Committee and be appointed by the General Secretary, based on the nominations submitted by each Secretariat Head, details of which shall be formally submitted for record in the Secretariat Roster maintained by the Registrar General.
  - d. The volunteer members of the Operational Working Groups shall:
    1. Be considered part of the General Secretariat, but
    2. Shall not be deemed members of the Executive Assembly, but
    3. May attend Executive Assembly or Secretariat meetings, but
    4. Shall not possess any voting or deliberative rights.
  - e. Volunteers may be assigned duties and training under the supervision of their respective Secretariat Heads, and shall support the execution of events and initiatives as per the operational calendar of the Society.
  - f. Volunteers shall report to the Additional Secretary for coordination, scheduling, and inter-office deployment, and shall receive functional direction from the General Secretary or their respective Secretariat Heads.

- g. All volunteers shall be bound by the Code of Conduct under **Article 189**, and their service shall be acknowledged in event credits, participation records, or certificates as applicable.
- 4. The General Secretary shall retain the authority to withdraw or reassign volunteers from any Working Group in consultation with the Secretariat Head and Additional Secretary, in cases of non-performance, reassignment, or conduct-related concerns.

#### **Article 44. Relationship with the Directorate and the Executive Assembly**

- 1. The General Secretariat shall function as the primary operational and executional body of the Epigram – St Joseph’s University Debating Society, and shall act in aid and support of the Epigram Directorate, from which it shall receive binding directions, programme mandates, and administrative instructions necessary for the implementation of Society objectives.
- 2. All members of the General Secretariat shall be obliged to receive directions from the General Secretary or the Additional Secretary to cooperate, coordinate, and communicate effectively with the various Offices of the Directorate for the successful planning, execution, and review of all Society programmes and institutional responsibilities.
- 3. All appointed members of the General Secretariat, including the General Secretary, Additional Secretary, and all Secretariat Heads, shall be considered full members of the Executive Assembly, and shall possess the same deliberative and voting rights therein, as per the provisions governing the Assembly under **Part III, Chapter I** of this Constitution.
- 4. The Operational Working Group Members, collectively constituting the Epigram Volunteers, shall not be considered members of the Executive Assembly, and shall not possess deliberative or voting rights in Assembly proceedings. However, they may be invited to attend relevant portions of Assembly sessions as observers or support personnel at the discretion of the Additional Secretary.
- 5. The General Secretariat shall serve as the functional link between strategic decision-making (Directorate) and on-ground execution (Volunteers and Events), ensuring that the resolutions of the Directorate and the Executive Assembly are translated into effective action.
- 6. The General Secretary and the Additional Secretary shall, regularly and when requested, report to the Faculty Coordinator, the President, Vice-President, and the Directorate on the operational status of Secretariat functions, while ensuring that all Secretariat-level inter-office activity aligns with the goals, schedules, and values of the Society.

#### **Article 45. Chairing, Quorum & Voting in Secretariat Meetings**

- 1. All meetings of the General Secretariat shall be chaired by the General Secretary, and in their absence, by the Additional Secretary, who shall exercise all procedural and administrative responsibilities necessary to conduct the meetings in an orderly and effective manner. In the exceptional circumstance that both are unavailable, the President

may designate a Secretariat Head to serve as Chair for the limited purpose of the Emergency Meeting.

2. The presence of either the General Secretary or the Additional Secretary shall be deemed compulsory and non-waivable for the valid constitution of any General Secretariat Meeting, regardless of its classification.
3. The quorum required for various categories of General Secretariat Meetings shall be as follows:
  - a. A Standard Secretariat Meeting shall require the physical or virtual presence of not less than two-thirds (2/3rd) of the total official members of the General Secretariat, excluding volunteers.
  - b. A Special Secretariat Meeting shall require the physical or virtual presence of all members (100%) of the General Secretariat, excluding volunteers, unless exempted in writing by the General Secretary for valid and recorded reasons.
  - c. An Emergency Secretariat Meeting shall require the presence of either the General Secretary or the Additional Secretary, and at least one other available Secretariat member for the meeting to be convened validly.
4. The following provisions shall govern voting and deliberation within the General Secretariat:
  - a. All official members of the General Secretariat as enumerated under **Article 21, Section 1** shall possess full voting and deliberative rights in all Secretariat Meetings.
  - b. In a Standard Secretariat Meeting, any resolution, motion, or operational directive shall be deemed to have passed when supported by a simple majority of members present and voting.
  - c. In a Special Secretariat Meeting, any resolution, motion, or directive shall require a two-thirds (2/3rd) majority of members present and voting to be considered valid.
  - d. In an Emergency Secretariat Meeting, voting shall not be conducted. Any resolution, motion, or decision taken shall be provisional, and must be reconsidered and ratified in the next convened Special Secretariat Meeting in order to acquire binding effect.

#### **Article 46. Meetings of the General Secretariat - Standard**

1. Standard Meetings of the General Secretariat shall serve as the primary platform for intra-departmental coordination, programme planning, executional review, and logistical alignment among Secretariat Heads and operational officers of the Epigram – St Joseph’s University Debating Society.
2. Standard Meetings shall be convened regularly every Thursday, or within a maximum of three (3) calendar days following a Standard Meeting of the Epigram Directorate, whichever is earlier, unless deferred for valid cause by the General Secretary with due notification to all members.

3. Each Standard Meeting shall include but not be limited to:
  - a. Operational planning for upcoming events and initiatives;
  - b. Review of pending tasks or unresolved logistical matters;
  - c. Reporting of status updates by Secretariat Heads;
  - d. Assignment of responsibilities and volunteer deployments;
  - e. Coordination with external offices as required for execution.
4. Each Secretariat Head shall be required to report progress on their responsibilities and submit relevant materials, summaries, or proposals for discussion during the meeting.
5. A record of minutes shall be maintained by the Additional Secretary, or a designated Secretariat officer, and submitted for review to the General Secretary and the Registrar General within five (5) working days of the conclusion of the meeting.
6. The last Standard Meeting of each calendar month shall be designated as the Monthly Operating Review Meeting (MORM), and shall include structured presentations and performance reviews from all Secretariat Heads. Reports presented therein shall be formally compiled and submitted to the General Secretary and the Directorate, wherein Registrar General for archival and evaluation:
  - a. Assessing Secretariat-wide operational performance;
  - b. Verifying implementation of prior directives and action items;
  - c. Identifying event-level gaps and proposing corrective measures;
  - d. Planning operational timelines for the next calendar cycle.
  - e. All Secretariat Heads shall submit a Monthly Progress Summary for inclusion in the MORM record.
  - f. The Monthly Operating Review shall serve as a prelude to the Directorate's oversight of Secretariat functioning and may be referenced in internal reporting or annual documentation.
7. The Additional Secretary shall be responsible for recording and maintaining the minutes, attendance, and action items of each Standard Meeting. In the absence of the Additional Secretary, the General Secretary may designate any Secretariat Head to perform this function on a rotational basis, with prior notice.
8. Standard Meeting minutes shall be:
  - a. Circulated internally within 48 hours of the meeting;
  - b. Submitted to the General Secretary for approval;
  - c. Archived with the Registrar General under the First Schedule.
9. The Chairing, Quorum and Voting requirements and procedures in standard meetings shall be subjected to **Article 45** of this Constitution.
10. Standard Meetings shall be conducted in a collegial yet disciplined manner, observing the rules of procedure as laid down in this Constitution and in accordance with relevant internal policies and standing orders.

**Article 47. Meetings of the General Secretariat - Special**

- I. Special Meetings of the General Secretariat shall be convened to address matters of exceptional significance, inter-office synchronisation, institutional coordination, or

pre-approved directives that fall outside the scope of routine planning and execution addressed in Standard Meetings.

2. A Special Meeting may be called by:
  - a. The General Secretary, on their own initiative;
  - b. The Additional Secretary, with prior intimation to the General Secretary;
  - c. The President or Vice-President, with due notice to the General Secretary;
  - d. The Faculty Coordinator, in cases of extraordinary administrative necessity.
3. A minimum of seventy-two (72) hours' notice shall be provided to all General Secretariat members before a Special Meeting is convened, unless waived by unanimous written consent of all Secretariat members.
4. The quorum for a Special Meeting shall be one hundred percent (100%) of all official General Secretariat members, and the presence of either the General Secretary or the Additional Secretary shall be mandatory.
5. In the event a member is unable to attend a Special Meeting due to academic or institutional obligations, a written explanation must be submitted to the General Secretary in advance and recorded in the meeting's attendance register. The General Secretary may grant exemption on a case-by-case basis, provided the absence does not affect quorum.
6. The Chairing and Quorum requirement and procedure in Special Meetings shall be subjected to **Article 45** of this Constitution.
7. All decisions taken in a Special Meeting shall be subject to a two-thirds (2/3rd) majority vote of the members present and voting, as outlined in **Article 45**. All such decisions shall be recorded with special emphasis and forwarded to the President and Registrar General within seventy-two (72) hours for informational or ratification purposes.
8. Minutes of Special Meetings shall be recorded by the Additional Secretary, or in their absence, a designated Secretariat Head, and submitted to the General Secretary for verification before archival.
9. No member of the General Secretariat shall schedule or prioritise any Society or University event or engagement that directly conflicts with a Special Meeting, once convened, unless expressly exempted by the General Secretary.

#### **Article 48. Meetings of the General Secretariat - Emergency**

1. Emergency Meetings of the General Secretariat shall be convened for the immediate resolution of urgent issues, procedural breakdowns, or unforeseen contingencies that require prompt deliberation and temporary intervention to protect the interests or functioning of the Epigram – St Joseph's University Debating Society.
2. An Emergency Meeting may be called by:
  - a. The General Secretary;
  - b. The Additional Secretary, with immediate intimation to the General Secretary;
  - c. The President, upon consultation with either the General Secretary or the Faculty Coordinator.

3. A minimum notice of six (6) hours shall be provided prior to the convening of an Emergency Meeting, and the meeting may be held in person or virtually, depending on situational exigency.
4. The Chairing and Quorum requirement and procedure in an Emergency Meeting shall be subjected to **Article 45** of this Constitution.
5. Any resolutions, instructions, or decisions made during an Emergency Meeting shall be considered provisionally binding and shall be valid only for the duration necessary to resolve the emergent situation, unless subsequently ratified at the next convened Standard or Special Meeting of the General Secretariat.
6. All decisions taken during an Emergency Meeting shall be prioritised and listed as first items on the agenda for the next Standard Meeting under **Article 49**, where they shall be discussed, revised, rejected, or ratified by the full Secretariat membership.
7. The Chair of the meeting shall ensure that a written summary of the issue, actions taken, and rationale for urgency is submitted to the General Secretary and the Directorate within twenty-four (24) hours for formal record-keeping and inclusion in the Emergency Action Log.
8. Emergency Meetings shall be considered exceptional in nature and are not to be used as substitutes for regular Standard or Special Meetings, unless the urgency and time sensitivity of the matter clearly necessitate such action.

#### **Article 49. Meetings of the General Secretariat - Agendas**

1. The agenda for each meeting of the General Secretariat shall be circulated in advance by the General Secretary or the Additional Secretary, as applicable, and shall reflect the nature, objectives, and classification of the meeting as per **Articles 46, 47, and 48** of this Constitution.
2. The following shall serve as the model templates for the structure and contents of the Agenda for Standard, Special, and Emergency Meetings of the General Secretariat. These templates may be expanded to include additional items at the discretion of the General Secretary or as required by specific event circumstances.
3. Standard Secretariat Meeting Agenda Template:
  - a. Roll Call and Verification of Quorum;
  - b. Review and Adoption of Previous Meeting's Minutes;
  - c. Secretariat Reports:
    1. General Secretary's Briefing;
    2. Updates from Secretariat Heads.
  - d. Review of Pending Action Items;
  - e. Planning of Upcoming Events and Task Allocation;
  - f. Inter-Departmental Coordination Points;
  - g. Volunteer Deployment Requirements;
  - h. Documentation and Logistics Status;
  - i. Open Floor for Proposals and Issues;
  - j. Confirmation of Next Meeting Date and Adjournment;

- k. The last Standard Meeting of each month shall be designated as the Monthly Operating Review Meeting, and shall include performance summaries and term-wise reporting from Secretariat Heads.
4. Special Secretariat Meeting Agenda Template:
    - a. Roll Call and Verification of Full Quorum;
    - b. Statement of Purpose by the General Secretary or Chair;
    - c. Presentations or Reports from Concerned Secretariat Offices;
    - d. Detailed Discussion on Special Agenda Items;
    - e. Proposals and Motion Deliberations;
    - f. Voting on Action Items (Two-Thirds Majority Required);
    - g. Summary of Resolutions Passed;
    - h. Scheduling of Follow-Up Actions or Implementation Timelines;
    - i. Submission Instructions to President or Directorate (if applicable);
    - j. Adjournment.
  5. Emergency Secretariat Meeting Agenda Template:
    - a. Verification of Emergency Quorum and Declaration of Emergency;
    - b. Statement of Urgency by Convening Officer;
    - c. Presentation of Issue or Breakdown;
    - d. Immediate Discussion and Temporary Resolution;
    - e. Documentation of Interim Action Taken;
    - f. Instruction to Prioritise Resolution in Next Standard Meeting;
    - g. Adjournment.
  6. The General Secretary or Additional Secretary may add, reorder, or remove agenda items based on the needs of the Society, provided that such modifications are recorded in the official minutes of the meeting.
  7. Agendas shall be shared with all Secretariat members at least 24 hours prior to Standard or Special Meetings, and no later than the time of convening in the case of Emergency Meetings.
  8. Any member of the General Secretariat may propose additional items to be added to the agenda, subject to approval by the Chair of the meeting.

**Article 50. Vacancies in the General Secretariat**

1. A vacancy in the General Secretariat shall arise where a member of the General Secretariat:
  - a. Completes one Term;
  - b. Resigns before the completion of the Term;
  - c. Dies;
  - d. Or is removed under **Article 51**.
2. Upon the occurrence of a vacancy, the General Secretary, in consultation with the President, Vice-President, and the Additional Secretary, shall initiate the process for filling the said vacancy, subject to the following conditions:

- a. A replacement may be appointed from among eligible volunteers or Executive Assembly members;
  - b. The concerned Secretariat Head may recommend one or more names to the General Secretary for consideration;
  - c. In urgent circumstances, a temporary appointment may be made by the General Secretary with the prior approval of the President, pending formal ratification at the next Directorate Meeting.
3. In the event of a vacancy in the post of the General Secretary, the Additional Secretary shall serve in an acting capacity until a new General Secretary is appointed, as subjected to **Article 24**.
  4. Any individual appointed to fill a vacancy shall serve for the remainder of the term of the outgoing member, unless otherwise directed by the General Secretary with approval of the Directorate.
  5. The Registrar General shall be notified in writing of every vacancy and subsequent appointment, and shall ensure that records are updated in accordance with archival and documentation protocols under the **First Schedule**.

**Article 51. Removal of Members of the General Secretariat**

1. A member of the General Secretariat may be removed from their position prior to the completion of their term only upon the satisfaction of one or more of the following grounds:
  - e. Substantial and continued failure to fulfil the duties and responsibilities of their office as set forth in this Constitution, or as assigned to them by the Directorate, Council, or General Secretary in accordance with their role;
  - f. Substantial non-compliance with the duties outlined under **Article 27** and **Articles 31 to 42**, as applicable to the position held; or
  - g. Being rendered incapable of discharging the functions of the office due to serious long-term illness, incapacitation, or other material change in personal circumstances that demonstrably affects their ability to serve;
  - h. Unauthorized absence from three (3) or more consecutive Secretariat Meetings, without valid justification and without prior written intimation to the General Secretary or Additional Secretary.
2. A member may also be subject to removal upon findings of misconduct or breach of the Code of Conduct, under the following conditions:
  - c. Upon receipt of a report from the Ethics & Prudence Committee, determining that the member has violated **Article 189 (Code of Conduct)**;
  - d. The Faculty Coordinator, upon review of the Committee's findings, may direct removal of the member, pending or subsequent to a formal inquiry, if such action is deemed necessary to preserve the integrity of the Society.
3. Any removal under **Section 1** or **Section 2** of this Article must be approved by a Super Majority vote (two-thirds of members present and voting) in a duly convened Directorate Meeting, with the matter listed explicitly on the agenda.

4. The process of removal shall strictly adhere to the procedural safeguards and requirements provided under **Article 189** and related policies codified under **Part VI – Statutes, Policies & Standing Orders**, including but not limited to the right to prior notice, right to respond, and right to appeal.
5. A formal Removal Order shall be issued by the President or General Secretary, as applicable, and recorded by the Registrar General for archival and notification purposes.

# Chapter IV

## The Office of the Registrar General of Epigram

### **Article 52. Establishment of the Office of the Registrar General of Epigram**

1. There is hereby established the Office of the Registrar General of Epigram – St Joseph’s University Debating Society, which shall serve as the principal custodial, administrative, and record-keeping authority of the Society;
2. The Office shall be composed of the Registrar General and such additional staff or assistants as may be required from time to time for the efficient discharge of its duties, subject to appointment in accordance with the provisions of this Constitution.
3. The Office of the Registrar General of Epigram shall further comprise the Drafting & Advisory Committee of Epigram, which shall function as its representative and advisory body, with the Registrar General serving as its Presiding Officer.
4. The functions, responsibilities, and authority of the Office of the Registrar General shall be as provided under **Article 53** and **Article 54** of this Constitution.
5. The Office of the Registrar General shall be recognised as a neutral statutory body within the Directorate of the Society, reporting directly to the Directorate and when required, to the Faculty Coordinator, in matters of constitutional compliance, documentation, and institutional oversight.

### **Article 53. Duties of the Registrar General of Epigram**

1. The Registrar General of Epigram shall serve as the chief administrative and archival officer of the Epigram – St Joseph’s University Debating Society and its Directorate. The Registrar General shall be entrusted with ensuring the legality, procedural compliance, integrity, and institutional continuity of all records, communications, and constitutional functions of the Society.
2. The Registrar General shall act as a liaison officer between the Society and the University administration, jointly with the President, Vice-President, and Faculty Coordinator, and shall be responsible for maintaining formal correspondence, securing permissions, and coordinating institutional communications on behalf of the Society.
3. The Registrar General shall serve as the Secretary to the Directorate, the Executive Assembly and the Common Room of the Epigram – St Joseph’s University Debating Society and, in that capacity, shall be responsible for the preparation and circulation of meeting agendas, as well as the drafting, recording, and maintenance of the minutes of all such meetings:
  - a. Provided that, in the discharge of this function, the Registrar General shall act in consultation with the President and the Vice-President and may coordinate with such other officers as are duly entitled to participate in or contribute to the proceedings of said meetings, in accordance with this Constitution.

4. The Registrar General shall serve as the Presiding Officer (Chair) of the Drafting & Advisory Committee, and shall ensure the legal and procedural correctness of all documents and instruments arising from said Committee.
5. Without limiting the generality of the foregoing, the duties of the Registrar General shall include:
  - a. To act as the principal custodian of records of the Society, maintaining the master repository of:
    1. Agendas and minutes of meetings of the Council, Directorate, General Secretariat, Executive Assembly, and Committees;
    2. Resolutions, decisions, voting registers, constitutional amendments;
    3. Policy instruments, Memoranda of Understanding (MoUs), standing orders, declarations, notices, certifications;
    4. Event reports, debate transcripts, institutional correspondences, and all other documents of constitutional or archival significance.
  - b. To oversee and enforce compliance with the **First Schedule (Mandate for Archiving Documents, Records & Notices)**, and ensure that all records are archived in physical and/or digital form in a manner that is secure, chronological, and institutionally accessible.
  - c. To coordinate with all relevant branches and offices of Epigram to ensure the timely submission, formatting, and preservation of official documents and records.
  - d. To maintain an updated Register of Office Bearers, recording the appointments, terms, vacancies, removals, resignations, and successions of all constitutional offices within the Society.
  - e. To update and preserve the Chronological Record of Schedules and Amendments under the **Seventh Schedule** and the **Eighth Schedule**, respectively, and to advise the Directorate and Council on the procedural validity of amendments, policy resolutions, or statutory revisions.
  - f. To verify quorum, validate meeting minutes, and act as the official recordkeeper or procedural witness during statutory sessions, elections, emergency meetings, and other constitutionally significant proceedings.
  - g. To submit or present any information or documentation as may be demanded by the Vice-President, President, or Faculty Coordinator, for oversight, reporting, or administrative purposes.
  - h. To compile, index, and preserve the Annual Operational Reports of both the Directorate and the General Secretariat, and to ensure their submission to designated University bodies including the Blue & White Magazine, Josephite Magazine, Epigram Magazine and other internal authorities within stipulated timelines.
6. Provide a full report to the Meetings of the Directorate on their duties and upon the completion of their duties.

7. To jointly authenticate official records with the President, Vice-President, and Faculty Coordinator, and carry out such additional duties as may be conferred by this Constitution or directed by the Directorate or the Council.
8. To serve as a neutral procedural consultant to any Office, Officer, or Committee of the Society, without prejudice to status, rank, or electoral affiliation, and to uphold impartiality and confidentiality in the performance of such advisory functions.
9. To duly adhere to the relevant duties and responsibilities enshrined in this Constitution under **Article 9** and **Article 15** and any other duties as may be conferred upon by the Directorate or the Council.
10. The Registrar General may, with the prior knowledge and approval of the Vice-President, President, and Faculty Coordinator, delegate the performance of any of their duties to the Deputy Registrar General, in accordance with **Article 16** of this Constitution.
11. The Office of the Registrar General shall perform such other functions as may be expressly or implicitly conferred upon it by this Constitution or by lawful directive of the Epigram Directorate.
12. All actions, initiatives, and communications of any Office of the Registrar General shall be subject to the direction of the Faculty Coordinator, the President, and the Vice-President, and in that order, and shall be governed by the Code of Conduct as prescribed under **Article 189** of this Constitution.

**Article 54. Powers of the Registrar General of Epigram**

1. The Registrar General of Epigram shall exercise such powers as are necessary, incidental, or conducive to the fulfilment of their duties under this Constitution, and to ensure the procedural legality, archival integrity, and administrative continuity of the Epigram – St Joseph’s University Debating Society.
2. Without prejudice to the generality of the foregoing, the Registrar General shall have the power to:
  - a. Request, collect, and receive any document, report, transcript, attendance record, voting log, or archival material from any Office, Committee, or Officer of the Society, for the purposes of recordkeeping, validation, or compliance with the **First Schedule (Mandate for Archiving Documents, Records & Notices)**;
  - b. Certify the accuracy of official documents including but not limited to:
    1. minutes of meetings;
    2. resolutions and motions passed;
    3. voting records and attendance registers;
    4. official reports and operational summaries;
  - c. Authenticate, jointly with the President, Vice-President, and Faculty Coordinator, any constitutional instrument, policy directive, report, permissions, declaration, or communication issued by or on behalf of the Society;

- d. Verify quorum for meetings of the Council, Directorate, Secretariat, and Committees, and to issue, upon request, written confirmation of valid meeting conduct and procedural compliance;
  - e. Record and issue certification, on behalf of the Directorate, of appointments, removals, resignations, and tenure transitions, including updates to the Register of Office Bearers, which shall serve as the authoritative institutional log of constitutional personnel;
  - f. Supervise and approve documentation protocols in coordination with the Head of Documentation, including formatting, storage, and access provisions;
  - g. Request clarification or compliance from any Office or Officer, where a failure to submit timely documentation or comply with archival mandates may result in procedural delay, reputational risk, or constitutional breach;
  - h. Delegate such powers or duties as may be appropriate to the Deputy Registrar General, with the prior approval of the Vice-President, President, and Faculty Coordinator, in accordance with **Article 16**;
  - i. Issue certified extracts of minutes, resolutions, or archival documents upon the request of the President, Vice-President, Faculty Coordinator, or any recognised body within the Society, subject to applicable policies on confidentiality and access.
3. The Registrar General shall exercise these powers independently and without interference except where explicitly limited by this Constitution or overridden by the President or the Faculty Coordinator.

**Article 55. Appointment & Vacancy of the Registrar General of Epigram**

1. The Registrar General of Epigram and the Deputy Registrar shall be appointed in accordance with the due procedures of Swearing-in Ceremony prescribed under **Article 12** of this Constitution and shall hold office for a term of one (1) academic year, unless removed, resigned, or disqualified in accordance with the provisions herein.
2. The appointment to the Office of Registrar General may be made through either of the following processes:
  - a. By open election conducted among members of the Common Room, by a simple majority, held no later than one month prior to the commencement of the Financial Year; or
  - b. By selection through interview, as deemed fit by the Faculty Coordinator, in exceptional circumstances where the electoral process cannot be reasonably conducted.
3. The appointment of the Deputy Registrar General shall be made in accordance with the provisions of **Article 16**, and shall be subject to the same eligibility conditions as prescribed for the principal office.
4. All nominees or appointees to the Office of the Registrar General shall be subject to the eligibility criteria prescribed under **Article 12, Section 15**, and any other applicable qualifications as determined by the Faculty Coordinator.

5. Any vacancy in the Office of the Registrar General shall be addressed in accordance with the procedures laid down in **Article 24 (Vacancies in the Directorate)** and **Article 25 (Removal of Members of the Directorate)**, which shall apply mutatis mutandis to the Registrar General's office.
6. In the event of a temporary vacancy or short-term incapacity, the Deputy Registrar General shall assume the duties of the Registrar General in an acting capacity, until a new appointment is made or the incumbent resumes office.
7. Such acting capacity shall not exceed a continuous period of forty-five (45) days, unless formally extended by the Faculty Coordinator, with due notice provided to the Directorate and the Council.
8. The outgoing Registrar General shall remain bound to ensure a formal handover, including the transmission of records, documents, materials, and a comprehensive brief to the incoming officeholder within seven (7) days of the end of their term.

# Chapter V

## The Equity (Women & Minorities) Office

### **Article 56. Establishment of the Equity (Women & Minorities) Office of Epigram**

1. There is hereby established the Equity (Women & Minorities) Office of Epigram – St Joseph’s University Debating Society, which shall function as the principal institutional body for promoting equity, inclusion, and representation within the Society, with a specific mandate to safeguard the interests of women and minority members involved with Epigram.
2. The Equity (Women & Minorities) Office may, for ease of reference in internal documentation and external communication, be referred to as the Equity Office of Epigram, provided such reference remains consistent with the spirit and scope of this Constitution.
3. The Equity Office shall consist of the Chief Equity Officer, the Deputy Equity Officer, and such additional staff or support personnel as may be deemed necessary by the Directorate or the Chief Equity Officer for the fulfilment of its mandate.
4. The Equity Office shall further comprise the Equity Committee of Epigram, which shall function as its representative and advisory body, with the Chief Equity Officer serving as its Presiding Officer.
5. The duties and the powers of the Equity Office shall be such as may be prescribed by this Constitution under **Article 57** and **Article 58**, respectively.

### **Article 57. Duties of the Chief Equity Officer of Epigram**

1. The Chief Equity Officer of Epigram shall serve as the principal officer responsible for upholding the values of equity, inclusion, dignity, and diversity across all functions, programmes, and organs of the Epigram – St Joseph’s University Debating Society as enshrined in **Article 194 (Equity & Inclusion Policy)**.
2. Without prejudice to the generality of the foregoing, the Chief Equity Officer shall have the duty to:
  - a. Ensure that all members of the Society, particularly those from marginalised, underrepresented, and minority communities, are treated with fairness, dignity, and respect in all Epigram-related affairs;
  - b. Actively monitor the equity climate within Epigram events, initiatives, and internal structures, including recruitment, event participation, appointment processes, and representation in decision-making forums;
  - c. Lead the Equity Committee of Epigram and serve as its Presiding Officer, convening meetings as required and ensuring the implementation of any recommendations, resolutions, or findings arising from its deliberations;
  - d. Serve as the principal point of contact for equity-related grievances, concerns, or procedural disputes and, where appropriate, refer such matters to the Ethics & Prudence Committee or the Faculty Coordinator;

- e. Develop, recommend, and execute equity policies, practices, and inclusion standards across all functions and branches of the Society, including in its constitutional and procedural instruments;
  - f. Organise awareness-building programmes, workshops, training sessions, and other educational initiatives to promote a culture of continuous learning and understanding;
  - g. Ensure that all Epigram Events are accessible to individuals with diverse needs and abilities and coordinate accommodations as necessary to ensure an inclusive and dignified environment.
  - h. Establish mechanisms for collecting feedback from members on the inclusivity and equity climate within the Society to continuously improve practices and policies.
  - i. Collaborate with Chief Liaison Officer to engage with charitable bodies, nonprofit organisations (NPOs), non-governmental organisations (NGOs), community service providers, local elected officials, public figures, businesses, and other legally recognised entities impacting diversity, equity, and inclusion goals to help expand the reach and functions of the Debating Society;
  - j. Coordinate with the Head of Delegate Services, Head of Hospitality, and Chief Election Commissioner to ensure inclusive access and participation in all Epigram events, especially for women, persons with disabilities, and minority students;
  - k. Maintain confidential records, as necessary, relating to reported concerns and suggestions and report only anonymised data or recommendations to the Directorate for further consideration;
  - l. Ensure that all data collected, stored, or anonymised in relation to equity concerns or accessibility requests complies with **Article 195 (Privacy, Data Use & Consent Policy)** of this Constitution.
  - m. Submit a written report at all Standard Meetings of the Directorate and a summary of activities upon the completion of each event, assigned duty, and at the conclusion of each academic term, and ensure such reports are forwarded to the Registrar General for archival purposes;
  - n. Adhere to the duties outlined under **Article 9 (Duties of the Directorate)** and **Article 15 (Duties of Members of the Directorate)**, and perform any other such function as may be conferred upon them by the Directorate, the Council, or under this Constitution;
3. The Chief Equity Officer may, with the prior knowledge and approval of the Vice-President, President, and Faculty Coordinator, delegate the performance of any of their duties to the Deputy Equity Officer, in accordance with **Article 16** of this Constitution.
  4. The Chief Equity Officer shall perform such other functions as may be expressly or implicitly conferred upon it by this Constitution or by lawful directive of the Epigram Directorate.
  5. All actions, initiatives, and communications of any officer of the Equity office shall be subject to the direction of the Faculty Coordinator, the President, and the

Vice-President, and in that order, and shall be governed by the Code of Conduct as prescribed under **Article 189** of this Constitution. No officer of the Equity office shall function in isolation or contrary to constitutional instructions or institutional oversight.

#### **Article 58. Powers of the Chief Equity Officer of Epigram**

1. The Chief Equity Officer of Epigram shall exercise such powers as are necessary, incidental, or conducive to the fulfilment of their duties as set forth in this Constitution, particularly those prescribed under **Article 57**, and to uphold the principles of equity, inclusion, and representation within the Society.
2. Without limiting the generality of the foregoing, the Chief Equity Officer shall have the power to:
  - a. Issue non-binding equity advisories, recommendations, and inclusivity guidelines to any Office, Committee, or Officer of the Society, for the purpose of ensuring that all actions, events, or decisions are consistent with the Society's equity and inclusion objectives as enshrined in **Article 194 (Equity & Inclusion Policy)**;
  - b. Review and make observations on any official appointment, recruitment, election, or programme of the Society to ensure representation of women and minority voices, and raise concerns before the Directorate if any pattern of exclusion or procedural inequity is identified;
  - c. Require any Office or Officer of the Society to consult with the Equity Office on matters involving:
    1. Accessibility provisions;
    2. Gender or minority representation;
    3. Inclusive participation; or
    4. Sensitivity in programme content and execution;
  - d. Convene meetings of the Equity Committee as its Presiding Officer, and refer any concern, grievance, proposal, or policy recommendation arising from its proceedings to the Directorate or Council for review;
  - e. Collaborate with external organisations, including NPOs, NGOs, student networks, and public institutions, on equity-driven projects or partnerships, with prior intimation to the Vice-President and President;
  - f. Propose the adoption, revision, or enforcement of equity-related instruments, including:
    1. Diversity and inclusion clauses in society documents;
    2. Accessibility mandates for events;
    3. Grievance redressal procedures involving protected identities.
  - g. Recommend to the Directorate the temporary restriction, correction, or modification of any event, appointment, or publication that, in their informed judgment, may violate the ethical standards or inclusive values of the Society;
  - h. Access, with the knowledge of the Registrar General, anonymised data on participation, feedback, and grievances for the purposes of equity monitoring and compliance reporting;

- i. Call for a dedicated Equity Review Session within a Standard or Special Directorate Meeting to discuss matters of systemic concern, with due approval of the President or Faculty Coordinator;
  - j. Delegate any of the powers herein to the Deputy Equity Officer, subject to **Article 16** of this Constitution, with appropriate oversight and continued accountability for final actions.
3. The powers of the Chief Equity Officer shall not be exercised in contravention of the Constitution or the directives of the Council or Faculty Coordinator, and shall be subject to the checks and balances enshrined under **Part VI – Statutes, Policies & Standing Orders**, particularly the **Article 194 (Equity & Inclusion Policy)** and the **Article 189 (Code of Conduct)**.

**Article 59. Appointment & Vacancy of the Chief Equity Officer of Epigram**

1. The Chief Equity Officer of Epigram and the Deputy Equity Officer shall be appointed in accordance with the procedures of the Swearing-in Ceremony as prescribed under **Article 12** of this Constitution and shall hold office for a term of one (1) academic year, unless removed, resigned, or disqualified in accordance with the provisions herein.
2. The appointment to the Office of the Chief Equity Officer may be made by selection through interview, as deemed fit by the Faculty Coordinator, as per **Article 12**.
3. The appointment of the Deputy Equity Officer shall be made in accordance with the provisions of **Article 16**, and shall be subject to the same eligibility criteria as prescribed for the principal office.
4. All nominees or appointees to the Office of the Chief Equity Officer shall be subject to the eligibility criteria prescribed under **Article 12, Section 15**, and must meet the additional requirement of being:
  - a. A woman or a member of a recognised minority community within the meaning and purpose of this Constitution.
5. Any vacancy in the Office of the Chief Equity Officer shall be addressed in accordance with the procedures set forth under **Article 24** and **Article 25** which shall apply mutatis mutandis to this office.
6. In the event of a temporary vacancy, absence, or short-term incapacity, the Deputy Equity Officer shall assume the duties of the Chief Equity Officer in an acting capacity, until a new appointment is made or the incumbent resumes office.
7. Such acting capacity shall not exceed a continuous period of forty-five (45) days, unless formally extended by the Faculty Coordinator, with due notice provided to the Directorate and the Council.
8. The outgoing Chief Equity Officer shall remain bound to ensure a formal handover, including the transmission of records, documents, materials, and a comprehensive brief to the incoming officeholder within seven (7) days of the end of their term.

# Chapter VI

## The Election Commission Of Epigram

### **Article 60. Establishment of the Election Commission of Epigram**

1. There is hereby established the Election Commission of Epigram – St Joseph’s University Debating Society, which shall function as the electoral body responsible for the free, fair, and transparent conduct of all elections, referenda, and appointments within the Society, in accordance with the provisions of this Constitution.
2. The Election Commission of Epigram may, for ease of reference in internal documentation and institutional proceedings, be referred to as the Epigram Election Commission, provided such reference remains consistent with the spirit and scope of this Constitution.
3. The Election Commission shall consist of the Chief Election Commissioner, the Deputy Election Commissioner, and such additional election officers, assistants, or staff as may be required for the effective discharge of its responsibilities, appointed in accordance with the Constitution or through procedures determined by the Chief Election Commissioner with approval from the Faculty Coordinator.
4. The Election Commission shall act in a manner that is impartial, non-partisan, and procedurally transparent, and shall exercise constitutional autonomy in the conduct of electoral processes subject to oversight by the Faculty Coordinator and as regulated by the **Rules, Regulations & Model Code of Conduct of Elections** under **Article 191** of this Constitution.
5. The Election Commission shall also coordinate and facilitate the activities of the Search & Selection Committee, with the Chief Election Commissioner serving as its Presiding Officer, as authorised under **Article 159** of this Constitution.
6. The duties and powers of the Election Commission shall be as prescribed under **Article 61** and **Article 62** of this Constitution.

### **Article 61. Duties of the Chief Election Commissioner of Epigram**

1. The Chief Election Commissioner of Epigram shall serve as the principal officer of the Election Commission of Epigram, responsible for the conduct, supervision, and regulation of all elections, appointment processes, referenda, and related electoral mechanisms within the Epigram – St Joseph’s University Debating Society, as established in **Article 190** of this Constitution.
2. Without prejudice to the generality of the foregoing, the Chief Election Commissioner shall have the following duties:
  - a. To secure relevant permissions necessary to conduct Epigram Elections or selections from the Faculty Coordinator and other relevant officers of the University administration;
  - b. To administer and oversee all elections or selections conducted for offices under **Article 12** of this Constitution, including those held within the Common Room or prescribed by the Directorate;

- c. To publish an official Plan of Action & Tentative Schedule as per the specified details established in **Article 190 Section 9**;
  - d. To verify nominations, scrutinise eligibility of candidates under **Article 12, Section 15**, and coordinate with the Faculty Coordinator where clarity or additional verification is required;
  - e. To preside over and coordinate the functioning of the Search & Selection Committee, where appointments are to be facilitated by interview or application rather than direct election;
  - f. To oversee the establishment and secure functioning of the Polling Booth, including digital voting mechanisms, in consultation with the Head of Delegate Services and the Head of Technical Operations;
  - g. To conduct and supervise counting of votes, and to declare and publish the official results of all elections, while maintaining full transparency and procedural compliance;
  - h. To submit a Post-Election Report to the Directorate within five (5) days of conclusion of polling, including: turnout data, objections (if any), and general observations on the conduct of the elections;
  - i. To record and maintain electoral data, including the number of votes cast, voter lists, candidate lists, and incident reports, and submit the same to the Registrar General for archiving under the **First Schedule**;
  - j. To act upon and resolve minor electoral disputes or grievances in consultation with the Faculty Coordinator, and where necessary, refer major grievances to the Ethics & Prudence Committee;
  - k. To coordinate, in collaboration with the Faculty Coordinator and Registrar General, the conduct of the Swearing-in Ceremony of newly elected or appointed officers under **Article 12**, and maintain decorum of the event;
  - l. To ensure that all electoral processes conform to the Rules, Regulations & Model Code of Conduct of Elections under **Article 190** and the Equity & Inclusion Policy under **Article 194**;
  - m. To regularly attend and report to Directorate Meetings, and to submit regular updates on any ongoing or upcoming election or selection process.
3. The Chief Election Commissioner of the preceding term shall be responsible for announcing the election schedule and conducting the elections of all the offices subjected to an election or otherwise shall facilitate interviews or any other selection process as deemed fit by the Faculty Coordinator for positions of the Epigram Directorate of the succeeding term.
  4. The Chief Election Commissioner of the succeeding term shall be responsible for announcing the election schedule and conducting the elections of all the offices subjected to an election or otherwise shall facilitate interviews or any other selection process, as deemed fit by the President, for the appointment of officers to subsidiary Offices, Committees, or Working Groups under the current term of the Directorate.

5. The Chief Election Commissioner may, with the prior approval of the President, Vice-President, and Faculty Coordinator, delegate the performance of any of the above duties to the Deputy Election Commissioner, subject to **Article 16** of this Constitution.
6. The Chief Election Commissioner shall act impartially, confidentially, and with procedural neutrality in all matters relating to electoral administration, and shall uphold the principles of fairness, equity, and democratic transparency in the execution of their duties.
7. The Chief Election Commissioner shall perform such other functions as may be expressly or implicitly conferred upon it by this Constitution or by lawful directive of the Epigram Directorate.
8. All actions, decisions, and communications of any officer of the Election Commission shall be subject to the direction and institutional oversight of the Faculty Coordinator, President, and Vice-President, in that order. No officer shall exercise any function in contravention of this Constitution or beyond the scope of their mandate. All such functions shall remain bound by the Code of Conduct prescribed under **Article 189** of this Constitution.

**Article 62. Powers of the Chief Election Commissioner of Epigram**

1. The Chief Election Commissioner of Epigram shall exercise such powers as are necessary, incidental, or conducive to the effective, fair, and constitutional conduct of elections, appointments, referenda, and selection processes within the Epigram – St Joseph’s University Debating Society, subject to the supervisory authority of the Faculty Coordinator, President, and Vice-President.
2. Without prejudice to the generality of the foregoing, the Chief Election Commissioner shall have the power to:
  - a. Frame, revise, and enforce detailed Electoral Guidelines, Rules, and Protocols for each election cycle, consistent with the provisions of this Constitution and the Rules, Regulations & Model Code of Conduct of Elections under **Article 190**;
  - b. Issue binding instructions, deadlines, and procedural notifications to all candidates, voters, and personnel of the Election Commission during the election period, including clarification notices, model conduct advisories, and procedural communiqués;
  - c. Conduct voter education, orientation sessions, and formal candidate briefings to promote informed participation, fair competition, and awareness of institutional processes;
  - d. Disqualify candidates or invalidate nominations that do not comply with eligibility requirements or violate the spirit or letter of the electoral code, subject to prior consultation with the Faculty Coordinator;
  - e. Authorise and supervise the establishment of secure Polling Booths, whether physical or digital, and approve technological tools used for vote casting and counting, in coordination with the Head of Delegate Services and Head of Technical Operations;

- f. Issue interim decisions on disputes, objections, or procedural irregularities during the electoral process and refer any unresolved or escalated matters to the Ethics & Prudence Committee or the Faculty Coordinator;
  - g. Postpone, reschedule, or extend deadlines related to elections or selection procedures in cases of force majeure, technical failure, or institutional exigency, subject to prompt notification to the Faculty Coordinator and President;
  - h. Access all documents, candidate records, and data relevant to electoral or selection processes and request submission of relevant records to the Registrar General for permanent institutional archiving under the **First Schedule**;
  - i. Recommend corrective actions or procedural amendments to the Directorate or Council where electoral practices require reform, and suggest improvements for future terms through the Post-Election Report;
  - j. Convene emergency consultations of the Search & Selection Committee during exceptional circumstances, including vacancies caused by resignation, removal, or failure to elect a candidate;
  - k. Request the presence of the Registrar General, or any other relevant Directorate Officer, to assist in verifying the procedural regularity of election-related decisions and documentation;
3. Delegate any of the above powers to the Deputy Election Commissioner, with prior approval of the President, Vice-President, and Faculty Coordinator, provided such delegation is consistent with the integrity and authority of the office.
  4. All powers conferred upon the Chief Election Commissioner shall be exercised in a manner consistent with the principles of neutrality, procedural fairness, and transparency, and shall not be exercised in isolation or contrary to the oversight of the Faculty Coordinator, President, or Vice-President.
  5. The powers under this Article shall at all times be subject to the Code of Conduct as prescribed under **Article 189**, and may be reviewed, limited, or reinterpreted by the Epigram Council if found to conflict with the values or constitutional objectives of the Society.

**Article 63. Appointment & Vacancy of the Chief Election Commissioner of Epigram**

1. The Chief Election Commissioner of Epigram, along with the Deputy Election Commissioner, shall be appointed in accordance with the procedures laid down in **Article 12** of this Constitution and shall hold office for a term of one (1) academic year, unless removed, disqualified, or resigned under the provisions herein.
2. The appointment to the Office of the Chief Election Commissioner may be made by selection through interview, as deemed fit by the Faculty Coordinator, as per **Article 12**.
3. The appointment of the Deputy Election Commissioner shall be made in accordance with the provisions of **Article 16**, and shall be subject to the same eligibility criteria as prescribed for the principal office.
4. All nominees or appointees to the Office of the Chief Election Commissioner shall be subject to the eligibility criteria prescribed under **Article 12, Section 15**.

5. Any vacancy in the Office of the Chief Election Commissioner shall be addressed in accordance with the procedures set forth under **Article 24** and **Article 25** which shall apply mutatis mutandis to this office.
6. In the event of a temporary vacancy, absence, or short-term incapacity, the Deputy Election Commissioner shall assume the duties of the Chief Election Commissioner in an acting capacity, until a new appointment is made or the incumbent resumes office.
7. Such acting capacity shall not exceed a continuous period of forty-five (45) days, unless formally extended by the Faculty Coordinator, with due notice provided to the Directorate and the Council.
8. The outgoing Chief Election Commissioner shall remain bound to ensure a formal handover, including the transmission of records, documents, election materials, and a comprehensive brief to the incoming officeholder within seven (7) days of the end of their term.
9. No individual shall be reappointed to the Office of Chief Election Commissioner for more than two non-consecutive terms, unless waived by express written approval of the Faculty Coordinator.

# Chapter VII

## Public Relations Office Of Epigram

### **Article 64. Establishment of the Public Relations Office of Epigram**

1. There is hereby established the Public Relations Office of Epigram – St Joseph’s University Debating Society, which shall serve as the primary communication interface between the Society and the public, including the university community, external institutions, media bodies, and the wider public audience.
2. The Public Relations Office of Epigram shall be responsible for the following core mandates:
  - a. Promoting the brand, values, initiatives, and activities of the Society to relevant stakeholders;
  - b. Managing the external communication strategy of Epigram, including event promotion, press coordination, and institutional engagement;
  - c. Coordinating institutional collaborations with other universities, debating societies, media houses, and relevant external partners.
3. The Public Relations Office shall comprise the Chief Public Relations Officer (CPRO), who shall serve as the head of the Office; the Deputy Public Relations Officer, appointed in accordance with Article 16 of this Constitution; and such staff, support personnel, or advisory members as may be deemed necessary by the Directorate or the Chief Public Relations Officer for the effective discharge of the Office’s responsibilities.
4. The Public Relations Office shall operate under the direction of the Faculty Coordinator, President, and Vice-President, and shall coordinate its work in consultation with the Directorate and other relevant offices of the Society.
5. The Public Relations Office shall also preside over the Public Relations Committee, as established under **Part IV** of this Constitution, with the Chief Public Relations Officer serving as the ex officio Presiding Officer thereof.
6. The duties and powers of the Public Relations Office shall be as prescribed under **Article 65**, **Article 66** and any other provisions expressly or implicitly conferred by this Constitution.
7. The Public Relations Office shall remain subject to the institutional standards, communication protocols, and ethical norms laid down in **Article 192 (Social Media Policy & Digital Conduct Guidelines)**, **Article 193 (Media Ethics Policy for Epigram Airwaves & Publications)**, and **Article 189 (Code of Conduct)**.

### **Article 65. Duties of the Chief Public Relations Officer of Epigram**

1. The Chief Public Relations Officer of Epigram shall be entrusted with advancing the public image, institutional presence, inter-organisational relationships, and communication strategy of the Epigram – St Joseph’s University Debating Society.
2. Without prejudice to the generality of the foregoing, the Public Relations Office, led by the Chief Public Relations Officer, shall perform the following duties:

- a. Develop and execute a comprehensive public relations strategy for the Society, including campaigns for outreach, promotion, collaboration, and audience engagement;
  - b. Serve as the primary liaison for all external communications relating to the Society, including interactions with the university community, peer debating societies, media organisations, NGOs, and educational institutions;
  - c. Draft, review, and disseminate official press releases, invitations, publicity materials, reports, and other documents on behalf of the Society, subject to prior approval from the Faculty Coordinator, President, or Vice-President;
  - d. Coordinate with the General Secretariat to publicise all official Epigram events, including Monthly Debates, Panels, Workshops, and Special Events, across digital and physical platforms;
  - e. Work closely with the Liaison Office and Financial Affairs Office to facilitate strategic partnerships, sponsorships, donor engagement, and external collaborations that support the mission and sustainability of the Society;
  - f. Engage with the Equity Office to ensure that promotional campaigns reflect the values of diversity, accessibility, and inclusive representation;
  - g. Maintain and periodically update official communication channels of Epigram including, but not limited to, the website, email systems, press contacts, public directories, and external relations databases;
  - h. Supervise the activities of the Public Relations Committee, and ensure that its members are actively involved in coordinating campaigns, outreach, documentation, and event presence;
  - i. Oversee the onboarding and communication with alumni, former office bearers, and other affiliates of the Society, in collaboration with the Registrar General and other relevant officers;
  - j. Submit regular reports at Directorate Meetings on publicity outcomes, strategic initiatives, and partnership development, and submit documentation thereof to the Registrar General for archiving;
  - k. Ensure compliance with the provisions of **Part VI - The Statutes, Policies and Standing Order** of this Constitution, including but not limited to, **Article 189 (Code of Conduct)**, **Article 192 (Social Media Policy & Digital Conduct Guidelines)**, **Article 193 (Media Ethics Policy for Epigram Airwaves & Publications)**, and all relevant data, privacy, and communication protocols issued under **Article 195 (Privacy, Data Use & Consent Policy)**;
  - l. Uphold the direction of the Faculty Coordinator, President, and Vice-President in all external communications and campaigns, and not issue any public statement, press note, or representation in the name of the Society without express authorisation.
3. The Chief Public Relations Officer shall maintain a record of all external communications and submitted materials, and shall coordinate with the Registrar General to ensure such records are preserved as per the **First Schedule** of this Constitution.

4. The Chief Public Relations Officer may, with prior knowledge and approval of the President, Vice-President, and Faculty Coordinator, delegate the performance of some or all of these duties to the Deputy Public Relations Officer, in accordance with Article 16 of this Constitution.

**Article 66. Powers of the Chief Public Relations Officer of Epigram**

1. The Chief Public Relations Officer (CPRO) of Epigram, acting through the Public Relations Office of Epigram, shall be vested with such powers as are necessary, incidental, or conducive to the fulfilment of its duties under **Article 65**, and for the advancement of the Society's institutional image, public communication, and external engagement.
2. Without prejudice to the generality of the foregoing, the Chief Public Relations Officer shall have the power to:
  - a. Initiate and manage official communication on behalf of the Society across platforms including press releases, public statements, digital campaigns, newsletters, announcements, invitations, and promotional materials, subject to the approval of the President, Vice-President, or Faculty Coordinator;
  - b. Formulate, supervise, and execute promotional strategies and outreach initiatives for any event, programme, or institutional announcement of Epigram in coordination with the relevant organising office(s);
  - c. Convene meetings of the Public Relations Committee and assign responsibilities related to event coverage, branding, community engagement, design input, and inter-institutional liaison;
  - d. Issue directives to Public Relations Committee members and volunteers on assigned campaigns or publicity responsibilities and evaluate their performance for reporting to the Directorate;
  - e. Request the technical or operational support of the Head of Technical Operations, Epigram Airwaves, or Design Team under the General Secretariat to fulfil promotional objectives;
  - f. Recommend the appointment of Public Relations Committee volunteers and support staff, in consultation with the President and Vice-President, subject to final approval by the Faculty Coordinator;
  - g. Request access to archives, past materials, and event records from the Registrar General to support historical, academic, or journalistic communications of the Society;
  - h. Represent the Society in media forums, intercollegiate events, or institutional panels as the official spokesperson of Epigram, when delegated by the President or Faculty Coordinator;
  - i. Coordinate with the Liaison Office and Financial Affairs Office for sponsorships, goodwill partnerships, alumni engagement, and visibility collaborations, including approvals for branding or name use of external parties;

- j. Recommend the creation or updating of official promotional templates, brand guidelines, or identity materials consistent with the Society’s values, equity policies, and approved languages and fonts under the **Second Schedule** of this Constitution;
  - k. Monitor unauthorised use or misrepresentation of the Epigram brand or its communications, and raise a report to the Directorate for corrective action, if necessary;
3. Delegate, with prior approval of the President, Vice-President, and Faculty Coordinator, any of the aforementioned powers to the Deputy Public Relations Officer, provided that such delegation is not in violation of this Constitution or contrary to institutional directives.
  4. All powers conferred under this Article shall be exercised in a manner consistent with **Article 189 (Code of Conduct)**, **Article 192 (Social Media Policy)**, **Article 193 (Media Ethics Policy)**, and such other standing orders or directives as may be issued from time to time by the Directorate.
  5. The Public Relations Office shall, at all times, remain subject to the direction and institutional oversight of the Faculty Coordinator, President, and Vice-President, and shall not issue or authorise any public material in contravention of the ethos or policies of Epigram.

**Article 67. Appointment & Vacancy of the Public Relations Office of Epigram**

1. The Chief Public Relations Officer of Epigram, along with the Deputy Public Relations Officer, shall be appointed in accordance with the procedures laid down in **Article 12** of this Constitution, unless removed, disqualified, or resigned under the provisions herein.
2. The appointment of the Deputy Public Relations Officer shall be made in accordance with the provisions of **Article 16**.
3. All nominees or appointees to the Public Relations Office of Epigram, including the Chief Public Relations Officer and their Deputy shall be subject to the eligibility criteria prescribed under **Article 12, Section 15**.
4. Any vacancy in the Office of the Chief Public Relations Officer shall be addressed in accordance with the procedures set forth under **Article 24** and **Article 25** which shall apply mutatis mutandis to this office.
5. In the event of a temporary vacancy, absence, or short-term incapacity, the Deputy Public Relations Officer shall assume the duties of the Chief Public Relations Officer in an acting capacity, until a new appointment is made or the incumbent resumes office.
6. Such acting capacity shall not exceed a continuous period of forty-five (45) days, unless formally extended by the Faculty Coordinator, with due notice provided to the Directorate and the Council.
7. The outgoing Chief Public Relations Officer shall remain bound to ensure a formal handover, including the transmission of records, documents, materials, and a comprehensive brief to the incoming officeholder within seven (7) days of the end of their term.

## Chapter VIII

# Financial Affairs Office Of Epigram

### **Article 68. Establishment of the Financial Affairs Office of Epigram**

1. There is hereby established the Financial Affairs Office of Epigram – St Joseph’s University Debating Society, which shall serve as the principal financial and resource management office of the Society, responsible for planning, maintaining, and overseeing the fiscal operations, budgets, and economic policies of Epigram in alignment with university regulations and institutional best practices, as governed by **Article 196**.
2. The Financial Affairs Office of Epigram shall be entrusted with the mandate to:
  - a. Ensure financial accountability, prudence, and transparency in the mobilisation, allocation, and utilisation of all funds and financial resources of the Society;
  - b. Support the Directorate and other offices in the formulation and execution of event-specific and term-wise financial plans;
  - c. Liaise with the Finance Department of the University and other external agencies, in accordance with university policy, for procurement and processing claims, reimbursements, funds, sponsorships, and budget approvals.
3. The Financial Affairs Office shall comprise the Chief Financial Affairs Officer (CFAO), who shall serve as the Head of the Office, the Deputy Financial Affairs Officer, appointed in accordance with **Article 16** of this Constitution, and such other personnel or assistants as may be recommended by the CFAO and approved by the President, Vice-President, and Faculty Coordinator, for operational purposes.
4. The Financial Affairs Office shall be responsible for convening and presiding over the Finance Committee of Epigram, as established under **Article 157**, with the CFAO serving as the Presiding Officer.
5. The Office shall operate under the institutional oversight of the Faculty Coordinator, and the executive direction of the President and Vice-President, and shall submit periodic financial documentation and audit trails to the Registrar General for archival purposes under the **First Schedule**.
6. The duties and powers of the Financial Affairs Office shall be prescribed under **Article 69 (Duties of the Chief Financial Affairs Officer)**, **Article 70 (Powers of the Chief Financial Affairs Officer)**, and any relevant statutory or policy instruments under **Part VI** of this Constitution, particularly **Article 196 (Financial Policy of Epigram)**.
7. The Financial Affairs Office shall remain bound by the principles of fiscal transparency, ethical handling of funds, and institutional accountability, and shall be governed by the provisions of the Code of Conduct under **Article 189**.

### **Article 69. Duties of the Chief Financial Affairs Officer of Epigram**

1. The Chief Financial Affairs Officer (CFAO) of Epigram shall serve as the principal officer responsible for the financial planning, budgeting, expenditure oversight, and economic compliance of the Epigram – St Joseph’s University Debating Society.

2. The CFAO shall act as the head of the Financial Affairs Office, the Presiding Officer of the Finance Committee under **Article 157**, and shall perform such other roles as may be conferred upon them under this Constitution.
3. Without prejudice to the generality of the foregoing, the Chief Financial Affairs Officer shall have the following duties:
  - a. To prepare, present, and revise the Annual Financial Plan and term-specific Event Budgets of the Society in consultation with the President, Vice-President, and General Secretary, and submit the same for review, deliberation, and approval by the Directorate at a Standard Meeting;
  - b. To maintain accurate records of all financial transactions, bills, receipts, disbursements, invoices, reimbursements, Memorandum of Understandings (MoUs) for sponsorships, and donations relating to the functioning of the Society including all relevant memoranda, financial instruments, and partnership records;
  - c. To ensure timely and lawful submission of any financial documents, budget requests, or utilisation certificates to the University Finance Office, in coordination with the Faculty Coordinator;
  - d. To coordinate with the Liaison Office and Public Relations Office for the negotiation, formalisation, and recording of sponsorships, grant offers, or goodwill contributions by external entities;
  - e. To maintain a secure and up-to-date ledger of all Epigram-related accounts and funds, whether physical or digital, and ensure that all disbursements are in accordance with pre-approved budgets and official mandates;
  - f. To work closely with the Registrar General to submit all financial records, statements and documents for archival in accordance with the **First Schedule** and other statutory requirements of the University;
  - g. To guide and monitor budget utilisation by the General Secretariat and other operational units of Epigram during events, workshops, and inter-institutional programmes;
  - h. To raise alerts and submit cautionary reports to the Directorate in cases of budget overruns, irregularities, unauthorised transactions, or suspected financial misconduct;
  - i. To convene regular and ad hoc meetings of the Finance Committee, and to prepare and present financial updates at Directorate Meetings at least once every month, and additionally upon request by the President, Vice-President, or Faculty Coordinator;
  - j. To ensure adherence to the principles and frameworks outlined in **Article 196 (Financial Policy of Epigram)**, and to implement mechanisms for risk minimisation, cost efficiency, and financial transparency;
  - k. To advise the Directorate and Council on financial viability, cost-sharing models, feasibility of proposals, and long-term sustainability plans for Epigram's functioning;

4. To provide mentorship and oversight to the Deputy Financial Affairs Officer, and to delegate such responsibilities as may be permitted under **Article 16** and formally approved by the President, Vice-President, and Faculty Coordinator.
5. The Chief Financial Affairs Officer shall remain accountable to the Directorate and Council and shall operate under the direct institutional oversight of the Faculty Coordinator and executive direction of the President and Vice-President ensuring that all financial operations conform to the ethical and administrative norms of the University and this Constitution.

**Article 70. Powers of the Chief Financial Affairs Officer of Epigram**

1. The Chief Financial Affairs Officer (CFAO) of Epigram shall exercise such powers as are necessary, incidental, or conducive to the proper discharge of their duties as prescribed under **Article 69**, and for the financial oversight, accountability, and fiscal prudence of the Epigram – St Joseph’s University Debating Society.
2. Without prejudice to the generality of the foregoing, the Chief Financial Affairs Officer shall have the power to:
  - a. Frame, revise, and propose financial protocols, allocation models, and expenditure guidelines for the functioning of the Society, subject to review and approval by the Directorate;
  - b. Enforce compliance with budgetary limits approved by the Directorate and intervene to halt or modify disbursements that exceed allocated limits or deviate from approved heads of expenditure;
  - c. Access and audit the financial records maintained by any office, branch, or committee of the Society, and direct corrective actions in cases of financial inconsistency, procedural delay, or irregularity;
  - d. Recommend resource optimisation strategies, cost-cutting mechanisms, and financial restructuring proposals in the interest of sustainability and institutional efficiency;
  - e. Convene meetings of the Finance Committee of Epigram and issue binding recommendations, guidelines, or financial schedules to all event-conducting offices, subject to ratification by the Directorate;
  - f. Temporarily withhold or defer financial clearances or reimbursements if irregularities, procedural gaps, or missing documentation are identified, provided that such action is reported to the President and Vice-President without delay;
  - g. Liaise with the University Finance Office, Faculty Coordinator, and external funding partners for timely processing of payments, grants, and reimbursements, and issue clarifications or endorsements as needed for formal transactions;
  - h. Approve minor reallocation of funds between heads of expenditure, not exceeding a threshold of five percent (5%) of the total approved budget for any given event, subject to ex post facto approval by the Directorate;

- i. Recommend revisions to the Financial Policy of Epigram under **Article 196** and initiate amendments to financial provisions of the Constitution where deemed necessary, in consultation with the Registrar General;
3. Delegate any of the above powers to the Deputy Financial Affairs Officer, with the prior approval of the President, Vice-President, and Faculty Coordinator in accordance with **Article 16** of this Constitution, provided such delegation does not violate the intent or limits of this Constitution.
4. The exercise of powers by the Chief Financial Affairs Officer shall at all times be:
  - a. Subject to the institutional oversight of the Faculty Coordinator;
  - b. In accordance with the directives of the President and Vice-President;
  - c. And bound by the Code of Conduct under **Article 189**, and any statutory financial policy under **Article 196** of this Constitution.
5. Any power exercised under this Article shall be reported at the subsequent Directorate Meeting and submitted in writing to the Registrar General for recordkeeping under the **First Schedule**.

**Article 71. Appointments & Vacancy of the Financial Affairs Office of Epigram**

1. The Chief Financial Affairs Officer of Epigram, along with the Deputy Financial Affairs Officer, shall be appointed in accordance with the procedures laid down in **Article 12** of this Constitution and shall hold office for a term of one (1) academic year, unless removed, disqualified, or resigned under the provisions herein.
2. The appointment to the Office of the Chief Financial Affairs Officer may be made by selection through interview, as deemed fit by the Faculty Coordinator, as per **Article 12**.
3. The appointment of the Deputy Financial Affairs Officer shall be made in accordance with the provisions of **Article 16**, and shall be subject to the same eligibility criteria as prescribed for the principal office.
4. All nominees or appointees to the Office of the Chief Financial Affairs Officer shall be subject to the eligibility criteria prescribed under **Article 12, Section 15**.
5. Any vacancy in the Office of the Chief Financial Affairs Officer shall be addressed in accordance with the procedures set forth under **Article 24** and **Article 25** which shall apply mutatis mutandis to this office.
6. In the event of a temporary vacancy, absence, or short-term incapacity, the Deputy Financial Affairs Officer shall assume the duties of the Chief Financial Affairs Officer in an acting capacity, until a new appointment is made or the incumbent resumes office.
7. Such acting capacity shall not exceed a continuous period of forty-five (45) days, unless formally extended by the Faculty Coordinator, with due notice provided to the Directorate and the Council.
8. The outgoing Chief Financial Affairs Officer shall remain bound to ensure a formal handover, including the transmission of records, documents, materials, and a comprehensive brief to the incoming officeholder within seven (7) days of the end of their term.

# Chapter IX

## Liaison Office Of Epigram

### **Article 72. Establishment of the Liaison Office of Epigram**

1. There is hereby established the Liaison Office of Epigram – St Joseph’s University Debating Society, which shall serve as the principal institutional unit responsible for developing, maintaining, and coordinating collaborative relationships between Epigram and internal as well as external academic, student, and civic bodies.
2. The Liaison Office shall function as the nodal agency for:
  - a. Engaging with departments, centres, associations and societies within St Joseph’s University;
  - b. Collaborating with other student-led societies, clubs, and collectives within the University;
  - c. Coordinating partnerships and inter-institutional linkages with debating societies, Model United Nations clubs, policy think-tanks, youth organisations, schools, colleges, and civil society groups in Bengaluru and beyond.
3. The Liaison Office shall consist of the Chief Liaison Officer, who shall serve as the head of the Office and be responsible for the discharge of all duties conferred by this Constitution, the Deputy Liaison Officer, who shall assist the Chief Liaison Officer and perform delegated responsibilities in accordance with **Article 16** and such support staff or working members as may be nominated or appointed under the provisions of this Constitution.
4. The Liaison Office shall serve as the primary coordinating body for:
  - a. Departmental and intra-university collaborations, including inter-disciplinary and event-based engagements;
  - b. Representation and participation of Epigram in intercollegiate and city-wide events, fests, and debating forums;
  - c. Communication and planning regarding co-hosted debates, workshops, seminars, roundtables, and other intellectual initiatives.
5. The Liaison Office shall work in regular coordination with the:
  - a. The Public Relations Office, in matters concerning promotion, outreach communication, and media coverage of partnered events;
  - b. The General Secretariat, for support in logistical operations, hospitality, and technical facilitation of collaborative programmes;
  - c. The Equity Office, to ensure that all partnerships reflect the Society’s commitment to values of diversity, accessibility, and inclusive participation;
  - d. The Financial Affairs Office, for the negotiation, formalisation, and recording of sponsorships, funding agreements, grant offers, or goodwill contributions made in relation to external collaborations and events.
6. The duties and powers of the Liaison Office shall be prescribed under **Article 73** and **Article 74** of this Constitution.

7. This Office is formally established and recognised as per the directive issued in Epigram Notice 3.2 dated 7 April 2025, which shall constitute the **Second Amendment** to this Constitution, and shall be entered into the **Eighth Schedule (Record of Amendments)** accordingly.

**Article 73. Duties of the Chief Liaison Officer of Epigram**

1. The Chief Liaison Officer of Epigram shall serve as the principal officer of the Liaison Office of Epigram – St Joseph’s University Debating Society, responsible for the management of institutional, interdepartmental, intercollegiate, and civic collaborations, partnerships and engagements on behalf of the Society.
2. Without prejudice to the generality of the foregoing, the Chief Liaison Officer shall have the following duties:
  - a. To serve as the primary point of contact for all formal communications and arrangements with departments, centres, and academic or cultural bodies within the University;
  - b. To initiate and coordinate discussions with external institutions, colleges, debating societies, civic organisations, and other such bodies, for the purpose of collaborative debates, forums, and other intellectual engagements;
  - c. To organise, on behalf of the Directorate, Epigram’s representation in university-level fests, intercollegiate events, external conferences, or invited forums, in consultation with the Standing Committee;
  - d. To prepare, maintain, and regularly update a register of institutional contacts, partnerships, and affiliations, and to report on the same to the Registrar General for archival under the **First Schedule**;
  - e. To convene and preside over the meetings of the Liaison Committee under **Article 160** and ensure execution of committee mandates and partner engagement plans;
  - f. To work in close coordination with the Public Relations Office, the General Secretariat, and the Equity Office to ensure inclusive representation and effective event delivery in collaborative programming;
  - g. To liaise with the Financial Affairs Office for the preparation, submission, and review of MoUs, sponsorship offers, or financial support agreements entered into with external institutions;
  - h. To ensure that all outreach efforts align with the goals, vision, and ethical expectations of the Society, and to actively advocate for partnerships that enhance the educational, civic, and deliberative mission of Epigram;
  - i. To provide formal briefings and coordination updates at meetings of the Directorate and to ensure that the Faculty Coordinator, President, and Vice-President are apprised of all pending and ongoing collaborative engagements;

- j. To submit a Term Report of all liaison activities at the end of each semester, and event-specific reports within seven (7) days of completion of each collaborative programme, duly forwarded to the Registrar General for record-keeping;
  - k. To maintain all documentation and correspondence relating to liaison activity with care, confidentiality, and procedural transparency;
  - l. To perform any other duty or function conferred by this Constitution, or lawfully assigned by the Faculty Coordinator, President, Vice-President, or the Epigram Directorate.
3. The Chief Liaison Officer may, with the prior written approval of the President, Vice-President, and Faculty Coordinator, delegate the performance of any of the above duties to the Deputy Liaison Officer, in accordance with **Article 16** of this Constitution.

**Article 74. Powers of the Chief Liaison Officer of Epigram**

- 1. The Chief Liaison Officer of Epigram shall exercise such powers as are necessary, incidental, or conducive to the fulfilment of their duties as prescribed under **Article 73**, and shall operate under the direction and oversight of the Faculty Coordinator, President, and Vice-President, and in accordance with the Constitution of Epigram.
- 2. Without prejudice to the generality of the foregoing, the Chief Liaison Officer shall have the power to:
  - a. Initiate and enter into preliminary communications and exploratory discussions with departments, external institutions, and other student-led organisations for potential collaboration, subject to subsequent approval of the President and Faculty Coordinator;
  - b. Represent Epigram in all official forums, meetings, and correspondences concerning partnerships, inter or intra-collegiate engagements, and civil society collaborations, unless otherwise directed by the Directorate;
  - c. Issue formal liaison communiqués, invites, partnership proposals, and letters of confirmation on behalf of the Society, with due intimation to the President and Registrar General;
  - d. Prepare and recommend Memoranda of Understanding (MoUs), Letters of Collaboration, and Sponsorship Proposals to the Financial Affairs Office and Public Relations Office for further review, ratification, and documentation;
  - e. Approve liaison schedules and partner event participation calendars, in consultation with the General Secretary and Programme Coordinator, subject to final validation by the Directorate;
  - f. Convene emergency meetings of the Liaison Committee to address urgent or time-sensitive institutional matters or invitations;
  - g. Request the presence, assistance, or submission of reports from any Secretariat or Directorate Officer to facilitate interdepartmental or inter-institutional coordination;

- h. Recommend the nomination of delegates, panellists, or society representatives to attend collaborative events or external platforms, subject to the confirmation of the President;
  - i. Submit binding proposals for agenda consideration at Directorate Meetings in matters relating to inter-institutional coordination, new partnerships, or liaison events;
  - j. Access relevant archival records, liaison data, and partnership histories maintained by the Registrar General for purposes of institutional memory and consistency;
  - k. Exercise all ancillary powers necessary to ensure that the external engagements of Epigram are professional, strategic, and consistent with its mission and constitutional values.
3. All powers conferred herein shall be exercised in good faith, in the interest of the Society, and shall at all times remain subject to the supervisory authority of the Faculty Coordinator, President, and Vice-President.
  4. The Chief Liaison Officer may, with the prior written approval of the President, Vice-President, and Faculty Coordinator, delegate the exercise of any of the above powers to the Deputy Liaison Officer, in accordance with **Article 16** of this Constitution.
  5. The exercise of powers under this Article shall be subject to the Code of Conduct and Interpretative Definitions under **Article 189**, and may be reviewed or withdrawn by the Directorate, if found to be in conflict with the objectives, ethics, or procedural principles of the Constitution.

**Article 75. Appointments & Vacancy of the Liaison Office of Epigram**

1. The Chief Liaison Officer of Epigram, along with the Deputy Liaison Officer, shall be appointed in accordance with the procedures laid down in **Article 12** of this Constitution and shall hold office for a term of one (1) academic year, unless removed, disqualified, or resigned under the provisions herein.
2. The appointment to the Office of the Chief Liaison Officer may be made by selection through interview, as deemed fit by the Faculty Coordinator, as per **Article 12**.
3. The appointment of the Deputy Liaison Officer shall be made in accordance with the provisions of **Article 16**, and shall be subject to the same eligibility criteria as prescribed for the principal office.
4. All nominees or appointees to the Office of the Chief Liaison Officer shall be subject to the eligibility criteria prescribed under **Article 12, Section 15**.
5. Any vacancy in the Office of the Chief Liaison Officer shall be addressed in accordance with the procedures set forth under **Article 24** and **Article 25** which shall apply mutatis mutandis to this office.
6. In the event of a temporary vacancy, absence, or short-term incapacity, the Deputy Liaison Officer shall assume the duties of the Chief Liaison Officer in an acting capacity, until a new appointment is made or the incumbent resumes office.

7. Such acting capacity shall not exceed a continuous period of forty-five (45) days, unless formally extended by the Faculty Coordinator, with due notice provided to the Directorate and the Council.
8. The outgoing Chief Liaison Officer shall remain bound to ensure a formal handover, including the transmission of records, documents, materials, and a comprehensive brief to the incoming officeholder within seven (7) days of the end of their term.

# Chapter X

## Epigram Publications

### **Article 76. Establishment of Epigram Publication**

1. There is hereby established the Epigram Publications of the Epigram – St Joseph’s University Debating Society, pursuant to the proposal dated 21st September 2023, duly approved and signed by the Registrar of St Joseph’s University, Bengaluru.
2. The Epigram Publications shall serve as the official editorial and publication wing of the Society, with the mandate to plan, curate, produce, and disseminate periodic publications that reflect the intellectual discourse, creative expression, and institutional activities within and beyond the University community.
3. The Publications shall be headed by the Editor-in-Chief and operate under the direction and supervision of the Faculty Coordinator, the President, and the Vice-President, in accordance with the provisions of this Constitution and subject to the Code of Conduct under **Article 189** and Media Ethics Policy for Epigram Airwaves & Publication under **Article 193** and shall collaborate with all other constitutionally established offices of the Society to solicit, compile, and curate content, reports, and official communications intended for any officially sanctioned publications.
4. The Epigram Publications shall serve as an intellectual archive and cultural mirror, committed to upholding the values of editorial freedom, institutional integrity, inclusivity, and journalistic ethics, and shall promote student voices, thought leadership, and intergenerational dialogue.
5. The duties, powers, and structure of the Publications Office shall be further detailed under **Article 77 – Duties and Mandate of Epigram Publications**, **Article 78 – Powers of Epigram Publications**, and other articles of **Chapter X** detailing governing specific roles, appointments, and procedural matters.

### **Article 77. Duties and Mandate of Epigram Publications**

1. The Epigram Publications shall serve as the official print and digital editorial branch of Epigram – St Joseph’s University Debating Society, entrusted with the production, editing, and release of official publications, student-led content, and other curated materials reflective of the Society’s vision, purpose, and public engagement.
2. The Publications shall be responsible for producing and disseminating the following institutional publications and editorial content, including but not limited to:
  - a. The Epigram Magazine, to be published bi-annually (once per academic semester) or annually, representing the Society’s flagship editorial publication;
  - b. The Epigram Monthly Newsletter, summarising internal activities, reports, highlights, recognitions, and university-relevant content on a monthly basis;
  - c. Special publications, reports, creative features, or joint editorial outputs in collaboration with other Offices, Committees, or external partners, with prior approval of the Faculty Coordinator, President and the Vice-President.

3. The content mandate of Epigram Publications shall include, but not be limited to, news reportage, opinion columns, editorial commentary, campus discourse, faculty and student contributions, in-focus features, multilingual articles, reviews, and literary or artistic showcases.
4. Without prejudice to the generality of the foregoing, the core duties of Epigram Publications shall include:
  - a. Planning, editing, and designing each edition of the Epigram Magazine and the Monthly Newsletter in accordance with timelines set by the Directorate;
  - b. Ensuring a fair and inclusive editorial process that reflects student voices across academic disciplines, demographic groups, and ideological perspectives;
  - c. Gathering, verifying, and compiling official reports, debate transcripts, and event summaries submitted by other Offices for editorial processing and presentation;
  - d. Curating content in coordination with Publication Commissions and the Design Manager to ensure intellectual depth, visual quality, and accessibility;
  - e. Reviewing submissions for plagiarism, factual accuracy, defamatory content, or violation of editorial or constitutional standards, in line with **Article 193 (Media Ethics Policy)**;
  - f. Maintaining a publication calendar aligned with the Semester Calendar & Term Vision Statements prescribed under **Article 198**, in consultation with the President and Registrar General.
5. The Publications Office shall work in close coordination with:
  - a. The Registrar General, to ensure archiving and documentation of all published materials under the **First Schedule (Mandate for Archiving)**;
  - b. The Public Relations Office, for strategic outreach, social media circulation, and publicity of publications;
  - c. The Epigram Airwaves, where joint reporting or multimedia coverage is required;
  - d. The Faculty Coordinator, President, and Vice-President, for approval of final drafts and for strategic direction.
6. The Publications Office shall respect and uphold the editorial independence of its appointed officers, while operating under the supervisory authority of the Faculty Coordinator and the executive oversight of the Directorate.
7. Epigram Publications shall strive to:
  - a. Promote student authorship across linguistic, regional, and cultural backgrounds;
  - b. Encourage the development of original thought, civil discourse, and creative experimentation;
  - c. Reflect the dynamic nature of student life, public affairs, and contemporary thought within the University and beyond.
8. All editorial members shall remain accountable to this mandate and shall perform their roles in accordance with the constitutional values, policies, and institutional responsibilities of the Society.

## **Article 78. Powers and Editorial Autonomy**

1. The Epigram Publications shall exercise such powers as are necessary, incidental, or conducive to the performance of its duties as defined under Article 77 of this Constitution, subject always to:
  - a. the supervisory authority of the Faculty Coordinator;
  - b. the executive oversight of the President and Vice-President; and
  - c. the policies and constitutional limitations imposed under this Constitution.
2. The Epigram Publications shall have the power to:
  - a. formulate editorial guidelines, style manuals, and thematic briefs for contributors and editors;
  - b. determine the structure, content categories, and format of each publication issued under its banner;
  - c. accept, revise, or reject contributions and submissions received for publication, subject to editorial review;
  - d. curate multilingual and interdisciplinary content that reflects the diversity and intellectual vibrancy of the student body and wider readership.
3. The Editorial Board of the Epigram Magazine shall consist solely of the designated office-bearers of the Publications Office as appointed under **Article 79**, with full editorial discretion to assign roles, tasks, and reviews among themselves.
4. The Editorial Board shall:
  - a. serve as Internal Review Mechanism and Content Vetting Committee for quality assurance;
  - b. initiate collaborative editorial ventures with academic departments, university bodies, student associations, or external contributors;
  - c. form Editorial Working Groups for each Commission Head, with the approval of the Editor-in-Chief.
5. The Epigram Publications shall retain the right to editorial independence over:
  - a. the interpretation and representation of intellectual, journalistic, or creative content;
  - b. the layout, aesthetics, and tone of published materials; and
  - c. the prioritisation of themes, voices, and perspectives.
6. However, this autonomy shall not:
  - a. extend to matters which contradict the Code of Conduct under **Article 189** or the Media Ethics Policy under **Article 193**;
  - b. be exercised in a manner that brings the Society, its officers, or St Joseph's University into disrepute;
  - c. override any formal directive issued by the Faculty Coordinator in the interest of institutional propriety.
7. The Epigram Publications shall have the authority to:
  - a. assign, restructure, or redefine the mandates of various Publications Commissions based on editorial goals for each term or publication cycle;

- b. approve or reject content proposed by individual Commission Heads or members, provided such decisions are documented in the editorial minutes;
  - c. curate new recurring columns, themes, or topical segments that reflect evolving academic and student interests.
8. The exercise of powers by the Epigram Publications shall remain bound by:
- a. the Media Ethics Policy for Epigram Airwaves & Publication under **Article 193**;
  - b. the **First Schedule** on archiving and record-keeping;
  - c. the **Seventh Schedule** on applicable policy documents;
  - d. the duty to report regularly to the Directorate as specified in **Article 77**;
  - e. the institutional oversight of the Faculty Coordinator, who may suspend any publication or initiative if it violates university norms or directives.
9. All decisions taken under the exercise of powers in this Article shall be recorded in the Minutes of Editorial Board Meetings and shall be made available to the Directorate upon request.

### **Article 79. Composition and Membership**

1. There shall be constituted an Editorial Board of Epigram Publications, which shall serve as the principal collegiate body responsible for the editorial management, publication oversight, and content curation of all periodicals, releases, and special publications under the mandate of the Society.
2. The Editorial Board shall comprise the following members:
- a. Editor-in-Chief;
  - b. Deputy Editor-in-Chief (Secretary);
  - c. Editorial Assistant;
  - d. Design Manager;
  - e. Head of Humanities Commission;
  - f. Head of IT Commission;
  - g. Head of Sciences Commission;
  - h. Head of Business Commission;
  - i. Head of Postgraduate Commission;
  - j. Head of Current Affairs Commission;
  - k. Head Coordinator for SJU Associations;
  - l. Provided that the President and Vice-President of Epigram shall be ex officio members of the Editorial Board and shall be deemed to hold the status of Editors with deliberative and supervisory rights in matters pertaining to publications.
  - m. Any other Commission created under the amendment provisions of **Article 200** of this Constitution, as and when required.
3. Each Commission Head listed under **Section 2** shall be empowered to constitute an Editorial Working Group consisting of not less than three (3) and not more than ten (10) student volunteers. These Working Groups shall assist the respective Commission Heads in the following duties of:

- a. Sourcing, compiling, and verifying stories, reports, reviews, opinion pieces, and visual submissions relevant to their thematic commission;
  - b. Liaising with contributors across departments, student bodies, and external collaborators as approved by the Directorate or Editorial Board;
  - c. Supporting fact-checking, translation, language review, and formatting, as required under editorial policy.
4. All Editorial Working Group members shall function under the direction of their respective Commission Head and shall be subject to oversight by the Editor-in-Chief and Deputy Editor-in-Chief, and shall report operationally to the Deputy Editor-in-Chief for day-to-day matters.
  5. Editorial Working Group members shall not be deemed part of the Executive Assembly but shall be recognised as contributors under Epigram Publications and may be issued acknowledgements or certifications at the discretion of the Directorate and Editor-in-Chief.
  6. No individual may hold more than one position within the Editorial Board of Epigram Publications, nor may a member simultaneously hold multiple positions within the Editorial Board, including holding both an editorial and a Commission Head position, except as otherwise temporarily permitted under this Article.
  7. In the event of a vacancy, temporary exceptions may be made subject to prior written approval of the President, Vice-President, and Faculty Coordinator, for a period not exceeding forty-five (45) days.
  8. All appointments to the Editorial Board shall be governed by the procedures prescribed under **Article 80** of this Constitution. Each appointee shall additionally be subject to the eligibility criteria outlined under **Article 12, Section 15**, and such other conditions as may be set forth by the Faculty Coordinator, the President, or the Vice-President.
  9. All members of the Editorial Board shall exercise their functions in accordance with the provisions of **Article 78 (Powers and Editorial Autonomy)** and **Article 193 (Media Ethics Policy)** of this Constitution.
  10. The composition and structure of the Editorial Board shall be reviewed annually by the Editor-in-Chief in consultation with the President and Faculty Coordinator to ensure alignment with evolving editorial needs and student participation capacities.

#### **Article 80. Appointment of Members**

1. All appointments to the Editorial Board of Epigram Publications shall be made in accordance with the procedures prescribed under **Article 12** of this Constitution and shall be subject to the eligibility criteria stipulated under **Article 12, Section 15** and such other conditions as may be set forth by the Faculty Coordinator, the President, or the Vice-President.
2. Each appointment shall be for a term of one (1) academic year, unless removed, disqualified, or resigned pursuant to this Constitution.
3. The Mode of Appointment to the Epigram Publications shall be governed by the following provisions:

- a. The Editor-in-Chief and Deputy Editor-in-Chief shall be appointed by the Faculty Coordinator, in consultation with the President and Vice-President, through a formal interview and evaluation process conducted during the transition period of the Directorate;
  - b. All other Editorial Board positions, including Editorial Assistant, Design Manager, and Commission Heads as listed under **Article 79, Section 2**, shall be appointed by the Faculty Coordinator upon recommendation of the incoming Editor-in-Chief and Deputy Editor-in-Chief, by due approval of the President and the Vice-President;
  - c. All appointments under this Article shall be announced publicly via official notice and duly recorded with the Registrar General.
4. The appointment of Editorial Working Group members shall be governed by the following provisions:
  - a. Each Commission Head may nominate up to ten (10) and not fewer than three (3) student volunteers to form their respective Editorial Working Group, subject to approval by the Editor-in-Chief and Deputy Editor-in-Chief;
  - b. The Editorial Working Group members shall be appointed by the Editor-in-Chief under **Article 92**, upon verification of nominations, and shall function as part of the Epigram Publications for operational direction from respective Commission Heads;
  - c. Editorial Working Group members shall not be deemed as part of the Executive Assembly, unless separately appointed to such positions.
5. The following shall be required conditions of appointment to Epigram Publications:
  - a. No individual may simultaneously hold more than one position within the Editorial Board of Epigram Publications;
  - b. In the event of exceptional vacancy or exigency, temporary appointment to dual roles may be approved for a period not exceeding forty-five (45) days, by express written permission from the Faculty Coordinator, President, and Vice-President;
  - c. Appointees must meet the academic, disciplinary, and experiential eligibility as stated in **Article 12, Section 15**, and must not be under active disciplinary proceedings under **Article 189**.
6. Where any Editorial Board position is subjected to selection through open call or internal competition, candidates must submit a written statement of purpose and relevant portfolio of work to the Search & Selection Committee, through relevant channels, which shall forward such applications to the Editor-in-Chief and Deputy Editor-in-Chief for formal selection process as deemed fit by them and recommended to Faculty Coordinator, the President and Vice-President for final approval:
  - a. Such selection processes shall be facilitated by the Search & Selection Committee under the supervision of the Chief Election Commissioner, where applicable.
7. All appointed members of the Editorial Board shall assume office following a formal induction or swearing-in ceremony conducted under the supervision of the Election Commission and the Registrar General, as per **Article 12** and **Article 61**.

8. Any vacancy arising in the Editorial Board during the term shall be filled in accordance with **Article 24** and **Article 25** of this Constitution, read with the relevant provisions of this Chapter.
9. The outgoing office holder shall be bound to complete a formal handover, inclusive of all documentation, editorial materials, and operational briefs, within a period not exceeding seven (7) days from the cessation of office.

#### **Article 81. Duties of the Editor-in-Chief**

1. The Editor-in-Chief of Epigram Publications shall serve as the principal editorial officer of the Epigram – St Joseph’s University Debating Society and the Presiding Officer of the Editorial Board. The Editor-in-Chief shall be entrusted with the overall editorial vision, institutional representation, content direction, and publication integrity of all materials released under Epigram Publications.
2. Without prejudice to the generality of the foregoing, the Editor-in-Chief shall have the following duties:
  - a. To determine the editorial direction, thematic scope, and publishing calendar for all periodicals and special publications, including the Epigram Magazine and monthly newsletters, in consultation with the Deputy Editor-in-Chief, Vice-President, the President and the Faculty Coordinator;
  - b. To serve as the final approving authority for all content intended for publication under Epigram Publications, and ensure that the content reflects the intellectual, cultural, and institutional standards of St Joseph’s University;
  - c. To preside over Editorial Board Meetings and provide leadership in curatorial planning, design conceptualisation, and editorial reviews;
  - d. To supervise and coordinate the functions of all Editorial Board members, including Commission Heads, Design Manager, Editorial Assistant, and Deputy Editor-in-Chief;
  - e. To oversee the work of the Editorial Working Groups constituted under **Article 79**, and review their contributions prior to publication;
  - f. To issue editorial guidelines, formatting standards, and article templates to ensure uniformity and editorial quality, as deemed necessary;
  - g. To review and approve all written submissions, opinion pieces, visual art, reviews, interviews, and correspondence for inclusion in any publication;
  - h. To ensure all content is duly fact-checked, appropriately cited, and adheres to the Media Ethics Policy under **Article 193** and the Code of Conduct under **Article 189**;
  - i. To coordinate with the Registrar General to maintain an archival record of all publications, signed editorials, and content correspondence;
  - j. To represent Epigram Publications at all meetings of the Directorate where publication-related matters are discussed, and submit periodic editorial updates;

- k. To coordinate with the Public Relations Office, Epigram Airwaves, and General Secretariat for story collection, outreach, event documentation, and promotional campaigns;
  - l. To present the final versions of the Epigram Magazine and other official publications for approval to the Faculty Coordinator, the President and Vice-President before printing or digital release;
  - m. To exercise editorial authority and supervisory responsibility over the final printing and publication of the bi-annual or annual Epigram Magazine and the monthly Epigram Newsletter, ensuring all necessary approvals are secured from the Faculty Coordinator, President, and Vice-President prior to release;
  - n. To submit an editorial progress report at each Standard Directorate Meeting, and a comprehensive editorial summary at the conclusion of each academic term;
  - o. To ensure that all members of the Editorial Board perform their duties with punctuality, transparency, and academic responsibility, and report any misconduct or non-compliance to the President and Faculty Coordinator;
  - p. To be responsible for training and mentoring members of the Editorial Board and Editorial Working Groups to build institutional continuity and editorial skill.
3. The Editor-in-Chief may, with the prior approval of the President, Vice-President, and Faculty Coordinator, delegate the performance of any of the duties herein to the Deputy Editor-in-Chief, subject to **Article 16**, provided such delegation does not compromise editorial standards or institutional accountability. Such delegation shall be recorded in writing and communicated to the Registrar General for institutional continuity.
  4. The Editor-in-Chief shall perform such other functions as may be expressly or implicitly conferred by this Constitution or by lawful directive of the Directorate, the Council, or the Faculty Coordinator.

**Article 82. Duties of the Deputy Editor-in-Chief**

1. The Deputy Editor-in-Chief of Epigram Publications shall serve as the principal officer in support of the Editor-in-Chief, and shall be entrusted with the editorial administration, operational coordination, and oversight of the day-to-day functioning of the publications and periodicals of the Epigram – St Joseph’s University Debating Society.
2. Without prejudice to the generality of the foregoing, the Deputy Editor-in-Chief shall have the following duties to:
  - a. Assist the Editor-in-Chief in determining the editorial direction, publication schedules, thematic focus, and content curation for all releases under the aegis of Epigram Publications;
  - b. Coordinate with Commission Heads, Editorial Assistant, Design Manager, and Editorial Working Groups to ensure timely collection, formatting, editing, and preparation of materials for review by the Editor-in-Chief;
  - c. Coordinate the scheduling and logistics of Editorial Board meetings and interviews, and assist in the preparation of agendas, minutes, and follow-up action items in collaboration with the Deputy Editor-in-Chief;

- d. Undertake the preliminary editorial review of submitted content, written, visual, or multimedia, prior to final review by the Editor-in-Chief, ensuring compliance with editorial standards and institutional guidelines;
  - e. Convene Editorial Board Meetings in the absence of the Editor-in-Chief, prepare and maintain records of meeting agendas, minutes, progress reports, and coordinate follow-up actions with respective Board members;
  - f. Ensure proper workflow across commissions, coordinate internal deadlines, manage shared editorial resources (including submission portals, archives, and collaborative platforms), and assist in copyediting, design integration, and layout finalisation;
  - g. Act as the point of contact for publication-related coordination with the General Secretariat, Registrar General, Public Relations Office, and other relevant offices of the Society, as delegated by the Editor-in-Chief or in their absence;
  - h. Monitor and organise all internal and external communications related to call for submissions, contributor responses, and author acknowledgements on behalf of Epigram Publications;
  - i. Coordinate with the Design Manager, Editorial Assistant, and external printing or publishing entities, under the supervision of the Editor-in-Chief, to facilitate the printing and timely release of the Epigram Magazine and Monthly Newsletter in digital and/or physical formats;
  - j. Ensure that all editorial activities are in conformity with the provisions of **Article 189 (Code of Conduct)**, **Article 193 (Media Ethics Policy)**, and other applicable guidelines issued by the Directorate or Faculty Coordinator;
  - k. Submit regular updates to the Editor-in-Chief and prepare interim status reports or briefs for submission to the Directorate, as directed by the Editor-in-Chief or the President;
  - l. Support the Editor-in-Chief in the mentorship of junior editorial staff and working group members to build institutional continuity and nurture editorial capabilities within the Society;
3. Perform such functions of the Editor-in-Chief as may be delegated under **Article 81, Section 3**, and assume the duties of the Editor-in-Chief in an acting capacity during temporary vacancies, subject to **Article 25** and formal approval by the President and Faculty Coordinator;
  4. Undertake such other tasks, duties, or responsibilities as may be conferred upon them by this Constitution, or by directive of the Editor-in-Chief, the Directorate, the President, or the Faculty Coordinator.

### **Article 83. Duties of the Editorial Assistant**

1. The Editorial Assistant of Epigram Publications shall serve as the administrative and editorial support officer to the Editor-in-Chief and Deputy Editor-in-Chief. The Editorial Assistant shall be entrusted with documentation, logistical coordination, and preliminary

content review duties to ensure smooth functioning and timely delivery of the publication cycle.

2. Without limiting the generality of the foregoing mandate, the Editorial Assistant shall have the following duties:
  - a. Assist the Editor-in-Chief and Deputy Editor-in-Chief in maintaining editorial calendars, tracking internal deadlines, and recording status updates on each segment of the editorial process;
  - b. Prepare, format, and edit preliminary drafts of written submissions, event reports, contributor lists, and communications from Working Groups and Commission Heads, in accordance with publication protocols;
  - c. Serve as the primary liaison for all Editorial Working Groups constituted under **Article 79**, including the collection, collation, and transmission of stories, opinion pieces, reports, and other content from the respective Commission Heads;
  - d. Ensure that all submissions from Working Groups are screened for relevance, clarity, formatting, and basic compliance with editorial standards before forwarding for review by the Deputy Editor-in-Chief and the Editor-in-Chief;
  - e. Maintain official editorial documentation, including content trackers, author lists, contributor credits, and issue-specific indexes, in collaboration with the Design Manager and Commission Heads;
  - f. Facilitate ongoing internal communication with Editorial Working Groups and Commission contributors to assist with deadlines, style guidelines, and call for submissions, under the guidance of the Deputy Editor-in-Chief and Editor-in-Chief;
  - g. Support fact-checking, citation formatting, and cross-verification tasks required to meet editorial integrity, in conformity with **Article 193 (Media Ethics Policy)** and **Article 189 (Code of Conduct)**;
  - h. Assist in maintaining shared digital folders, archives, and editorial records in accordance with the archiving guidelines of the **First Schedule** and under coordination with the Registrar General;
  - i. Manage acknowledgements, biographies, and publication credits for contributors and ensure timely delivery of submission receipts and updates to authors and collaborators.
3. The Editorial Assistant shall report operationally to the Deputy Editor-in-Chief and shall function under the overall direction of the Editor-in-Chief. The Editorial Assistant may be assigned supervisory duties over Working Group members for content collation, tracking, and preliminary editorial functions, as delegated.
4. The Editorial Assistant shall perform such other editorial, logistical, or clerical functions as may be directed by the Editor-in-Chief, the Deputy Editor-in-Chief, or the Faculty Coordinator, and shall act in conformity with the **Article 189 (Code of Conduct)**, the **Article 193 (Media Ethics Policy)**, and all other applicable provisions of this Constitution and institutional standards.

#### **Article 84. Duties of the Design Manager**

1. The Design Manager of Epigram Publications shall serve as the principal officer responsible for the visual design, layout execution, artistic formatting, and aesthetic coherence of all materials released under the aegis of Epigram Publications under the Epigram – St Joseph’s University Debating Society. The Design Manager shall ensure that the visual presentation of all publications aligns with the editorial vision and institutional identity of Epigram.
2. Without limiting the generality of the foregoing mandate, the Editorial Assistant shall have the following duties:
  - a. Collaborate with the Editor-in-Chief, Deputy Editor-in-Chief, and Editorial Assistant to conceptualise and execute the design layouts for all Epigram Publications, including the bi-annual (or) annual Epigram Magazine and monthly newsletters;
  - b. Design and format editorial content, articles, infographics, cover stories, opinion pieces, and illustrations, in line with prescribed style guides, thematic direction, and print or digital requirements;
  - c. Ensure typographic consistency, colour harmony, spatial balance, and visual accessibility in all layout templates, and coordinate with printers or digital publishers where required;
  - d. Maintain a digital repository of all design assets, including high-resolution logos, templates, illustrations, graphic modules, and archived editions for future reference and re-use;
  - e. Coordinate with each Commission Head to integrate visual submissions or illustrations sourced through their Editorial Working Groups, including photography, artwork, and multimedia contributions;
  - f. Ensure compliance with **Article 193 (Media Ethics Policy)**, **Article 189 (Code of Conduct)**, and institutional branding standards of St Joseph’s University in all visual outputs;
  - g. Participate in all Editorial Board meetings and present design progress, challenges, and creative briefs for discussion and finalisation by the Board;
  - h. Coordinate with the Registrar General to ensure that digital proofs, cover designs, and publication layouts are archived in accordance with the First Schedule and maintained in Epigram’s official publication records.
3. The Design Manager shall function under the overall direction of the Editor-in-Chief, with day-to-day coordination through the Deputy Editor-in-Chief and the Editorial Assistant. The Design Manager may be assisted by volunteers or contributors as approved by the Editorial Board but shall retain final responsibility for quality control and adherence to institutional visual identity.
4. The Design Manager shall function exclusively within the editorial framework of Epigram Publications and shall not be responsible for design requirements related to event-specific or non-editorial tasks, independent of the Head of Design under the General Secretariat.

5. The Design Manager shall perform such other design, visual, or editorial functions as may be assigned by the Editor-in-Chief, the Deputy Editor-in-Chief, or the Faculty Coordinator, consistent with this Constitution and applicable institutional norms.

#### **Article 85. Duties of the Head of Humanities Commission**

1. The Head of Humanities Commission of Epigram Publications shall serve as the principal officer responsible for the curation, coordination, and editorial development of all content relating to the Humanities, Arts, and Social Sciences. The Commission shall function as the primary editorial liaison for contributors, departments, and student bodies associated with the School of Humanities and Social Sciences at St Joseph's University, Bengaluru.
2. Without limiting the generality of the foregoing, the Head of Humanities Commission shall have the following duties:
  - a. Source, curate, and compile content from students, faculty members, and recognised contributors affiliated with the School of Humanities and Social Sciences, including but not limited to fields such as Languages, Literatures, Philosophy, History, Sociology, Political Science, Industrial Relations, Economics, International Relations, Public Policy, Psychology, and Cultural Studies;
  - b. Develop thematic calls for submissions, in consultation with the Editor-in-Chief and Deputy Editor-in-Chief, and ensure alignment of contributions with the academic, creative, and cultural goals of Epigram Publications;
  - c. Oversee the review, editing, and shortlisting of articles, essays, creative writing, opinion pieces, interviews, and academic features related to the Humanities domain, and submit the same to the Editorial Assistant for preliminary formatting and consolidation;
  - d. Liaise with faculty members, department representatives, student organisations, and research groups within the School of Humanities and Social Sciences to facilitate collaboration and content generation;
  - e. Supervise the functioning of the Editorial Working Group under their Commission, as established under **Article 79**, and ensure timely collection, verification, and refinement of submitted content in accordance with editorial standards;
  - f. Identify key issues, events, trends, and intellectual developments within the Humanities that merit documentation or editorial coverage in Epigram Magazine and related publications;
  - g. Assist in proofreading, translation, and interdisciplinary integration of Humanities content with other Commission features, in close coordination with the Editorial Assistant and Design Manager;
  - h. Ensure compliance with the editorial protocols of **Article 193 (Media Ethics Policy)**, **Article 189 (Code of Conduct)**, and any thematic or structural guidance issued by the Editorial Board;

- i. Submit periodic updates to the Deputy Editor-in-Chief on the status of content collection, challenges, and achievements, and participate in Editorial Board meetings as a voting and deliberative member;
  - j. Maintain and submit records of published contributions and contributor lists from the Humanities Commission to the Registrar General for archival in accordance with the **First Schedule**.
3. The Head of Humanities Commission shall operate under the direction of the Editor-in-Chief and the Deputy Editor-in-Chief. They shall remain accountable to the Faculty Coordinator, the President, and the Vice-President for the execution of their responsibilities.
4. The Head of Humanities Commission may delegate specific duties to members of their Editorial Working Group as approved under **Article 79** and **Article 92**, provided such delegation is subject to review by the Editorial Assistant, Deputy Editor-in-Chief, and Editor-in-Chief, and is carried out in full conformity with the editorial standards, media ethics, and procedural guidelines set forth under this Constitution.
5. The Head of Humanities Commission shall uphold the editorial mission of Epigram Publications and promote academic integrity, professional insight, and interdisciplinary collaboration through their commission's contributions

**Article 86. Duties of the Head of IT Commission**

1. The Head of IT Commission of Epigram Publications shall serve as the principal officer responsible for the curation, coordination, and editorial development of all content related to the School of Information Technology. The Commission shall represent contributions, activities, innovations, and narratives pertaining to the Information Technology, Computer Science, Data Analytics, and allied domains at St Joseph's University, Bengaluru.
2. Without limiting the generality of the foregoing, the Head of IT Commission shall have the following duties:
  - a. Source, curate, and compile articles, opinion pieces, interviews, and features relating to current trends, projects, academic advancements, and innovations in the fields of Information Technology, Computer Science, and Digital Studies from students, faculty, and collaborators within the School of Information Technology;
  - b. Facilitate the collection, editorial refinement, and submission of high-quality, technically accurate, and intellectually stimulating content including features on software development, AI, cybersecurity, data science, academic technology research, and student initiatives;
  - c. Coordinate closely with student clubs, academic cells, research labs, faculty mentors, and university departments under the School of IT to gather news, reports, and stories of institutional relevance;

- d. Supervise the Editorial Working Group formed under **Article 79**, ensuring that their work supports timely and verified collection of content, aligned with the publishing calendar and editorial standards of the Board;
  - e. Review and submit articles for preliminary formatting to the Editorial Assistant, ensuring each entry aligns with the editorial direction and publication ethics set forth in **Article 193 (Media Ethics Policy)** and **Article 189 (Code of Conduct)**;
  - f. Engage with contributors for clarification, technical verifications, and contextual simplification of IT-related content to ensure accessibility and relevance to the broader university readership;
  - g. Coordinate with the Design Manager to provide technical visuals, infographics, charts, and diagrams that complement content from the IT Commission;
  - h. Ensure the integration of IT and technological narratives within interdisciplinary themes of the Epigram Magazine and other publications, in coordination with other Commission Heads;
  - i. Maintain comprehensive records of submissions, editorial approvals, feedback, and contributor acknowledgements under the IT Commission, and forward the same to the Registrar General for archival under the **First Schedule**;
  - j. Attend all meetings of the Editorial Board as a deliberative and voting member, submit updates on Commission progress, and propose thematic expansions or special editions related to technology and digital discourse.
3. The Head of IT Commission shall report to and operate under the direction of the Editor-in-Chief and the Deputy Editor-in-Chief. They shall remain accountable to the Faculty Coordinator, the President, and the Vice-President for the proper discharge of their responsibilities.
  4. The Head of IT Commission may delegate specific tasks to members of their Editorial Working Group, as constituted under **Article 79** and **Article 92**, subject to reporting and verification by the Editorial Assistant, Deputy Editor-in-Chief and the Editor-in-Chief and in full conformity with the editorial standards, media ethics, and procedural guidelines prescribed under this Constitution.
  5. The Head of IT Commission shall uphold the editorial mission of Epigram Publications and promote academic integrity, professional insight, and interdisciplinary collaboration through their commission's contributions

**Article 87. Duties of the Head of Sciences Commission**

1. The Head of Sciences Commission of Epigram Publications shall serve as the principal officer responsible for the curation, coordination, and editorial development of all content pertaining to the disciplines within the School of Life Sciences, the School of Chemical Sciences, and the School of Physical Sciences of St Joseph's University, Bengaluru. The Sciences Commission shall function as the primary editorial conduit for contributions, reports, and features from students, faculty, and institutional units engaged in scientific learning, teaching, and innovation.

2. Without limiting the generality of the foregoing, the Head of Sciences Commission shall have the following duties:
  - a. Curate, compile, and review submissions relating to biology, biotechnology, chemistry, biochemistry, environmental science, botany, zoology, physics, electronics, mathematics, and other scientific disciplines taught or researched under the Schools of Life, Chemical, and Physical Sciences;
  - b. Engage with departmental faculty, student research cells, lab coordinators, academic units, and scientific societies to facilitate sourcing of research highlights, student projects, interviews, and event reports;
  - c. Ensure that technical submissions are editorially adapted for broader academic readership while preserving scientific rigour and disciplinary accuracy.;
  - d. Supervise the Editorial Working Group constituted under **Article 79**, and ensure timely content collection, accuracy verification, and conformity with the editorial vision and schedule of the Editor-in-Chief;
  - e. Liaise with contributors to ensure submissions follow editorial protocols, including citation integrity, data clarity, and adherence to the **Article 193 (Media Ethics Policy)** and the **Article 189 (Code of Conduct)**;
  - f. Collaborate with the Design Manager for incorporation of figures, diagrams, scientific visuals, charts, and experimental photographs, ensuring design clarity and technical relevance;
  - g. Coordinate interdisciplinary themes or issues involving science and public policy, ethics, or societal implications in collaboration with other Commission Heads and the Editorial Assistant;
  - h. Submit compiled content to the Editorial Assistant and Deputy Editor-in-Chief, provide content updates in Editorial Board meetings, and assist in proofreading or fact-checking as required;
  - i. Maintain comprehensive documentation of contributions, author records, and internal feedback, and forward such documentation to the Registrar General for institutional archiving in accordance with the **First Schedule**;
  - j. Propose new scientific editorial initiatives, student features, or outreach columns to highlight science literacy, innovation, and research excellence within the University ecosystem.
  - k. Coordinate the inclusion of science-related event reportage or guest lecture reviews in the monthly newsletter or special features, in collaboration with the Public Relations Office and the General Secretariat.
3. The Head of Sciences Commission shall report directly to the Editor-in-Chief and Deputy Editor-in-Chief, and shall remain accountable to the Faculty Coordinator, the President, and the Vice-President for the effective discharge of their duties.
4. The Head may delegate specific tasks to members of their Editorial Working Group, constituted under **Article 79** and appointed in accordance with **Article 92**, provided such delegation is subject to monitoring by the Editorial Assistant and approval by the Deputy Editor-in-Chief and the Editor-in-Chief.

5. The Head of Sciences Commission shall act in strict conformity with all editorial protocols, thematic standards, and institutional policies as prescribed under this Constitution, and shall promote scientific integrity, interdisciplinary dialogue, and institutional pride through their editorial stewardship.

#### **Article 88. Duties of the Head of Business Commission**

1. The Head of Business Commission of Epigram Publications shall serve as the principal editorial officer responsible for the curation, coordination, and content development pertaining to commerce, management, economics, entrepreneurship, and related disciplines. The Commission shall represent the academic and professional contributions of the School of Business of St Joseph's University, Bengaluru, and function as its primary editorial liaison under the aegis of Epigram Publications.
2. Without limiting the generality of the foregoing, the Head of Business Commission shall have the following duties:
  - a. Source, compile, and edit submissions from students, faculty, and contributors affiliated with the School of Business on themes including but not limited to commerce, finance, business law, human resource management, marketing, entrepreneurship, analytics, management studies, and emerging market trends;
  - b. Facilitate contributions such as student essays, thought pieces, faculty interviews, industry analyses, startup features, placement stories, and business-related event documentation from academic units, centres, and clubs operating within the School of Business;
  - c. Develop and execute thematic calls for submissions in coordination with the Editor-in-Chief and Deputy Editor-in-Chief, ensuring consistency with the publishing calendar and editorial goals of Epigram Publications;
  - d. Supervise the Editorial Working Group constituted under **Article 79** for the Business Commission, and oversee their work in sourcing, verifying, and compiling relevant submissions in adherence with editorial quality and institutional standards;
  - e. Coordinate with the Editorial Assistant for the formatting and pre-submission review of all business-related content and ensure such content meets the requirements under **Article 193 (Media Ethics Policy)** and **Article 189 (Code of Conduct)**;
  - f. Engage with the Design Manager to prepare infographics, financial illustrations, market visuals, and tabular data to support articles from the Business Commission;
  - g. Identify and propose potential features or columns focusing on business case studies, current affairs in commerce, student entrepreneurship, and industry insights to enhance the reach and impact of Epigram Publications;
  - h. Ensure timely communication with contributors, respond to clarifications, and integrate business narratives with broader interdisciplinary themes under the direction of the Editor-in-Chief;

- i. Maintain documentation of all contributions, communications, author credits, and feedback under the Business Commission and forward the same to the Registrar General in conformity with the **First Schedule**;
  - j. Attend all Editorial Board meetings as a deliberative and voting member, and provide regular progress updates, suggestions, and proposals for enhancing business-related editorial content.
3. The Head of Business Commission shall report to the Editor-in-Chief and Deputy Editor-in-Chief and shall remain institutionally accountable to the Faculty Coordinator, the President, and the Vice-President.
4. The Head of Business Commission may delegate tasks to members of their Editorial Working Group in accordance with **Article 79** and **Article 92**, subject to monitoring by the Editorial Assistant and approval of the Deputy Editor-in-Chief and Editor-in-Chief. All such delegation shall be exercised within the limits of editorial standards, institutional propriety, and constitutional mandate.
5. The Head of Business Commission shall uphold the editorial mission of Epigram Publications and promote academic integrity, professional insight, and interdisciplinary collaboration through their commission's contributions

#### **Article 89. Duties of the Head of Postgraduate Commission**

1. The Head of Postgraduate Commission of Epigram Publications shall serve as the principal editorial officer responsible for the curation, coordination, and content development of all material pertaining to the academic and student life of the postgraduate community of St Joseph's University, Bengaluru. The Commission shall serve as the primary editorial liaison for contributors, departments, and student groups operating within the Postgraduate Block and related academic programmes.
2. The Postgraduate Commission shall represent the voices, concerns, intellectual engagements, and creative expressions of students enrolled in postgraduate programmes across all schools and departments of the University, without limiting its jurisdiction to any single academic discipline.
3. Without limiting the generality of the foregoing, the Head of Postgraduate Commission shall have the following duties:
  - a. Source, curate, and compile content from postgraduate students, faculty, and research scholars across all postgraduate departments, including academic essays, opinion pieces, interviews, reviews, and reportage;
  - b. Facilitate thematic submissions reflecting the academic rigour, policy insights, research interests, and postgraduate campus life of the University, in coordination with postgraduate cells, clubs, societies, associations, research collectives, and student bodies;
  - c. Develop calls for submissions and coordinate periodic content initiatives reflecting postgraduate interests, under the direction of the Editor-in-Chief and Deputy Editor-in-Chief;

- d. Supervise the Editorial Working Group formed under **Article 79**, ensuring their active participation in identifying stories, gathering field reports, and sourcing visual and written submissions from the PG community;
  - e. Review and submit all content for preliminary formatting to the Editorial Assistant, ensuring that all pieces meet the stylistic, ethical, and academic standards laid out in **Article 193 (Media Ethics Policy)** and **Article 189 (Code of Conduct)**;
  - f. Liaise with contributors and Commission Heads from other Editorial Divisions to explore interdisciplinary themes relevant to the postgraduate student body, including but not limited to research culture, student governance, public policy, and university reforms;
  - g. Coordinate with the Design Manager for the visual representation of postgraduate stories, including campus photography, infographics, interviews, and feature layouts;
  - h. Maintain internal documentation including contributor lists, editorial feedback, correspondence, and version tracking, and forward such records to the Registrar General for archival in conformity with the provisions of the **First Schedule**;
  - i. Present regular updates on Commission activities in Editorial Board Meetings and participate in deliberations and voting related to publications and editorial planning;
  - j. Propose new columns, features, or special editions that reflect the evolving academic, professional, and social landscape of the postgraduate student community.
4. The Head of Postgraduate Commission shall report directly to the Editor-in-Chief and Deputy Editor-in-Chief, and shall remain accountable to the Faculty Coordinator, the President, and the Vice-President;
  5. The Head may delegate specific tasks to members of their Editorial Working Group in accordance with **Article 79** and **Article 92**, provided such delegation is supervised by the Editorial Assistant and approved by the Deputy Editor-in-Chief and Editor-in-Chief;
  6. While it is encouraged that the Head and Working Group of the Postgraduate Commission consist primarily of postgraduate students, such appointments shall not be restricted solely to them and shall remain subject to **Article 80** and the discretion of the Directorate.
  7. All actions, editorial decisions, and delegated responsibilities shall be executed in conformity with the standards of this Constitution, including adherence to **Article 193 (Media Ethics Policy)**, **Article 189 (Code of Conduct)**, and such other directives as may be issued by the Editorial Board or the Directorate.

#### **Article 90. Duties of the Head of Current Affairs Commission**

1. The Head of Current Affairs Commission of Epigram Publications shall serve as the principal editorial officer responsible for the curation, coordination, and content development relating to ongoing political, economic, legal, cultural, and international

affairs. The Commission shall function as the editorial conduit for coverage of current events beyond the University, and shall operate with heightened responsibility given the external subject matter involved.

2. Without prejudice to the generality of the foregoing, the Head of Current Affairs Commission shall have the following duties:
  - a. To curate and compile content, including analytical articles, editorial commentaries, interviews, reviews, and op-eds, relating to current affairs at the local, state, national, and international levels, for publication in the Epigram Magazine and Monthly Newsletter;
  - b. To issue periodic calls for submissions from the wider University community and to encourage participation from students, faculty, researchers, and staff interested in contributing to the current affairs section of Epigram Publications;
  - c. To conduct preliminary screening of all submissions for factual integrity, newsworthiness, language appropriateness, and relevance to the editorial calendar, prior to forwarding for further review;
  - d. To exercise heightened editorial discretion and rigor in verifying sources, cross-checking facts, ensuring objectivity, and applying institutional standards of neutrality and fairness, given the sensitive and public-facing nature of the content;
  - e. To work in coordination with the Editorial Assistant and Design Manager to integrate infographics, visuals, data sets, and visual journalism that enhance the quality and engagement of current affairs content;
  - f. To oversee and guide the Editorial Working Group constituted under **Article 79**, ensuring their contributions to fact-gathering, thematic scouting, and source validation support the Commission's standards of reliability;
  - g. To serve as the primary editorial liaison for fact-based content partnerships, guest writers, and collaborators from outside the immediate university context, subject to prior approval of the Editor-in-Chief and Faculty Coordinator.
  - h. To ensure that all published content under the Current Affairs Commission is in full compliance with **Article 193 (Media Ethics Policy)**, **Article 189 (Code of Conduct)**, and University-specific content policies or guidelines where applicable.
  - i. To maintain an updated repository of all current affairs submissions, approvals, feedback communications, and contributor details, and forward the same to the Registrar General for archival under the **First Schedule**.
  - j. To attend and participate in Editorial Board Meetings as a voting and deliberative member, and to submit regular progress reports to the Deputy Editor-in-Chief on commission-specific editorial status and future proposals.
3. In exceptional circumstances of national, international, or institutionally significant events, the Head of Current Affairs Commission may propose the development of an emergency editorial feature, special issue, or thematic supplement addressing the said occurrence:

- a. Such proposals must be submitted in writing to the Editor-in-Chief with a justification memo, content outline, and timeline. The Editor-in-Chief shall, within seventy-two (72) hours of receipt, determine the editorial feasibility and consult the Faculty Coordinator for expedited institutional clearance.
  - b. Upon approval, the Commission shall be authorised to convene a special Editorial Working Group, solicit time-sensitive contributions, and coordinate an accelerated editorial and design cycle, subject to the standards of **Article 189 (Code of Conduct)**, **Article 193 (Media Ethics Policy)**, and this Constitution.
  - c. The release of such emergency features shall be overseen directly by the Editor-in-Chief, with final institutional approval to be issued by the Faculty Coordinator, President, and Vice-President.
4. The Head of Current Affairs Commission may delegate specific responsibilities to members of their Editorial Working Group as constituted under **Article 79** and appointed in accordance with **Article 80** and **Article 92**. Such delegation shall remain subject to operational oversight by the Editorial Assistant and approval by the Deputy Editor-in-Chief and Editor-in-Chief.
  5. The Head of Current Affairs Commission shall report directly to the Editor-in-Chief and Deputy Editor-in-Chief and shall remain accountable to the Faculty Coordinator, the President, and the Vice-President for the ethical, factual, and professional execution of their duties in accordance with the Constitution of Epigram.

**Article 91. Duties of the Head of Coordinator for SJU Associations**

1. The Head Coordinator for SJU Associations of Epigram Publications shall serve as the principal editorial officer responsible for the collection, coordination, and development of content relating to the activities, contributions, and institutional presence of recognised and unrecognised student organisations, clubs, and associations of St Joseph’s University, Bengaluru, including those operating within its affiliated campuses.
2. The Coordinator shall act as the official editorial representative of Epigram Publications to all such associations as are listed in the St Joseph’s University Student Handbook or are reasonably recognised by students and faculty for that academic year.
3. Without limiting the generality of the foregoing mandate, the Head Coordinator for SJU Associations shall have the following duties:
  - a. To curate, compile, and review submissions, reports, interviews, event coverage, opinion pieces, and creative content from officially recognised or functionally acknowledged student associations, clubs, and interest groups;
  - b. To serve as the primary liaison between Epigram Publications and the leadership or faculty advisors of all SJU student organisations for the purpose of content collection, authorisation, and collaboration;
  - c. To identify and source content that reflects the cultural vibrancy, leadership achievements, social outreach, artistic expression, academic initiatives, and co-curricular engagement of SJU’s student communities;

- d. To prepare and publish club and association spotlights, event recaps, and thematic features in the Epigram Magazine and Monthly Newsletter, and to promote inter-association collaboration through editorial storytelling;
  - e. To supervise the Editorial Working Group formed under **Article 79** for this Commission, ensuring regular communication with association representatives, timely follow-ups, and documentation of submissions;
  - f. To forward all preliminary drafts and source content to the Editorial Assistant for formatting, and coordinate with the Design Manager for the creation of layouts, visual spotlights, and relevant graphics;
  - g. To ensure that all published content meets editorial standards, language protocols, and ethical guidelines as prescribed under **Article 193 (Media Ethics Policy)** and **Article 189 (Code of Conduct)**;
  - h. To maintain a consolidated database of associations contacted, submissions received, editorial decisions, feedback notes, and publication records, and forward such documentation to the Registrar General for archival under the First Schedule;
  - i. To liaise with Commission Heads for cross-feature opportunities that may involve associations working in disciplines represented under other editorial commissions;
  - j. To participate as a voting and deliberative member in Editorial Board Meetings, submit regular updates on outreach efforts, and propose new initiatives for association engagement through Epigram Publications.
4. The Head Coordinator shall report directly to the Editor-in-Chief and Deputy Editor-in-Chief and shall remain accountable to the Faculty Coordinator, the President, and the Vice-President for the ethical, timely, and strategic fulfilment of their responsibilities.
  5. The Head Coordinator may delegate content collection or coordination tasks to members of their Editorial Working Group, as appointed under **Article 80** and governed by **Article 92**, provided such delegation is supervised by the Editorial Assistant and receives prior approval from the Deputy Editor-in-Chief and Editor-in-Chief.
  6. The Head Coordinator shall ensure that no content is published without appropriate consent, verification, or institutional clearance where necessary, and shall function at all times in alignment with the academic and community values of St Joseph's University, Bengaluru.

#### **Article 92. Editorial Working Groups of Commission Heads**

1. There shall be constituted Editorial Working Groups under each Commission Head of the Editorial Board of Epigram Publications, in accordance with **Article 79** and **Article 80** of this Constitution. These Working Groups shall function as operative units to support content creation, sourcing, verification, coordination, and preliminary review within the thematic jurisdiction of the respective Commissions.

2. Editorial Working Group members shall be recognised as contributors to Epigram Publications and shall function under the direct supervision of their respective Commission Heads, and under the overall editorial direction of the Deputy Editor-in-Chief and the Editorial Assistant.
3. Each Commission Head, as listed under **Article 79, Section 2**, shall nominate not fewer than three (3) and not more than ten (10) student volunteers to constitute their respective Editorial Working Group, subject to the following protocols of composition and appointment:
  - a. The nominations shall be submitted to the Editor-in-Chief and Deputy Editor-in-Chief, who shall review and approve the composition of each Editorial Working Group, in consultation with the Faculty Coordinator, President, and Vice-President, where deemed necessary;
  - b. All appointees shall meet the minimum eligibility requirements, including satisfactory academic standing, demonstrable interest in editorial writing, research, design, or subject-specific contribution, and shall be in good disciplinary standing under **Article 189 (Code of Conduct)**;
  - c. The formal appointment, removal, or termination of Editorial Working Group members shall be executed by the Editor-in-Chief through an official notice issued within Epigram Publications and recorded with the Registrar General for archival under the **First Schedule**.
4. Members of the Editorial Working Groups shall, under the functional direction of their respective Commission Heads, undertake the following duties:
  - a. Author or source original stories, conduct interviews, collect visual or written content, and compile data relevant to the Commission's thematic domain;
  - b. Assist in editing, fact-checking, formatting, citation alignment, and initial proofreading of contributions and field reports;
  - c. Liaise with student societies, associations, clubs, faculty members, and contributors to collect timely and relevant material;
  - d. Provide thematic suggestions, article ideas, and visual enhancements to enrich the editorial scope of the Commission;
  - e. Adhere to internal timelines, publication protocols, and formatting guidelines issued by the Editorial Board.
5. Editorial Working Group members shall not be deemed members of the Executive Assembly and shall not exercise voting rights in either Executive Assembly or Editorial Board meetings.
6. Members of the Working Group may, at the discretion of the Editor-in-Chief and the Directorate, be issued certificates of contribution or acknowledgements for meritorious service during the academic year.
7. Editorial Working Group members shall function exclusively within the editorial and publication domain of Epigram Publications and shall not hold any autonomous or representative authority within the Society.

8. Any member of an Editorial Working Group may be removed for non-performance, breach of editorial protocols, or misconduct, upon recommendation of the Commission Head and with the approval of the Editor-in-Chief and Deputy Editor-in-Chief.
9. A member may resign by submitting a formal notice to their respective Commission Head and the Editorial Assistant, who shall forward the same to the Editor-in-Chief for formal recording and closure.
10. Any vacancy arising within an Editorial Working Group may be filled through fresh nominations made by the Commission Head and approved in accordance with **Section 3** of this Article.
11. All activities, conduct, and contributions of Editorial Working Groups shall be governed by the applicable provisions of this Constitution, including but not limited to **Article 189 (Code of Conduct)**, **Article 193 (Media Ethics Policy)**, and such directions as may be issued by the Faculty Coordinator, the President, or the Vice-President.

### **Article 93. Relationship with the Directorate & Executive Assembly**

1. The Epigram Publications shall function as an integral organ of the Epigram – St Joseph’s University Debating Society, and shall operate within the broader institutional structure, vision, and strategic direction laid down by the Directorate, subject to the constitutional provisions herein.
2. The Editor-in-Chief and Deputy Editor-in-Chief of Epigram Publications shall be considered members of the Directorate under Article 11, and shall be directly answerable to the Faculty Coordinator, the President, and the Vice-President for all actions, decisions, and publications issued under the name of Epigram Publications.
3. The Editor-in-Chief and Deputy Editor-in-Chief shall receive and execute lawful directions issued by the Faculty Coordinator, the President, and the Vice-President, including but not limited to matters concerning editorial standards, publication timelines, inter-office coordination, and representation of the Society in institutional platforms.
4. Epigram Publications shall be bound to present its editorial plans, annual goals, and major publication cycles for discussion and review by the Directorate, and shall submit periodic reports on the same at Standard Directorate Meetings.
5. All members of the Editorial Board of Epigram Publications, excluding Editorial Working Group members, shall be deemed official members of the Executive Assembly of the Society under **Article 122** and shall possess deliberative and voting rights therein.
6. Editorial Working Group members constituted under **Article 92** may be invited to attend meetings of the Executive Assembly and the Editorial Board, but shall not possess voting rights or deliberative status in said bodies.
7. The Editor-in-Chief and Deputy Editor-in-Chief shall serve as the representatives of the Publications within the Executive Assembly and shall be responsible for presenting updates, seeking feedback, and ensuring alignment between editorial priorities and broader Executive Assembly deliberations, when required.

8. Notwithstanding the editorial independence guaranteed under **Article 78**, the Epigram Publications shall remain subject to the overarching administrative, ethical, and constitutional oversight of the Directorate and shall operate in full conformity with:
  - a. **Article 189 (Code of Conduct)**;
  - b. **Article 193 (Media Ethics Policy for Epigram Airwaves & Publications)**; and
  - c. All binding rules, regulations, and institutional directives issued by the Faculty Coordinator, the President, or the Vice-President, in accordance with this Constitution.
9. Editorial autonomy shall not be construed as institutional independence or exemption from procedural accountability, institutional discipline, or constitutional compliance.
10. Epigram Publications shall actively collaborate with the General Secretariat, Public Relations Office, Registrar General, Chief of Media Staff and other relevant offices for the sourcing of event reports, institutional documentation, and visual media required for timely publication and archival.
11. The Editor-in-Chief and Deputy Editor-in-Chief shall ensure that the Publications reflect the mission, ethos, and diverse academic and student landscape of the University in a manner consistent with the goals of the Society and the vision of the Directorate.
12. No officer or member of Epigram Publications may act as an official spokesperson of the Society or represent the Publications in external fora without prior approval of the Editor-in-Chief, the President or the Vice President, and the Faculty Coordinator.
13. Any public communication, official press release, or external representation involving Epigram Publications must be approved by the Directorate and routed through the Public Relations Office in accordance with **Article 193**.
14. Any ambiguity, conflict, or procedural doubt concerning the relationship of Epigram Publications with the Directorate or Executive Assembly shall be resolved by the Faculty Coordinator, in consultation with the President and the Vice-President, whose interpretation shall be final and binding, subject to review under **Article 200 (Amendments to the Constitution of Epigram)**.

#### **Article 94. Chairing, Quorum & Voting in Editorial Board Meetings**

1. The Editor-in-Chief shall chair all meetings of the Editorial Board of Epigram Publications. In the absence of the Editor-in-Chief, the Deputy Editor-in-Chief shall chair the meeting. No meeting of the Editorial Board may be convened without the presence of either the Editor-in-Chief or the Deputy Editor-in-Chief.
2. The quorum for a Standard Editorial Board Meeting shall be constituted by at least one-half of the existing members of the Editorial Board, including the presence of either the Editor-in-Chief or the Deputy Editor-in-Chief.
3. The quorum for a Special Editorial Board Meeting shall be constituted by at least two-thirds of the existing members of the Editorial Board, including the presence of either the Editor-in-Chief or the Deputy Editor-in-Chief.

4. The quorum for an Emergency Editorial Board Meeting shall consist of all active and available members at the time of convening, provided that either the Editor-in-Chief or the Deputy Editor-in-Chief is present.
5. Any decision taken at an Emergency Editorial Board Meeting shall be reported as a Priority Item of Business in the next Standard Editorial Board Meeting for discussion and confirmation.
6. A simple majority of members present and voting shall be sufficient to pass any motion in a Standard Editorial Board Meeting.
7. A three-fourths majority of members present and voting shall be required to pass any motion in a Special Editorial Board Meeting.
8. A simple majority shall be sufficient to pass any motion in an Emergency Editorial Board Meeting, subject to confirmation under **Section 5**.
9. All members of the Editorial Board shall possess full deliberative and voting rights in Editorial Board Meetings. Members of the Editorial Working Groups may attend such meetings as observers, without voting or deliberative rights.
10. Minutes and voting records of all Editorial Board Meetings shall be maintained by the Deputy Editor-in-Chief, or in their absence, the Editorial Assistant, and shall be submitted to the Registrar General for archival under the First Schedule and shared with the Directorate when requested.

#### **Article 95. Meetings of the Epigram Publications - Standard**

1. The Editorial Board of Epigram Publications shall convene for Standard Meetings at regular intervals during the academic term for the purposes of editorial planning, progress review, content allocation, publication scheduling, and inter-commission coordination.
2. The Editor-in-Chief shall serve as the Presiding Officer of all Standard Meetings of the Editorial Board. In the absence of the Editor-in-Chief, the Deputy Editor-in-Chief shall preside.
3. The Standard Meetings shall be convened at least once every week during the academic year. Such meetings shall be held within three (3) working days after the Standard Meeting of the Directorate.
4. Additional meetings may be called as deemed necessary by the Editor-in-Chief or by a written request submitted by not less than one-third of the total Editorial Board members.
5. Notice for a Standard Meeting shall be circulated by the Deputy Editor-in-Chief at least two (2) working days in advance, including a provisional agenda, venue or digital platform, and time of convening.
6. The quorum for a Standard Meeting shall consist of the Editor-in-Chief or the Deputy Editor-in-Chief and not less than one-half of the current members of the Editorial Board.
7. All members of the Editorial Board shall possess deliberative and voting rights in Standard Meetings. Present Editorial Working Group members may attend as observers.

8. Decisions at Standard Meetings shall be taken by simple majority vote of those present and voting, unless otherwise stipulated in this Constitution.
9. The Editorial Assistant shall prepare and circulate the minutes of each Standard Meeting, duly approved by the Editor-in-Chief, and submit the final record to the Registrar General for archival under the **First Schedule**.
10. Standard Meetings may be held in person or in hybrid/virtual mode, provided the quorum and procedural requirements are duly met and verified by the Editor-in-Chief or Deputy Editor-in-Chief.
11. The Editor-in-Chief shall retain the discretion to declare any item of urgent editorial or procedural relevance as a “Priority Item of Business,” which shall take precedence in the agenda and require immediate deliberation and resolution by the Board, and shall be recorded as such in the minutes by the Editorial Assistant.

#### **Article 96. Meetings of the Epigram Publications - Special**

1. Special Meetings of the Editorial Board of Epigram Publications may be convened to address matters of urgent editorial significance, exceptional institutional importance, policy amendments, or deliberations requiring a higher quorum and vote threshold than standard proceedings.
2. A Special Meeting may be called by:
  - a. The Editor-in-Chief at their discretion; or
  - b. The Deputy Editor-in-Chief in consultation with the Editor-in-Chief; or
  - c. A written request supported by not less than one-half of the current members of the Editorial Board, specifying the subject matter requiring special deliberation.
3. The notice for a Special Meeting shall be issued at least forty-eight (48) hours in advance by the Deputy Editor-in-Chief, and shall include the agenda marked as “Special Business,” the mode of convening, and relevant preparatory material, if any.
4. The quorum for a Special Meeting shall consist of:
  - a. The Editor-in-Chief or, in their absence, the Deputy Editor-in-Chief; and
  - b. Not less than two-thirds of the current members of the Editorial Board.
5. All voting members of the Editorial Board shall hold deliberative and voting rights in a Special Meeting. Editorial Working Group members may attend as observers, unless specifically invited to provide expert or report-based inputs, without voting rights.
6. Any substantive or procedural motion placed before a Special Meeting shall require a three-fourths majority of those duly present and voting for it to be deemed passed, unless otherwise specified under a higher threshold in this Constitution.
7. The Editor-in-Chief shall preside over all Special Meetings. In the absence of the Editor-in-Chief, the Deputy Editor-in-Chief shall preside.
8. The Editorial Assistant shall record the minutes of the meeting, highlighting all decisions taken, votes cast, and resolutions adopted, and shall submit the same to the Registrar General for archival under the **First Schedule**.

9. A Special Meeting may only be converted into an Emergency Meeting by express resolution passed by unanimous vote of the Editorial Board members present, and with the approval of the Editor-in-Chief or, in their absence, the Deputy Editor-in-Chief.
10. Any failure to meet the quorum or procedural and notice obligations of a duly called Special Meeting shall render the meeting invalid, and the agenda shall be deferred to the next Standard Meeting unless reissued under fresh notice.

**Article 97. Meetings of the Epigram Publications - Emergency**

1. Emergency Meetings of the Editorial Board of Epigram Publications may be convened to address time-sensitive matters requiring immediate editorial decision, institutional response, or operational direction that cannot be deferred to the next Standard or Special Meeting.
2. An Emergency Meeting may be convened by:
  - a. The Editor-in-Chief at their sole discretion; or
  - b. The Deputy Editor-in-Chief in consultation with the Editor-in-Chief; or
  - c. Upon the written request of not fewer than three (3) Editorial Board members, accompanied by a statement of exigency, subject to approval by the Editor-in-Chief or, in their absence, the Deputy Editor-in-Chief.
3. Notice for an Emergency Meeting may be issued with less than twelve (12) hours' notice and shall include the mode of convening, the subject matter, and any materials necessary for immediate deliberation.
4. The quorum for an Emergency Meeting shall consist of:
  - a. The Editor-in-Chief or the Deputy Editor-in-Chief; and
  - b. Any number of available and active Editorial Board members at the time of convening.
5. Emergency Meetings may be convened in person, digitally, or in hybrid mode, provided quorum is established and the procedural urgency is duly recorded by the Deputy Editor-in-Chief or Editorial Assistant.
6. All members of the Editorial Board present shall retain full voting and deliberative rights. Editorial Working Group members may be invited as observers, without voting rights, unless called upon to provide clarifications or submissions.
7. Decisions at Emergency Meetings shall be taken by a simple majority of those present and voting, unless a higher threshold is expressly mandated under the relevant provisions of this Constitution.
8. The Editor-in-Chief shall preside over all Emergency Meetings. In their absence, the Deputy Editor-in-Chief shall preside.
9. The Editorial Assistant shall record the proceedings of the Emergency Meeting and highlight all decisions, motions, and actions taken, and shall submit the minutes to the Registrar General for archival under the **First Schedule**.
10. All decisions taken at an Emergency Meeting shall be included as a "Priority Item of Business" in the agenda of the next Standard Meeting of the Editorial Board for confirmation, review, or ratification.

11. Emergency Meetings shall not be used to bypass quorum requirements or voting thresholds applicable to Special or Standard Meetings, except where delay would cause material disruption to the publication cycle, institutional obligation, or the ethical responsibilities of the Epigram Publications.

**Article 98. Meetings of the Epigram Publications - Agendas**

1. The agenda for all meetings of the Editorial Board shall be prepared and circulated by the Deputy Editor-in-Chief in consultation with the Editor-in-Chief, and in coordination with all other members of the Editorial Board.
2. Any member of the Editorial Board may propose an item for inclusion in the agenda as an Order of Business. Such proposals must be submitted in writing, offline or online, to the Registrar General at least twelve (12) hours before the meeting, except in Emergency Meetings where timing shall be flexible.
3. Agendas for Standard Meetings shall be circulated at least twenty-four (24) hours prior to the time fixed for the meeting.
4. Agendas for Special Meetings shall be circulated at least forty-eight (48) hours prior to the time fixed for the meeting.
5. Agendas for Emergency Meetings may be circulated or announced at the time of convening, and shall take effect upon confirmation of quorum.
6. The following shall serve as the model templates for the structure and contents of the Agenda for Editorial Board Meetings. These templates may, where circumstances warrant, be modified or expanded by the Presiding Officer of the meeting to accommodate situational requirements or evolving matters of importance.
7. Standard Editorial Board Meeting Agenda Template:
  - a. Verification of Quorum;
  - b. Adoption of Agenda;
  - c. Reading and Approval of Minutes of the Previous Meeting;
  - d. Priority Items of Business;
  - e. Updates from the Editor-in-Chief and Deputy Editor-in-Chief;
  - f. Commission-wise Reports and Editorial Progress Updates;
  - g. New Submissions and Content Review Proposals;
  - h. Discussion on Layout, Design, and Publication Timeline;
  - i. Inter-Commission Coordination Points;
  - j. Any Other Matter Permitted by the Chair;
  - k. Summary of Resolutions and Adjournment.
8. Special Editorial Board Meeting Agenda Template:
  - a. Verification of Quorum;
  - b. Reading of Special Agenda and Purpose of Convening;
  - c. Presentation of Motions or Proposed Amendments;
  - d. Deliberation and Clarifications;
  - e. Voting on Motions;
  - f. Procedural Resolutions and Assignments;

- g. Summary of Outcomes and Adjournment.
- 9. Emergency Editorial Board Meeting Agenda Template:
  - a. Verification of Quorum;
  - b. Statement of Urgency and Purpose;
  - c. Immediate Deliberation and Proposed Action;
  - d. Emergency Voting or Consensus;
  - e. Scheduling of Ratification at the Next Standard Meeting;
  - f. Adjournment.
- 10. All items listed, taken up, deferred, or introduced during any Editorial Board Meeting shall be duly recorded in the minutes by the Editorial Assistant and submitted to the Registrar General for archival in accordance with the **First Schedule**.

**Article 99. Editorial Voting and Decision-Making Procedures**

- 1. The Editorial Board of Epigram Publications shall make decisions on editorial content, publishing approval, internal disputes, and all matters of policy relevance through voting and deliberation in meetings convened under **Articles 95, 96, and 97** of this Constitution.
- 2. Editorial decisions involving publication of any article, visual, opinion piece, or editorial note shall follow the standard approval workflow:
  - a. Initial Draft Submission by the concerned contributor or Commission Head;
  - b. Preliminary Review by the Editorial Assistant and Deputy Editor-in-Chief;
  - c. Content Presentation and Deliberation in a duly convened Editorial Board Meeting;
  - d. Editorial Vote for content requiring approval under this Article;
  - e. Final Approval by the Editor-in-Chief, or in the case of sensitive content, by the Faculty Coordinator, in consultation with the President and Vice-President.
- 3. A motion to approve, reject, retract, or modify editorial content may be moved by:
  - a. The Editor-in-Chief or Deputy Editor-in-Chief;
  - b. The Commission Head responsible for the content;
  - c. One-third of the Editorial Board, in writing, where content concerns require deliberation.
- 4. Decisions on standard editorial matters shall be passed by a simple majority vote of the Editorial Board members present and voting in a duly convened meeting with valid quorum.
- 5. In the event of a tie, the Editor-in-Chief shall exercise a casting vote. In the absence of the Editor-in-Chief, the Deputy Editor-in-Chief shall hold the casting vote.
- 6. Any content deemed sensitive, controversial, or reputationally significant, such as coverage of political issues, inter-institutional conflicts, religious matters, gender or caste narratives, or critiques of public institutions, shall not be published without the explicit prior approval of the Faculty Coordinator in consultation with the President and the Vice-President, upon recommendation of the Editor-in-Chief.

7. The Editorial Board shall maintain a log of all motions passed or failed concerning publication approvals, editorial retractions, or dispute resolutions, which shall be recorded by the Editorial Assistant and submitted to the Registrar General for archival under the **First Schedule**.
8. Retraction of already published content may only be effected by:
  - a. A three-fourths majority vote of the Editorial Board present and voting in a Special Meeting convened for that purpose;
  - b. Or, by directive of the Faculty Coordinator, in consultation of the President and the Vice-President on grounds of legal, ethical, or reputational risk.
9. Editorial Working Group members may participate in deliberations on content from their Commission, subject to invitation by the Presiding Officer, but shall not possess voting rights.
10. The editorial decision-making process shall at all times be guided by the principles of factual accuracy, balanced representation, institutional ethics, academic freedom, and the editorial autonomy granted under **Article 78** of this Constitution, and shall remain subject to **Article 193 (Media Ethics Policy)** and **Article 189 (Code of Conduct)**.

#### **Article 100. Vacancies and Interim Appointments**

1. A vacancy in any position of the Editorial Board of Epigram Publications shall arise upon resignation, disqualification, incapacity, removal under applicable provisions, or failure to assume office.
2. Vacancies in the offices of Editor-in-Chief and Deputy Editor-in-Chief, who are members of the Directorate under **Article 11**, shall be governed by **Article 24 (Vacancies in the Directorate)** and **Article 25 (Removal of Members of the Directorate)**. In such cases:
  - a. The Faculty Coordinator shall initiate the procedure for appointment of a replacement as per **Article 24**;
  - b. The nominated or appointed Deputy shall discharge responsibilities in an acting capacity until such time as a new appointment is confirmed;
  - c. Removal of the Editor-in-Chief or Deputy Editor-in-Chief shall be subject to the grounds, process, and safeguards laid down in **Article 25**.
3. For all other members of the Editorial Board, including the Editorial Assistant, Design Manager, and Commission Heads, the following process shall apply:
  - a. The Editor-in-Chief, in consultation with the Deputy Editor-in-Chief, shall recommend a suitable replacement;
  - b. The recommendation shall be submitted to the Vice-President, the President and the Faculty Coordinator for approval;
  - c. Upon approval, the appointment shall be announced through an official notice and recorded with the Registrar General.
4. Any interim appointment made under this Article shall not exceed a continuous period of forty-five (45) days unless extended by the Faculty Coordinator through formal communication to the Directorate.

5. All interim appointees must meet the eligibility requirements under **Article 12, Section 15** and must not be under disciplinary review under **Article 189 (Code of Conduct)**.
6. In the event of a vacancy in the position of a Commission Head, the Editor-in-Chief may temporarily delegate the responsibilities of the office to another existing Editorial Board member, with prior approval from the Vice-President and the President, and with formal communication to the Faculty Coordinator until a new appointment is made.
7. In case more than one-third (1/3rd) of the Editorial Board positions fall vacant, the Editor-in-Chief shall convene a Special Editorial Board Meeting under **Article 96** within seven (7) days to initiate remedial measures and notify the Directorate of the same.
8. The Editorial Assistant shall record and submit all documents relating to notification, appointment, removal, or extension of office terms to the Registrar General for archival under the **First Schedule**.

#### **Article 101. Removal & Disqualification of Members**

1. A member of the Editorial Board of Epigram Publications shall be liable for removal or disqualification from office prior to the completion of their term on the following grounds:
  - a. Continued and substantial failure to discharge their duties as defined under this Chapter;
  - b. Breach of editorial protocols or repeated failure to adhere to the timelines, standards, or responsibilities expected of their office;
  - c. Violation of the Code of Conduct under **Article 189** or the Media Ethics Policy under **Article 193**;
  - d. Conduct that brings disrepute to the Society, impairs editorial neutrality, or undermines the academic or institutional ethos of Epigram;
  - e. Misrepresentation of the office or publication of unauthorised content without approval as prescribed under **Article 99**.
2. The removal of the Editor-in-Chief or Deputy Editor-in-Chief, being members of the Directorate, shall be governed by the provisions of **Article 25** of this Constitution and may only be effected through a formal review and decision of the Faculty Coordinator, in consultation with the President and Vice-President.
3. The removal of any other Editorial Board member, including Commission Heads, the Editorial Assistant, or Design Manager, shall be initiated by the Editor-in-Chief, following:
  - a. A written warning and opportunity to respond to the allegation;
  - b. Recommendation to the President and the Faculty Coordinator with the concurrence of the Deputy Editor-in-Chief;
  - c. Final approval by the Faculty Coordinator, in consultation with the President and Vice-President;
  - d. Issuance of a formal removal notice by the Editor-in-Chief and submission of the same to the Registrar General for archival.

4. A member shall be deemed disqualified from holding office under Epigram Publications if they:
  - a. Are under active academic suspension or serious disciplinary investigation under University rules or **Article 189**;
  - b. Fail to meet the eligibility standards prescribed under **Article 12, Section 15**;
  - c. Have been previously removed from an Epigram office for misconduct and are under active bar from reappointment by the Council or the Directorate;
  - d. Have submitted a resignation that has been accepted and formally recorded.
5. Any Editorial Working Group member may be removed from their position by the Editor-in-Chief upon the recommendation of the respective Commission Head, with approval of the Deputy Editor-in-Chief, for reasons including non-performance, repeated non-compliance, or misconduct.
6. A member removed or disqualified under this Article may appeal the decision within five (5) working days from the date of issuance of the removal order, by written representation to the Faculty Coordinator. The decision of the Faculty Coordinator, taken in consultation with the President and Vice-President, shall be final and binding.
7. All actions and decisions under this Article shall be documented by the Editorial Assistant and recorded with the Registrar General in accordance with the **First Schedule**.

# Chapter X

## Epigram Airwaves

### **Article 102. Establishment of Epigram Airwaves**

1. There shall be established a broadcast and multimedia platform under the aegis of the Epigram – St Joseph’s University Debating Society, to be known as Epigram Airwaves, pursuant to the proposal dated 21st September 2023, endorsed by the Directorate.
2. Epigram Airwaves shall serve as the official body responsible for visual, audio, and multimedia coverage, reporting, and documentation of all events, initiatives, and institutional activities undertaken by or affiliated with Epigram, including but not limited to debates, panels, publications, special events, and collaborative programmes.
3. Epigram Airwaves shall operate as a distinct editorial and production wing alongside Epigram Publications, and shall uphold the standards of student-led journalism, ethical media practice, innovation in multimedia storytelling, and the institutional values of St Joseph’s University.
4. Epigram Airwaves shall be overseen by the Chief of Media Staff under the direction of the Faculty Coordinator, the President, and the Vice-President, and shall operate in consultation and coordination with the Directorate, the Public Relations Office, the Registrar General, the General Secretariat, and other relevant organs of Epigram.
5. The structure, functions, powers, duties, and membership of Epigram Airwaves shall be further elaborated under subsequent Articles of this Chapter, including but not limited to **Article 103 (Duties and Mandate)**, **Article 104 (Powers and Editorial Autonomy)**, and **Article 105 (Composition and Membership)**.
6. Epigram Airwaves shall function in accordance with the editorial norms and ethical safeguards outlined in **Article 193 (Media Ethics Policy)**, and shall remain subject to the institutional oversight and accountability mechanisms established under this Constitution.

### **Article 103. Duties and Mandate of Epigram Airwaves**

1. Epigram Airwaves shall serve as the official broadcast and multimedia wing of the Epigram – St Joseph’s University Debating Society, entrusted with documenting, curating, and disseminating visual and audio content that reflects the academic, cultural, and institutional vibrancy of the University, subject to the provisions set forth under **Article 175** and **Article 193** of this Constitution.
2. Without limiting the generality of the foregoing, the mandate of Epigram Airwaves shall include:
  - a. Planning, producing, and disseminating video content, interviews, post-event reports, multimedia features, and visual documentation relevant to the academic, cultural, and co-curricular life of the University;
  - b. Fostering student capacity in broadcast media, journalism, digital storytelling, cinematography, post-production, and content creation;

- c. Enhancing institutional visibility through high-quality reportage and contributing to the audiovisual archive of the Society's legacy and engagements;
  - d. Promoting inter-association collaboration, informed discourse, and transparent representation of student voices and University initiatives.
3. Epigram Airwaves shall undertake regular multimedia documentation of events organised or supported by the Society, including those listed under **Part V – Epigram Events**, particularly under **Division II – Semester Events, Article 176 (Epigram Airwaves Coverages)**, and shall ensure timely publication and dissemination of the same through official channels.
4. All activities of Epigram Airwaves shall be conducted in conformity under **Article 193 (Media Ethics Policy)**, the **Article 189 (Code of Conduct)**, and the general standards of institutional representation as prescribed by the Directorate.
5. Epigram Airwaves shall actively collaborate with the General Secretariat, Public Relations Office, Liaison Office, Registrar General, and other relevant bodies to obtain information, permissions, visual assets, and editorial inputs necessary for the fulfilment of its mandate.
6. Epigram Airwaves shall further be responsible for maintaining a consistent audiovisual archive of the Society's events and initiatives, to be submitted periodically to the Registrar General for archival under the **First Schedule** of this Constitution.
7. The duties and operational execution of Epigram Airwaves shall be directed by the Chief of Media Staff, under the supervision of the Faculty Coordinator, President, and Vice-President, and in consultation with the Directorate.

**Article 104. Powers and Editorial Autonomy of Epigram Airwaves**

1. Epigram Airwaves shall possess independent editorial competence and operational authority to conceptualise, plan, and produce broadcast content in alignment with the objectives of the Epigram – St Joseph's University Debating Society and the values of St Joseph's University.
2. Subject to relevant provisions of this Constitution, the Epigram Airwaves shall have the mandate and the power to:
  - a. Determine the format, style, and narrative structure of its multimedia content, including coverage, interviews, post-event summaries, and visual documentaries;
  - b. Select stories and events for coverage based on editorial merit, relevance to the student community, and the educational or institutional significance of the subject;
  - c. Engage student contributors, presenters, correspondents, and volunteers in the development of audiovisual content under proper supervision;
  - d. Implement internal editorial policies, including formatting, branding, production, and post-production protocols consistent with institutional standards;
  - e. Coordinate with faculty, student bodies, and external collaborators for permissions, interviews, venue access, or visual recording, subject to required approvals.

3. The editorial autonomy granted under this Article shall be exercised under the direction of the Chief of Media Staff, and shall be accountable to the Faculty Coordinator, President, and Vice-President, and operate in consultation with the Directorate.
4. Notwithstanding the powers granted herein, all content deemed sensitive, reputationally significant, or likely to impact institutional image—such as coverage of political subjects, inter-institutional commentary, or socially contentious material—shall require prior clearance from the Faculty Coordinator, in consultation with the President and Vice-President, before production or release.
5. The Chief of Media Staff shall have the discretion to approve or withhold publication of submitted audiovisual material, and may request additional review, revisions, or legal vetting where deemed necessary in light of institutional obligations or public sensitivity.
6. Epigram Airwaves shall retain the authority to retract, suspend, or withhold broadcast of any recorded content where post-facto concerns arise regarding factual integrity, privacy violations, or ethical non-compliance, subject to reporting such action to the Directorate.
7. All powers under this Article shall be exercised in strict compliance with:
  - a. **Article 193 (Media Ethics Policy)**;
  - b. **Article 189 (Code of Conduct)**;
  - c. The editorial norms, institutional branding standards, and any procedural guidelines or safeguards issued by the Faculty Coordinator or the Directorate.
8. The editorial autonomy of Epigram Airwaves shall not exempt it from constitutional accountability, and any exercise of discretion shall be subject to periodic review by the Directorate, including through performance reports, archival submissions, or clarification upon formal inquiry.

#### **Article 105. Composition and Membership**

1. There shall be constituted an Editorial and Production Team under Epigram Airwaves, which shall serve as the core functional body responsible for the planning, execution, and dissemination of broadcast and multimedia content on behalf of the Epigram – St Joseph’s University Debating Society.
2. The official composition of Epigram Airwaves shall consist of the following members:
  - a. Chief of Media Staff;
  - b. Deputy Chief of Media Staff;
  - c. Correspondents (Reporters);
  - d. Video Production Editors;
  - e. Cinematographers (Camerapersons).
3. All members listed under **Section 2** of this Article shall be deemed part of the Executive Assembly under **Article 122** and shall hold deliberative and voting rights in meetings convened under the authority of Epigram Airwaves, except as otherwise provided.
4. The team may additionally be assisted by student volunteers, contributors approved by the Chief of Media Staff and Deputy Chief of Media Staff, who shall not hold Executive Assembly status but may be credited under institutional acknowledgement frameworks.

5. All appointments to the above positions shall be governed by the procedures laid down in **Article 106 (Appointment, Term, and Structure of Office Bearers)** and each member shall be subject to the eligibility criteria stipulated under **Article 12, Section 15**, and shall remain bound by **Article 189 (Code of Conduct)** and **Article 193 (Media Ethics Policy)**.

**Article 106. Appointment, Term & Eligibility of Office Bearers**

1. The appointment of all office bearers of Epigram Airwaves, listed under **Article 105, Section 2**, shall be carried out in accordance with the procedures prescribed under **Article 12** of this Constitution, and shall be subject to the eligibility criteria laid down under **Article 12, Section 15**, and such other institutional requirements as may be determined by the Faculty Coordinator, the President, and the Vice-President.
2. The Chief of Media Staff and Deputy Chief of Media Staff shall be appointed by the Faculty Coordinator, in consultation with the President and Vice-President, based on a formal evaluation or interview process conducted during the transition period of the Directorate.
3. All individuals seeking appointment to positions under **Article 105, Section 2** of this Constitution must fulfil the general eligibility requirements set forth under **Article 12, Section 15** and shall further be subject to the specific criteria enumerated below:
  - a. Maintain a minimum threshold of academic performance and good disciplinary standing, free from active disciplinary action under **Article 189**;
  - b. Demonstrate commitment to the values and objectives of Epigram Airwaves and institutional representation of St Joseph's University, Bengaluru;
  - c. Be available for evening and weekend assignments as per the academic calendar and event schedules;
  - d. Be willing to attend briefings, workshops, and editorial meetings regularly as may be scheduled by the Chief or Deputy Chief of Media Staff.
  - e. Correspondent(s) (Reporters):
    1. Must possess strong public-speaking skills and clear verbal articulation in English and/or Kannada or any other approved official language under the **Second Schedule**;
    2. Should demonstrate on-camera confidence, presentability, and a capacity for impromptu verbal reporting;
    3. Must have basic understanding of institutional etiquette, interview protocols, and audiovisual media communication norms;
    4. Prior experience in event anchoring, media presentation, or debating/public discourse shall be considered an advantage.
  - f. Video Production Editor(s):
    1. Must demonstrate proficiency in video editing, preferably in non-linear video editing software such as Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve, or equivalent platforms;

2. Should possess working knowledge of colour correction, sound synchronisation, motion graphics integration, and captioning;
  3. Must have the capacity to handle tight deadlines, multiple video tracks, and creative briefs from editorial leadership;
  4. A basic understanding of audiovisual storytelling structure, shot sequencing, and post-production workflow is essential.
- g. Cinematographer(s) (Camerapersons):
1. Have proficient knowledge in video recording, preferably possess demonstrated experience or training in the use of DSLR/mirrorless cameras or professional-grade video recording equipment;
  2. Preferably be adept in adjusting frame composition, lighting, angles, focus, and camera movement suited for interview or event coverage;
  3. Preferably have the physical ability to operate and transport camera equipment across campus venues and events;
  4. Basic understanding of visual aesthetics, exposure settings, and audio recording in live conditions shall be required.
- h. Final determination of eligibility shall rest with the Faculty Coordinator, upon recommendation of the Chief and Deputy Chief of Media Staff, and in consultation with the President and Vice-President.
4. Each appointment to the offices under this Article shall be for a term of one (1) academic year, unless otherwise removed, disqualified, or resigned in accordance with the provisions of this Constitution.
  5. No individual may simultaneously hold more than one position within Epigram Airwaves, nor concurrently hold editorial office under **Chapter X – Epigram Publications**, unless temporarily approved by the Faculty Coordinator, with prior consultation with the President and Vice-President, for a period not exceeding forty-five (45) days in exceptional circumstances.
  6. All appointments made under this Article shall be:
    - a. Publicly announced by official notice;
    - b. Recorded with the Registrar General;
    - c. Subject to documentation and archiving under the **First Schedule** of this Constitution.
  7. All members so appointed shall assume office upon completion of a formal induction or swearing-in ceremony, as per the provisions of **Article 61**, and shall be bound by the institutional norms and constitutional ethics prescribed under **Article 189 (Code of Conduct)** and **Article 193 (Media Ethics Policy)**.
  8. The Chief of Media Staff shall head the Epigram Airwaves, while the Deputy Chief of Media Staff shall act as a Managing Director of Airwaves, both ensuring coordination and functioning of Epigram Airwaves in its endeavours. There may be multiple Correspondents, Video Production Editors and Cinematographers, coordinating with each other as and when assigned, who shall act under the direction of the Deputy Chief

of Media Staff and the Chief of Media Staff while being supervised by the Vice President, the President and the Faculty Coordinator.

9. In the event of any vacancy arising in the office bearers of Epigram Airwaves, the procedures and interim provisions set forth under **Article 119 (Vacancies and Interim Appointments)** and **Article 120 (Removal & Disqualification)** shall apply, mutatis mutandis.

#### **Article 107. Duties of the Chief of Media Staff**

1. The Chief of Media Staff of Epigram Airwaves shall serve as the principal executive and editorial head of the Epigram Airwaves, and shall be entrusted with overseeing its overall operations, media vision, content direction, and institutional representation within the Epigram – St Joseph’s University Debating Society.
2. Without prejudice to the generality of the foregoing, the Chief of Media Staff shall have the following duties:
  - a. Provide editorial and strategic leadership to Epigram Airwaves in all matters relating to broadcast content, media planning, and institutional visual storytelling;
  - b. Determine, in consultation with the Deputy Chief of Media Staff, the media calendar, content themes, documentation priorities, and overall direction of coverage for academic, cultural, co-curricular, and institutional events;
  - c. Serve as the final approving authority for all broadcast content, including interviews, reports, post-event documentation, and multimedia productions, prior to their publication or dissemination through official platforms;
  - d. Coordinate with the Faculty Coordinator, the President, and the Vice-President to ensure that all broadcast activities are aligned with the goals and values of the University and the constitutional mandate of Epigram;
  - e. Convene and preside over all meetings of the Epigram Airwaves Editorial and Production Team, and supervise inter-departmental collaboration and inter-association liaisons necessary for effective coverage;
  - f. Issue media guidelines, editorial advisories, and production protocols consistent with **Article 193 (Media Ethics Policy)**, **Article 189 (Code of Conduct)**, and institutional branding norms;
  - g. Supervise the functioning of all members listed under **Article 105**, including the Deputy Chief of Media Staff, Correspondents, Video Production Editors, and Cinematographers;
  - h. Liaise with the Public Relations Office, General Secretariat, Registrar General, and other functionaries for acquiring permissions, official releases, and archival coordination relevant to broadcast operations;
  - i. Ensure that the visual and editorial integrity of Epigram Airwaves is maintained in all published content, and that content is factually accurate, respectful, inclusive, and institutionally appropriate;

- j. Submit term-wise reports to the Directorate on the work and performance of Epigram Airwaves, and ensure timely handover and transition procedures at the end of the term;
  - k. Promote skill-building, ethical training, and content creation mentorship for team members and volunteers within Epigram Airwaves.
3. The Chief of Media Staff shall remain answerable to the Faculty Coordinator, the President, and the Vice-President, and shall function under the institutional oversight of the Directorate, as stipulated under **Article 112** of this Constitution.
  4. The Chief of Media Staff may delegate specific functions or duties to the Deputy Chief of Media Staff or other team members, provided such delegation is not inconsistent with this Constitution and is communicated in writing to the Faculty Coordinator, the President, and the Vice-President.
  5. The Chief of Media Staff shall perform such other functions as may be conferred upon them under this Constitution or as lawfully directed by the Directorate, Faculty Coordinator, or by institutional policy or notice.

**Article 108. Duties of the Deputy Chief of Media Staff**

1. The Deputy Chief of Media Staff of Epigram Airwaves shall serve as the principal officer in support of the Chief of Media Staff and shall be responsible for the operational coordination, production management, and logistical execution of all media and broadcast activities undertaken by Epigram Airwaves.
2. Without prejudice to the generality of the foregoing, the Deputy Chief of Media Staff shall have the following duties:
  - a. Assist the Chief of Media Staff in formulating the media calendar, coverage priorities, and operational workflows for the semester and the academic term;
  - b. Oversee the day-to-day management of reporting assignments, production timelines, editing schedules, and crew deployment for event documentation and other media tasks;
  - c. Coordinate the activities and assignments of the Correspondents, Video Production Editors, and Cinematographers in accordance with the editorial vision and technical directives of the Chief of Media Staff;
  - d. Ensure proper recording, editing, and post-production of video content, interviews, and multimedia materials, and manage internal deadlines for submission to the Chief of Media Staff for approval;
  - e. Serve as the convenor of production meetings and operational briefings within Epigram Airwaves in the absence or under the direction of the Chief of Media Staff;
  - f. Maintain and update project trackers, asset logs, and operational schedules in coordination with the Registrar General and the Public Relations Office, where applicable;

- g. Act as the nodal point for coordination with the Public Relations Office, General Secretariat, Registrar General, and Epigram Publications for publicity, outreach, and visual documentation requirements;
  - h. Review all pre-final multimedia content for technical and editorial quality, before presenting the same to the Chief of Media Staff and the Directorate for final approval and release;
  - i. Supervise logistical arrangements for coverage assignments, including equipment management, on-site coordination, and crew briefings;
  - j. Provide training, guidance, and mentoring to junior media staff, correspondents, and volunteer contributors associated with Epigram Airwaves;
  - k. Submit periodic operational updates and production status reports to the Chief of Media Staff, and present such updates at meetings of the Directorate or Executive Assembly, when directed;
3. Ensure that all media outputs and internal operations of Epigram Airwaves adhere to the standards and safeguards established under **Article 189 (Code of Conduct)** and **Article 193 (Media Ethics Policy)**.
  4. Undertake such additional responsibilities as may be delegated by the Chief of Media Staff, or as required by the Faculty Coordinator, the President, or the Vice-President.
  5. The Deputy Chief of Media Staff shall act as the Managing Director of Epigram Airwaves and shall assume the duties of the Chief of Media Staff in an acting capacity during periods of temporary vacancy or absence, subject to **Article 119** and formal notification by the Faculty Coordinator.

**Article 109. Duties of the Correspondent(s) (Reporters)**

1. The Correspondents of Epigram Airwaves shall serve as the designated on-camera presenters and field interviewers responsible for verbal reportage, live commentary, and audiovisual coverage under the authority of the Epigram – St Joseph’s University Debating Society.
2. Without prejudice to the generality of the foregoing, each Correspondent shall be responsible for the following duties:
  - a. Delivering verbal reports on-camera during live or recorded event coverage, including debates, panel discussions, speaker sessions, workshops, and other initiatives organised or supported by Epigram;
  - b. Conducting on-camera interviews, interactions, and short-form commentary with students, faculty, speakers, and other stakeholders present at the event;
  - c. Providing voiceovers, narration, or introductory anchors for video segments, as directed by the Deputy Chief of Media Staff and Chief of Media Staff;
  - d. Ensuring timely coordination with the Cinematographers during fieldwork to achieve optimal audiovisual coverage of ongoing events;
  - e. Representing Epigram Airwaves in a public-facing role with professionalism, neutrality, and accuracy, and maintaining a consistent institutional voice and presence across all audiovisual outputs;

- f. Attending production briefings, mock recordings, and rehearsal sessions as scheduled by the Deputy Chief of Media Staff to ensure camera-readiness and message coherence.
3. All audio and video content generated by the Correspondents shall be submitted to the Deputy Chief of Media Staff for editorial review and integration into post-production, subject to final approval by the Chief of Media Staff.
4. Correspondents shall comply with the operational and ethical standards under **Article 189 (Code of Conduct)**, **Article 193 (Media Ethics Policy)**, and the institutional norms issued by the Faculty Coordinator, the President, and the Vice-President.
5. Undertake such additional assignments or responsibilities as may be delegated by the Chief or Deputy Chief of Media Staff, or as may be required by the Faculty Coordinator, the President, or the Vice-President.
6. All Correspondents shall report operationally to the Deputy Chief of Media Staff and function under the overall supervision of the Chief of Media Staff.
7. They shall hold membership in the Executive Assembly under **Article 122** and shall be subject to the general procedures of appointment, removal, and term limits as prescribed under **Articles 106, 119, and 120** of this Constitution.

#### **Article 110. Duties of the Video Production Editor(s)**

1. The Video Production Editors of Epigram Airwaves shall serve as the designated officers responsible for the post-production, editing, and finalisation of audiovisual content recorded under the direction of the Chief and Deputy Chief of Media Staff.
2. Without limiting the generality of the foregoing, each Video Production Editor shall be responsible for:
  - a. Importing, organising, and editing raw footage received from Cinematographers and Correspondents into coherent, publishable audiovisual segments in line with the editorial objectives and thematic briefings issued by the Chief and Deputy Chief of Media Staff;
  - b. Executing tasks related to trimming, sequencing, colour correction, audio balancing, subtitle integration, visual transitions, and insertion of overlays and institutional logos, as per the style and branding guidelines of Epigram Airwaves;
  - c. Coordinating with the Correspondents for integrating voiceovers, on-screen texts, and title cards, and ensuring the alignment of edited content with the intended messaging and tone of the platform;
  - d. Preparing multiple format versions of audiovisual content for distribution across relevant platforms such as university portals, social media channels, and the digital archives of the Society;
  - e. Submitting all final cuts and draft versions to the Deputy Chief of Media Staff for review and feedback, and incorporating corrections or modifications as directed prior to publication.
3. Video Production Editors shall work in close coordination with the Cinematographers to understand scene composition, continuity requirements, and technical nuances of

captured footage, and may attend field coverage when required for direct post-production planning.

4. All production tasks shall be undertaken in conformity with **Article 193 (Media Ethics Policy)**, **Article 189 (Code of Conduct)**, and the institutional content and branding policies approved by the Faculty Coordinator, President, and Vice-President.
5. All output files, working drafts, and finalised productions shall be stored in the designated Epigram archival system and forwarded to the Registrar General for documentation under the **First Schedule**.
6. Each Video Production Editor shall report operationally to the Deputy Chief of Media Staff and function under the overall supervision of the Chief of Media Staff.
7. Video Production Editors shall be members of the Executive Assembly under **Article 122** and shall be subject to the appointment, vacancy, and disciplinary procedures set forth in **Articles 106, 119, and 120** of this Constitution.

### **Article III. Duties of the Cinematographer(s) (Camerapersons)**

1. The Cinematographers of Epigram Airwaves shall serve as the designated officers responsible for the visual capture of all video and field footage pertaining to the activities, events, interviews, and productions undertaken by the Epigram – St Joseph’s University Debating Society through its audiovisual platform.
2. Without limiting the generality of the foregoing, each Cinematographer shall be responsible for:
3. Cinematographers shall collaborate with the Chief and Deputy Chief of Media Staff during the planning phase of recordings, including pre-shoot briefings and location assessments, to ensure visual coherence with the intended editorial narrative and technical feasibility.
4. All recordings and visual documentation must adhere to the ethical, privacy, and consent guidelines stipulated under **Article 193 (Media Ethics Policy)**, **Article 189 (Code of Conduct)**, and any visual media regulations issued by the Directorate or the Faculty Coordinator.
5. Cinematographers shall maintain a log of events and footage recorded, along with date, location, context, and any consent forms signed, and shall assist the Registrar General in submitting records for archival under the **First Schedule**.
6. All Cinematographers shall report operationally to the Deputy Chief of Media Staff and function under the overall direction of the Chief of Media Staff.
7. Cinematographers shall be members of the Executive Assembly under **Article 122** and shall be subject to the appointment, vacancy, and disciplinary procedures set forth under **Articles 106, 119, and 120** of this Constitution.

### **Article 112. Relationship with the Directorate & Executive Assembly**

1. Epigram Airwaves shall function as a core audiovisual and broadcast division of the Epigram – St Joseph’s University Debating Society, and shall operate under the administrative, ethical, and institutional supervision of the Directorate.

2. The Chief of Media Staff and the Deputy Chief of Media Staff shall be recognised as members of the Directorate under **Article 11**, and shall be directly answerable to the Faculty Coordinator, the President, and the Vice-President for all actions, productions, and representations of Epigram Airwaves.
3. The Chief and Deputy Chief of Media Staff shall receive and execute lawful directives from the Faculty Coordinator, President, and Vice-President, including but not limited to matters of audiovisual policy, institutional coordination, public representation, and emergency broadcast communications.
4. All members listed under **Article 105, Section 2** shall be deemed part of the Executive Assembly under **Article 122** and shall hold deliberative and voting rights therein, unless otherwise disqualified under this Constitution.
5. Epigram Airwaves shall present regular updates to the Directorate on its operational status, audiovisual coverage plans, and content pipeline during Standard Directorate Meetings and shall submit a term-end media report outlining major accomplishments, challenges, and future recommendations.
6. Editorial and creative autonomy in video production and multimedia coverage shall be granted to Epigram Airwaves under **Article 104**, provided such autonomy is exercised in conformity with:
  - a. **Article 193 (Media Ethics Policy)**;
  - b. **Article 189 (Code of Conduct)**; and
  - c. Institutional norms and policy directives issued by the Directorate.
7. No video, interview, or documentary-style content involving sensitive subjects or external representation of the University shall be released without the prior review and approval of the Faculty Coordinator, in consultation with the President and Vice-President.
8. Members of Epigram Airwaves may be called upon by the Directorate to provide live or recorded coverage of events designated as institutionally significant under **Part V – Epigram Events**, and such requests shall be fulfilled with due priority, unless formally excused by the Faculty Coordinator.
9. Epigram Airwaves shall maintain ongoing coordination with the General Secretariat, Public Relations Office, Registrar General, and other relevant offices for permissions, schedules, documentation, and archiving.
10. No officer or member of Epigram Airwaves shall act as a public spokesperson or official media representative of the Society in external forums or press interactions without prior authorisation of the Chief of Media Staff and verbal or written approval from the Faculty Coordinator, President, or Vice-President.
11. Any ambiguity, procedural doubt, or jurisdictional conflict between Epigram Airwaves and the Directorate or Executive Assembly shall be referred to the Faculty Coordinator, whose decision, taken in consultation with the President and Vice-President, shall be final and binding, subject to procedural regulations under **Article 189 (Code of Conduct)** and for review under **Article 200 (Amendments to the Constitution of Epigram)**.

### **Article 113. Chairing, Quorum & Voting in Editorial Board Meetings**

1. All Editorial Board Meetings of Epigram Airwaves shall be chaired by the Chief of Media Staff, who shall serve as the Presiding Officer for the purposes of procedural control, agenda execution, and deliberative facilitation.
2. In the absence of the Chief of Media Staff, the Deputy Chief of Media Staff shall preside as the Acting Presiding Officer and shall be vested with the full powers and responsibilities of the Chair for the duration of the meeting.
3. The quorum for any duly convened meeting of the Epigram Airwaves Editorial Board shall require:
  - a. The presence of the Chief of Media Staff or the Deputy Chief of Media Staff; and
  - b. Not less than one-half (1/2) of the total current members of the Editorial Board of Epigram Airwaves.
4. A valid quorum for Special Editorial Board Meetings shall consist of:
  - a. The Chief of Media Staff and/or the Deputy Chief of Media Staff; and
  - b. Not less than two-thirds (2/3) of the total current members of the Editorial Board.
5. Emergency Editorial Board Meetings may be convened with any number of active and available Editorial Board members, provided that either the Chief or the Deputy Chief of Media Staff is present and presiding. All decisions made therein shall be tabled as a Priority Item of Business at the next Standard Editorial Board Meeting for ratification.
6. All members of the Editorial Board of Epigram Airwaves, as defined under **Article 105, Section 2**, shall possess deliberative and voting rights in all Editorial Board Meetings, subject to their continued membership and eligibility under this Constitution.
7. All motions in a Standard Editorial Board Meeting shall be decided by a simple majority of those present and voting.
8. All motions in a Special Editorial Board Meeting shall require a three-fourths (3/4) majority of those present and voting to be adopted.
9. In the event of a tie on any motion or vote in any meetings convened under Epigram Airwaves, the Presiding Officer shall exercise a casting vote.
10. Editorial Working Group members, if any are formed for future sub-functional assistance, may attend meetings as observers by invitation of the Presiding Officer, but shall not possess voting or deliberative rights.
11. The minutes of all Editorial Board Meetings shall be recorded by the Deputy Chief of Media Staff or an officer designated by the Presiding Officer, and submitted to the Registrar General for archival under the **First Schedule**.

### **Article 114. Meetings of the Epigram Airwaves - Standard**

1. Standard Meetings of Epigram Airwaves shall refer to all regularly scheduled meetings of the Editorial and Production Team for the purposes of audiovisual planning,

operational coordination, production briefings, and strategic review of ongoing and upcoming media coverage.

2. The following meetings shall constitute Standard Meetings of Epigram Airwaves:
  - a. Editorial & Production Team Meetings, to be convened at least twice every calendar month—once during the first week and once during the last week;
  - b. Production Meetings, to coordinate timelines, content responsibilities, and post-production deliverables;
  - c. Operational Briefings, held for logistical planning, crew coordination, and coverage assignments.
3. All Standard Meetings shall be convened no earlier than three (3) working days following the most recent Standard Directorate Meeting, to ensure alignment with institutional developments and directives.
4. Standard Meetings shall be presided over by the Chief of Media Staff. In their absence, the Deputy Chief of Media Staff shall serve as the Presiding Officer.
5. Notice of all Standard Meetings shall be issued by the Deputy Chief of Media Staff at least twenty-four (24) hours in advance, stating the time, venue or digital platform, and provisional agenda.
6. The quorum for any Standard Meeting shall consist of:
  - a. The Chief of Media Staff or the Deputy Chief of Media Staff; and
  - b. Not less than one-half of the current members of the Editorial and Production Team as defined under **Article 105**.
7. All members of Epigram Airwaves, as defined under **Article 105, Section 2**, shall hold deliberative and voting rights in Standard Meetings. Volunteers or contributors attending at the invitation of the Chief or Deputy Chief of Media Staff shall not hold voting rights.
8. Decisions in Standard Meetings shall be taken by a simple majority of those present and voting, unless a higher threshold is required under this Constitution.
9. Minutes of all Standard Meetings shall be prepared by the Deputy Chief of Media Staff, reviewed by the Chief of Media Staff, and submitted to the Registrar General for archival under the **First Schedule**.
10. The Presiding Officer may declare any matter of media urgency, production deadlines, or institutional significance as a “Priority Item of Business,” to be taken up out of order for immediate deliberation and resolution.

#### **Article 115. Meetings of the Epigram Airwaves - Special**

1. Special Meetings of Epigram Airwaves shall be convened to deliberate upon matters of exceptional media significance, policy-level amendments, time-sensitive institutional directives, or production requirements that exceed the scope of Standard Meetings.
2. A Special Meeting may be convened by:
  - a. The Chief of Media Staff, at their discretion;
  - b. The Deputy Chief of Media Staff, with the prior or concurrent knowledge of the Chief of Media Staff;

- c. A written request submitted by at least one-half of the current members of the Editorial and Production Team, stating the specific subject matter warranting special deliberation.
3. Notice of a Special Meeting shall be issued by the Deputy Chief of Media Staff at least forty-eight (48) hours prior to the scheduled time, and shall contain:
  - a. The designated date, time, and mode of convening;
  - b. An agenda marked as “Special Business”;
  - c. Any relevant supporting documentation or audiovisual briefs, if applicable.
4. The quorum for a Special Meeting shall consist of:
  - a. The Chief of Media Staff and/or the Deputy Chief of Media Staff; and
  - b. Not less than two-thirds (2/3) of the total current members of the Editorial and Production Team as defined under **Article 105**.
5. Special Meetings shall be presided over by the Chief of Media Staff. In the absence of the Chief, the Deputy Chief of Media Staff shall act as the Presiding Officer.
6. All members of the Editorial and Production Team shall possess deliberative and voting rights during a Special Meeting. Volunteers or contributors attending at the invitation of the Presiding Officer shall not possess voting rights unless explicitly authorised by the President or the Faculty Coordinator.
7. Any substantive or procedural motion placed before a Special Meeting shall require a three-fourths (3/4) majority of those present and voting in order to be passed, unless a higher threshold is mandated under this Constitution.
8. The minutes of each Special Meeting shall be recorded by the Deputy Chief of Media Staff, verified by the Chief of Media Staff, and submitted to the Registrar General for archival under the **First Schedule**.
9. Failure to meet the quorum or procedural requirements of a duly called Special Meeting shall render the meeting void ab initio, and the agenda shall be deferred to the next Standard Meeting or reissued under fresh notice.
10. A Special Meeting may only be converted into an Emergency Meeting by unanimous resolution of those present and with the express consent of the Presiding Officer, subject to ratification under **Article 116**.

**Article 116. Meetings of the Epigram Airwaves - Emergency**

1. Emergency Meetings of Epigram Airwaves shall be convened solely to address matters of urgent media concern that require immediate resolution, action, or communication, which cannot be reasonably postponed until the next scheduled Standard or Special Meeting.
2. An Emergency Meeting may be convened by:
  - a. The Chief of Media Staff, acting independently or upon directive of the Faculty Coordinator, President, or Vice-President;
  - b. The Deputy Chief of Media Staff, in consultation with the Chief of Media Staff;

- c. A written or verbal petition submitted by at least one-third (1/3) of the current members of the Editorial and Production Team, supported by clear justification of urgency.
3. Notice of an Emergency Meeting shall be circulated at the time of convening or with as much prior intimation as feasible. It shall include:
  - a. A clear statement of the urgency and purpose;
  - b. Details of time, mode, and platform of meeting;
  - c. The name of the Presiding Officer.
4. The quorum for an Emergency Meeting shall consist of:
  - a. The Chief of Media Staff or the Deputy Chief of Media Staff; and
  - b. Any active and available members of the Editorial and Production Team present at the time of convening.
5. Emergency Meetings shall be presided over by the Chief of Media Staff. In their absence, the Deputy Chief of Media Staff shall serve as the Presiding Officer.
6. All members present at an Emergency Meeting shall exercise deliberative and voting rights. Invitees or observers shall not have such rights unless expressly authorised by the Presiding Officer and approved by the Faculty Coordinator.
7. All decisions taken in an Emergency Meeting shall be:
  - a. Passed by simple majority of those present and voting;
  - b. Immediately recorded and communicated to the Faculty Coordinator, President, and Vice-President;
  - c. Placed as a "Priority Item of Business" in the agenda of the next Standard Meeting for ratification, review, or modification, as necessary.
8. The Deputy Chief of Media Staff shall record and prepare minutes of the Emergency Meeting, and submit the same to the Registrar General within forty-eight (48) hours for archival under the **First Schedule**.
9. Emergency Meetings shall not be construed as a substitute for the regular functioning or oversight mechanisms of Epigram Airwaves and shall only be invoked under genuinely exigent circumstances.

**Article 117. Meetings of the Epigram Airwaves - Agendas**

1. The agenda for all meetings convened under **Articles 114, 115, and 116** of this Chapter shall be prepared and circulated by the Deputy Chief of Media Staff, in consultation with the Chief of Media Staff and in coordination with the Editorial and Production Team.
2. Any member of the Editorial and Production Team may propose an item for inclusion in the agenda by submitting a written request, offline or online, to the Deputy Chief of Media Staff, at least twenty-four (24) hours prior to a Standard Meeting or at the earliest convenience in the case of Special or Emergency Meetings.
3. The agenda for a Standard Meeting shall be circulated at least twenty-four (24) hours prior to the time fixed for the meeting.

4. The agenda for a Special Meeting shall be circulated at least forty-eight (48) hours prior to the time fixed for the meeting.
5. The agenda for an Emergency Meeting may be circulated or announced at the time of convening and shall take effect upon confirmation of quorum and approval by the Presiding Officer.
6. The following shall serve as the model agenda template for a Standard Meeting of Epigram Airwaves:
  - a. Verification of Quorum;
  - b. Adoption of the Agenda;
  - c. Review and Approval of Minutes of the Previous Meeting;
  - d. Updates from the Chief and Deputy Chief of Media Staff;
  - e. Monthly Production Calendar Review and Assignment Status;
  - f. Correspondent Reports and Cinematography Updates;
  - g. Video Production Editing Status and Technical Issues;
  - h. Scheduling of Coverage and Coordination with Other Offices;
  - i. Announcements, Reminders, and Institutional Directives;
  - j. Any Other Matter Permitted by the Presiding Officer;
  - k. Summary of Resolutions and Adjournment.
7. The following shall serve as the model agenda template for a Special Meeting of Epigram Airwaves:
  - a. Verification of Quorum;
  - b. Statement of Purpose and Reading of the Special Agenda;
  - c. Presentation of Motions or Content Proposals for Deliberation;
  - d. Clarifications and Discussion on Proposed Items;
  - e. Voting on Special Motions or Production Adjustments;
  - f. Resolution Assignment and Timeline Fixation;
  - g. Summary of Outcomes and Adjournment.
8. The following shall serve as the model agenda template for an Emergency Meeting of Epigram Airwaves:
  - a. Verification of Quorum;
  - b. Statement of Urgency by the Chief or Deputy Chief of Media Staff;
  - c. Immediate Deliberation on the Emergency Item(s);
  - d. Consensus or Voting on Required Action;
  - e. Directive for Documentation and Follow-Up Action;
  - f. Scheduling of Ratification at the Next Standard Meeting;
  - g. Adjournment.
9. All items listed, taken up, deferred, amended, or introduced during any meeting of Epigram Airwaves shall be recorded in the minutes by the Deputy Chief of Media Staff and submitted to the Registrar General for archival in accordance with the **First Schedule** of this Constitution.

## **Article 118. Editorial Voting and Decision-Making Procedures**

1. All decisions concerning audiovisual production, media scheduling, editorial approvals, coverage prioritisation, and internal matters of Epigram Airwaves shall be made through deliberation and voting in duly convened meetings under **Articles 114, 115, and 116** of this Constitution.
2. Editorial or production-related motions may be introduced by:
  - a. The Chief of Media Staff;
  - b. The Deputy Chief of Media Staff;
  - c. Any two members of the Editorial and Production Team acting jointly.
3. Decisions at Standard Meetings shall be made by a simple majority of members present and voting, provided quorum is duly established under **Article 113**.
4. Decisions at Special Meetings shall require a three-fourths majority of members present and voting for approval.
5. Decisions at Emergency Meetings shall be passed by simple majority, and such decisions shall be placed as a Priority Item of Business at the next Standard Meeting for review or ratification.
6. In the event of a tie in any vote:
  - a. The Chief of Media Staff shall exercise a casting vote;
  - b. In the absence of the Chief, the Deputy Chief of Media Staff shall exercise the casting vote.
7. Any motion relating to the publication or dissemination of sensitive, reputationally significant, or externally representative video content, including political commentary, critical interviews, or content affecting public perception, shall be subject to prior approval by the Faculty Coordinator, in consultation with the President and Vice-President, upon the recommendation of the Chief of Media Staff.
8. A motion to withdraw, cancel, or modify audiovisual content already produced or disseminated shall require:
  - a. A three-fourths majority vote of members present and voting at a Special Meeting; or
  - b. A formal directive issued by the Faculty Coordinator, in consultation with the President and Vice-President, on legal, ethical, reputational, or institutional grounds.
9. Editorial decisions concerning the assignment of production responsibilities, interview rights, and event coverage duties may be delegated by the Chief or Deputy Chief of Media Staff but shall remain subject to reversal or review upon a motion passed by the simple majority of the Editorial and Production Team.
10. All voting outcomes, decisions adopted, motions rejected, and follow-up directives shall be documented in the official minutes by the Deputy Chief of Media Staff and submitted to the Registrar General for archival in accordance with the **First Schedule** of this Constitution.
11. All decisions taken under this Article shall be guided by the principles of audiovisual ethics, institutional neutrality, and media responsibility, and shall remain subject to

Article 193 (Media Ethics Policy), Article 189 (Code of Conduct), and all other applicable provisions of this Constitution.

#### **Article 119. Vacancies and Interim Appointments**

1. A vacancy in any position under Epigram Airwaves shall arise under the following circumstances:
  - a. Resignation submitted and accepted in writing by the Faculty Coordinator;
  - b. Disqualification and removal under **Article 120**;
  - c. Death, incapacitation, or inability to discharge official duties for a continuous period exceeding thirty (30) days.
2. In the event of a vacancy in the post of Chief of Media Staff or Deputy Chief of Media Staff, the procedures laid down in **Article 24** and **Article 25** of this Constitution, pertaining to vacancies and removals in the Directorate, shall apply mutatis mutandis.
3. In the interim, the Deputy Chief of Media Staff shall discharge the responsibilities of the Chief of Media Staff in an acting capacity until a new appointment is made and formally sworn in.
4. In the event of a vacancy in any other post under **Article 105, Section 2**, namely Correspondents, Video Production Editors, or Cinematographers, the following process shall apply:
  - a. The Chief of Media Staff, in consultation with the Deputy Chief of Media Staff, shall nominate a replacement;
  - b. The nomination shall be submitted to the Faculty Coordinator, with recommendations from the President and Vice-President;
  - c. Upon approval, the appointment shall be formally notified and entered into the records by the Registrar General.
5. Interim appointments made under this Article shall not exceed a period of forty-five (45) days, unless formally extended by the Faculty Coordinator through a written directive, stating the reason for extension.
6. All interim appointees must:
  - a. Fulfil the eligibility requirements under Article 106 of this Constitution;
  - b. Be in good academic and disciplinary standing;
  - c. Not be under active disciplinary proceedings under **Article 189 (Code of Conduct)**.
7. Where multiple vacancies amounting to more than one-third (1/3rd) of the total composition of Epigram Airwaves arise, the Chief of Media Staff or the Deputy Chief of Media Staff shall convene a Special Editorial and Production Meeting under **Article 115** within seven (7) days to assess operational continuity and report the matter to the Directorate.
8. The Deputy Chief of Media Staff shall ensure that the minutes of any appointment or interim arrangement are recorded and submitted to the Registrar General for archival under the **First Schedule** of this Constitution.

## **Article 120. Removal & Disqualification of Members**

1. A member of Epigram Airwaves may be removed or disqualified from office prior to the completion of their term on any of the following grounds:
  - a. Continued and substantial failure to fulfil the duties and responsibilities assigned under this Chapter;
  - b. Violation of any institutional directive, editorial norm, or professional conduct requirement as set forth in **Article 189 (Code of Conduct)** or **Article 193 (Media Ethics Policy)**;
  - c. Misrepresentation of office or unauthorised public communication on behalf of Epigram Airwaves without prior approval;
  - d. Failure to attend three (3) or more scheduled meetings or assignments without valid justification or prior written intimation;
  - e. Academic ineligibility, disciplinary sanction, or ongoing inquiry under University or Society rules.
2. The removal of the Chief of Media Staff or Deputy Chief of Media Staff, both being members of the Directorate, shall be governed by the provisions of **Article 25** and shall be subject to final decision by the Faculty Coordinator, upon consultation with the President and Vice-President.
3. The removal of any other member of Epigram Airwaves, including Correspondents, Video Production Editors, or Cinematographers, shall follow the procedure below:
  - a. Written notice of non-performance or violation shall be submitted by the Deputy Chief of Media Staff to the Chief of Media Staff;
  - b. The concerned individual shall be notified, allowing a minimum of three (3) working days to respond;
  - c. Upon review, the Chief of Media Staff, in consultation with the Faculty Coordinator, the President, and the Vice-President, may recommend formal removal;
  - d. If approved, the removal shall be notified in writing, and a formal record shall be submitted to the Registrar General for archival under the **First Schedule**.
4. A member shall be deemed disqualified from appointment or continuation in office under Epigram Airwaves if they:
  - a. Are under active academic suspension or disciplinary action under **Article 189**;
  - b. Fail to meet the eligibility criteria prescribed in **Article 106**;
  - c. Have been previously removed from any post within Epigram for misconduct, and remain under active disqualification by directive of the Directorate;
  - d. Have formally resigned and the resignation has been accepted and recorded.
5. Any member removed or disqualified under this Article may appeal the decision by submitting a written petition to the Faculty Coordinator within five (5) working days of receipt of the removal order. The decision of the Faculty Coordinator, taken in consultation with the President and Vice-President, shall be final and binding; all such proceedings in this Article shall be recorded by the Deputy Chief of Media Staff and submitted to the Registrar General for archival under the **First Schedule**.

# Part III

## The Forum

### Chapter I—The Executive Assembly

#### **Article 121. Establishment of the Executive Assembly**

1. There shall be constituted a deliberative and representative body within the Epigram – St Joseph’s University Debating Society to be known as the Executive Assembly.
2. The Executive Assembly shall function as the central forum for institutional review, policy discussion, consultative feedback, and strategic deliberation across all branches and divisions of Epigram, including but not limited to the Directorate, Epigram Publications, Epigram Airwaves, and Committees constituted under **Part IV** of this Constitution.
3. The Executive Assembly shall uphold the principles of democratic engagement, interorganizational coordination, transparency in student-led governance, and collective participation in the intellectual, cultural, and operational vision of Epigram.
4. The Executive Assembly shall have no executive powers of enforcement or appointment but shall exercise advisory, deliberative, and voting functions on matters expressly referred to it under this Constitution, or when sought by the Directorate.
5. The structure, composition, powers, voting rights, and meeting procedures of the Executive Assembly shall be detailed in the succeeding Articles of this Chapter.

#### **Article 122. Composition and Membership**

1. There shall be constituted a representative body known as the Executive Assembly of the Epigram – St Joseph’s University Debating Society, hereinafter referred to as the Assembly, which shall comprise all appointed office bearers of Epigram vested with deliberative and consultative functions under this Constitution.
2. The Executive Assembly shall consist of the following members:
  - a. Faculty Coordinator and the Founder;
  - b. All members of the Directorate under **Article 11, Section 1**;
  - c. All members of the General Secretariat under **Article 29, Section 1**;
  - d. All Editorial Board members of Epigram Publications, as constituted under **Article 79, Section 2** excluding Editorial Working Group members;
  - e. All members of the Epigram Airwaves under **Article 105, Section 2**;
  - f. All appointed Committee members under **Chapter IV – Committees of Epigram**, including but not limited to the Ethics & Prudence Committee, Media Committee, Standing Committee, Drafting & Advisory Committee, Finance Committee, Public Relations Committee, Search & Selection Committee, Liaison Committee, and Equity Committee;
  - g. Such other officers or appointees as may be recognised by the Constitution or formally designated by the Faculty Coordinator with the concurrence of the President and Vice-President.

3. The following shall be deemed non-voting participants within the Executive Assembly:
  - a. Members of Operational Working Groups under **Article 43**;
  - b. Members of the Editorial Working Groups under **Article 92**;
  - c. Volunteers appointed by office bearers, unless formally inducted under procedures established in **Article 12** and approved for Executive Assembly membership by the President and the Faculty Coordinator;
  - d. Temporary or interim appointees serving in an acting capacity, unless approved for full deliberative status by the President and Vice-President.
4. The Registrar General shall serve as the official Secretary to the Executive Assembly and shall be responsible for maintaining attendance, agenda coordination, minute-keeping, and record submission as provided under the First Schedule.
5. Membership in the Executive Assembly shall be contingent upon:
  - a. Fulfilment of duties and ethical compliance under **Article 189 (Code of Conduct)**;
  - b. Formal appointment in accordance procedures as established in **Article 12**;
  - c. Not being subject to removal, suspension, or disqualification proceedings under this Constitution.
6. The Faculty Coordinator or the Founder may issue interpretative clarification or direction regarding Assembly membership in cases of ambiguity, vacancy, or temporary appointment, provided such action is formally recorded and subject to review under **Article 200 (Amendments)**.

### **Article 123. Powers, Duties, and Institutional Standing**

1. The Executive Assembly shall serve as the central institutional forum of the Epigram fraternity, established for the purposes of deliberation, coordination, inter-divisional communication, and the fostering of fraternity within the Epigram – St Joseph’s University Debating Society. It shall be composed in accordance with **Article 122** and shall function under the authority of the Directorate.
2. Without prejudice to the generality of the foregoing, the Executive Assembly shall bear responsibility for the following duties:
  - a. To provide a structured and inclusive forum for all appointed office bearers to deliberate on common agendas, institutional directions, and major programme proposals;
  - b. To review the functioning of divisions, offices, and initiatives under Epigram through scheduled meetings and feedback mechanisms;
  - c. To act as an advisory and consultative forum to the Directorate, and to enable seamless communication across diverse units of Epigram;
  - d. To receive reports, updates, or proposals from the Directorate, General Secretariat, Editorial Boards, and Committees and make recommendations thereon;
  - e. To serve as a platform for the expression of concerns, registration of grievances, and exchange of constructive suggestions and collaborative ideas;

- f. To actively promote fraternity, mutual respect, and shared institutional ethos among members of all constituent divisions of Epigram, and to strengthen a sense of common purpose, solidarity, and teamwork across the Society.
3. The first formal act of the newly appointed Directorate, upon assuming office, shall be to constitute the full membership of the Executive Assembly in accordance with **Article 122** and to announce the calendar of Assembly meetings for the Academic Year.
4. The first meeting of each Academic Semester shall be an Executive Assembly Meeting, which shall formally commence the institutional term. The President shall deliver the opening address and present:
  - a. The Vision Statement for the Academic Year;
  - b. The Semester Calendar, in accordance with **Article 198**.
5. Following the opening address of the President, the Vice-President shall preside over the meeting as the designated Presiding Officer of the Executive Assembly, unless otherwise authorised by the President.
6. The Executive Assembly shall meet at least four (4) times during each Academic Year, with one meeting at the commencement and one at the conclusion of each academic semester. These shall be deemed the Opening Assembly and Closing Assembly of each respective term.
7. Additional meetings of the Executive Assembly may be convened at the instance of:
  - a. The Faculty Coordinator;
  - b. The President;
  - c. Or not less than one-fourth ( $\frac{1}{4}$ ) of the current members of the Executive Assembly, by joint written request submitted to the Registrar General.
8. The Executive Assembly shall not exercise executive or disciplinary authority, but shall possess the following procedural and advisory powers:
  - a. To recommend policies, reforms, or institutional strategies to the Directorate;
  - b. To deliberate upon annual or semester reports submitted by constituent bodies;
  - c. To coordinate timelines, event planning, and shared resource requirements;
  - d. To serve as the primary forum for cultivating a culture of collaboration, mutual accountability, and collective identity within Epigram.
9. All constitutional amendments under **Article 200** shall require:
  - a. A quorum of three-fourths ( $\frac{3}{4}$ ) of the current membership of the Executive Assembly; and
  - b. An affirmative vote of two-thirds ( $\frac{2}{3}$ ) of the members present and voting in said meeting.
10. The Registrar General shall serve as the official Secretary of the Executive Assembly and shall record attendance, maintain the agenda in coordination with the Vice-President, and submit the minutes of each Assembly meeting to the Directorate and for archival under the **First Schedule**.
11. The Executive Assembly shall act in full conformity with the Code of Conduct under **Article 128** and **Article 189** and institutional norms, and its deliberations shall be governed by transparency, collegiality, mutual respect, and service to institutional unity.

#### **Article 124. Meetings, Frequency, and Procedure**

1. The Executive Assembly shall convene for meetings in accordance with the institutional calendar issued at the beginning of the Academic Year under **Article 198 (Semester Calendar & Term Vision Statements)** and **Article 123** and shall meet at least four (4) times in a given academic year. These meetings shall include:
  - a. One (1) Opening Assembly at the commencement of each academic semester;
  - b. One (1) Closing Assembly at the conclusion of each academic semester.
2. Additional meetings of the Executive Assembly may be convened upon:
  - a. The directive of the Faculty Coordinator;
  - b. The request of the President;
  - c. A joint written requisition by not less than one-fourth (1/4) of the current members of the Executive Assembly, submitted to the Registrar General.
3. The quorum for any meeting of the Executive Assembly shall be constituted by not less than one-half (1/2) of its current members, including the presence of the Presiding Officer.
4. The President shall deliver the address at the Opening and Closing Assembly of each academic semester. Thereafter, all meetings of the Executive Assembly shall be presided over by the Vice-President, unless otherwise authorised by the President or Faculty Coordinator.
5. The agenda of each meeting shall be prepared and circulated by the Registrar General in consultation with the Vice-President and approved by the President. Agendas shall be circulated at least forty-eight (48) hours in advance of the scheduled meeting.
6. All members of the Executive Assembly shall enjoy full deliberative and voting rights during such meetings, unless suspended or disqualified under applicable provisions of this Constitution.
7. Decisions within the Executive Assembly shall ordinarily be made by simple majority of the members present and voting, unless a higher threshold is expressly required under this Constitution.
8. Members may introduce an item for discussion on the agenda by submitting a written request to the Registrar General not less than forty-eight (48) hours prior to the meeting, subject to inclusion by the Vice-President.
9. Emergency matters may be tabled by motion from the floor, subject to the approval of the Presiding Officer and a one-third (1/3) vote of those present to permit deliberation.
10. The Registrar General shall be responsible for recording the minutes of all Executive Assembly meetings, including attendance, decisions, motions, and assignments, and shall submit the finalised minutes to the Directorate and the Faculty Coordinator for archival under the **First Schedule**.
11. Meetings of the Executive Assembly may be conducted in person, virtually, or in hybrid mode, subject to quorum verification and the communication of appropriate access links or venues by the Registrar General.

12. The proceedings of all meetings shall be governed by the values of transparency, respect, inclusivity, and cooperative deliberation, and shall adhere to the ethical standards set forth under **Article 189 (Code of Conduct)** and **Article 194 (Equity and Inclusion Policy)**.

#### **Article 125. Voting Rights and Mechanisms**

1. All members of the Executive Assembly as constituted under **Article 122** shall possess full deliberative and voting rights during the meetings of the Executive Assembly, unless expressly suspended or disqualified under this Constitution.
2. Each member shall have one (1) vote on any matter placed before the Executive Assembly for decision, and voting shall be conducted by open voice vote, show of hands, online or roll call, as determined by the Presiding Officer.
3. Voting on procedural matters, motions, resolutions, recommendations, or any item of substantive institutional import shall be decided by a simple majority of members present and voting, unless a higher threshold is required under this Constitution.
4. In the event of a tie in any vote, the Presiding Officer shall exercise a casting vote. The casting vote shall only be used to break deadlock and not to initiate or reverse a decision previously passed by majority.
5. Abstentions shall be recorded but shall not count toward the majority required to pass or reject a motion.
6. Members may move procedural motions including, but not limited to:
  - a. Motion to amend the agenda;
  - b. Motion to defer or table an item;
  - c. Motion to call for a vote or close deliberation;
  - d. Motion to refer a matter to a designated Committee or the Directorate.
7. Any motion to amend the Constitution under **Article 200** shall require:
  - a. A quorum of three-fourths (3/4) of the current membership of the Executive Assembly; and
  - b. An affirmative vote of not less than two-thirds (2/3) of those present and voting.
8. The Registrar General shall record all votes, abstentions, motions introduced, and their outcomes in the official minutes of the meeting and submit them for archival under the **First Schedule**.
9. Voting procedures shall be conducted in a manner consistent with the principles of transparency, fairness, and integrity, and in conformity with **Article 189 (Code of Conduct)** and institutional norms.

#### **Article 126. Relationship with the Directorate**

1. The Executive Assembly shall function as a deliberative and advisory forum under the oversight of the Directorate and shall remain accountable to the Faculty Coordinator, the President, and the Vice-President for its proceedings, recommendations, and institutional conduct.

2. The President and Vice-President shall serve as the primary representatives of the Directorate within the Executive Assembly and shall be responsible for communicating the strategic priorities, decisions, and institutional policies of the Directorate to the Assembly.
3. The Directorate shall convene the Opening and Closing Assemblies of each semester in accordance with **Article 123** and shall present, through the President, the institutional Vision Statement and Semester Calendar as mandated under **Article 198**.
4. The Faculty Coordinator shall have the authority to attend, observe, and advise the proceedings of the Executive Assembly at any time and may issue binding directions on procedural, ethical, or constitutional matters arising within or from the Assembly.
5. The Faculty Coordinator and the Directorate shall receive formal reports of all Executive Assembly meetings, including minutes, resolutions, and recommendations, submitted by the Registrar General in accordance with **Article 124, Section 10**.
6. The Executive Assembly may, by simple majority vote, forward its recommendations, concerns, or proposals to the Directorate on matters of institutional significance, including event coordination, policy review, or structural reform.
7. All constitutional amendments proposed by the Executive Assembly under **Article 200** shall be transmitted to the Directorate for review and presentation before the Council, and shall be subject to the ratification procedures established therein.
8. In the event of any procedural ambiguity, dispute of jurisdiction, or interpretative uncertainty between the Executive Assembly and any other organ of Epigram, the matter shall be referred to the Faculty Coordinator, whose interpretation, delivered in consultation with the Founder, the President and the Vice-President, shall be final and binding, subject to **Article 200**.
9. The Executive Assembly shall uphold the ethos, strategic direction, and institutional mission of Epigram as laid down by the Directorate and shall act at all times in a spirit of collegiality, fraternity, and constructive engagement with all divisions and committees under this Constitution.

#### **Article 127. Eligibility, Tenure and Replacements**

1. All members of the Executive Assembly shall be appointed in accordance with the provisions of this Constitution, and shall hold office contingent on the fulfillment of the eligibility criteria prescribed under **Article 12, Section 15**, and subject to good standing under **Article 189 (Code of Conduct)**.
2. A person shall be eligible for membership in the Executive Assembly only if they:
  - a. Are duly appointed to an office listed under **Article 122**;
  - b. Are not under active disciplinary investigation or suspension by the Society or the University;
  - c. Are not holding more than one office under Epigram unless expressly permitted by the Faculty Coordinator under extraordinary circumstances for a limited term.

3. The tenure of each member of the Executive Assembly shall coincide with the term of office of one academic year or the duration to which they have been appointed under this Constitution, and shall terminate upon:
  - a. Expiry of the member's term as per the relevant appointment article;
  - b. Voluntary resignation from the office held, formally submitted and accepted;
  - c. Removal or disqualification in accordance with the relevant provisions of this Constitution;
  - d. Academic suspension, disciplinary action, or cessation of student status within the University.
4. Any vacancy arising within the Executive Assembly due to resignation, removal, incapacity, or otherwise, shall be filled in accordance with the procedures for interim appointments under the relevant Articles governing the specific office.
5. Interim replacements for Executive Assembly members shall be subject to the following:
  - a. The replacement shall meet all eligibility requirements of the original office;
  - b. The appointment shall be made by the competent appointing authority as defined in the relevant provisions regulating appointment procedures for that office;
  - c. The replacement shall assume all rights and responsibilities of membership in the Executive Assembly upon confirmation of appointment.
6. The Directorate shall be notified of all changes to the composition of the Executive Assembly by the Registrar General, who shall update the official records and submit the revised membership list for archival under the **First Schedule**.
7. No person who has been removed from any Epigram office for misconduct shall be reappointed to the Executive Assembly unless expressly permitted by the Faculty Coordinator with the concurrence of the President and Vice-President.
8. All members shall retain their voting and deliberative rights within the Executive Assembly until the effective date of removal, resignation, or replacement, unless suspended pending inquiry under **Article 189**.

#### **Article 128. Code of Conduct for Assembly Members**

1. All members of the Executive Assembly shall adhere to the principles of integrity, decorum, collegiality, and mutual respect in the discharge of their deliberative, procedural, and representational duties.
2. Members shall conduct themselves in accordance with:
  - a. The general Code of Conduct under **Article 189** of this Constitution;
  - b. The Equity & Inclusion Policy under **Article 194**;
  - c. Such supplementary norms or institutional advisories as may be issued by the Directorate or the Faculty Coordinator.
3. Members shall, at all times:
  - a. Promote a spirit of fraternity and constructive collaboration within and across divisions;
  - b. Respect differing opinions during deliberations, abstaining from personal remarks, appropriation, misrepresentation, or disruptive conduct;

- c. Attend all scheduled meetings of the Executive Assembly unless formally excused by the Vice-President or Faculty Coordinator;
  - d. Prepare adequately for each session by reviewing circulated agenda, reports, or other official documents;
  - e. Maintain decorum, confidentiality, and order during all proceedings of the Executive Assembly.
4. No member shall:
- a. Engage in obstruction, filibustering, or deliberate delay of Executive Assembly proceedings;
  - b. Make unauthorised disclosures or statements on behalf of the Executive Assembly to external platforms or forums;
  - c. Use their Assembly position to influence appointments, benefits, or resources for personal or partisan advantage;
  - d. Act in a manner that is prejudicial to the reputation, unity, or institutional standing of the Executive Assembly or the Society.
5. Any violation of the provisions of this Article shall render the member liable to:
- a. Caution or warning issued by the Presiding Officer;
  - b. Censure by majority vote of the Executive Assembly;
  - c. Disciplinary proceedings under **Article 189**, where warranted.
6. All members shall affirm their commitment to the duties and expectations outlined herein during their assumption of office, and shall be bound by this Code throughout the duration of their term.
7. The Vice-President, in coordination with the Registrar General and the Faculty Coordinator, shall be responsible for monitoring decorum in Assembly sessions and reporting any egregious or repeated violations for appropriate action.

**Article 129. Removal and Disqualification of Assembly Members**

- 1. Any member of the Executive Assembly may be removed or disqualified from office by way of disciplinary action for conduct unbecoming of their role, in accordance with the standards and procedures set forth in this Article, subject to relevant provisions of this Constitution.
- 2. A member of the Executive Assembly may be removed or disqualified from office prior to the expiry of their term on the following grounds:
  - a. Absence from three (3) or more consecutive duly convened meetings of the Executive Assembly without prior intimation or sufficient justification;
  - b. Substantial dereliction of duties or repeated disregard of deliberative responsibilities, misconduct, abuse of office, or breach of the institutional trust reposed in the member;
  - c. Breach of the Code of Conduct under **Article 128** or violation of **Article 189 (Code of Conduct)** or **Article 194 (Equity and Inclusion Policy)**;
  - d. Conduct unbecoming of a representative of Epigram that brings disrepute to the Society or its constituent divisions;

- e. Being placed under academic suspension, institutional disciplinary proceedings, or being found guilty of misconduct under University rules.
3. The process for initiating removal or disqualification shall be as follows:
  - a. A formal notice stating the grounds for proposed removal shall be submitted to the Registrar General, endorsed by either:
    1. The Faculty Coordinator;
    2. The President;
    3. The Vice-President; or
    4. Not less than one-fourth ( $1/4$ ) of the current members of the Executive Assembly.
  - b. The member concerned shall be provided:
    1. A written statement of the allegations;
    2. A reasonable opportunity to respond in writing or appear in person before the Ethics & Prudence Committee as authorised by the Faculty Coordinator.
4. The Ethics & Prudence Committee shall be the sole body authorised to investigate allegations and provide findings and recommendations concerning removal or disqualification of Executive Assembly members. The Committee shall be presided over by the Faculty Coordinator or an appropriate representative nominated by the Faculty Coordinator for this purpose.
5. A motion for removal shall be passed only upon:
  - a. A minimum quorum of three-fourth ( $3/4$ ) of the current membership of the Ethics & Prudence Committee being present; and
  - b. An affirmative vote of at least two-third ( $2/3$ ) of the members present and voting.
6. All decisions under this Article shall be subject to ratification by the Faculty Coordinator, whose decision, taken in consultation with the President and Vice-President, shall be final and binding.
7. A disqualified or removed member shall vacate their seat immediately upon confirmation and shall not be eligible for reappointment to the Executive Assembly during the same academic year, unless:
  - a. The removal was based solely on procedural grounds such as failure to respond, extended academic leave, or structural reassignment; and
  - b. The reappointment is explicitly approved by the Faculty Coordinator.
8. The Registrar General shall ensure due documentation of all proceedings, decisions, and responses submitted under this Article, and shall submit the same for archival under the **First Schedule**.

## Chapter II—The Raconteurs

### **Article 130. Definition and Establishment**

1. There shall be recognised under the Epigram – St Joseph’s University Debating Society a body of student debaters and representatives known as the Epigram Raconteurs, established for the purpose of participating in debates, discussions, oratory events, and allied academic or extracurricular competitions and forums, both within and beyond the University.
2. A Raconteur shall be defined as:
  - a. Any currently enrolled student of St Joseph’s University, Bengaluru,
  - b. Who has been formally selected, nominated, or deputed to participate in any Epigram Event as defined under **Part V** of this Constitution, or
  - c. Who has been designated to represent the Society and the University in any external literary, debating, or intellectual activity, festival, or event.
3. All Raconteurs shall, by virtue of their participation, be considered regular members of the Standing Committee, as constituted under **Article 155** of this Constitution, and shall act under the coordination of the Director of the Standing Committee, assisted by the Joint Secretary of the Standing Committee and receive directions from the Directorate and the Faculty Coordinator.
4. Membership as a Raconteur shall be valid only so long as:
  - a. The individual remains a bona fide student of St Joseph’s University; and
  - b. Maintains active association with the Standing Committee; and
  - c. Continues to meet the standards of eligibility and participation as defined under this Chapter.
5. The status of Raconteur shall not confer upon the individual any office, voting rights, or deliberative privileges in the Executive Assembly, Directorate, or any other constitutional body, unless separately appointed to such office in accordance with the relevant provisions of this Constitution.
6. The Raconteurs shall be governed exclusively by the provisions of this Chapter from **Article 130** to **Article 136** and **Part VI** of this Constitution and shall be bound by:
  - a. The event-specific regulations issued by organisers or authorities of the event in which they participate; and
  - b. The internal rules and decorum norms framed under this Chapter and by the Director of the Standing Committee.
7. Nothing in this Article shall restrict the University, the Faculty Coordinator, or the Directorate from disassociating or withdrawing representation from any individual whose conduct is deemed to be inconsistent with the values of Epigram or the academic community.

### **Article 131. Selection, Eligibility, and Induction (via Search & Selection Committee)**

1. The selection and induction of individuals as Epigram Raconteurs shall be undertaken by the Search & Selection Committee constituted under **Article 159** of this Constitution,

acting in consultation with the Director of the Standing Committee and the Faculty Coordinator.

2. A student may be considered for selection as a Raconteur if they meet the following minimum eligibility criteria:
  - a. Must be a currently enrolled undergraduate or postgraduate student of St Joseph's University, Bengaluru;
  - b. Must possess demonstrable interest or prior experience in debate, public speaking, or allied competitive intellectual activities;
  - c. Must be in good academic standing and not subject to any active disciplinary proceedings under University regulations;
  - d. Must express willingness to participate in Epigram Events and, where required, represent the Society or University externally;
  - e. Must formally consent to becoming a member of Epigram – St Joseph's University Debating Society and conform with the established rules & regulations of the Debating Society and of the University on all matters. Specifically, it is understood that participation in screening or internal events hosted by Epigram shall not entitle the student to academic attendance under University regulations
3. The Search & Selection Committee shall adopt a transparent and merit-based evaluation process, which may include but is not limited to:
  - a. Public auditions or preliminary debates;
  - b. Faculty recommendations or nominations from existing office bearers;
  - c. Assessment of past performance in Epigram Events or similar forums;
  - d. Personal interviews or statement of interest submissions, where applicable.
4. Upon successful selection, the name, registration and contact details of the student shall be forwarded to the Director of the Standing Committee, who shall maintain a register of Raconteurs and coordinate their participation in events:
  - a. Provided that, all data collected are subject to explicit consent requirements under **Article 195** (e.g., consent to use contact details for internal communication and scheduling).
5. The formal induction of selected Raconteurs shall be conducted:
  - a. At the commencement of each academic semester or prior to designated events;
  - b. Through an orientation or introductory session organised by the Standing Committee and the Directorate;
  - c. By means of an official Epigram circular, event banner, or poster published via institutional media.
6. Raconteurs inducted under this Article shall not be considered permanent members. Their designation shall be reviewed periodically, based on:
  - a. Continued enrolment at the University;
  - b. Satisfactory performance and adherence to standards under **Article 136 (Performance Review and Feedback Mechanism)**;

- c. Willingness to participate in training sessions, rehearsals, or briefings required by the Director of the Standing Committee.
7. Nothing in this Article shall prohibit the Faculty Coordinator or the Director of the Standing Committee from inviting or deputing additional students to participate in an event as temporary Raconteurs, where operational exigencies or external invitations so require, provided such individuals meet the basic standards of institutional representation.
8. The Registrar General shall be notified of all inducted Raconteurs, by the Joint Secretary of the Standing Committee, for purposes of official documentation and archival under the **First Schedule**.

**Article 132. Roles and Responsibilities Before, During, and After Events**

1. Every individual inducted as a Raconteur under **Article 131** shall undertake responsibilities pertaining to the preparation, participation, and post-event obligations of all Epigram Events or external events in which they are officially deputed to represent the Society.
2. Without prejudice to the generality of the foregoing, the duties of a Raconteur shall be classified as follows:
  - a. Before the commencement of the event:
    1. Attend all scheduled practice debates, preparatory briefings, or orientation sessions organised by the Director of the Standing Committee, Directorate or the Faculty Coordinator;
    2. Confirm their availability and institutional clearance, including academic permissions if and when necessary, for external representation;
    3. Arrive at the designated venue of the event, whether internal or external, no less than ten (10) minutes prior to the scheduled start time, unless exempted by prior authorisation from the Director of the Standing Committee;
    4. Review and understand the rules, format, and judging parameters applicable to the specific event or competition.
  - b. During the proceedings of the event:
    1. Conduct themselves in accordance with the decorum and disciplinary expectations of the host institution or the event organisers;
    2. Demonstrate fair competition, respectful engagement, and collegiate spirit in all debating or speaking interactions;
    3. Comply with the instructions of the Director of the Standing Committee, Directorate, Faculty Coordinator, or event organisers where applicable;
    4. Refrain from any behaviour that may undermine the dignity or institutional standing of Epigram or St Joseph's University.
  - c. After the conclusion of the event:
    1. Attend debriefing or post-event reflections as called for by the Director of the Standing Committee, Directorate or the Faculty Coordinator;

2. Submit a performance summary, participation report, or feedback submission if requested;
  3. Return any material, documents, or resources provided by the Society for the purpose of the event;
  4. Assist in the documentation or archival of the event, when requested, for reporting or record-keeping purposes under the **First Schedule**.
3. A Raconteur who consecutively or substantially fails to fulfil the responsibilities enumerated under **Section 2**, without valid cause or prior intimation, may be temporarily suspended from future participation in Epigram Events at the discretion of the Director of the Standing Committee, subject to confirmation by the Vice-President, the President and the Faculty Coordinator.
  4. In cases of persistent negligence, serious misconduct, or violation of institutional policies, a Raconteur may be removed from the register by the Director of the Standing Committee, in consultation with the Vice-President, the President and the Faculty Coordinator, and shall forfeit all privileges associated with the title for the remainder of the academic year.
  5. Nothing in this Article shall restrict the Director of the Standing Committee or the Vice President or the President or Faculty Coordinator from assigning additional logistical, mentoring, or leadership responsibilities to a Raconteur, where operational exigencies or mentoring opportunities arise.

#### **Article 133. Tiers and Progression**

1. The Raconteurs of the Epigram – St Joseph’s University Debating Society shall be classified into performance-based tiers to promote mentorship, peer-led improvement, and representation benchmarking within the Society.
2. The following shall constitute the official tiers of Raconteurs under this Constitution:
  - a. *Trainee Raconteur*: A newly inducted member of the Standing Committee with limited or no prior institutional debating experience;
  - b. *Junior Raconteur*: A member who has actively participated in a minimum of two (2) Epigram Events and demonstrated satisfactory conduct and preparation;
  - c. *Senior Raconteur*: A member who has consistently performed with distinction in multiple, at least ten (10), internal and external debates, as evaluated by the Director of the Standing Committee and endorsed by the President, and the Faculty Coordinator;
  - d. *Mentor Raconteur*: A senior member nominated by the Director of the Standing Committee, with approval of the Vice President, the President and the Faculty Coordinator, who shall provide guidance to Trainee and Junior Raconteurs and may represent Epigram in high-level or invitational events.
3. Progression between tiers shall be merit-based, and evaluated on the basis of:
  - a. Participation in training sessions, workshops, and debates;
  - b. Demonstrated performance and preparedness during events;
  - c. Adherence to the responsibilities under this Chapter;

- d. Overall decorum, engagement, and institutional representation, and where relevant, peer feedback or mentoring input.
4. The progression and designation of tiers shall be reviewed at the end of each academic semester by the Search & Selection Committee, in consultation with the President and the Vice President, approved by the Faculty Coordinator, and the outcome may be:
  - a. Recorded and notified through an official update to the Standing Committee;
  - b. Publicly announced during an Epigram Event or listed in internal communications, where appropriate.
5. Advancement to the status of Mentor Raconteur may also be conferred as part of recognition ceremonies or term-end honours under **Article 134**, and shall not exceed five (5) members per academic year, unless otherwise permitted by the Faculty Coordinator.
6. No Raconteur shall claim entitlement to tier-based privileges or representation unless formally notified by the Director of the Standing Committee or confirmed by the President or the Faculty Coordinator.
7. The Joint Secretary of the Standing Committee shall maintain an updated record of all Raconteur tier classifications and progression notes at the end of every academic semester and submit them to the Registrar General for institutional reference and archival under the **First Schedule**.

**Article 134. Recognition, Certification, and Privileges**

1. Raconteurs of the Epigram – St Joseph’s University Debating Society shall be entitled to institutional recognition and privileges based on their participation, performance, and progression under **Article 133** of this Constitution.
2. Recognition of Raconteurs may be granted in the following forms, subject to approval by the Faculty Coordinator, and upon recommendation of the Directorate and the Director of the Standing Committee and the President:
  - a. Public announcements at Epigram Events or institutional functions;
  - b. Certificates of Participation, Appreciation, Merit, Achievement or Excellence issued by the Directorate;
  - c. Nomination for term-end honours, including the designation of Mentor Raconteur under **Article 133, Section 5**;
  - d. Recommendation for external debating forums, invitational panels, or competitive conferences.
  - e. Awarded trophies, mementos, trophy, and recognition, where applicable;
  - f. Best Speaker of an event shall be awarded individually, where applicable;
  - g. Winners shall be featured in the Epigram Magazine, Epigram Airwaves;
  - h. Become eligible for moderation duties and mentorship roles and other awards and perks as deemed fit by the Directorate or expressly mentioned in the relevant provisions of this Constitution.
3. Certificates issued to Raconteurs shall clearly specify:
  - a. The event(s) or engagement(s) participated in;
  - b. The tier held at the time of participation;

- c. The nature of the recognition—participatory, merit-based, or honorary;
  - d. The date of issuance and the term of Epigram.
- 4. Raconteurs who perform with exceptional distinction during the academic year may be conferred the ‘Raconteur of the Year’ citation and other awards subjected to **Article 182** of this Constitution, by the Directorate, based on:
  - a. Consistent high-level performance across internal and external events;
  - b. Institutional conduct and contribution to peer learning;
  - c. Nomination by the Director of the Standing Committee and ratification by the President and Faculty Coordinator.
- 5. The privileges available to Raconteurs in good standing shall include:
  - a. Eligibility for nomination to official University delegations to external debating forums or competitions;
  - b. Free access to capacity-building sessions, workshops, and practice debates organised by Epigram;
  - c. Priority eligibility for selection to the Search & Selection Committee, subject to **Article 159**;
  - d. Open access to archival recordings, resources, and debate literature curated by Epigram, as approved by the Directorate.
  - e. Eligibility to receive cash prizes, awards, or monetary rewards for performance or excellence, where applicable, subject to the provisions of **Article 196 (Financial Policy of Epigram)** and approval by the Directorate and Faculty Coordinator.
- 6. The conferment of any recognition or privilege under this Article shall not constitute a claim to executive office, committee membership, or organisational authority unless separately provided for under relevant Articles.
- 7. All recognitions and privileges conferred under this Article shall be recorded by the Registrar General and archived under the **First Schedule** of this Constitution, and may be published through official Epigram communication channels.
- 8. The Directorate reserves the right to withhold or rescind any recognition or privilege conferred under this Article, in the event of:
  - a. Subsequent misconduct or breach of decorum under **Article 135**;
  - b. Withdrawal from the University or formal resignation from Raconteur status;
  - c. Misrepresentation or falsification of performance records.

#### **Article 135. Code of Ethics and Decorum in Debates**

1. Every Raconteur of the Epigram – St Joseph’s University Debating Society shall, while participating in any internal or external event, adhere to the highest standards of ethical conduct, institutional decorum, and philosophical commitment to the principles of civil discourse, free expression, and mutual respect.
2. Without prejudice to the generality of the foregoing, all Raconteurs shall be bound by the following ethical and procedural expectations:

- a. Raconteurs shall engage with opponents, audiences, chairpersons and adjudicators with dignity, politeness, and composure, regardless of ideological differences or rhetorical confrontations.
  - b. Raconteurs shall not misrepresent facts, sources, or arguments and shall strive to maintain logical coherence, academic rigour, and credibility in all debate proceedings.
  - c. Raconteurs shall maintain appropriate attire, posture, and language during debates, and shall represent the values of St Joseph's University and Epigram in a manner befitting institutional ambassadors.
  - d. No Raconteur shall engage in ad hominem attacks, hate speech, discriminatory commentary, or otherwise derogatory remarks based on race, religion, caste, gender, sexuality, disability, or any protected identity category.
  - e. Raconteurs shall not misuse debate platforms to promote partisan ideologies, personal agendas, or material not relevant to the motion or structure of the debate.
  - f. Senior and Mentor Raconteurs shall provide guidance to junior debaters in line with institutional values, and shall act as models of responsible discourse and sportsmanship.
3. During team debates or collaborative forums, Raconteurs shall:
    - a. Coordinate with their teammates in a spirit of cooperation and shared responsibility;
    - b. Respect speaking time limits, procedural rules, and adjudication mechanisms as prescribed by organisers or moderators;
    - c. Refrain from interrupting or heckling speakers outside prescribed formats.
  4. Every participating Raconteur shall be subjected to event-specific rules, regulations, codes or guidelines of conduct, where such rules shall be binding and subject to appropriate communication prior to the event. Such event-specific rules shall take precedence in the event of any inconsistency with general norms under this Article.
  5. Any Raconteur found in violation of this Article may, subject to prior consultation with the Director of the Standing Committee, upon due verification:
    - a. Be cautioned, warned, or suspended from upcoming events;
    - b. Forfeit any recognition, representation, or privilege previously granted;
    - c. Be referred to the Faculty Coordinator for disqualification from the Standing Committee under **Article 136**, where warranted.
  6. All Raconteurs shall be introduced to the Code of Ethics and Decorum in Debates upon their induction under **Article 131**, and shall be required to affirm their understanding and compliance therewith in writing or by digital acknowledgement.
  7. The principles enshrined in this Article shall be construed in harmony with the constitutional ethos of Epigram and the educational values of St Joseph's University, including but not limited to intellectual plurality, dialogue over diatribe, and respectful dissent.

### **Article 136. Performance Review and Feedback Mechanism**

1. All Raconteurs inducted under **Article 131** shall be subject to periodic performance review to assess their engagement, preparedness, and overall contribution to the debating objectives of Epigram – St Joseph’s University Debating Society.
2. The performance review shall be conducted at the conclusion of each academic semester by the Director of the Standing Committee, in consultation with the President, Vice-President, and the Faculty Coordinator.
3. The review process shall include, but not be limited to, the following evaluative components:
  - a. Attendance and participation in internal debates, workshops, and training sessions;
  - b. Quality of engagement and conduct in Epigram Events and external representations;
  - c. Adherence to the duties and decorum requirements enumerated under **Article 132** and **Article 135**;
  - d. Contribution to the peer learning environment, mentorship (where applicable), and adherence to guidance received;
  - e. Responsiveness to logistical coordination, rehearsals, and administrative communication issued by the Directorate.
4. Feedback may be provided to and received from each Raconteur in a constructive and confidential manner, either:
  - a. In writing, issued by the Director of the Standing Committee with comments from relevant officers or received by Raconteurs in relation to their performance and organising of the relevant events; or
  - b. Through individual or group review sessions conducted in person or virtually.
5. The outcome of the performance review may result in:
  - a. Retention or promotion within the tiered structure under **Article 133**;
  - b. Nomination for recognition or privileges under **Article 134**;
  - c. Recommendation for mentoring responsibilities or selection committees;
  - d. Issuance of caution, probation, or temporary suspension from future events, where underperformance or disregard for responsibilities is observed;
  - e. Formal removal from the Standing Committee, where persistent or serious non-compliance is evident, subject to approval by the President and the Faculty Coordinator.
6. In addition to the formal performance review conducted by the Directorate and Faculty Coordinator, the Standing Committee may facilitate a structured Peer Feedback Mechanism among Raconteurs to promote collaborative growth, reflective learning, and shared accountability:
  - a. Mentor and Senior Raconteurs may submit constructive feedback on the participation, preparedness, and collegial engagement of Junior and Trainee Raconteurs, in a format prescribed by the Director of the Standing Committee.

- b. Junior and Trainee Raconteurs may also submit feedback on the mentorship received, overall training quality, and team collaboration during events.
  - c. All peer feedback collected under this Section shall be advisory in nature and shall be reviewed by the Director of the Standing Committee and may be used to supplement the formal performance review under **Sections 2 to Section 5** of this Article.
  - d. The identity of individuals submitting peer feedback shall be kept confidential where practicable, and any inappropriate or personalised commentary shall be redacted or dismissed.
  - e. The Peer Feedback Mechanism shall not be used as a disciplinary tool, but as a platform to encourage openness, mutual respect, and horizontal learning among Raconteurs.
7. A Raconteur aggrieved by the outcome of the performance review may submit a written representation to the Faculty Coordinator within five (5) working days of notification, who shall review the matter in consultation with the President and Vice-President. The decision of the Faculty Coordinator shall be final and binding.
8. Records of all performance evaluations and feedback, including summaries of action taken, shall be maintained by the Joint Secretary of the Standing Committee and submitted to the Registrar General for documentation under the **First Schedule**.
9. The performance review framework under this Article shall be oriented toward fostering improvement, encouraging excellence, and upholding the standards of institutional representation, while maintaining fairness and transparency in all assessments.

## Chapter III—The Common Room

### **Article 137. Establishment and Nature of the Common Room**

1. There shall be constituted an open, inclusive, and deliberative digital forum of the Epigram – St Joseph’s University Debating Society, to be known as the Common Room, which shall serve as the principal channel of general membership communication, consensus-building, deliberative polling, and participatory engagement.
2. The Common Room shall function as a digital platform hosted on any communication medium authorised by the Directorate and Faculty Coordinator, and shall constitute a recognised and regulated space for interaction among the broader membership of Epigram.
3. The Common Room shall operate subject to the rules of conduct and moderation as laid down under this Chapter, and all members shall adhere to the norms of dignity, decency, and institutional respect when participating therein.
4. The Directorate shall ensure that the functioning of the Common Room is conducted in a transparent, inclusive, and purposeful manner, consistent with the values of equity, participation, and educational integrity enshrined in this Constitution.

### **Article 138. Membership, Purpose and Institutional Significance**

1. The Common Room shall constitute the broadest forum of general membership within the Epigram – St Joseph’s University Debating Society, and shall, by default, include all individuals associated with the Society in accordance with this Constitution.
2. The following individuals shall be recognised as members of the Common Room:
  - a. All students currently enrolled at St Joseph’s University, Bengaluru.
  - b. All current and former students who have attended or participated in Epigram Events or been inducted under any provisions of this Constitution;
  - c. All current and former Raconteurs inducted under **Article 131**;
  - d. All current and former Office Bearers and members of the Executive Assembly under **Part III, Chapter I** of this Constitution;
  - e. All additional individuals, including alumni, honorary invitees, or external collaborators, as may be designated by the Directorate or Faculty Coordinator in furtherance of institutional purposes.
3. Membership in the Common Room shall confer the status of General Member of Epigram, and such membership shall subsist for the period of valid enrolment of the individual at the University, or for such period as may be determined by the Directorate or Faculty Coordinator under **Article 142**.
4. The Common Room shall serve the following purposes:
  - a. To facilitate the dissemination of official announcements, notifications, and mobilisation communications from the Directorate and constituent organs of Epigram;

- b. To provide a participatory digital space for polling, consultations, and agenda-setting related to debate motions, event themes, and other matters under **Part V** of this Constitution;
  - c. To promote collaborative dialogue, institutional fraternity, and shared ownership of the Society's deliberative culture among its wider membership;
  - d. To enable democratic expression and general representational participation by the student body in processes prescribed under **Article 12** and **Article 139**.
5. The functioning of the Common Room shall remain subject to:
- a. The constitutional obligations of institutional decency, dignity, and respectful communication;
  - b. The operational rules, conduct policies, and moderation protocols established under **Article 142**;
  - c. The administrative oversight of the Faculty Coordinator, the President, the Vice-President, the Registrar General, the Director of the Standing Committee, and the General Secretary, who shall collectively serve as moderators of the Common Room.
6. The institutional significance of the Common Room shall be recognised as integral to the ethos of participatory democracy, fraternity, and inclusive discourse that Epigram seeks to promote, and its role in shaping consensus and building community shall be preserved across successive terms of the Society.

#### **Article 139. Role in Agenda-Setting and Motions**

1. The Common Room shall serve as the principal deliberative forum through which the broader membership of the Epigram – St Joseph's University Debating Society may contribute to the setting of agendas, debate motions, and event themes under **Part V** of this Constitution.
2. Mechanism for Motion Consultation and Polling shall follow such provisions as listed in this section:
  - a. The Directorate shall, for any debate or event falling under the scope of **Part V** or other relevant provisions of this Constitution, issue a call for recommendations, preferences, or vote-based polling within the Common Room at least seven (7) working days in advance of the scheduled event.
  - b. Such polling may take the form of, primarily, a multiple-answer voting format, or a single-preference selection, or other formats as approved by the President and the Registrar General.
  - c. Such voting or polling must inform the Common Room, the details of the schedule of the event i.e., the date, time and venue of the event.
  - d. Each member shall cast votes according to the format specified for that poll, either as multiple selections or a single-preference vote, as notified by the Registrar General.

- e. All polls shall remain open for a minimum of twenty-four (24) hours, and final results shall be tabulated by the Registrar General and submitted to the President and Vice-President for ratification.
3. Mechanism for Motion Consultation for Monthly Debates:
  - a. The Common Room shall vote to finalise the motions for monthly debates conducted by Epigram.
  - b. The Directorate may shortlist a minimum of four (4) and a maximum of seven (7) potential motions, based on internal deliberation, member submissions, or event objectives.
  - c. The motion receiving the highest number of valid votes shall ordinarily be selected for that month's debate, subject to review by the President and the Faculty Coordinator.
  - d. The Faculty Coordinator reserves the discretion to override the outcome of such polling in cases involving institutional sensitivity, reputational risk, or thematic conflict, with due justification to be recorded and archived by the Registrar General.
4. For all elections to positions listed under **Article 12, Section 3**, the Common Room shall serve as the designated electoral college and polling venue, subject to the rules of procedure established under **Article 190** and eligibility prescribed under **Chapter I of Part II** of this Constitution.
5. The Registrar General shall be responsible for initiating, monitoring, and recording all polling and motion-setting activities within the Common Room, in consultation with the General Secretary, Vice-President, and the President.
6. Final results, recommendations, and polling reports shall be submitted for review by the Directorate and archived under the **First Schedule** of this Constitution.
7. All agenda-setting and motion-related exercises conducted through the Common Room shall remain subject to the relevant policies enshrined in **Part VI** of this Constitution

#### **Article 140. Open Forums and Town Halls**

1. Open Forums and Town Halls shall constitute official consultative and deliberative assemblies convened under the authority of the Directorate to engage the general membership of the Epigram – St Joseph's University Debating Society, as represented within the Common Room, such that:
  - a. An assembly shall be classified as an Open Forum when convened in an open area within the University premises;
  - b. An assembly shall be classified as a Town Hall when held within a closed-door venue or designated hall within the University premises;
  - c. Both forms shall require the prior written approval of the Faculty Coordinator before issuance of notice for congregation.
2. Any Open Forum or Town Hall proposed to be held outside the territorial jurisdiction of St Joseph's University must obtain written permission from the Faculty Coordinator and either the Registrar or the Vice Chancellor of the University.

3. Open Forums and Town Halls shall provide a structured yet informal platform for:
  - a. Dialogue, deliberation, and general consultation between the Directorate and the broader membership;
  - b. Feedback and suggestions from General Members concerning institutional policies, events, and proposals;
  - c. Grievance redressal, representational concerns, or constitutional clarifications affecting members of the Common Room;
  - d. Participatory shaping of the Society's debates, programmes, and educational initiatives under **Part V** of this Constitution.
4. An Open Forum or Town Hall may be convened:
  - a. At the instance of the Faculty Coordinator;
  - b. At the request of the President or Vice-President;
  - c. Upon a motion signed by not less than one-fourth ( $\frac{1}{4}$ ) of the current members of the Executive Assembly, submitted in writing to the Registrar General;
  - d. Upon a written call endorsed by at least twenty (20) General Members of the Common Room.
  - e. The Registrar General shall verify the quorum of requests, coordinate logistical arrangements, and issue a formal notice not less than forty-eight (48) hours in advance, in consultation with the General Secretary, the Vice-President and the President.
5. The President shall preside over all Open Forums or Town Halls, unless otherwise authorised by the Faculty Coordinator, such that:
  - a. In the absence of the President, the Vice-President shall preside with appropriate intimation to the Faculty Coordinator.
  - b. The Registrar General shall act as the Secretary to the proceedings and maintain a written record of key statements, motions, and outcomes.
6. A duly designated Town Hall shall serve as the official venue for the conduct of electoral proceedings for positions under **Article 12, Section 3** and subject to the statutes under **Article 190** of this Constitution. The Directorate shall ensure adequate notice, neutrality, and institutional decorum during such elections.
7. All members participating in an Open Forum or Town Hall shall:
  - a. Adhere to the norms of respectful discourse, orderly engagement, and institutional representation;
  - b. Remain bound by the ethical provisions of **Article 189 (Code of Conduct)** and **Article 194 (Equity and Inclusion Policy)**;
  - c. Refrain from disruption, derogatory speech, or disorderly behaviour that undermines the objectives of the assembly;
  - d. Moderation powers during the Forum or Town Hall shall be vested in the Presiding Officer and the Registrar General, subject to **Article 142**.
8. All proceedings, summaries, or resolutions emerging from an Open Forum or Town Hall shall be recorded by the Registrar General, submitted to the Directorate, and archived under the **First Schedule** of this Constitution for future reference and action.

#### **Article 141. Interaction with Directorate and Executive Assembly**

1. The Common Room shall serve as the principal consultative interface between the general membership of the Epigram – St Joseph’s University Debating Society and its core governance organs, namely the Directorate and the Executive Assembly.
2. Members of the Common Room shall not, by virtue of such membership alone, confer any deliberative or voting rights within the Executive Assembly proceedings, unless separately qualified under **Article 122**; however, they shall enjoy full voting rights within the internal polling, consultations, and agenda-setting exercises of the Common Room, as outlined under **Article 139**.
3. The Directorate and the Executive Assembly shall engage with the Common Room through the following modes:
  - a. Circulation of official notices, event posters, institutional reports, or debate announcements by the Moderators;
  - b. Convening of Open Forums or Town Halls under **Article 140** for deliberation, feedback, or address;
  - c. Issuance of responses to significant concerns or recommendations raised within the Common Room, at the discretion of the Moderators or Faculty Coordinator.
4. The Common Room may collectively submit to the Directorate:
  - a. Suggestions, concerns, or consultative feedback relating to debate motions, events, or institutional procedures;
  - b. Grievances arising from structural or procedural concerns, to be submitted in writing to the Registrar General and reviewed by the President and Faculty Coordinator;
  - c. Requests for clarification, review, or amendment of a decision directly affecting the General Membership.
5. The role of the Common Room in relation to the Executive Assembly and Directorate shall be:
  - a. Participatory, consultative, and advisory in nature;
  - b. Intended to encourage accountability, transparency, and broad-based engagement;
  - c. Integral to the values of deliberation, equity, and participatory governance promoted by this Constitution.
6. All interactions between the Common Room and the Directorate or Executive Assembly shall be conducted in accordance with:
  - a. **Article 189 (Code of Conduct)**;
  - b. **Article 194 (Equity and Inclusion Policy)**;
  - c. Any additional regulations or procedural safeguards established under this Constitution.

#### **Article 142. Documentation, Transparency and Moderation**

1. The Common Room shall operate as a formally regulated and documented digital forum, and all activities, consultations, polls, or communications conducted within it shall be subject to oversight in accordance with this Article.

2. The Registrar General shall be the principal record-keeping authority for the Common Room, and shall maintain an indexed log of:
  - a. All official announcements, polling results, and institutional communications issued therein;
  - b. All approved voting records and motion outcomes conducted under **Article 139**;
  - c. Summaries of Open Forums and Town Halls convened under **Article 140**, where applicable;
  - d. Any formal submissions, grievances, or proposals raised by General Members to the Directorate.
3. The Registrar General shall ensure that such records are:
  - a. Submitted for archival under the **First Schedule** of this Constitution;
  - b. Available to the Directorate and Faculty Coordinator upon request;
  - c. Reported to the Executive Assembly where relevant to its deliberative agenda.
4. The following individuals shall serve as Administrators and Moderators of the Common Room:
  - a. The Faculty Coordinator;
  - b. The Founder (Ombudsperson);
  - c. The President;
  - d. The Vice-President;
  - e. The Registrar General;
  - f. The General Secretary;
  - g. The Director of the Standing Committee.
5. The Moderators shall be collectively responsible for ensuring that:
  - a. All participants observe decorum, dignity, and civility in communications;
  - b. No member posts content that is defamatory, discriminatory, disruptive, or in breach of University or Society rules;
  - c. All content of institutional relevance is accurate, approved where necessary, and free from misinformation.
6. Any member who violates the expected standards of conduct in the Common Room may, subject to verification by the Moderators:
  - a. Receive a verbal or written warning;
  - b. Be temporarily muted or suspended from posting for a specified duration;
  - c. Be removed from the Common Room, with due intimation to the Faculty Coordinator and President.
7. The Directorate, in consultation with the President, may issue additional Standing Orders or Guidelines from time to time governing the use, content regulation, and moderation procedure of the Common Room, provided such regulations are:
  - a. Not inconsistent with the principles and provisions of this Constitution;
  - b. Circulated in writing to all members and recorded by the Registrar General.
8. The Common Room shall operate in a manner that reflects the values of transparency, institutional collegiality, inclusive participation, and shared stewardship of the Society's deliberative ethos.

## Chapter IV—The Literary And Debating Circuit

### **Article 143. Establishment and Scope of the Literary & Debating Circuit**

1. There shall be constituted an inter-institutional forum under the aegis of the Epigram – St Joseph’s University Debating Society, to be known as the Literary and Debating Circuit, herein referred to as the “Circuit.”
2. The Circuit shall operate as a collaborative platform bringing together student-led societies, clubs, and collectives from institutions across Bengaluru and beyond, with the primary aim of promoting dialogue, exchange, and cooperation in the fields of debating, literary engagement, public speaking, policy discourse, and allied domains.
3. The Circuit shall function in an informal and non-hierarchical manner, with participation open to recognised student representatives or group administrators affiliated with their respective institutions or societies.
4. The Circuit shall be digitally hosted and moderated by the Directorate of Epigram, under the general supervision of the President and the Faculty Coordinator, and shall be governed by the guidelines and articles provided in this Chapter.
5. The activities of the Circuit may include, but shall not be limited to:
  - a. Dissemination of intercollegiate opportunities such as fests, MUNs, debates, conferences, and workshops;
  - b. Coordinating with other institutions to publicise events and seek institutional or individual participation;
  - c. Promotion of values-based, inclusive, and fact-based discourse across institutions;
  - d. Sharing of best practices in organising student-led intellectual forums.
6. The Literary and Debating Circuit shall not exercise any executive, disciplinary, or regulatory authority over its members but shall function as a shared space for academic and cultural exchange, governed by mutual consent and voluntary participation.

### **Article 144. Objective and Participation Guidelines**

1. The Literary and Debating Circuit shall operate with the principal objective of fostering an intellectually vibrant, inclusive, and collaborative ecosystem for inter-institutional dialogue and engagement in the domains of debate, literature, public policy, Model United Nations, public speaking, and allied co-curricular expressions.
2. The specific objectives of the Circuit shall include:
  - a. To enable the smooth and timely exchange of information regarding intercollegiate events, opportunities, and initiatives;
  - b. To provide a moderated digital forum for discussion, collaboration, and community-building among student-led debating and literary collectives;
  - c. To serve as a reference network for best practices, student governance, event planning, and collaboration across institutions;
  - d. To promote respectful dialogue, diverse expression, and constructive engagement across various ideological, cultural, and institutional affiliations.

3. Participation in the Circuit shall be open to:
  - a. Recognised student societies, debating clubs, literary associations, and other allied bodies affiliated with an academic institution;
  - b. Duly nominated or self-identified student representatives from such organisations, as approved by their home institutions or society heads;
  - c. Alumni, moderators, faculty mentors, and honorary invitees, where their inclusion supports the objectives of the Circuit and is approved by the Directorate of Epigram.
4. All members and participants of the Circuit shall abide by the following general participation guidelines:
  - a. Ensure respectful and fact-based discourse at all times, free from personal attacks, hate speech, discrimination, or propagandist rhetoric;
  - b. Avoid spamming, unsolicited self-promotion, or irrelevant link sharing that does not serve the academic or co-curricular aims of the Circuit;
  - c. Seek prior approval from a designated Admin before posting event promotions or announcements, which shall be circulated through the official Announcements Channel;
  - d. Refrain from unauthorised sharing of internal discussions, membership details, or sensitive information without due consent;
  - e. Immediately report any violations of these guidelines to an Admin, along with relevant documentation or evidence where possible.
5. The Directorate of Epigram shall reserve the right to remove or suspend access of any participant who fails to comply with the rules and principles outlined in this Article, upon due notice and documentation. The decision of the designated Admins shall be final in all such cases, unless otherwise overruled by the Faculty Coordinator.
6. This Article shall be read in conjunction with **Article 147 (Confidentiality, Conduct, and Reporting)** and **Article 149 (Collaboration Protocols with Other Institutions)**, and participation within the Circuit shall at all times reflect the values of inclusivity, professionalism, and inter-institutional respect as upheld by the Epigram – St Joseph’s University Debating Society.

#### **Article 145. Membership and Informal Participation**

1. Membership in the Literary and Debating Circuit shall be extended to recognised representatives of student-led debating, literary, public speaking, Model United Nations, and policy-oriented organisations from institutions of higher education within and beyond Bengaluru.
2. For the purpose of this Chapter, a “Member” shall be defined as:
  - a. An individual unofficially or officially nominated by their respective student organisation or institution to represent them within the Circuit; or
  - b. A representative approved by the Directorate of Epigram upon request and verification of affiliation and purpose.

3. Membership shall be of two types:
  - a. *Primary Member*: A formally designated representative of a recognised debating or literary organisation who shall hold the authority to share institutional opportunities and contribute to inter-institutional coordination;
  - b. *Observer Member*: A faculty mentor, alumnus, or individual contributor whose inclusion is deemed beneficial to the Circuit and approved by the Directorate of Epigram, without rights to vote in administrative decisions or promotions.
4. Informal participation shall be permitted under the following conditions:
  - a. Individuals interested in participating in discussions or accessing shared opportunities may do so with limited discussion rights;
  - b. Such informal participants shall not represent any institution, post event promotions, or access confidential internal documents of the Circuit;
  - c. Continued participation of an informal participant shall be subject to review of their conversation by the Admins of the Circuit.
5. All Members and informal participants shall:
  - a. Respect the platform's professional and academic intent;
  - b. Contribute positively to the discourse and collaboration within the Circuit;
  - c. Refrain from misrepresentation, impersonation, or the misuse of institutional identity or access for personal or unauthorised promotional gain.
6. The President and the Vice-President of Epigram – St Joseph's University Debating Society shall be the sole officers authorised to oversee, monitor, and ensure the operation of the Literary and Debating Circuit. The Vice-President shall additionally serve in a secretarial capacity for the purposes of the Circuit, and shall maintain a record of all active members and their associated institutions, which shall be updated at the beginning of each academic semester and archived under the **First Schedule** of this Constitution.
7. The Directorate reserves the right to revoke membership or restrict informal participation in cases of repeated non-compliance, ethical breaches, or conduct in contravention of **Article 147 (Confidentiality, Conduct, and Reporting)**, upon verification by the President and the Faculty Coordinator.

#### **Article 146. Role of Epigram as Host and Moderator**

1. The Epigram – St Joseph's University Debating Society shall serve as the official host, moderator, and institutional anchor of the Literary and Debating Circuit, and shall be responsible for ensuring its orderly functioning, purpose-driven activity, and adherence to constitutional values.
2. The President and Vice-President of Epigram shall be the principal officers designated to exercise oversight, convene meetings, and supervise activities within the Circuit. The Vice-President shall function as the secretarial authority for all matters related to membership management, communication, and archival responsibilities under the **First Schedule**.

3. In its capacity as Host Institution, Epigram shall be responsible for:
  - a. Facilitating onboarding of new institutional members and verifying credentials for membership classification under **Article 145**;
  - b. Issuing procedural guidelines for information sharing, event publicity, and institutional coordination through the Circuit;
  - c. Maintaining the neutrality, integrity, and collegial purpose of the platform, with particular emphasis on avoiding institutional dominance, bias, or exclusion.
4. As Moderator of the Circuit, Epigram shall:
  - a. Monitor compliance with community standards of engagement, as defined under **Article 147 (Confidentiality, Conduct, and Reporting)**;
  - b. Ensure that discussions remain constructive, inclusive, and aligned with the academic, literary, and debating ethos of the Circuit;
  - c. Respond to reported violations, mediate disputes where applicable, and initiate corrective measures in consultation with the Faculty Coordinator.
5. The President and Vice-President shall possess the authority to:
  - a. Remove or restrict members for violation of conduct guidelines or abuse of the platform, subject to documentation and Faculty Coordinator approval;
  - b. Appoint temporary moderators or representatives from among active member institutions to support operational functions, without prejudice to Epigram's institutional leadership;
  - c. Approve or reject all promotional content and event publicity requests directed through the Circuit, including via announcements or general channels.
6. Epigram shall not be held responsible for the external activities or positions of any member institution or individual participant in the Circuit. All views expressed by members within the Circuit shall be deemed personal or representative of their respective institutions and shall not reflect the official position of Epigram or St Joseph's University.
7. The Faculty Coordinator shall serve as the constitutional appellate authority for all matters of moderation, ethical breach, or procedural dispute under this Article, and may issue binding directions for the continued operation, reform, or dissolution of the Circuit where deemed necessary.

#### **Article 147. Confidentiality, Conduct, and Reporting**

1. All participants in the Literary and Debating Circuit shall be bound by standards of professional conduct, confidentiality, and respectful engagement, and shall uphold the dignity, purpose, and collaborative spirit of the Circuit.
2. Members and informal participants shall refrain from:
  - a. Sharing screenshots, recordings, or verbatim transcripts of discussions within the Circuit without prior consent of all parties involved and approval from the President or Vice-President;

- b. Using information shared within the Circuit for unauthorised purposes, including commercial solicitation, competitive exploitation, or institutional misrepresentation;
  - c. Posting defamatory, discriminatory, inflammatory, or inappropriate content contrary to the values of Epigram or the academic norms of St Joseph's University.
- 3. All discussions within the Circuit must be conducted in accordance with the following norms:
  - a. Respect for ideological diversity, institutional plurality, and freedom of expression within lawful and academic bounds;
  - b. Zero tolerance toward hate speech, personal attacks, discriminatory commentary, or targeted harassment;
  - c. Prohibition on trolling, impersonation, spamming, or deliberate misinformation.
- 4. Promotional material for events, competitions, or announcements shall:
  - a. Be routed exclusively through the Vice-President in their capacity as Secretary of the Circuit;
  - b. Be approved by the President prior to dissemination on the announcements channel;
  - c. Clearly indicate the source institution, organising body, and terms of participation and other necessary details i.e., venue, date, and time, where applicable.
- 5. Violations of this Article shall be subject to:
  - a. Immediate intervention by the President or Vice-President and removal of content;
  - b. Warning, temporary suspension, or indefinite removal from the Circuit, as determined by the President in consultation with the Faculty Coordinator;
  - c. Reporting to the member's home institution, where warranted by severity or repeated violations.
- 6. Concerns or complaints regarding breaches of conduct may be submitted:
  - a. Privately via direct message to the President or Vice-President;
  - b. Through a documented report, accompanied by verifiable evidence of the alleged violation.
- 7. All records of disciplinary action, content moderation, and reporting shall be maintained by the Vice-President and submitted for archival by the President under the **First Schedule** of this Constitution.
- 8. This Article shall be read in conformity with **Article 189 (Code of Conduct)**, **Article 194 (Equity and Inclusion Policy)**, and all other relevant institutional guidelines of St Joseph's University, with the Faculty Coordinator serving as final arbiter in cases of interpretative ambiguity or procedural dispute.

## **Article 148. Documentation, Publicity and Analytics**

1. The Directorate of Epigram – St Joseph’s University Debating Society shall ensure that all activities, communications, and engagements within the Literary and Debating Circuit are appropriately documented and publicised, in furtherance of transparency, community engagement, and institutional learning.
2. The Vice-President, acting as Secretary to the Circuit, shall be responsible for maintaining documentation of:
  - a. Membership rosters, including primary and observer members as defined under **Article 145**;
  - b. Announcements circulated through the Circuit’s official communication channels;
  - c. Event submissions, promotional approvals, and shared opportunities;
  - d. Moderation records, including actions taken under **Article 147**.
3. The Directorate shall promote significant engagements, collaborations, or achievements of the Circuit through:
  - a. Epigram’s official publicity channels, including but not limited to newsletters, social media, or website posts;
  - b. Institutional platforms of St Joseph’s University, upon coordination with the Public Relations Office;
  - c. External partner institutions or forums, with consent from involved parties and approval by the President and the Faculty Coordinator.
4. Data analytics may be undertaken by the Vice-President or an authorised representative for the purposes of:
  - a. Assessing participation trends, institutional representation, and thematic interests across the Circuit;
  - b. Identifying gaps in outreach, inclusivity, or event access;
  - c. Recommending improvements in scheduling, coordination, and community responsiveness.
5. The Vice-President shall prepare a Term-End Circuit Report, which shall include:
  - a. A summary of major announcements, activities, and events shared;
  - b. An anonymised overview of engagement analytics and trends;
  - c. Recommendations for the succeeding term’s Circuit operations and improvements;
  - d. Any records of reported violations or disciplinary actions, subject to redaction for confidentiality.
6. The Term-End Circuit Report shall be submitted to:
  - a. The President for review and direction;
  - b. The Faculty Coordinator for endorsement and institutional archiving;
  - c. The Registrar General for documentation under the **First Schedule** of this Constitution.
7. All publicity and analytics activity under this Article shall be governed by the ethical standards, privacy considerations, and institutional communication policies of Epigram and St Joseph’s University.

### **Article 149. Collaboration Protocols with Other Institutions**

1. Epigram – St Joseph’s University Debating Society shall, through the Literary and Debating Circuit, maintain constructive, ethical, and purposeful relations with student-led and faculty-mentored debating, literary, Model United Nations, public policy, and public speaking bodies across recognised institutions of higher education, subject to the provisions of the articles in this Chapter and the overarching policies and values of St Joseph’s University.
2. All collaboration requests, partnership initiatives, and event-based coordination proposed through the Literary and Debating Circuit shall be guided by the following protocols:
  - a. Alignment with the educational, constitutional, and institutional values of Epigram and St Joseph’s University;
  - b. Formal or informal recognition of the collaborating institution and/or student body as an active participant of the Circuit under **Article 145**;
  - c. Communication of collaborative intentions via the President or Vice-President of Epigram.
3. Collaborative activities shall include, but not be limited to:
  - a. Mutual promotion of events, fests, workshops, or training sessions;
  - b. Invitation of members or representatives to adjudicate, speak, or mentor;
  - c. Co-hosting of debates, MUN conferences, or literary festivals or other events;
  - d. Sharing of research, archival resources, or best practices in student governance and debate pedagogy.
4. Any promotional request or partnership proposal submitted within the Circuit shall:
  - a. Be directed to the Vice-President of Epigram via personal correspondence;
  - b. Clearly specify the institutional organiser, nature of the event, dates, themes, and eligibility criteria;
  - c. Be subject to review and approval by the President and the Faculty Coordinator, prior to publication through Circuit channels.
5. The Vice-President shall maintain a log of all collaborative engagements facilitated under this Article, including:
  - a. Name and affiliation of partnering institutions;
  - b. Dates and nature of collaboration;
  - c. Records of outcomes, correspondence, and feedback;
  - d. Analytics and reflection to be included in the Term-End Circuit Report under **Article 148**.
6. No collaborative activity, representation, or co-hosted initiative shall be undertaken in the name of Epigram without prior approval from the President and the Faculty Coordinator. Any violation of this provision may be grounds for temporary suspension from the Circuit, subject to confirmation by the Faculty Coordinator.
7. Collaborations that involve financial commitments, cross-institutional memoranda, or long-term engagements shall be subject to additional oversight and procedural compliance under **Article 196 (Financial Policy of Epigram)** and institutional regulations of St Joseph’s University.

8. All collaborative engagements under this Article shall be conducted in a manner that reflects mutual respect, professionalism, and the spirit of intercollegiate fraternity, and shall be documented by the Vice-President for submission to the Registrar General under the **First Schedule** of this Constitution.

#### **Article 150. Dissolution, Exit and Succession Protocols**

1. The Literary and Debating Circuit shall remain an active and recognised forum under the aegis of Epigram – St Joseph’s University Debating Society, unless formally dissolved by an act of the Directorate ratified by the Faculty Coordinator and subject to the provisions of this Article.
2. Dissolution of the Literary and Debating Circuit may be initiated only on the following grounds:
  - a. Institutional restructuring or policy directive issued by St Joseph’s University;
  - b. Prolonged inactivity, defined as no registered participation or collaborative engagement for two consecutive academic years;
  - c. Sustained ethical violations, misuse of platform, or reputational damage to the University or Society, as determined by the Faculty Coordinator.
3. The procedure for dissolution shall require:
  - a. A written proposal submitted by the President, with supporting justification;
  - b. Formal review by the Faculty Coordinator, with input from the Vice-President and Registrar General;
  - c. Approval by a two-thirds (2/3) affirmative majority of the Directorate in a Special Meeting and ratification by the Faculty Coordinator.
4. Upon dissolution, the following steps shall be undertaken:
  - a. Notification to all active members and institutional representatives;
  - b. Archival of all records, announcements, and partnership logs under the **First Schedule**;
  - c. Submission of a Dissolution Report by the President and Vice-President to the Faculty Coordinator, summarising causes, consequences, and recommendations.
5. Any member institution or representative may voluntarily exit the Literary and Debating Circuit by:
  - a. Submitting a written notification to the Vice-President of Epigram;
  - b. Indicating the reason for exit and the date of cessation of participation;
  - c. Ensuring any pending engagements, responses, or duties are concluded in good faith.
6. An exiting institution or representative shall:
  - a. Forfeit access to internal communications, records, and promotions;
  - b. Retain the right to seek reinstatement by formal request, subject to approval by the President and Vice-President.
7. In the event of an internal leadership transition within Epigram – St Joseph’s University Debating Society, the following succession protocols shall apply to ensure continuity of the Circuit:

- a. The incoming President and Vice-President shall assume all oversight responsibilities pertaining to the Circuit within fifteen (15) working days of their appointment, by a formal notification in the Circuit's communication channels;
  - b. The outgoing Vice-President shall ensure a full handover of documentation, collaborative records, and active contacts as maintained under **Articles 145–149**;
  - c. The Registrar General shall record the change in oversight and ensure the preservation of historical continuity under the **First Schedule**.
8. Nothing in this Article shall prevent the future reconstitution of the Literary and Debating Circuit under a new name or amended format, provided such reconstitution:
- a. Receives approval from the Faculty Coordinator;
  - b. Is notified to the student community via official Epigram communication;
  - c. Complies with all applicable institutional and constitutional regulations.

# Part IV

## Committees Of Epigram

### **Article 151. General Provisions and Overview of Committees**

1. This Part of the Constitution shall govern the establishment, composition, powers, functions, and operational framework of committees constituted within the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society.” Committees formed under this Part shall serve as specialised and task-oriented bodies mandated with supporting the deliberative, administrative, developmental, and representational goals of the Society.
2. Committees shall be established to assist in the governance, execution, and review of the Society’s institutional processes, and shall function as decentralised, purpose-specific organs of the Society. Their duties may include assistance, oversight, event coordination, screening and induction processes, document and report drafting, consultation, and implementation of internal policies, under the supervision of the Directorate, including but not limited to:
  - a. The assistance of the Directorate and other constitutional offices;
  - b. The conduct of investigations, vetting processes, and event management;
  - c. The promotion of equity, fraternity, and operational transparency;
  - d. The documentation, reporting, and advisory functions of the Society.
3. Each committee shall consist of a designated member of the Directorate as its Presiding Officer, a Deputy Directorate member as its Secretary, and additional members, not fewer than three (3) and not more than ten (10), selected or nominated from the Epigram Common Room, including but not limited to Raconteurs and Office Bearers, as prescribed under relevant Articles.
4. Committees shall be responsible for undertaking specific mandates as assigned by the Directorate, including advising on policy, conducting internal inquiries, organising programmes, documenting outcomes, and contributing to the achievement of the Society’s strategic, academic, and cultural objectives.
5. All committees shall act in accordance with the principles of fairness, procedural integrity, institutional accountability, and collegial deliberation. Members shall be bound by the Code of Conduct under **Article 189** and the standards set forth in **Article 152**.
6. The operation of committees shall be governed by the provisions of this Part, and any special guidelines issued by the Directorate or Faculty Coordinator. All committees shall submit their records, reports, and communications, within ten (10) working days of the meeting or conclusion of the mandate, to the Registrar General for documentation under the **First Schedule**.
7. This Article shall apply to all standing, special, and ad hoc committees constituted under the Constitution of Epigram, unless explicitly mentioned otherwise. Questions of interpretation shall be referred to the Faculty Coordinator, whose decision, taken in consultation with the Founder (Ombudsperson), shall be final and binding.

### **Article 152. Code of Conduct Applicable to Committees**

1. The conduct, operation, and internal proceedings of all Committees established under **Part IV** of this Constitution shall be governed by the provisions set forth in this Article, in addition to the general obligations arising under **Article 189 (Code of Conduct)** and **Article 194 (Equity and Inclusion Policy)**.
2. Committee members shall be appointed from the Epigram Common Room by the respective Presiding Officers of each Committee, subject to nomination or interview, and the approval of the President and Vice-President. All appointments shall be routed through the Chief Election Commissioner and recorded with the Registrar General. Upon confirmation, such members shall assume membership in the Executive Assembly under **Article 122**.
3. The term of office for all Committee members shall be one (1) academic year from the date of appointment, unless removed or reappointed in accordance with the Constitution.
4. Committees shall meet at least once per calendar month or more frequently as deemed necessary by the Presiding Officer. Proper notice of meetings shall be issued to all members, and proceedings shall be duly recorded by the Secretary and submitted to the Registrar General under the **First Schedule**.
5. A quorum for the conduct of Committee meetings shall consist of no fewer than four (4) members, inclusive of the Presiding Officer and Secretary. In the absence of quorum, no binding resolutions may be adopted.
6. Decisions of the Committee shall be made by a simple majority of the members present and voting. In the event of a tie, the Presiding Officer shall exercise a casting vote.
7. The Presiding Officer of each Committee shall submit periodic progress reports to the Directorate, and a comprehensive annual report shall be submitted at the conclusion of the academic year. The report shall be made available to the Executive Assembly and the Common Room for review.
8. Members of Committees shall uphold the principles of impartiality, institutional integrity, respect, and accountability. No member shall exploit their position for personal gain, engage in discriminatory practices, or act in violation of the spirit and values of the Constitution of Epigram.
9. Any changes to the structure, responsibilities, or conduct procedures of a Committee must be approved by a two-thirds (2/3) majority vote of the Executive Assembly in a special meeting, in conformity with **Article 200 (Amendments to the Constitution of Epigram)**.
10. Violations of the Code of Conduct by a Committee member may result in caution, suspension, or removal, subject to verification by the Presiding Officer and disciplinary review by the **Ethics & Prudence Committee** under **Article 129**.
11. Notwithstanding anything in this article, a Committee has the right to establish its own rules and regulations, as explicitly mentioned in the relevant sections of the Articles of a Committee, where and when applicable.

### **Article 153. Ethics & Prudence Committee**

1. There shall be constituted a standing committee of the Epigram – St Joseph’s University Debating Society, to be known as the Ethics & Prudence Committee, hereinafter referred to as “the Committee,” tasked with overseeing adherence to ethical conduct, constitutional compliance, and prudent institutional governance within the Society.
2. The Committee shall be responsible for safeguarding the moral integrity, judicial standards, and regulatory adherence of the Society. It shall exercise advisory, investigative, and consultative jurisdiction in matters pertaining to the interpretation, enforcement, and review of ethical and constitutional norms.
3. The Committee shall be presided over by the Faculty Coordinator of the Society or by an appropriate officer of the Epigram Council expressly appointed by the Faculty Coordinator to discharge such duties on their behalf.
4. The Ethics & Prudence Committee shall be composed of the following members, duly appointed and serving in accordance with the provisions of this Constitution:
  - a. The Faculty Coordinator of the Epigram – St Joseph’s University Debating Society, or a representative formally nominated by them in writing, who shall serve as the Presiding Officer of the Committee;
  - b. The Founder of the Society, who shall serve *ex officio* in the capacity of Ombudsperson;
  - c. The President of the Society;
  - d. The Vice-President, who shall serve as the Secretary of the Committee;
  - e. The General Secretary of the Society;
  - f. The Registrar General;
  - g. One Former President, to be nominated by the Faculty Coordinator from among prior holders of the office, and who shall serve in an advisory capacity;
  - h. One member of the Epigram Council;
  - i. The Director of the Standing Committee;
  - j. Any additional member(s) as may be deemed necessary and duly nominated by the Faculty Coordinator, and ratified by written endorsement;
  - k. Any member of the Committee who is subject to a conflict of interest, whether personal, procedural, or institutional, in relation to any matter under inquiry or deliberation, shall recuse themselves from all participation in the relevant proceedings. The determination of such conflict shall lie with the Presiding Officer, whose decision shall be final and binding.
5. Without limiting the generality of the foregoing, the Ethics & Prudence Committee shall:
  - a. Ensure that all actions, decisions, and conduct within the Society adhere strictly to the provisions of the Constitution, both in letter and in spirit. This includes the continuous monitoring of activities and practices within the Society to ensure compliance;

- b. Update, interpret and enforce the Society's Code of Conduct & Interpretative Definitions as provided under **Article 189**; as necessary to reflect current standards and practices. This includes proposing amendments, ensuring that changes are properly ratified, and disseminating updated documents to all members;
  - c. Ensure that the Society conforms to high moral values, interpretive clarity and best practices in all its activities. This involves setting and maintaining standards of conduct that reflect the ethical values of the Society;
  - d. Investigate any alleged ethical violations within the Society. This includes gathering evidence, conducting hearings, and interviewing relevant parties. Upon conclusion of an investigation, the Committee shall recommend appropriate disciplinary actions to the Faculty Coordinator.
  - e. Interpret the provisions of the Constitution of Epigram. This includes resolving ambiguities, providing clarification on constitutional matters, and ensuring that interpretations align with the original intent & directive principles of the document;
  - f. Conduct risk assessments related to the activities and decisions of the Society. This includes identifying potential risks, evaluating their impact, and advising the leadership on prudent decision-making to mitigate such risks;
  - g. Advise the Directorate and relevant constitutional offices of the Debating Society on prudent decision-making. This involves providing guidance on ethical considerations, and risk management, and ensuring that decisions are made in the best interest of the Debating Society
6. The Committee shall meet at least once per calendar month and may convene additional meetings as necessary to address urgent or referred matters. Meetings shall be convened by the Presiding Officer or upon the joint request of any two Committee members.
  7. A quorum for any meeting of the Committee shall consist of no fewer than five (5) members, inclusive of the Presiding Officer and the Secretary.
  8. Decisions of the Committee shall be made by a simple majority vote of the members present and voting. In the event of an equality of votes, the Presiding Officer shall exercise a casting vote.
  9. The Committee shall submit quarterly reports detailing its findings, recommendations, or disciplinary actions to the Council and the Directorate and make the same available to the Executive Assembly, subject to necessary redactions in view of privacy or confidentiality. All reports and associated documentation shall be recorded with the Registrar General and archived under the **First Schedule**.
  10. All investigations, deliberations, and proceedings of the Committee shall be conducted with strict confidentiality, and no member shall disclose any information pertaining thereto unless formally authorised to do so by the Faculty Coordinator.
  11. The decisions and recommendations of the Committee, when ratified by the Faculty Coordinator, shall be final and binding on all members and bodies of the Society, subject to the provisions of **Article 200 (Amendments to the Constitution of Epigram)**.

### **Article 154. Media Committee**

1. There shall be constituted a standing committee of the Epigram – St Joseph’s University Debating Society, to be known as the Media Committee, entrusted with the strategic oversight of the Society’s public communications, content dissemination, branding, and media engagement in accordance with the values and directives of the Society
2. The Media Committee shall be presided over by the President of the Society, who shall exercise general supervisory authority and ensure coherence between the Society’s media engagements and its institutional objectives.
3. The composition of the Media Committee shall include:
  - a. The President (Presiding Officer);
  - b. The Vice-President (Secretary of the Committee);
  - c. The General Secretary, or the Additional Secretary in their absence;
  - d. The Chief Public Relations Officer, or their Deputy in their absence;
  - e. The Editor-in-Chief of Epigram Magazine, or their Deputy in their absence;
  - f. The Chief of Media Staff of Epigram Airwaves, or their Deputy in their absence;
  - g. The Head of Marketing and Head of Design;
  - h. Any additional members may be nominated by the Presiding Officer, subject to ratification by the Faculty Coordinator.
4. Without limiting the generality of the foregoing, the responsibilities of the Media Committee shall include, but not be limited to:
  - a. Designing and implementing comprehensive media strategies aligned with the academic, cultural, and philosophical mission of the Society;
  - b. Overseeing and managing the Society’s official social media platforms, ensuring timely, ethical, and audience-sensitive content dissemination;
  - c. Producing and supervising Society publications, including digital and print materials such as newsletters, bulletins, and promotional literature;
  - d. Coordinating with all other committees and offices of Epigram for the effective promotion and visibility of their respective events and initiatives;
  - e. Maintaining professional and ethical relations with internal and external media outlets, ensuring the Society’s representation is dignified, accurate, and aligned with institutional interests.
5. All actions of the Media Committee shall be subject to the procedural and ethical frameworks established under **Article 151 (General Provisions and Overview of Committees)**, **Article 152 (Code of Conduct Applicable to Committees)**, **Article 189 (Code of Conduct of Epigram)** and **Article 193 (Media Ethics Policy)**.
6. The Media Committee shall meet at least once per calendar month and shall submit a quarterly report to the Directorate summarising its campaigns, activities, reach analytics, and communications strategy, which shall be archived by the Registrar General under the **First Schedule**.
7. Any violation of media ethics, privacy norms, or misuse of media platforms by members of the Committee shall be subject to review by the Ethics & Prudence Committee under **Article 153** and may invite disciplinary action as per the Constitution.

### **Article 155. Standing Committee**

1. There shall be constituted within the Epigram – St Joseph’s University Debating Society a Standing Committee tasked with overseeing the training, coordination, and representation of the Society’s general membership, particularly the Raconteurs inducted under **Article 131**, as well as facilitating equitable participation across academic shifts.
2. Without limiting the generality of the foregoing, the Standing Committee shall:
  - a. Coordinate the participation and inclusion of students from Shift-1 (morning), Shift-2 (afternoon), and Shift-3 (evening) into the activities of Epigram;
  - b. Organise workshops, training sessions, and practice debates for the purpose of skill development in debate, public speaking, and related intellectual activities in coordination with the General Secretary and subject to relevant permissions from the Directorate;
  - c. Assist in the preparation and management of festing teams representing Epigram in intercollegiate and competitive forums;
  - d. Monitor the progression and responsibilities of Raconteurs under **Articles 132–136** and maintain oversight of their performance and participation;
  - e. Maintain regular engagement with the Common Room to ensure student representation and access to debating opportunities across all shifts.
3. The composition of the Standing Committee shall consist of the following officers:
  - a. *Director of the Standing Committee (Presiding Officer)*: Must be a Senior Raconteur with distinguished debating experience. Shall be responsible for convening meetings, leading Committee activities, ensuring fulfilment of duties, and reporting to the Executive Assembly;
  - b. *Joint Secretary*: Shall assist the Director in administration, correspondence, record-keeping, and coordination;
  - c. *Shift-1 Coordinator*: Shall represent and liaise with Morning Shift-1 students;
  - d. *Shift-2 Coordinator*: Shall represent and liaise with Afternoon Shift-2 students;
  - e. *Shift-3 Coordinator*: Shall represent and liaise with Evening Shift-3 students.
4. The Director of the Standing Committee, Joint Secretary, and all three Shift Coordinators shall constitute the full membership of the Committee, and their collective presence shall be required to meet quorum for official Committee meetings.
5. Meetings of the Standing Committee shall be convened at least once a month during the academic term. Additional meetings may be held as required by the Director or upon request by two or more members of the Committee.
6. The Committee may invite members from the Common Room to attend its meetings as observers, advisors, or facilitators for training and fest preparations, provided such invitations receive prior approval of the Director. Observers shall have no voting rights.
7. The Standing Committee shall maintain records of all training sessions, meetings, and decisions, and shall submit performance reports, Raconteur progression records, and festing team rosters to the Registrar General for documentation under the **First Schedule**.

8. All activities, decisions, and operations of the Standing Committee shall be subject to **Article 151 (General Provisions)**, **Article 152 (Code of Conduct for Committees)**, and the values and ethical standards enshrined in **Article 189 (Code of Conduct)**.

#### **Article 156. Drafting & Advisory Committee**

1. There shall be constituted a Drafting & Advisory Committee within the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Committee,” which shall function as the official drafting and procedural advisory body of the Society.
2. The Committee’s primary responsibilities shall be aiding the Registrar General in the maintenance, enforcement, and oversight of the **First Schedule (Mandate for Archiving Documents, Records, & Notices)** and assisting in carrying out the duties as provided under **Article 53 (Duties of the Registrar General of Epigram)**
3. Without limiting the generality of the foregoing, the Drafting & Advisory Committee shall be entrusted with the following responsibilities:
  - a. Drafting formal documents on behalf of the Directorate, Executive Assembly, or Common Room, including but not limited to permission letters, policy memoranda, reports, notices, and minutes of meetings, as directed by the Faculty Coordinator, the President, or the Vice-President;
  - b. Providing editorial and structural assistance in formal correspondence, declarations, and reports to ensure institutional coherence, clarity, and conformity with university standards;
  - c. Reviewing and updating official documents of the Society in line with the procedural and stylistic consistency prescribed by this Constitution;
  - d. Rendering constitutional and procedural advice on matters of interpretation, policy articulation, or document standardisation, when called upon by the Faculty Coordinator or any member of the Directorate.
4. The Committee shall be presided over by the Registrar General and be responsible for convening meetings, distributing assignments, and reporting the activities of the Committee to the Directorate and Executive Assembly.
5. The Deputy Registrar General shall serve as the Secretary of the Committee and shall assist the Registrar General in the internal administration of Committee affairs, including coordination of drafting assignments, documentation of minutes, and circulation of reviewed materials.
6. The composition of the Committee shall include:
  - a. Registrar General (Presiding Officer);
  - b. Deputy Registrar General (Secretary);
  - c. Not fewer than three (3) and not more than eight (8) additional members appointed, nominated, or selected from the Epigram Common Room, in accordance with **Article 151** and **Article 152**.
7. The Committee shall meet at least once every calendar month or more frequently as may be required for the timely execution of its functions. Meetings may be called by the Registrar General or upon the written request of any two Committee members, subject

to reasonable notice. The quorum requirements and voting procedures shall be subjected to **Article 151** and **Article 152**.

8. As its inaugural duty, the Committee shall be recognised as the constitutional drafting body of the Society, having completed the official drafting of the Constitution of Epigram as of 5th July 2025. The Committee shall ensure that all future amendments or updates to the Constitution are drafted and recorded with legal, institutional, and ethical integrity, as per the provisions of **Article 200 (Constitution of Epigram)** and the **Eighth Schedule (Record of Amendments)**.
9. All outputs, reports, or documents issued by the Committee shall be submitted to the Registrar General for archival under the **First Schedule** and shall be deemed official records of the Society upon approval by the Faculty Coordinator.
10. The operation, ethics, and internal conduct of the Committee shall be governed by **Article 151**, **Article 152**, and **Article 189** of this Constitution. The Faculty Coordinator shall be the final authority in resolving any disputes or ambiguities arising in connection with the mandate of the Committee.

#### **Article 157. Finance Committee**

1. There shall be constituted a Finance Committee within the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Committee,” tasked with overseeing the budgeting, financial planning, fundraising, and expenditure-related affairs of the Society in accordance with **Article 69 (Duties of the Chief Financial Affairs Officer of Epigram)** and **Article 196 (Financial Policy of Epigram)**.
2. The Committee shall be presided over by the Chief Financial Affairs Officer (CFAO) of the Society, who shall be responsible for convening meetings, providing financial leadership, and supervising the overall financial operations undertaken by the Committee.
3. The Deputy Financial Affairs Officer shall serve as the Secretary of the Committee and shall assist the CFAO in coordinating the Committee’s meetings, drafting financial reports, preparing budgetary documents, and maintaining relevant financial records.
4. The composition of the Committee shall include:
  - a. Chief Financial Affairs Officer (Presiding Officer);
  - b. Deputy Financial Affairs Officer (Secretary);
  - c. Not fewer than three (3) and not more than eight (8) additional members appointed, nominated, or selected from the Epigram Common Room, in accordance with **Article 151** and **Article 152**.
5. Without limiting the generality of the foregoing, the Finance Committee shall be entrusted with the following responsibilities:
  - a. Preparing event-specific budgets including pre-event budgets and post-event financial statements, as well as an annual financial plan for the Society, detailing projected revenues and expenditures;
  - b. Managing and allocating financial resources in accordance with approved budgets, ensuring fiscal discipline, accountability, and prudence;

- c. Designing, organising, and implementing fundraising initiatives and financial sponsorship campaigns to generate support for the Society’s programmes, events, and initiatives;
  - d. Monitoring all financial transactions undertaken by or on behalf of the Society, and ensuring the accurate maintenance of financial records, receipts, expenditure logs, sponsorship documentation, and bank statements;
  - e. Preparing and presenting monthly financial reports to the Directorate, including quarterly budget updates, sponsorship outcomes, fundraising performance, and future fiscal forecasts;
  - f. Ensuring compliance with the Society’s financial policies as outlined under **Article 196** and the financial protocols, audit norms, and administrative guidelines issued by the Finance Office of St Joseph’s University.
6. The Committee shall meet at least once every month or as often as required by the CFAO or the Faculty Coordinator to meet financial deadlines, event schedules, or audit requirements.
  7. All records, budgets, and financial reports of the Committee shall be submitted to the Registrar General for archival under the **First Schedule**, and all official submissions shall be copied to the Faculty Coordinator and the President for review and confirmation.
  8. The Committee shall function in compliance with **Article 151**, **Article 152**, and **Article 189 (Code of Conduct)**, and in case of any ambiguity in procedure or jurisdiction, the matter shall be referred to the Faculty Coordinator whose decision shall be final and binding.

#### **Article 158. Public Relations Committee**

1. There shall be constituted a Public Relations Committee of the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Committee,” entrusted with the responsibility of managing the Society’s external communications, institutional image, and public engagement strategy, in accordance with **Article 65 (Duties of the Chief Public Relations Officer)**.
2. The Committee shall assist and support the Chief Public Relations Officer (CPRO) in the execution of their constitutional duties, and shall serve as the principal advisory and operational body for the Society’s public messaging and representational interactions.
3. The Committee shall be composed of:
  - a. Chief Public Relations Officer (Presiding Officer);
  - b. Deputy Public Relations Officer (Secretary);
  - c. Not fewer than three (3) and not more than eight (8) additional members appointed, nominated, or selected from the Epigram Common Room in accordance with **Article 151** and **Article 152**.
4. Without limiting the generality of the foregoing, the Public Relations Committee shall be entrusted with the following responsibilities:

- a. Developing and executing public relations strategies and campaigns to promote the objectives, activities, and identity of the Society across diverse platforms and constituencies;
  - b. Managing communications with external stakeholders, including but not limited to university authorities, student organisations, press, and the general public through formal channels such as press releases, newsletters, social media bulletins, and public statements;
  - c. Proposing, organising, and facilitating public-facing events and outreach programmes, including but not limited to guest lectures, public debates, institutional collaborations, community initiatives, and advocacy campaigns, to enhance the Society's visibility and foster engagement with broader audiences;
  - d. Addressing external queries and managing public feedback mechanisms related to the Society's functioning, initiatives, or positions, and ensuring that appropriate responses are issued in a timely and respectful manner;
  - e. Coordinating with Epigram Airwaves and Epigram Publications for integrated messaging, ensuring alignment of audio-visual and print media coverage with public relations objectives, and receiving guidance and direction from the Media Committee, the Vice-President, the President, and the Faculty Coordinator.
5. The Committee shall meet at least once per month or as required by the Presiding Officer, and minutes of each meeting shall be maintained and submitted to the Registrar General for documentation under the **First Schedule**.
  6. All functions, actions, communications, and deliberations of the Committee shall be conducted in compliance with **Article 151 (General Provisions)**, **Article 152 (Code of Conduct for Committees)**, and **Article 189 (Code of Conduct)**, and any conflict of interpretation or jurisdiction shall be referred to the Faculty Coordinator, whose decision shall be final and binding.

#### **Article 159. Search & Selection Committee**

1. There shall be constituted a Search & Selection Committee of the Epigram – St Joseph's University Debating Society, hereinafter referred to as "the Committee," entrusted with the facilitation of recruitment, screening, elections, and appointment processes in accordance with the constitutional requirements of **Article 12**, **Article 61**, **Article 122**, and other applicable provisions of this Constitutions subject to **Article 190 (Rules, Regulations and Model Code of Conduct of Elections)**.
2. The Committee shall support the Chief Election Commissioner in their duties under **Article 61** and serve as the operational and advisory unit for election facilitation, selection coordination, and appointment logistics across the Society.
3. The Committee shall be composed of:
  - a. Chief Election Commissioner (Presiding Officer);
  - b. Deputy Election Commissioner (Secretary);

- c. Not fewer than three (3) and not more than eight (8) additional Returning Officers, nominated, appointed, or selected from the Epigram Common Room in accordance with **Article 151** and **Article 152**.
4. Without limiting the generality of the foregoing, the Search & Selection Committee shall be entrusted with the following responsibilities:
  - a. Coordinating calls for applications for positions listed under **Article 12** and members of the Executive Assembly under **Article 122, Section 2**;
  - b. Facilitating, supporting, and monitoring free and fair elections, ensuring procedural transparency, confidentiality, and adherence to election guidelines;
  - c. Conducting or assisting with interviews, vetting processes, or nomination exercises as requested by the Directorate or any constitutional office, without forming a selection panel unless expressly authorised;
  - d. Organising tryouts and preliminary assessments to screen candidates for selection as Raconteurs under **Article 131** or for participation in Epigram Events;
  - e. Issuing public notices, forms, and schedules through approved platforms for dissemination of calls for applications or election nominations;
  - f. Ensuring the democratic and merit-based integrity of all selection and election activities under its supervision;
  - g. Submitting a report of proceedings, including a record of applications received, evaluations conducted, and final outcomes, to the Registrar General for archival under the **First Schedule**.
5. The Committee shall act independently and impartially in all its proceedings and shall be bound by the principles of transparency, fairness, and constitutional compliance, receiving directions from the Vice President, President and Faculty Coordinator. In all matters of election disputes or irregularities, the decision of the Chief Election Commissioner, when endorsed by the Faculty Coordinator, shall be final and binding.
6. The Committee shall meet as necessary during election cycles or selection periods, and not fewer than once per semester to review procedures and prepare for upcoming cycles.
7. All functions and deliberations of the Committee shall be subject to the provisions of **Article 151 (General Provisions)**, **Article 152 (Code of Conduct Applicable to Committees)**, **Article 189 (Code of Conduct)**, and **Article 190 (Rules, Regulations and Model Code of Conduct of Elections)** and in cases of ambiguity or dispute, the matter shall be referred to the Faculty Coordinator, whose decision shall be final.

#### **Article 160. Liaison Committee**

1. There shall be constituted a Liaison Committee of the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Committee,” entrusted with the responsibility of facilitating, supporting, and coordinating the institutional, interdepartmental, intercollegiate, and civic engagement efforts of the Society in accordance with **Article 73 (Duties of the Chief Liaison Officer)**.
2. The Committee shall assist and support the Chief Liaison Officer (CLO) in discharging the constitutional duties of the Liaison Office and shall serve as the operational body

responsible for partnership development, inter-organisational communication, and collaborative programming.

3. The Committee shall be composed of:
  - a. Chief Liaison Officer (Presiding Officer);
  - b. Deputy Liaison Officer (Secretary);
  - c. Not fewer than three (3) and not more than eight (8) additional members appointed, nominated, or selected from the Epigram Common Room in accordance with **Article 151** and **Article 152**.
4. Without limiting the generality of the foregoing, the Liaison Committee shall be entrusted with the following responsibilities:
  - a. Supporting and managing official communications and institutional linkages with academic departments, external organisations, civil society groups, and student bodies, as directed by the Chief Liaison Officer;
  - b. Assisting in the planning and execution of collaborative programmes, joint events, academic partnerships, or intercollegiate forums hosted or co-hosted by the Society;
  - c. Maintaining updated records of institutional partnerships, MoUs, letters of communication, and contact databases for continuity of engagement and future reference;
  - d. Proposing outreach initiatives and engagement strategies to enhance Epigram's standing in the academic, civic, and inter-university debating community;
  - e. Assisting the Directorate in matters requiring multi-stakeholder representation or formal liaison, including follow-up with invited speakers, guests, or institutional partners.
5. The Committee shall convene at least once per academic month or as required by the Presiding Officer for operational planning, proposal vetting, or briefing purposes. Meeting minutes shall be recorded by the Secretary and submitted to the Registrar General for documentation under the First Schedule.
6. All decisions and deliberations of the Committee shall be guided by principles of institutional decorum, transparency, cooperative engagement, and representational accountability, and shall adhere to the framework of **Article 151 (General Provisions)**, **Article 152 (Code of Conduct Applicable to Committees)**, and **Article 189 (Code of Conduct)**.
7. Any matter of interpretative ambiguity, procedural dispute, or jurisdictional overlap shall be referred to the Faculty Coordinator, whose decision, taken in consultation with the President, shall be final and binding on all members of the Committee.

#### **Article 161. Equity Committee**

1. There shall be constituted an Equity Committee of the Epigram – St Joseph's University Debating Society, hereinafter referred to as "the Committee," tasked with upholding the principles of equity, inclusion, dignity, and diversity in alignment with **Article 57 (Duties of the Chief Equity Officer)** and **Article 194 (Equity & Inclusion Policy)**.

2. The Committee shall serve as the primary operational and advisory body to the Chief Equity Officer (CEO), responsible for ensuring that the Society's programmes, events, structures, and deliberations reflect its core values of fairness, accessibility, and representation.
3. The Committee shall be composed of:
  - a. Chief Equity Officer (Presiding Officer);
  - b. Deputy Equity Officer (Secretary);
  - c. Not fewer than three (3) and not more than eight (8) additional members appointed, nominated, or selected from the Epigram Common Room in accordance with **Article 151** and **Article 152**.
4. Without limiting the generality of the foregoing, the Equity Committee shall be entrusted with the following responsibilities:
  - a. Advising the Directorate, General Secretariat, Executive Assembly, and other committees on matters of diversity, inclusion, and representational equity in decision-making and programme execution;
  - b. Monitoring the composition of panels, delegations, committees, and event participants to ensure equitable representation across gender, social background, linguistic diversity, ability status, and academic shifts;
  - c. Conducting sensitisation campaigns, workshops, or open forums to raise awareness on equity-related issues, including but not limited to caste, gender, class, caste, religion and regional biases;
  - d. Reviewing grievance reports submitted under **Article 194** or referred by the Faculty Coordinator, and submitting appropriate recommendations for action or redressal;
  - e. Contributing to the drafting, revision, and implementation of equity-related guidelines, best practices, and protocols for debates, events, and public discourse organised by the Society.
5. The Committee shall meet at least once per calendar month or as determined by the Presiding Officer, and shall maintain records of its deliberations and actions. Meeting minutes shall be submitted to the Registrar General for documentation under the **First Schedule**.
6. All members of the Committee shall act with integrity, empathy, and impartiality in the execution of their duties, and shall remain bound by the provisions of **Article 151 (General Provisions)**, **Article 152 (Code of Conduct Applicable to Committees)**, and **Article 189 (Code of Conduct)**.
7. Any questions of jurisdictional overlap, procedural ambiguity, or contested recommendations shall be referred to the Faculty Coordinator, whose decision, taken in consultation with the President, shall be final and binding.

#### **Article 162. Duties and Responsibilities of Committee Members**

1. This Article shall govern the roles, responsibilities, and functional expectations of members appointed to serve on any committee constituted under **Part IV** of this

Constitution, with the exception of the Ethics & Prudence Committee, which shall be governed by **Article 153** and any other special procedures laid down therein.

2. Each committee shall be led and coordinated by a designated member of the Directorate, who shall serve as its Presiding Officer, and assisted by a Deputy Directorate Member, who shall serve as its Secretary. The additional members of each committee shall be drawn from the Epigram Common Room and inducted in accordance with the procedures prescribed under **Articles 151** and **Article 152**.
3. The duties and responsibilities of the Presiding Officer shall include:
  - a. Providing leadership, guidance, and strategic direction to the committee in the fulfilment of its mandate;
  - b. Convening and presiding over committee meetings, ensuring the presence of quorum and orderly deliberation;
  - c. Assigning specific responsibilities to committee members and supervising their execution;
  - d. Ensuring compliance with this Constitution, especially **Articles 151, 152, and 189**;
  - e. Preparing and submitting periodic reports to the Directorate and receiving direction from the Vice-President, the President, and the Faculty Coordinator as required.
4. The duties and responsibilities of the Secretary shall include:
  - a. Assisting the Presiding Officer in convening meetings, circulating agendas, and coordinating internal communications;
  - b. Maintaining accurate records of all committee proceedings, including minutes, attendance, decisions, and follow-up actions;
  - c. Ensuring the proper documentation and archival of committee outputs under the **First Schedule**;
  - d. Managing official correspondence related to the committee's affairs and assisting in the preparation of reports for submission to the Registrar General.
5. The duties and responsibilities of the Other Members shall include:
  - a. Actively participating in all scheduled meetings, deliberations, and working sessions of the committee;
  - b. Undertaking assignments, tasks, and responsibilities as delegated by the Presiding Officer;
  - c. Offering informed opinions, constructive inputs, and collaborative support in the execution of the committee's mandate;
  - d. Remaining accountable to the Presiding Officer and maintaining the decorum and confidentiality of committee proceedings.
6. Committee members shall be expected to uphold the values of integrity, collegiality, transparency, and diligence in the discharge of their responsibilities, and shall be subject to removal, replacement, or disciplinary action in accordance with **Article 129** and **Article 189**, where applicable.

7. Any dispute, ambiguity, or matter concerning the duties of a committee member shall be referred to the Faculty Coordinator, whose interpretation, issued in consultation with the President, shall be final and binding.

### **Article 163. Appointment, Vacancies & Removal of Committee Members**

1. This Article shall govern the procedures for the appointment, replacement, resignation, and removal of members of all committees established under **Part IV** of this Constitution, save where otherwise specified under special provisions.
2. Appointment of Committee Members shall be carried out as follows:
  - a. All committee members, except the Presiding Officer and Secretary, shall be appointed, nominated, or selected in accordance with **Article 151** and **Article 152** facilitated by the Search & Selection Committee;
  - b. With the exception of the Ethics & Prudence Committee, all appointments shall be made by the President or the Vice President, in consultation with the Presiding Officer, with formal relevant procedures of Oath as per **Third Schedule** and Letter of Appointment by the President;
  - c. The appointment of Presiding Officers and Secretaries shall be made exclusively from the Directorate and Deputy Directorate, respectively, unless otherwise directed by the Faculty Coordinator, subjected to **Article 12**;
  - d. Additional members may be selected from the Epigram Common Room through nomination, invitation, or voluntary application, subject to the procedures and eligibility criteria determined by the relevant Presiding Officer and ratified by the Directorate.
3. The standard term of service for any committee member shall be one (1) academic year from the date of appointment;
4. Members may be reappointed subject to their performance, availability, and the continued relevance of their service as determined by the Presiding Officer and the Directorate.
5. Vacancies within committees may arise through:
  - a. Resignation of a member, submitted in writing to the Presiding Officer and approved by the President;
  - b. Withdrawal from the University, discontinuation of membership in Epigram, or ceasing to fulfil eligibility requirements under **Article 122**;
  - c. Non-participation in three (3) consecutive meetings without prior intimation or adequate cause;
  - d. Formal removal on disciplinary, procedural, or ethical grounds, subject to violations and procedures set forth in **Article 189**;
  - e. Vacant positions shall be filled by the Presiding Officer of the committee, in consultation with the Secretary and subject to confirmation by the President;
  - f. The Registrar General shall be notified of any vacancy and its subsequent filling for purposes of official documentation under the **First Schedule**.

6. Removal of Committee Members may occur under the following conditions:
  - a. Substantial dereliction of assigned duties or consistent non-compliance with meeting obligations;
  - b. Violation of the Code of Conduct under **Article 189**, **Article 194 (Equity & Inclusion Policy)**, or **Article 152**;
  - c. Engagement in conduct unbecoming of a representative of the Society or likely to bring disrepute to its operations;
  - d. Disruption of committee functions, misuse of authority, or obstruction of procedural fairness.
7. Removal Procedure:
  - a. The Presiding Officer shall issue a written warning outlining the grounds for removal and provide the member an opportunity to respond;
  - b. In cases of continued breach, the Presiding Officer may recommend removal, subject to:
    1. Consultation with the Secretary and the Vice-President;
    2. Ratification by the President, whose decision shall be final and binding;
  - c. The removal shall be formally notified to the Registrar General for archival under the **First Schedule**.
8. In all appointments, removals, and transitions, the principle of fairness, non-discrimination, and institutional continuity shall be upheld. Any dispute arising from the application of this Article shall be referred to the Faculty Coordinator for resolution.

#### **Article 164. Creation & Removal of Committees**

1. This Article shall govern the procedure for the creation, modification, or dissolution of any committee within the Epigram – St Joseph’s University Debating Society, whether permanent or temporary in nature.
2. Permanent Committees shall be those institutionalised within this Constitution and shall form part of the official constitutional structure of the Society.
3. The creation or removal of any Permanent Committee shall require:
  - a. A formal amendment to this Constitution in accordance with the procedure laid down under **Article 200 (Amendments to the Constitution of Epigram)**;
  - b. Specification of the Committee’s name, purpose, composition, presiding structure, powers, and functions;
  - c. Ratification by the Executive Assembly, as per **Article 123** and **Article 200**.
4. Temporary or Ad Hoc Committees may be established to meet specific operational, institutional, or event-related requirements of the Society for a limited duration.
5. The creation of a Temporary or Ad Hoc Committee shall require the issuance of an official notification containing the following:
  - a. The name and defined purpose of the Committee;
  - b. Its composition, including the designation of the Presiding Officer and the Secretary;
  - c. The specific duties or scope of responsibilities assigned;

- d. The proposed tenure of the Committee, which shall not exceed the term of the ongoing Academic Year;
  - e. The ratification of the notification by both the President and the Faculty Coordinator.
6. A Temporary or Ad Hoc Committee may be re-established annually for recurring institutional needs, by means of a renewed official notification issued at the beginning of the Academic Year and ratified by the President and the Faculty Coordinator, with updated specifications as required.
7. The dissolution of a Temporary or Ad Hoc Committee may occur under the following conditions:
  - a. Upon the completion of its defined mandate or expiration of its tenure, whichever is earlier;
  - b. By formal official notification issued and ratified by both the President and the Faculty Coordinator;
  - c. In cases where the committee is found redundant, ineffective, or inoperative by the Directorate, in consultation with the Faculty Coordinator.
8. The Registrar General shall be notified of the creation, renewal, or removal of any Temporary or Ad Hoc Committee and shall maintain a record thereof under the **First Schedule** of this Constitution.
9. No committee, whether permanent or temporary, shall exercise powers beyond those defined in its mandate, nor assume jurisdiction over matters not assigned to it under the Constitution or official notification of establishment.
10. All committees created under this Article shall function in full conformity with **Article 151 (General Provisions and Overview of Committees)**, **Article 152 (Code of Conduct for Committees)**, and other relevant provisions of this Constitution.

# Part V

## Epigram Events

### Division I—Monthly Events

#### *Article 165. Monthly Debate Editions*

1. The Monthly Debate Editions shall constitute the flagship, regularised debating forum of Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society.” The purpose of the Monthly Debate Editions shall be to provide a formal platform for Raconteurs and students of the University to engage in structured, issue-based debate, with the aim of cultivating critical thinking, public speaking, and intellectual engagement across diverse disciplines. Unlike competitive tournaments, this forum shall encourage open, civil discourse.
2. The Monthly Debate Editions shall follow an acclimatised Oxford Union Debate format featuring no more than eight (8) Raconteurs—no more than four (4) on the Proposition and no more than four (4) on the Opposition. The debate shall prioritise logical exposition, ethical reasoning, and rhetorical coherence over technical rebuttals, following the below clarified structure:
  - a. The President shall act as Moderator, the Vice-President as Observer, and the Chairperson(s), appointed as per **Article 11A Section 2**, shall act as Adjudicator(s), responsible for final observations and selecting the Best Speaker.
  - b. Each Raconteur shall receive 4+1 minutes for their opening speech—four minutes for the core argument and one minute for the conclusion.
  - c. After all speeches, a deliberation round shall be held, not exceeding sixteen (16) minutes, with each Raconteur allotted two (2) minutes.
  - d. This shall be followed by a fast-paced rebuttal round, where each side shall be granted four (4) minutes to present counter arguments, with a thirty (30) second preparatory window.
  - e. The audience Q&A segment shall follow, allowing a minimum of three (3) and a maximum of five (5) questions. Raconteurs shall respond concisely within one (1) minute each.
3. The Moderator shall ensure orderly conduct and time discipline subject to the following moderation and decorum guidelines:
  - a. Interruption of speeches is prohibited.
  - b. Audience members may indicate approval during speeches through the thumping of benches, but must otherwise remain silent except during the Q&A.
  - c. Participants may use reference material or electronic devices; however, all sources must be credible and non-inflammatory.
  - d. Raconteurs must maintain institutional dignity and avoid misinformation or hate speech.

4. The Motion and Raconteur selections shall be subject to the following selection guidelines:
  - a. Debate motions shall be philosophical, scientific, political, legal, ethical, or policy-based, and must be polled and selected through the Common Room process under **Article 139**.
  - b. The Directorate shall announce the motion not less than two (2) weeks prior to the scheduled date, and open registrations accordingly.
  - c. No more than eight (8) Raconteurs shall be selected through a screening process. Their names and sides (Proposition or Opposition) shall be announced at least one (1) week in advance.
  - d. Raconteurs may choose their side or draw lots if multiple preferences conflict.
5. The Evaluation and Judging criterias shall be subject to the following guidelines:
  - a. The Chairperson shall evaluate Raconteurs based on:
    1. Quality and clarity of content,
    2. Factual accuracy and research,
    3. Logical flow and structure,
    4. Engagement during rebuttals and deliberations,
  - b. A Best Speaker shall be recognised at the end of each session.
  - c. The result of the audience vote—For, Against, or Abstain—shall be declared within twenty-four (24) hours of the event.
6. The Monthly Debate Editions shall be held once every month during the academic year, preferably in the final week of each calendar month.
7. Eligibility shall be open to all enrolled students of St Joseph’s University. Debaters shall participate individually, although the final Proposition and Opposition shall act as teams.
8. Incentives shall include:
  - a. Best Speaker recognition and coverage by Epigram Media organs,
  - b. Certificates for all participants,
  - c. Cash awards where applicable, subject to **Article 196**.
9. The Head of Documentation shall maintain accurate and verbatim records of registration, finalised motions, list of participants, President’s address, verbatim of debate proceedings, voting outcomes, best speaker and chairperson(s) feedback and comments. All records shall be submitted to the Registrar General for archival under the **First Schedule**.
10. All rules of the event, including debate procedure and etiquette, shall be made available to all participants and the public no fewer than three (3) and not more than seven (7) days prior to the debate.
11. The debate shall operate under the Constitution of Epigram, applicable Standing Orders, **Article 176 (on the creation of events)**, and **Article 189 (Code of Conduct)**.
12. In the event of procedural ambiguity, the Faculty Coordinator, in consultation with the Founder and President, shall exercise interpretive authority, whose decision shall be final and binding.

13. The Faculty Coordinator may invoke the Chatham House Rule under **Article 191** in cases involving thematic sensitivity or reputational concern.

#### **Article 166. Monthly Workshops**

1. The Monthly Workshops of Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” shall be practical, skills-based training sessions aimed at enhancing the debating, public speaking, critical thinking, and rhetorical competencies of Society members and interested students of the University.
2. The Monthly Workshops shall be convened, designed, and coordinated by the Directorate and the General Secretariat, in direct collaboration with the Standing Committee, and under the guidance and approval of the Faculty Coordinator and other relevant officials of the University, where applicable.
3. Participation in the Monthly Workshops shall be open to all inducted Raconteurs of the Society, any student of St Joseph’s University expressing a bona fide interest in debating, public speaking, or associated intellectual pursuits, and members of the Common Room, subject to space and logistical limitations as determined by the Directorate
4. Priority for participation may be given to Trainee Raconteurs and Junior Raconteurs for skill development and progression under **Article 133**.
5. Each Monthly Workshop shall be structured around one or more core skill areas relevant to competitive or deliberative debating, including but not limited to argumentation, rebuttal, logic, case-building, delivery and through documentary screenings.
6. Workshops may be delivered by:
  - a. Senior and Mentor Raconteurs nominated by the Director of the Standing Committee;
  - b. External resource persons, invited with prior approval of the Faculty Coordinator;
  - c. Faculty members, guest experts, or alumni, where relevant to the theme or objectives of the session.
7. The format may include interactive modules, simulations, mock debates, and feedback segments.
8. The Standing Committee shall assist in the logistical and substantive execution of the Workshops, including but not limited to, raconteur participation mobilisation.
9. The Joint Secretary of the Standing Committee shall ensure attendance of the Raconteurs is collected for procedures subjected in **Article 133**.
10. The Head of Documentation shall ensure verbatim and accurate documentation of all records, including event details, registration, participation lists, event proceedings and outcomes, and submitted to the Registrar General for archival under the **First Schedule**.
11. The Media Committee, in coordination with the Public Relations Committee, shall publicise upcoming Workshops through official channels.
12. The Monthly Workshops shall be governed by the values of accessibility, mentorship, and educational excellence. All participants and facilitators shall observe the **Article 189 (Code of Conduct)** and the **Article 194 (Equity and Inclusion Policy)**. Any breach

thereof shall be reported to the Director of the Standing Committee for appropriate action in consultation with the President and Faculty Coordinator.

#### **Article 167. Monthly Panel Discussion**

1. The Monthly Panel Discussion of Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” shall serve as an interdisciplinary forum designed to facilitate dynamic, informed, and pluralistic discussions on contemporary and thought-provoking issues of academic, cultural, political, or philosophical relevance. The objective shall be to engage students and invited experts in constructive discourse, fostering intellectual development, critical inquiry, and communicative fluency among the participants and audience.
2. The Monthly Panel Discussions shall be convened by the Directorate of the Society and organised with operational support from the General Secretariat. All such discussions shall be conducted under the overall guidance of the Faculty Coordinator.
3. Each panel discussion shall consist of one (1) or more subject-matter experts, academics, or external guest speakers with recognised domain knowledge, one or more student panellists selected by the Directorate, based on thematic relevance and aptitude, a Moderator, nominated by the Directorate and approved in consultation with the Faculty Coordinator, who shall chair the proceedings. The composition of the panel shall be balanced to ensure diversity of perspectives and institutional decorum.
4. The topic of discussion shall be selected through participatory mechanisms involving the Common Room, in accordance with **Article 139**.
5. The procedure of the Monthly Panel Discussion shall be as follows:
  - a. The Moderator shall initiate the session with opening remarks and introduction of the panel;
  - b. Each panellist shall be allotted up to ten (10) minutes to present their initial remarks, positions, and framing of the topic;
  - c. The Moderator shall retain discretionary authority to intervene to ensure balance and decorum during the inter-panel exchange.
  - d. This shall be followed by an inter-panel exchange, where each speaker may pose questions or respond to other panellists in sequential order. No fixed time limit shall be imposed per response, but the inter-panel session shall be advised to conclude within forty (40) minutes;
  - e. A moderated audience interaction shall follow, allowing for up to five (5) audience questions to be addressed by the panel within a maximum of thirty (30) minutes;
  - f. The Moderator shall conclude with summarising remarks, and the session shall be formally closed.
  - g. The total duration of the event shall not exceed two (2) hours.
6. The Head of Documentation shall ensure verbatim and accurate documentation of all records, including event details, registration, participation lists, event proceedings, key

discussion points, feedback and outcomes, and submitted to the Registrar General for archival under the **First Schedule**.

7. The proceedings,, shall be summarised by the Joint Secretary of the Standing Committee and submitted to the Registrar General for documentation under the **First Schedule**.
8. Recordings may be published or archived by the Media Committee in consultation with the Faculty Coordinator and panellists.
9. The rules of the event, including time limits, session etiquette, and format, shall be communicated publicly and to all participants not less than three (3) to seven (7) days prior to the event and restated at the time of commencement.
10. All participants, including panellists and audience members, shall observe institutional norms of respectful conduct, academic freedom, and reasoned debate. The provisions of **Article 189 (Code of Conduct)** and **Article 194 (Equity and Inclusion Policy)** shall be applicable.

#### **Article 168. Monthly Speaker Events**

1. There shall be constituted a Monthly Speaker Event series of the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” intended to serve as a curated platform for expert-led discourses on contemporary, academic, professional, or socially significant issues. The event shall provide students with access to diverse perspectives and professional insights through the engagement of distinguished guest speakers, including but not limited to professors, scholars, authors, journalists, activists, bureaucrats, and diplomats.
2. The objective of this series shall be to deepen public understanding, sharpen critical thought, foster civic and intellectual awareness, and offer exposure to interdisciplinary career pathways and social leadership.
3. The Monthly Speaker Events shall be convened once every month, or as and when operationally feasible during the academic term. The event shall be organised under the authority of the Directorate with operational and logistical support from the General Secretariat, subject to the approval and oversight of the Faculty Coordinator subject to **Article 1 Section 9**.
4. The event shall be open to all currently enrolled students of St Joseph’s University, with prior registration where applicable. Priority participation shall be extended to Raconteurs inducted under **Article 131**.
5. The invited speaker(s) shall be introduced formally by the Moderator, who shall be nominated by the Directorate and approved by the Faculty Coordinator.
6. The event shall follow the standard procedure:
  - a. The Moderator shall begin with a welcome and speaker introduction.
  - b. The Speaker shall present their talk or remarks for a maximum of forty (40) minutes.
  - c. The floor shall then open for audience interaction, with a forty (40) minute Q&A session.
  - d. The total event duration shall not exceed two (2) hours.

7. The Head of Documentation shall ensure verbatim and accurate documentation of all records, including event details, registration, participation lists, event proceedings, key discussion points, feedback and outcomes, and submitted to the Registrar General for archival under the **First Schedule**.
8. All participants, including invited speakers, moderators, student attendees, and organisers, shall be subject to the provisions of **Article 189 (Code of Conduct)**; **Article 194 (Equity and Inclusion Policy)**; and all rules, policies, or statutory obligations enforced under this Constitution.
9. The rules of the event, including time limits, session etiquette, and format, shall be communicated publicly and to all participants not less than three (3) to seven (7) days prior to the event and restated at the time of commencement.

#### **Article 169. Epigram Opinion Polls**

1. The Epigram Opinion Polls shall be conducted as a recurring monthly programme of the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” designed to collect, represent, and analyse public opinion among the student body on relevant institutional, social, cultural, academic, or political questions of interest.
2. The objective of the Opinion Polls shall be to foster democratic dialogue, map student perceptions, and offer a structured avenue for evidence-based public engagement, contributing to informed debate, reportage, and policy dialogue within the Society and University.
3. The Epigram Opinion Poll shall be conceptualised and developed by the Directorate, and executed by the General Secretary of the Society, under the overall guidance of the Vice-President and President, and in consultation with the Faculty Coordinator.
4. The survey shall be hosted on a platform approved by the Epigram Directorate, contain a standardised and unbiased set of questions, designed to ensure clarity, neutrality, and ease of interpretation, include introductory instructions and consent language, clearly outlining the voluntary nature of participation and protection of privacy.
5. Upon conclusion of the poll:
  - a. The results shall be compiled, analysed, and interpreted by the General Secretary;
  - b. A summary of findings, including statistical ratios, insights, and inferred trends, shall be submitted to the Directorate and Registrar General for record under the First Schedule;
  - c. The findings shall be eligible for publication through the monthly Epigram Magazine (subject to **Article 179**) or the Epigram Airwaves coverage (subject to **Article 175**) or official Epigram communications, at the discretion of the Media Committee.
6. The Head of Documentation shall ensure verbatim and accurate documentation of all poll records and summaries and submitted to the Registrar General for archival under the **First Schedule**.

7. All opinion poll activities shall be carried out in accordance with **Article 189 (Code of Conduct)**, **Article 194 (Equity and Inclusion Policy)**, any data and privacy-related policies issued under Part VI of this Constitution.
8. The Opinion Polls shall not serve as electoral or appointment mechanisms and shall be distinguished from formal decision-making processes governed under **Articles 139** and **Article 190**.

#### **Article 170. Epigram Collaborative Debates**

1. The Epigram Collaborative Debates shall be convened as a periodic monthly event under the aegis of the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” in collaboration with other academic institutions, student-led organisations, or intellectual forums, for the purpose of fostering inter-institutional dialogue and enhancing the debating culture across campuses.
2. The event shall be convened and executed by the Liaison Office of the Society, led by the Chief Liaison Officer and supported by the Liaison Committee as constituted under **Article 160**, and shall be supervised by the Directorate with operational and logistical support from the General Secretariat, subject to the approval and oversight of the Faculty Coordinator subject to **Article 1 Section 9**.
3. The objectives of the Epigram Collaborative Debates shall include:
  - a. Strengthening academic and cultural ties between the Society and its external partners;
  - b. Facilitating meaningful exchange of perspectives across institutions;
  - c. Promoting the values of respectful deliberation, civic engagement, and intercollegiate fraternity.
4. A Collaborative Debate may be initiated:
  - a. At the proposal of the Chief Liaison Officer;
  - b. Upon receipt of invitation from an external associations, societies or institution;
  - c. Or as part of broader outreach, festing, or diplomacy activities undertaken by the Society.
5. The procedure and format of each Collaborative Debate shall be defined through mutual consultation between the Society and the collaborating entity, subject to the following minimum requirements:
  - a. Equal representation of debaters from each entity, preferably comprising Raconteurs of Epigram and recognised representatives from the collaborating entity;
  - b. An approved motion of debate, selected either jointly or by polling mechanism per **Article 139**;
  - c. One (1) Moderator or Chairperson to be appointed jointly by the Liaison Committee and the counterpart institution, or nominated by the Directorate in consultation with the Faculty Coordinator;
  - d. Time allotment, structure, and speaking order to be published in advance of the event.

6. The Liaison Committee shall be responsible for:
  - a. Managing correspondence, scheduling, and confirmation of collaborating entity;
  - b. Coordinating logistics, including travel, accommodation, and hosting (if applicable);
  - c. Liaising with the General Secretariat and Media Committee to ensure seamless execution and appropriate documentation of the event.
7. The proceedings of each Collaborative Debate shall be recorded by the Head of Documentation, and a report shall be submitted to the Registrar General for archival under the **First Schedule**, alongside a publication summary to be submitted to the Media Committee for dissemination.
8. The provisions of **Article 1 Section 9, Article 189 (Code of Conduct), Article 194 (Equity and Inclusion Policy);** and **Article 196 (Financial Policy)**, shall apply in full to all Epigram Collaborative Debates.
9. Participation in Collaborative Debates shall be recognised as an official activity of the Society and shall be eligible for institutional documentation and recognition under **Article 134**, subject to recommendation by the Chief Liaison Officer and approval of the President and Faculty Coordinator.
10. Any disputes, logistical inconsistencies, or ethical concerns arising in connection with a Collaborative Debate shall be referred to the Faculty Coordinator, whose decision shall be final and binding.

## Division II—Semester Events

### *Article 171. Epigram Round Table Conference*

1. The Epigram Round Table Conference, hereinafter referred to as “the Conference,” shall be a flagship semester event of the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” organised with the objective of facilitating moderated, high-level, interdisciplinary dialogue among distinguished individuals selected for their academic, intellectual, or public achievements.
2. The Conference shall be modelled upon and inspired by formats such as the BBC Nobel Minds, with modifications to suit the institutional context and the Society’s pedagogical objectives. It shall promote reflective discourse, critical inquiry, and public engagement on broad themes of societal significance.
3. The Conference shall be organised once every semester under the supervision of the Directorate, in collaboration with the General Secretariat, the Media Committee, and the Public Relations Committee, with overall guidance of the Faculty Coordinator, subject to **Article 1 Section 9**.
4. The structure and proceedings of the Conference shall comprise:
  - a. A select group of six (6) to eight (8) panellists, including outstanding students, scholars, artists, civil society actors, or public intellectuals, nominated by the Directorate in consultation with the Faculty Coordinator;
  - b. A designated Moderator appointed by the Faculty Coordinator in consultation with the Directorate, who shall preside over the discussion and ensure equitable participation;
  - c. One (1) theme or broad subject of reflection, framed by the Directorate and endorsed by the Faculty Coordinator, selected in alignment with contemporary relevance and academic rigor;
  - d. A roundtable dialogue format, wherein each panellist shall contribute insights, respond to others’ perspectives, and build toward a pluralistic synthesis.
5. The thematic focus of the Conference may include, but is not limited to, global and national affairs, ethics, philosophy, and culture, interdisciplinary advances in science, technology, and innovation, the role of youth in shaping democratic, inclusive, and sustainable futures.
6. The proceedings shall be structured as follows:
  - a. Opening remarks and contextual framing by the Moderator (maximum 10 minutes);
  - b. Sequential reflections by each panellist (maximum 7 minutes each);
  - c. Two (2) rounds of moderated cross-dialogue among the panellists (maximum 45 minutes);
  - d. Audience interaction (maximum of 10 minutes);
  - e. Closing statements by panellists (maximum 2 minutes each);
  - f. Summary and conclusion by the Moderator.

7. The entire session shall not exceed two (2) hours and may be recorded, transcribed, or published, subject to the consent of all panellists and in compliance with **Article 189 (Code of Conduct)** and **Article 194 (Equity and Inclusion Policy)**.
8. The Head of Documentation shall prepare a detailed report of the proceedings, including speaker profiles, themes discussed, and audience engagement, and submit the same to the Registrar General for archival under the **First Schedule**.
9. Highlights from the Conference may be published in the Epigram Magazine or broadcast via Epigram Airwaves, under the supervision of the Media Committee.
10. Participation in the Round Table Conference shall be deemed an institutional honour, and selected panellists may be recognised in the Annual Awards under **Article 182**, upon recommendation of the President and approval by the Faculty Coordinator.
11. Any issues of procedure, moderation, or thematic conflict shall be resolved by the Faculty Coordinator, whose decision shall be final and binding.

### **Article 172. Epigram Group Discussions**

1. The Epigram Group Discussions, hereinafter referred to as “Group Discussions,” shall constitute a moderated, semester-based deliberative format organised by Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” designed to promote structured dialogue among students with diverse or intersecting viewpoints on socially, politically, or culturally relevant themes.
2. The format of the Group Discussions shall be inspired by frameworks such as Jubilee’s Middle Ground, adapted to the educational and institutional context of the Society, and shall seek to foster empathy, critical reasoning, respectful disagreement, and cross-perspective understanding among participants.
3. The Group Discussions shall be convened once every semester or as and when deemed appropriate by the Directorate, with operational support from the General Secretariat and oversight of the Faculty Coordinator, subject to **Article 1 Section 9**.
4. The thematic focus of each session shall be contextualised to address contemporary dilemmas, ethical questions, institutional issues, or philosophical debates;
  - a. Selected through polling within the Common Room as per **Article 139**, or proposed directly by the Directorate subject to approval by the Faculty Coordinator.
5. Each Group Discussion shall be composed of:
  - a. Any number of participants selected to represent diverse, intersecting, or contrasting views on the central theme;
  - b. A Moderator appointed by the Directorate in consultation with the Faculty Coordinator, who shall facilitate the session without bias;
  - c. Observers permitted from the general student body, subject to registration and seating limits, who may pose questions during the concluding round.
6. The Directorate shall be vested with the powers to establish the relevant procedural structure necessary for the Group Discussions depending on the permissions, thematic focuses, security and logistical requirements and number of participants.

7. The event shall be documented by the Head of Documentation in coordination with the General Secretariat and submitted to the Registrar General for archival under the **First Schedule**. Highlights may also be produced by Epigram Airwaves or published through the Media Committee, subject to editorial approval and participant consent.
8. All participants and attendees shall adhere to the norms of respectful discourse, privacy, and institutional integrity, as per **Article 189 (Code of Conduct)** and **Article 194 (Equity and Inclusion Policy)**.
9. Participation in Group Discussions shall be considered as a valid component in the evaluation of engagement for Raconteurs under **Article 136** and may contribute to eligibility for tier progression under **Article 133**, as determined by the Director of the Standing Committee.
10. The Directorate shall be vested with the authority to establish and modify the relevant procedural structure governing each Group Discussion, taking into account thematic focus, permissions, logistical and security requirements, and the number of participants, in consultation with the Faculty Coordinator.
11. The Head of Documentation shall ensure accurate documentation of the event proceedings, including the theme, participant contributions, and outcomes, in coordination with the General Secretariat, and submit the same to the Registrar General for archival under the **First Schedule**. Highlights may also be produced and published by Epigram Airwaves or the Media Committee, subject to editorial discretion and participant consent.
12. All participants and attendees shall adhere to the norms of respectful discourse, privacy, and institutional integrity as enshrined under **Article 189 (Code of Conduct)** and **Article 194 (Equity and Inclusion Policy)**.
13. Participation in Group Discussions shall be recognised as a valid component in the evaluation of engagement for Raconteurs under **Article 136**, and may contribute to eligibility for tier progression under **Article 133**, as determined by the Director of the Standing Committee.
14. Any dispute regarding thematic appropriateness, moderation, or participant eligibility shall be referred to the Faculty Coordinator, whose decision shall be final and binding.

### **Article 173. Prathibha Debate and Student Council Events**

1. The Prathibha Debate shall constitute the official debating event of the annual intra-university cultural fest titled “Prathibha,” organised by the Student Council within St Joseph’s University, Bengaluru, hereinafter referred to as “the University.” The event shall be hosted and conducted by the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society.”
2. The Prathibha Debate shall be convened during the odd semester of each academic year, in alignment with the broader schedule of Prathibha, and shall reflect the official theme of the fest as determined by the Student Council.
3. The authority to organise and conduct the Prathibha Debate shall rest with the Directorate of the Society, which shall:

- a. Coordinate with the Student Council for event logistics, scheduling, and thematic compliance;
  - b. Determine the debate format, rules of participation, structure of screening and final rounds, adjudication procedures, and prize guidelines, in accordance with the theme and objectives of the fest;
  - c. Nominate debate moderators, adjudicators, and members of the organising team from among the Raconteurs and Executive Assembly, with approval of the Faculty Coordinator.
4. The Directorate shall have the discretion to implement any of the following formats or a combination thereof for the Prathibha Debate:
  - a. Conventional parliamentary, turncoat, or policy-based debate formats;
  - b. Screening rounds followed by a culminating final round;
  - c. Individual, team-based, or cross-shift collaborative debate groupings;
  - d. Theme-integrated variations in consultation with the Student Council.
5. Participation shall be open to all currently enrolled undergraduate and postgraduate students of the University, subject to eligibility and registration criteria prescribed by the Directorate in consultation with the Student Council.
6. The Society shall ensure that:
  - a. The debate format, rules, and evaluation criteria are communicated clearly in the official Prathibha communications and promotional materials;
  - b. All event proceedings adhere to the institutional norms of dignity, decorum, and non-discrimination, as per **Article 189 (Code of Conduct)** and **Article 194 (Equity and Inclusion Policy)**;
  - c. Documentation of the event, comprising registration data, adjudication sheets, results, and photographs, is maintained by the Head of Documentation and submitted to the Registrar General for archival under the **First Schedule**.
7. The winners and recognitions of the Prathibha Debate shall be declared by the Directorate in consultation with the adjudicators and submitted to the Student Council for official university-wide announcement and publication.
8. Any disputes concerning participation, adjudication, or procedural issues shall be resolved by the President of the Society in consultation with the Faculty Coordinator and the Student Council. Their decision shall be final and binding.
9. The general provisions of this Article shall apply, mutatis mutandis, to any event or programme that the Society may host as part of Visages, the Inter-University Cultural Fest, or any other university-wide fest or celebration wherein the Student Council expressly mandates Epigram to conduct an event, subject to relevant thematic or structural modifications as approved by the Directorate and the Faculty Coordinator.

#### **Article 174. Epigram Open - Public Debate Series**

1. There shall be constituted a recurring public-facing debate series of the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” to be known as the Epigram Open – Public Debate Series (hereinafter referred to as “Epigram

- Open”), designed to foster public reasoning, rhetorical clarity, and civic dialogue among participants from within and beyond the University.
2. The Epigram Open shall be held at least once every semester or on a pre-announced date, subject to availability of scheduling and venue, and shall be organised by the Directorate in coordination with the General Secretariat and under the supervision of the Faculty Coordinator, subject to **Article 1 Section 9**.
  3. The debates shall be held in the Lincoln-Douglas (LD) format, with two participants per session: one representing the Affirmative (Pro) side of the motion, and the other representing the Negative (Con) side.
  4. The structure of each Epigram Open debate shall be as follows:
    - a. *Affirmative Speech (2–3 minutes)*: Motion definition, core argumentation, ethical framing;
    - b. *Negative Speech (2–3 minutes)*: Counter-positioning, rebuttals, alternative perspectives;
    - c. *Final Affirmative Rebuttal (2 minutes)*: Response to critiques, reinforcement of original case;
    - d. *Final Negative Rebuttal (2 minutes)*: Final critique, conclusion, comparative analysis;
    - e. *Cross-Examination and Audience Q&A (2–3 minutes)*: Questions from the Moderator, Panel, or audience for both participants.
  5. Each debate shall be judged not on competitive victory but on the merits of logical persuasion, ethical reasoning, and audience engagement. Nevertheless, the following mechanisms shall apply:
    - a. A panel of experts or moderators, comprising faculty members, alumni, or experienced debaters, shall provide structured feedback;
    - b. A Best Speaker may be declared based on coherence, impact, and audience resonance;
    - c. Audience engagement shall be encouraged through a live Q&A segment and interactive polling.
  6. Motions for each session shall:
    - a. Be philosophical, ethical, or policy-driven in nature, and may explore themes across science, technology, governance, identity, and society;
    - b. Be selected through the Common Room polling process as prescribed under **Article 139**;
    - c. Be announced no less than seven (7) days prior to the scheduled debate to allow adequate preparation.
  7. Participation shall be:
    - a. Open to students of St Joseph’s University and other higher education institutions across Bengaluru;
    - b. Organised on an individual basis, with no requirement for institutional team affiliation;

- c. Facilitated through open registration, with final selections based on screening or randomisation if required.
- 8. Recognition and incentives for participants shall include:
  - a. Certificate of Participation for all debaters;
  - b. Cash prizes, trophies, or certificates of excellence for recognised speakers;
  - c. Social media and institutional publication features through Epigram Airwaves and Publications outputs.
- 9. The Head of Documentation shall ensure that detailed records of the debate, including speaker profiles, motion framing, discussion points, and feedback, are submitted to the Registrar General for archival under the **First Schedule**.
- 10. All participants and attendees shall be bound by the Society's Code of Conduct prescribed under **Article 189** and the **Article 194 (Equity & Inclusion Policy)**. Any breach thereof shall result in appropriate disciplinary action under the authority of the Faculty Coordinator and the Ethics & Prudence Committee.
- 11. Any logistical, procedural, or thematic ambiguity arising in the conduct of the Epigram Open shall be resolved by the Faculty Coordinator, whose ruling shall be final and binding.

#### **Article 175. Epigram Airwaves Coverages**

- 1. Epigram Airwaves shall serve as the official audio-visual and broadcast unit of Epigram – St Joseph's University Debating Society, hereinafter referred to as "the Society," responsible for documenting and disseminating multimedia coverage of the Society's events. It shall be mandated to record, produce, and publish content from all events conducted under **Part V** of this Constitution.
- 2. Notwithstanding the provisions of the **Section 1** of this article, Epigram Airwaves may, with prior written authorisation, extend its coverage to events not organised by the Society, including events within and beyond the jurisdiction of St Joseph's University, provided that:
  - a. A formal request is submitted by the Chief of Media Staff to the Faculty Coordinator and the President, and endorsed by the Vice-President.
  - b. Approval is received from the competent authority exercising jurisdiction over the external event (e.g., University department, affiliated institution, or external organiser).
  - c. All such external coverages shall be non-commercial, strictly academic or public interest in nature, and shall adhere to university norms and this Constitution.
- 3. The request for permission to cover an event shall be submitted in the form of a Letter of Intent, duly signed by the Chief of Media Staff of Epigram Airwaves and the Deputy Chief of Media Staff, and shall include:
  - a. The name and nature of the event;
  - b. The date(s), time, and venue(s) of the proposed coverage;
  - c. The purpose, objective and intended outcome of coverage (e.g., broadcast, archival, journalism, documentary);

- d. A list of all participating media personnel, including reporters, camerapersons, and editors, along with their official names and university registration numbers;
- e. The duration of the intended coverage;
4. Signatures of approval are required from:
  - a. Deputy Chief of Media Staff (Epigram Airwaves);
  - b. Chief of Media Staff (Epigram Airwaves);
  - c. President of Epigram;
  - d. Vice-President of Epigram;
  - e. Faculty Coordinator of Epigram;
  - f. The head(s) or organiser(s) of the event being covered, as applicable;
  - g. Where and when applicable, approval from other competent authorities of the university, or event organisers, or law enforcement authorities, may be required.
5. Once all relevant signatures are affixed, a copy of the document shall be submitted by the Deputy Chief of Media Staff to be archived with the Registrar General under the **First Schedule**:
  - a. The Letter of Intent shall serve as the official instrument of authorisation.
  - b. It shall constitute formal permission for the Epigram Airwaves team to undertake the coverage of the specified event.
  - c. All members of the team shall be deemed to be operating under the authority of the Society and shall represent Epigram in an official capacity during such coverage.
6. Epigram Airwaves shall not undertake any recording, interviewing, or media dissemination without formal permission as described herein.
7. All media content shall comply with **Article 193 (Media Ethics Policy)**, the university's media policies, copyright norms, and ethical journalism principles.
8. Coverage materials may be published or broadcast only after receiving clearance from the Chief of Media Staff following the such other protocols established under **Chapter X, Part II** of this Constitution and, where required, the President and the Faculty Coordinator.
9. All external coverages conducted under this Article shall be recorded and summarised by Epigram Airwaves and submitted to the Media Committee and the Registrar General for documentation under the **First Schedule**.
10. The final footage, written coverage, and any associated publication or broadcast shall be archived and, where appropriate, made accessible through official Epigram channels.
11. Any conflict arising from the operation of this Article, including but not limited to permissions, institutional representation, or scope of content, shall be referred to the Faculty Coordinator, whose decision, taken in consultation with the President and Vice-President, shall be final and binding.

#### **Article 176. Organisation, Creation & Removal of Epigram Events**

- I. This Article shall govern the protocols related to the organisation, creation, and removal of events listed or to be listed under **Part V – Epigram Events** of the Constitution of

Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society.” It shall apply uniformly across all Divisions within this Part, including Monthly, Semester, Annual, and Special Events.

2. A new event may be temporarily created and conducted under the general authority of this Article, subject to the following protocols:
  - a. The Directorate shall submit a written permission letter to the Faculty Coordinator no later than two (2) weeks before the proposed date of the event;
  - b. The letter shall contain the name, nature, objective, theme, time, date, venue, and intended mode of conduct of the proposed event;
  - c. The letter shall be endorsed by the relevant constitutional officers based on the nature of the event, and where required, shall receive further approval from:
    1. The Faculty Coordinator;
    2. The Registrar and/or the Vice-Chancellor (for institutional clearance);
    3. The Finance Officer (if budget and financial allocations are requested);
    4. Any external or legal or law enforcement authority in case of inter-institutional or public events.
3. Upon grant of all required permissions, the Directorate shall possess full authority to conduct the event under the Constitution, with such responsibility devolved upon the concerned officers and committees as per **Article 9, 13, 14, 15 and 16**.
4. An event conducted under **Section 2** may be proposed for permanent inclusion within this Constitution as a listed Epigram Event, provided:
  - a. The event has been successfully organised and completed at least once in accordance with this Article;
  - b. It has demonstrated educational value, thematic consistency, and procedural feasibility in alignment with the Society’s objectives;
  - c. A formal motion for constitutional amendment is moved under **Article 200 (Amendments to the Constitution of Epigram)** for its inclusion.
5. All events currently enumerated under **Part V** of this Constitution shall be conducted periodically in accordance with their respective frequency and format, as enabled by:
  - a. Permission protocols detailed in **Section 2** of this Article;
  - b. Subjected to **Article 1 Section 9, Article 9 Section 22, and Article 10 Section 2 Clause (f)** and other relevant provisions and statutes enshrined under this Constitution;
  - c. Specific mandates and timelines stipulated under each corresponding Article of **Part V**.
6. The Directorate shall be responsible for securing the requisite permissions and fulfilling all administrative, logistical, and academic obligations for the periodic conduct of each event.
7. The removal of any event listed under **Part V** shall require a formal constitutional amendment as per the procedure laid down in **Article 200**.

8. Notwithstanding the foregoing, if an event has not been conducted for a continuous period of three (3) years, such non-conduct shall serve as a precondition for default removal, subject to:
  - a. A discretionary assessment by the Faculty Coordinator, conducted in consultation with the Directorate;
  - b. The issuance of an official notice of removal, signed and notarised by the Faculty Coordinator, and announced in the Common Room.
9. Any member of the Common Room may submit a written appeal challenging such removal within ten (10) working days of the notice. Upon such appeal:
  - a. The Faculty Coordinator shall review the matter in consultation with the Directorate;
  - b. The Faculty Coordinator may either uphold or rescind the decision. The ruling shall be final and binding.
10. All permissions granted, notices issued, and appeals received under this Article shall be submitted to the Registrar General for record and archival under the **First Schedule**.

## Division III—Annual Events

### Article 177. Epigram Inter-Class Debate League (ICDL)

1. The Epigram Inter-Class Debate League, hereinafter referred to as “ICDL,” shall be instituted as an annual, league-format debating championship conducted by Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” with the objective of institutionalising a structured inter-class debate platform to promote intellectual discourse, critical thinking, and cross-disciplinary engagement within the University.
2. ICDL shall serve as a year-long, inclusive platform for undergraduate and postgraduate class sections across all Schools and Departments of St Joseph’s University, Bengaluru. It shall foster a collaborative and competitive spirit through structured debate rounds, contributing to both the academic and extracurricular development of the student body.
3. Eligibility and Participation guidelines shall be set forth in the following provisions:
  - a. Participation shall be open to all recognised class sections of the University.
  - b. Each class may nominate a team of three (3) student debaters per match, facilitated by academic reps of each class.
  - c. Where multiple teams arise from a class, internal selection mechanisms may be adopted.
  - d. Only students enrolled in the nominated class may represent that class in any given round.
  - e. Substitutions are permitted with prior intimation to the Directorate.
4. The format shall follow a Modified Asian Parliamentary Debate Style adapted as “SJU ICDL Format,” comprising two rounds of structured arguments and one round of audience and panel Q&A session, following the procedures set forth herein:
  - a. Each debate shall be between two teams—Proposition and Opposition—representing different classes;
  - b. Time allotments per round shall be as follows:
    1. *Round 1 (Constructive)*: 3 minutes per speaker.
    2. *Round 2 (Counter & Defence)*: 2 minutes per speaker.
    3. *Q&A Session*: 5 to 7 minutes.
  - c. No new arguments shall be introduced in the final speaker rounds.
5. Motions shall be:
  - a. Interdisciplinary and balanced;
  - b. Ethically, socially, or academically relevant;
  - c. Accessible to general audiences and class representatives;
  - d. Motions shall be drafted and reviewed by the Directorate in consultation with faculty and selected Senior Raconteurs.
6. Each match shall be adjudicated by a panel of three (3) judges comprising a faculty member, an alumnus, and a Senior Raconteur or other qualified individuals, subject to the following evaluation criteria:
  - a. Content & Argumentation (30 points);

- b. Presentation Style (20 points);
  - c. Organization & Clarity (15 points);
  - d. Rebuttals (20 points);
  - e. Team Cohesion (15 points);
  - f. Bonus points through Q&A performance (up to 20 points per team).
7. The participants, finalists and winners maybe subject to the following award and recognition criterias:
- a. The Champion Class shall be awarded a rolling trophy and formal recognition;
  - b. Best Speaker of the League shall be awarded individually;
  - c. Certificates shall be issued to all finalists, semi-finalists, and participants;
  - d. Winners shall be featured in the Epigram Magazine, Epigram Airwaves and become eligible for moderation duties and mentorship roles.
8. ICDL shall be convened and overseen by the Directorate, with operational execution by the General Secretariat and Standing Committee, subject to the following oversight:
- a. All motions, procedures, and outcomes shall be subject to final approval by the Faculty Coordinator, whose ruling shall be binding.
  - b. Documentation of each round shall be undertaken by the Head of Documentation and submitted to the Registrar General under the **First Schedule**.
9. Performance in ICDL may be considered in the evaluation of individual Raconteurs for tier progression under **Article 133** and engagement review under **Article 136** such that:
- a. The ICDL shall serve as a feeder platform for the identification and grooming of talent for **Article 178 (Epigram Nationals)** and other intercollegiate tournaments, as deemed fit by the Director of Standing Committee.
10. The Intra-Collegiate Debate League shall be subjected to the following general provisions set forth herein:
- a. ICDL must be conducted once every academic year, subject to **Article 176 Section 5**;
  - b. The specific rules and regulations of ICDL maybe determined by the Directorate in consultation with the Faculty Coordinator and other relevant concerned parties involved in IDCL;
  - c. Any amendments to the general structure established in this article must follow the process set forth under **Article 200 (Amendments to the Constitution)**;
  - d. Any unforeseen issues shall be referred to the Faculty Coordinator, whose decision, in consultation with the President, shall be final and binding.

**Article 178. Epigram Nationals - Indian Universities Debating Championship (IUDC)**

- 1. The Epigram Nationals – Indian Universities Debating Championship, hereinafter referred to as “IUDC,” shall be established as the flagship national-level debating tournament hosted annually by Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society.” Inspired by the World Universities Debating Championships (WUDC) and European Universities Debating Championships (EUDC), the IUDC shall serve to promote excellence in parliamentary debating, foster

inter-university collaboration, and elevate the culture of competitive discourse across Indian higher education institutions.

2. The Society shall strive to organise the IUDC in academic or administrative partnership with national agencies such as:
  - a. Department of Higher Education, Ministry of Education, Government of India;
  - b. University Grants Commission (UGC);
  - c. NITI Aayog;
  - d. Association of Indian Universities (AIU);
  - e. Any other competent ministry, department, or statutory body;
  - f. All partnerships shall be subject to approval by the Faculty Coordinator and the competent University authorities, and shall be documented by Memorandum of Understanding (MoU), if applicable, as per **Article 1 Section 9**.
3. IUDC shall be open to teams representing accredited Indian universities and institutions of higher education and such other guidelines for eligibility and participation:
  - a. Each institution may be represented by one or more teams, as per the rules of participation issued by the Directorate;
  - b. Each team shall consist of two (2) speakers and one (1) adjudicator. Hybrid or composite teams may be permitted at the discretion of the Directorate.
4. IUDC shall follow an adapted British Parliamentary format, as determined annually by the Directorate and approved by the Faculty Coordinator and such other format and structure guidelines:
  - a. The tournament shall be structured into preliminary rounds, elimination rounds, semifinals, and a Grand Final;
  - b. Motions shall be curated by a designated ad hoc Motions Committee comprising academic and debating experts, appointed by the President in consultation with the Faculty Coordinator.
5. The Chief Adjudication Panel shall include Senior Raconteurs, national and international adjudicators, and subject experts approved by the Directorate, and such other adjudication and oversight guidelines:
  - a. Adjudication shall be guided by a standardised rubric published prior to the tournament;
  - b. c. All procedural disputes shall be referred to the Adjudication Core, whose ruling shall be final, subject to review by the Faculty Coordinator where necessary.
6. The IUDC shall aim to achieve the following objectives:
  - a. Promote academic excellence, democratic dialogue, and intercultural understanding;
  - b. Provide a national platform for student voices and perspectives on policy, ethics, and contemporary affairs;
  - c. Encourage cross-disciplinary and inclusive participation;

- d. The annual edition of IUDC may be assigned a theme consistent with national development goals or global concerns, subject to endorsement by any governmental or institutional partner.
7. The event shall be hosted by the Society under the supervision of the Directorate, with dedicated offices of the Executive Assembly and other ad hoc committees that may be established under the provisions of **Article 164**, following such other guidelines for organisation and execution:
  - a. The specific rules and regulations of IUDC may be determined, established and enforced by the Directorate in consultation with the Faculty Coordinator and other relevant concerned parties involved in IUDC;
  - b. The Registrar General shall coordinate with other offices of Epigram for official documentation, including institutional permissions, team registration records, and adjudication reports for archival under the **First Schedule**;
  - c. The Public Relations and Media Committees shall jointly coordinate event coverage, branding, and publicity;
  - d. And other organisation and executory steps necessary for the fulfilment of the Epigram Nationals - Indian Universities Debating Championships, as determined by the Directorate in consultation with the Faculty Coordinator, further subjected to **Article 176 Section 5**.
8. Trophies and certificates shall be awarded for:
  - a. Winning Team receiving the 'Epigram Nationals IUDC Champions Trophy';
  - b. 'Best Speaker' for the criterias of 'Finals' and 'Tournament Overall';
  - c. 'Best Adjudicator' for the criteria of Tournament Overall;
  - d. 'Best Spirit of the Tournament' for the criteria of Team and Individual;
  - e. Honourable Mentions as deemed fit by the Chief Adjudication Panel.
  - f. The names of winners shall be published in the Epigram Magazine and covered by Epigram Airwaves.
9. All participants shall abide by the **Article 189 (Code of Conduct)**, the **Article 194 (Equity and Inclusion Policy)**, and the operational rules & regulations issued prior to the commencement of IUDC. The Faculty Coordinator shall retain discretionary authority to disqualify or sanction any individual or institution in violation of these policies.
10. Any changes to the structure, eligibility, or format of IUDC shall be made by Constitutional Amendment in accordance with **Article 200**, subject to other amendment and continuity guidelines set forth herein:
  - a. The IUDC shall be a recurring, annual feature on the Society's official calendar to preferably be organised once every academic calendar of the University subject to the provisions enshrined in **Article 176**.
  - b. Failure to conduct IUDC for more than three (3) consecutive years shall trigger a review by the Faculty Coordinator under **Article 176**.

### **Article 179. Epigram Habba**

1. There shall be constituted an annual cultural and intellectual festival of the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” under the title Epigram Habba, which shall serve as a forum for celebration, discourse, creativity, and student expression, rooted in the values of speech, identity, and critical engagement.
2. Epigram Habba shall be organised by the Directorate of the Society, in consultation with the Faculty Coordinator and may be held in collaboration with the Alumni Association of St Joseph’s University or other institutional partners, subject to necessary approvals under **Article 176 Section 5**.
3. The festival shall integrate elements of debate, public speaking, interdisciplinary dialogue, artistic expression, and cultural performance through a curated calendar of events, structured around an annually determined theme approved, in consultation with the Directorate, by the President and the Faculty Coordinator.
4. Epigram Habba may include, but not be limited to, the following core components:
  - a. *The Epigram Grand Debate*: An inter-university competitive debate structured on the Modified Asian Parliamentary format;
  - b. *Jubilee Dialogues*: Thematic, panel-style or group discussions on topics such as youth, sciences, censorship, satire, social justice and democracy;
  - c. *The Open Floor*: Solo speeches, slam poetry, or spontaneous rants on contemporary issues;
  - d. *Speak Through Art*: Protest placard exhibitions and political art installations;
  - e. *Street Play Arena*: Performance theatre on socio-political themes;
  - f. *Rhymes & Reasons*: Evening showcases of poetry, slam poetry, and music;
  - g. *Satire Night & Habba Hearth*: Informal satire and dialogue in evening sessions;
  - h. *Competitive Modules*: Turncoat battles, improv debates, and mock press challenges;
  - i. *Exhibition Corners*: Literary displays, archival retrospectives, and thematic exhibitions.
5. The Directorate shall be empowered to design the programme, delegate responsibilities to committees and members of the Executive Assembly, and coordinate with university authorities and collaborators for the planning and execution of the Habba.
6. The festival may be held over multiple days, as approved by the Faculty Coordinator, and shall be subject to institutional guidelines, budgetary constraints, and scheduling regulations.
7. The aesthetic elements of the Habba, including posters, signage, installations, and publications, shall reflect a bilingual design ethos in Kannada and English, and shall remain consistent with the theme of the edition.
8. The Directorate shall prepare and submit a detailed proposal for the conduct of the Epigram Habba at least ten (10) weeks prior to the intended dates, specifying:
  - a. The title and theme of the Habba;
  - b. List of proposed events and components;

- c. Tentative schedule and venues;
  - d. Collaborations and invited guests;
  - e. Budget requirements and sponsorship prospects;
  - f. Safety, security, and compliance protocols.
9. The Head of Documentation, in collaboration with the Registrar General, in consultation with all other Offices and Committees of Epigram, shall ensure accurate documentation of all Habba activities, photographs, outcomes, and participant data for submission to the Registrar General for archival under the **First Schedule**.
  10. Participants and organisers shall comply with the general code of conduct under **Article 189** and **Article 194 (Equity & Inclusion Policy)**. Any dispute arising in the course of the festival shall be referred to the Faculty Coordinator, whose decision shall be final and binding.

#### **Article 180. Student Council Presidential Debate**

1. There shall be constituted an annual event under the authority of the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” to be known as the Student Council Presidential Debate, hereinafter referred to as “the Debate,” conducted prior to the Student Council elections of St Joseph’s University, Bengaluru.
2. The objective of the Debate shall be to facilitate democratic engagement, transparency, and informed decision-making among the student body by providing the Presidential candidates with a structured and impartial platform to articulate their visions, policy priorities, and leadership commitments.
3. The Debate shall be conducted by the Directorate of the Society, with prior approval from:
  - a. The Faculty Coordinator of Epigram;
  - b. The Student Council Governor;
  - c. The Registrar and the Vice-Chancellor of St Joseph’s University;
  - d. And in accordance with any instructions issued by the Election Commission of the Student Council.
4. The format of the Debate shall follow an acclimatised version of the U.S. Presidential Debate model, adapted to the institutional and electoral context of the University, and shall be governed by the following procedural structure:
  - a. All Presidential candidates shall be allotted numbers by random draw of lots upon arrival and seated at the venue, accordingly;
  - b. The Faculty Coordinator shall deliver a welcome address and introduce the candidates and the moderator;
  - c. The Moderator shall assume the chair, outline the rules of the debate, and proceed with conducting the session;
  - d. Each candidate shall deliver a two (2) minute opening statement, in the order determined by their assigned number;

- e. A set of four (4) questions shall be posed by the Moderator, answered in rotational order by all candidates, each allotted two (2) minutes per question;
  - f. A candidate interaction segment shall follow, wherein each candidate may pose one (1) question to another and respond to a question posed to them, with one (1) minute to question and one (1) minute to respond;
  - g. The Moderator shall then open the floor to the audience, which shall be limited to three (3) to four (4) questions, which may increase if time permits. Each candidate shall be allowed one (1) minute to respond to each question;
  - h. The Moderator shall close the session with concluding remarks and best wishes to all candidates.
5. Prior to participation, each candidate shall sign a Consent Letter prepared by the Directorate of the Society affirming their agreement to the rules and structure of the Debate.
  6. The following rules shall be binding on all candidates and participants:
    - a. All candidates must maintain respectful conduct throughout the proceedings;
    - b. Each candidate shall adhere strictly to the allocated time for speaking;
    - c. No interruptions or personal attacks shall be permitted during any segment of the debate;
    - d. All audience questions must be relevant, concise, and directed in good faith.
  7. The Debate shall be recorded and may be published through Epigram Airwaves or summarised in the Epigram Magazine, subject to editorial oversight and institutional permissions.
  8. The Head of Documentation shall prepare a full report of the Debate, including registration, candidate profiles, proceedings, and summary of questions, and submit the same to the Registrar General for archival under the **First Schedule**.
  9. Any procedural ambiguity, eligibility dispute, or conduct-related issue arising in the context of the Debate shall be resolved by the Faculty Coordinator, in consultation with the Student Council Governor and the President of the Society, whose decision shall be final and binding.

#### **Article 181. Epigram Youth Parliament**

1. There shall be constituted an annual deliberative simulation under the aegis of the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” to be known as the Epigram Youth Parliament, hereinafter referred to as “the Youth Parliament,” modelled on the procedural conventions, structures, and political traditions of the Indian Parliament and its allied forums.
2. The Youth Parliament shall aim to:
  - a. Promote civic literacy, constitutional awareness, and democratic discourse among students;
  - b. Provide participants with an immersive experience in legislative debate, policy articulation, and cross-party negotiation;

- c. Serve as a platform for public speaking, critical reasoning, and collaborative problem-solving in a political simulation context;
  - d. Encourage active engagement with current affairs and real-world issues facing Indian society and democracy.
3. The Youth Parliament shall be organised annually by the Directorate of the Society, with operational support from the General Secretariat and relevant committees, and under the overall guidance and approval of the Faculty Coordinator, subject to permissions required under **Article 176 Section 5**.
4. The format of the Youth Parliament may include:
  - a. Lok Sabha simulation, modelled on the lower house of the Indian Parliament, featuring party-wise seating and debates on government bills, private member bills, and motions;
  - b. An All-India Political Parties Meet (AIPPM), convened as a parallel or inaugural event, featuring open-ended political negotiation, inter-party dialogue, and consensus-building on pressing national issues;
  - c. A Question Hour and Zero Hour to replicate formal procedures of parliamentary practice;
  - d. Committee-style sessions or special addresses by guest speakers or domain experts, where feasible.
5. Participants of the Youth Parliament shall be selected from among:
  - a. Students of St Joseph's University, representing constituencies, political parties, or ministries;
  - b. Delegates from other universities or institutions, subject to availability and permissions;
  - c. Chairpersons, moderators, and rapporteurs appointed by the Directorate in consultation with the Faculty Coordinator.
6. The motions, bills, and agenda of the Youth Parliament shall be finalised by the Directorate, in consultation with the Executive Assembly and subject to approval by the Faculty Coordinator.
7. The proceedings of the Youth Parliament shall follow parliamentary protocols adapted to an academic context, and rules of debate shall be laid out publicly by the Directorate, prior to the event, including but not limited to:
  - a. Maintenance of decorum and institutional respect;
  - b. Use of formal and parliamentary language;
  - c. Adherence to time limits for speeches and interventions;
  - d. Compliance with standing orders and rules of procedure as issued for the event.
8. The event may include:
  - a. Awards for 'Best Parliamentarian', 'Best Orator', 'Best Political Party Delegation', or other relevant categories;
  - b. Certificates of participation and official recognition for all selected participants;
  - c. Publication of highlights, bills, and speeches in the Epigram Magazine or coverage by Epigram Airwaves.

9. The Head of Documentation shall ensure accurate recording of all proceedings, including participant lists, bills, motions debated, and decisions passed, and submit the final report to the Registrar General for archival under the **First Schedule**.
10. Any issue relating to conduct, eligibility, protocol, or interpretation shall be referred to the Faculty Coordinator, whose decision, taken in consultation with the President and Vice-President, shall be final and binding.

#### **Article 182. Epigram Annual Award Ceremony**

1. There shall be instituted an annual ceremonial event of the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” to be known as the Epigram Annual Award Ceremony, hereinafter referred to as “the Ceremony,” convened for the purpose of formally recognising meritorious contributions, excellence in debating, service to the Society, and distinguished participation across all organs and events of the Society throughout the academic year.
2. The Ceremony shall be organised by the Directorate in collaboration with the General Secretariat, the Executive Assembly, and under the overall guidance of the Faculty Coordinator. The Directorate shall have the authority to determine the format, schedule, theme, and protocol of the Ceremony, subject to prior approval of the Faculty Coordinator and **Article 176 Section 5**.
3. The Ceremony shall include:
  - a. Presentation of awards, titles, and commendations to members of the Society and invitees, in accordance with the guidelines and criteria prescribed under this Article and the **First Schedule**;
  - b. Recognition of outstanding debaters, organisers, moderators, contributors, and committee members across all Divisions and Chapters of the Constitution;
  - c. Cultural or reflective segments, including speeches, testimonials, or creative presentations to commemorate the year in review.
4. The following awards may be conferred at the Ceremony, inter alia:
  - a. *Best Debater of the Year*: conferred upon an individual who demonstrates sustained excellence across debating events;
  - b. *Most Improved Debater*: conferred upon an individual who has improved the most as a debater in the year;
  - c. *Rookie of the Year Award*: conferred upon the youngest up and coming debater;
  - d. *Champion Class Trophy*: A rolling trophy for the winning class, displayed on campus;
  - e. *President’s Medal*: conferred by the outgoing President to a deserving peer;
  - f. *Best Raconteur*: awarded for outstanding commitment, skill, and participation under **Chapter II of Part III**;
  - g. *Best Chair*: recognising excellence in facilitating events such as Monthly Debates and Panel Discussions;

- h. *Best Event Organiser*: awarded to a member for exemplary leadership in event coordination;
  - i. *Outstanding Committee Member*: for notable contributions to any Committee under **Part IV**;
  - j. *Outstanding Executive Member*: for notable contributions to the Executive Assembly under **Part III Chapter I**;
  - k. *Special Mentions*: for unique contributions, public engagement, or resilience during the term;
  - l. *Advocacy Through Dialogue Award*: For someone who advanced difficult conversations with grace and clarity;
  - m. *Voice of the Year*: For a member whose work left a distinct and lasting impression;
  - n. *Debate for Justice Award*: For contributions that aligned debating with social justice and equity;
  - o. *Campus Changemaker Award*: For using debate and discourse to inspire broader action at SJU;
  - p. *Intercollegiate Ambassador Award*: For representing Epigram and St Joseph's University in external forums with distinction;
  - q. *Epigram Alumnus Award*: For distinguished contributions by an alumnus to debate, education, or civil discourse;
  - r. *Honorary Member Award*: Conferred on a faculty member or external mentor who supported the society meaningfully;
  - s. *Epigram Lifetime Contribution Award*: Reserved for exceptional service and legacy-building within the society.
5. The listed criterias in **Section 4** of this article serve as inspirations and advisory to the nature of awards that may be conferred by the Epigram St Joseph's University Debating Society, where in the Directorate may determine and establish any new criteria of awards, in consultation with the Faculty Coordinator further subjected to prior institutional clearance from the Registrar and the Vice-Chancellor of the University:
    - a. Such criterias shall be announced through a formal notification in the Common Room at least two (2) weeks prior to the date of the Ceremony;
    - b. Nominations for such criterias may be allowed to be filed for a duration no longer than one (1) week.
  6. The President, in consultation with the Faculty Coordinator and Vice-President, may constitute an internal Awards Review Panel composed of not more than five (5) members, to evaluate nominations and recommend awardees. The final decision shall rest with the Faculty Coordinator.
  7. All nominations for awards must be submitted in the prescribed format to the Directorate not later than one (1) weeks before the scheduled date of the Ceremony. The Directorate shall publish the list of awardees not later than forty-eighth (48) hours prior to the Ceremony, unless otherwise decided by the Faculty Coordinator.

8. Recipients shall be presented with official citations, certificates, trophies, and such mementoes or honorifics, where applicable, as approved by the Directorate and sponsored through institutional or external means.
9. The Head of Documentation shall record a complete report of the Ceremony, including list of awardees, citations, and minutes of the proceedings, and submit the same to the Registrar General for archival under the **First Schedule**.
10. All awardees shall be recognised on official platforms of the Society, including the Epigram Magazine, the Society's digital channels, and coverage by Epigram Airwaves.
11. Any ambiguity in eligibility, procedure, or dispute regarding award selection shall be resolved by the Faculty Coordinator, whose decision shall be final and binding.

## Division IV—Special Events

### **Article 183. Epigram Orientation Programme & Introductory Workshop**

1. At the commencement of every Academic Year, the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” shall undertake an outreach programme, hereinafter jointly referred to as “the Orientation Initiative,” aimed at engaging incoming undergraduate and postgraduate students of St Joseph’s University, Bengaluru. This event shall comprise two integrated components:
  - a. the Epigram Orientation Programme; and
  - b. the Introductory Workshop.
2. The Orientation Initiative shall be deemed a mandatory event for the Directorate and the General Secretariat to organise as the first official ‘act of outreach’ for the Society in the academic calendar, under the guidance of the Faculty Coordinator.
3. The Epigram Orientation Programme shall be conducted on the official orientation day(s) of the University and shall consist of the following activities:
  - a. Members of the Directorate shall visit each class of newly admitted students in every School and Department of the University;
  - b. A brief verbal introduction of the Society, its mission, structure, and key events shall be presented by a designated Office Bearer;
  - c. A physical or digital poster shall be displayed or circulated, containing a registration QR code or link to a Google Form collecting basic information: full name, course, programme year, email address, and phone number;
  - d. Interested students shall be invited to attend the follow-up Introductory Workshop.
4. The Introductory Workshop shall be convened within two (2) weeks from the conclusion of the Orientation Programme and shall include:
  - a. A detailed presentation of the Constitution, governance structure, functional organs, and the annual calendar of events of the Society;
  - b. Personal testimonies, experience-sharing, or interactive sessions conducted by existing Office Bearers, Senior Raconteurs, and Members of the Directorate;
  - c. Open-floor Q&A and informal dialogue between prospective members and current leadership;
  - d. Clear communication of the different forms of engagement available—event participation, working groups, committee work, training opportunities, or candidature for formal positions.
5. Attendance in the Introductory Workshop shall not confer any formal membership or title, but individuals attending may express interest in further engagement, and their participation shall be noted for future reference by the Registrar General.
6. The Registrar General shall maintain and collate all responses received through the registration forms and submit a compiled list of prospective interested students to the Directorate and Director of the Standing Committee for further screening or outreach.

7. The Media Committee and Public Relations Committee shall be responsible for ensuring widespread publicity and documentation of both the Orientation Programme and the Introductory Workshop, including the preparation of visual and informational materials.
8. The Head of Documentation shall record an official report of the Orientation Initiative, including outreach statistics, workshop summaries, and student interest data, which shall be submitted to the Registrar General for archival under the First Schedule.
9. The Orientation Initiative shall be conducted in accordance with the academic calendar issued by the University.
10. The Orientation Initiative shall function in compliance with the relevant provisions of **Article 151 (General Provisions on Committees)**, **Article 189 (Code of Conduct)**, and **Article 194 (Equity and Inclusion Policy)**.

#### **Article 184. Epigram Swearing-In Ceremony**

1. There shall be constituted an official event of the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” to be known as the Epigram Swearing-In Ceremony, hereinafter referred to as “the Ceremony,” convened annually to mark the formal induction of all Office Bearers and Members of the Executive Assembly into their respective constitutional positions and responsibilities.
2. The Ceremony shall be conducted after the completion of the first official duty of the incoming Directorate under **Article 9, Section 6**, namely:
  - a. The constitution and formalisation of the full membership of the Executive Assembly in accordance with **Article 122**; and
  - b. The announcement and publication of the calendar of Executive Assembly meetings for the Academic Year.
3. The Ceremony shall be convened under the supervision of the Faculty Coordinator and organised by the incoming Directorate, with operational assistance from the General Secretariat and the Public Relations Committee, and shall be hosted no later than thirty (30) days from the date of the commencement of the new Academic Year, subject to the provisions of **Article 176 Section 5**.
4. The purpose of the Ceremony shall be:
  - a. To formally appoint all constitutional Office Bearers and members to their respective positions as recognised under **Article 12, Section 1**;
  - b. To administer the official oath of office as prescribed under the **Third Schedule** of this Constitution;
  - c. To facilitate the lawful transfer of duties and responsibilities from the outgoing to the incoming term;
  - d. To reaffirm the Society’s constitutional principles, democratic ethos, and institutional legitimacy.
5. The Swearing-In Ceremony shall be conducted as follows:
  - a. The Faculty Coordinator shall preside as the Administering Authority of Oaths;

- b. Each incoming Office Bearer shall, in order of precedence or as directed, take the applicable oath of office as per the **Third Schedule** and sign the Register of Appointment;
  - c. The Register of Appointment shall be maintained by the Registrar General and shall act as an official instrument of authority affirming the legal and institutional validity of each appointment;
  - d. Copies of the Register, duly signed, shall be archived under the **First Schedule** and furnished upon request by the Faculty Coordinator or University authorities, as necessary.
6. The Ceremony may include additional components such as:
    - a. A formal welcome address by the Faculty Coordinator;
    - b. Address by the outgoing President of the preceding term;
    - c. Introduction of incoming Office Bearers of the Directorate;
    - d. Swearing-In Ceremony conducted by the Faculty Coordinator;
    - e. Address by the incoming President for the new Academic Year;
    - f. Messages from the outgoing Directorate, Founder, or Alumni, if applicable;
    - g. A cultural or symbolic gesture affirming fraternity, service, and the mission of the Society, if applicable.
  7. All Members inducted through the Swearing-In Ceremony shall be considered to have formally assumed constitutional office, and any failure or absence in the Swearing-In Ceremony may have their oath at a later date, as and when applicable, at the discretion of the Faculty Coordinator.
  8. All participants shall adhere to the standards of conduct and representation applicable under **Article 189 (Code of Conduct)** and **Article 194 (Equity and Inclusion Policy)**, and the proceedings shall be documented in full by the Head of Documentation and submitted to the Registrar General for archival under the **First Schedule**.
  9. Any deviation from the protocol or disputes regarding the appointments, oaths, or administration of the Ceremony shall be referred to the Faculty Coordinator, whose decision, taken in consultation with the President and the Founder, shall be final and binding.

#### **Article 185. Epigram Executive Assembly Meetings**

1. There shall be constituted, under the authority of this Constitution, the Executive Assembly Meetings of the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” to be held at designated intervals during each academic semester and recognised as Special Events for the purposes of constitutional governance, review, and agenda-setting.
2. For the purposes of this Article, the Executive Assembly Meetings shall include:
  - a. The Opening Assembly of each semester; and
  - b. The Closing Assembly of each semester;
  - c. These two meetings shall serve as principal convenings of the full Executive Assembly under **Article 122 (Composition and Membership)** and, where

permitted, invited observers from the Common Room, and shall be designated as mandatory Special Events for each academic term.

3. The Opening Assembly shall be convened by the President within the first thirty (30) days of the commencement of each semester and shall include the following proceedings:
  - a. Formal declaration of the Semester Calendar of events and activities;
  - b. Presentation of the Term Vision Statement by the President as required under **Article 198**, outlining goals, projects, and expected milestones;
  - c. Brief reports or introductory remarks from all relevant Directorate members regarding their portfolios;
  - d. Open-floor observations, announcements, and clarifications concerning constitutional procedures or event coordination;
  - e. Any other agenda as deemed necessary by the President or Faculty Coordinator.
4. The Closing Assembly shall be convened within the final thirty (30) days of each semester and shall serve the following purposes:
  - a. Presentation of a Summary Report of Achievements and Initiatives undertaken during the semester;
  - b. Open session for structured feedback from the Executive Assembly and, where permitted, invited observers from the Common Room;
  - c. Acknowledgment of contributions and formal closure of the semester's administrative cycle;
  - d. Submission of any concluding reports by Directorate members or Committee Chairs;
  - e. Reflection and suggestions for the subsequent semester or constitutional amendments, if applicable.
5. The Registrar General shall be directly responsible for:
  - a. Preparing the official notice, schedule, and agenda for both meetings in consultation with the Directorate, the President and the Faculty Coordinator;
  - b. Recording detailed minutes of the proceedings of both the Opening and Closing Assemblies;
  - c. Submitting all documentation for archival under the **First Schedule**;
  - d. Ensuring that all reports presented are compiled into the Epigram Executive Assembly Dossier of the respective academic year.
6. The quorum for both the Opening and Closing Assemblies shall be two-thirds (2/3rd) of the full membership of the Executive Assembly as constituted under **Article 122**, inclusive of the Faculty Coordinator and the President.
7. Non-attendance by any Office Bearer without prior notification and valid cause submitted to the Registrar General shall be considered a breach of duty and may be referred to the Ethics & Prudence Committee under **Article 153** subject to **Article 189**.
8. Any conflict of schedule, procedural ambiguity, or dispute regarding agenda-setting for these meetings shall be resolved by the Faculty Coordinator, whose decision, taken in consultation with the President, shall be final and binding.

## **Article 186. Epigram Outreach & Voluntary Community Services**

1. The Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” shall uphold the foundational values of social concern, character formation, and civic engagement, by initiating and facilitating outreach and voluntary community service programmes for the benefit of its members and the larger public, hereinafter referred to as “the Programme.”
2. The objectives of the Programme shall be:
  - a. To inculcate within members a commitment to building a just, equitable, and democratic society through meaningful interventions;
  - b. To provide members with structured platforms for developing leadership, communication, teamwork, and social responsibility;
  - c. To advance the University’s vision of character-based education through engagement with communities, institutions, and civil society.
3. The Programme shall be organised and supervised by the Directorate, in consultation with the Faculty Coordinator, and operationalised by the General Secretariat in coordination with the relevant Committees and Offices of the Society, including the Public Relations Committee, the Standing Committee, and the Liaison Committee.
4. The Programme shall comprise, but not be limited to, the following modes of engagement:
  - a. Community Engagement Initiatives;
  - b. University & Intercollegiate Outreach;
  - c. Volunteering and Event Support
  - d. Collaborations with NGOs, NPOs, and Social Service Entities.
5. Any member of the Society may propose a partnership or initiative under this Article by submitting a written proposal to the General Secretary, who shall forward it to the President. Upon internal review and majority recommendation of the Directorate, such proposals shall be subject to ratification by the Faculty Coordinator and formalised by the Epigram Council.
6. All proposals shall include:
  - a. The name and legal status of the external organisation;
  - b. The nature and scope of proposed activities;
  - c. The expected learning and civic outcomes;
  - d. The proposed dates, venues, and involved members.
7. A written permission letter shall be obtained for all such activities or collaborations from the competent university authority, Registrar or Vice-Chancellor, where applicable, and such letters shall be archived under the **First Schedule** by the Registrar General.
8. Participation in the Programme shall be documented and may be considered for recognition under **Article 182 (Epigram Annual Award Ceremony)** and reflected in the evaluation of members’ tier progression under **Article 133**, where relevant.
9. All participants shall adhere to the Code of Conduct as prescribed under **Article 189** and the Equity & Inclusion Policy under **Article 194**, and shall uphold the principles of institutional integrity, mutual respect, and public service.

10. Any ambiguity or conflict regarding the implementation, legitimacy, or compliance of community outreach or volunteering activities shall be resolved by the Faculty Coordinator, whose decision shall be final and binding.

### **Article 187. Special Day, Cultural & Diversity Events**

1. The Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” shall recognise and commemorate designated special days, cultural occasions, and events celebrating diversity, hereinafter referred to as “Special Day Events,” as part of its annual calendar of academic, civic, and representational engagements.
2. For the purpose of this Article, Special Day Events shall include, but not be limited to:
  - a. Internationally recognised observances such as International Day of Democracy, International Women’s Day, International Yoga Day, World Environment Day, and Human Rights Day;
  - b. National and locally commemorated occasions such as Independence Day, Republic Day, Gandhi Jayanti, Ambedkar Jayanti, Labour Day, Constitution Day, and such other government-recognised or socially significant days;
  - c. Cultural and diversity celebrations reflecting the pluralistic ethos of the University and the constitutional values of inclusion, justice, and dignity.
3. The Directorate shall enjoy the discretionary authority to conceptualise and organise Special Day Events through such formats and modes of delivery as it deems appropriate, which may include, but are not limited to, public forums, dialogues, exhibitions, street plays, workshops, competitions, art installations, performances, and awareness campaigns.
4. All Special Day Events shall:
  - a. Be aligned with the educational, civic, and cultural mandate of the Society;
  - b. Promote active student participation and cultivate awareness, empathy, and social responsibility;
  - c. Encourage creativity, institutional engagement, and leadership among members of the Common Room and the broader student community.
5. All proposals for Special Day Events shall:
  - a. Be formally approved by the Faculty Coordinator prior to announcement or execution;
  - b. Comply with the procedural norms of event organisation set forth under **Article 176 (Organisation, Creation & Removal of Epigram Events)**;
  - c. Include details of the proposed event name, theme, objectives, date, time, venue, format, student organisers, and relevant documentation requirements.
6. The Directorate shall coordinate such events in consultation with the General Secretariat and relevant committees, particularly the Public Relations Committee, Media Committee, Equity Committee, and the Liaison Committee, wherever applicable.
7. The Registrar General, in coordination with the Head of Documentation, shall ensure that each Special Day Event is duly recorded and archived under the **First Schedule**,

along with the details of participation, content, outcomes, and feedback, wherever feasible.

8. Special Day Events may be jointly conducted with other university bodies, student associations, academic departments, or civil society organisations, provided that formal approvals are obtained and institutional decorum is upheld.
9. Members who contribute significantly to the conceptualisation, organisation, or delivery of Special Day Events may be eligible for recognition under **Article 182 (Epigram Annual Award Ceremony)**, at the discretion of the President and the Faculty Coordinator.
10. All participants and organisers shall adhere to the standards of conduct prescribed under **Article 189 (Code of Conduct)** and **Article 194 (Equity and Inclusion Policy)**. Any conflict of jurisdiction or procedural ambiguity shall be resolved by the Faculty Coordinator, whose decision shall be final and binding.

#### **Article 188. Literary & Debating Circuit - Intercollegiate Fests**

1. The Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” shall actively participate in intercollegiate debating and literary fests, hereinafter referred to as “Circuit Fests,” conducted or promoted by institutions, debating societies, or literary associations who are recognised participants of the Literary and Debating Circuit established under **Part III – The Forum, Chapter IV – The Literary and Debating Circuit**.
2. Circuit Fests shall include all debating competitions, literary festivals, Model United Nations, public speaking events, panel discussions, or similar events:
  - a. Hosted or facilitated by external academic institutions;
  - b. Promoted through the Literary and Debating Circuit communication platforms, including but not limited to the designated WhatsApp group administered by the Society.
3. Delegations representing the Society at Circuit Fests shall be selected, trained, and prepared by the Directorate in consultation with the Standing Committee and the Liaison Committee, and such delegations shall be considered formal representatives of both Epigram and St Joseph’s University.
4. No member of the Society shall represent Epigram at any Circuit Fest without the prior written authorisation granted through an official Permission Letter, addressed to the University administration, which shall include:
  - a. Name and full description of the event or fest;
  - b. Date(s), venue, and name of the host institution;
  - c. Registration fees (individual or team basis);
  - d. Names and University Registration Numbers of all student participants forming the delegation;
  - e. Purpose and nature of representation;
  - f. Request for grant of attendance and/or reimbursement of registration fee.

5. The Permission Letter shall be signed and ratified by all of the following authorities:
  - a. The Faculty Coordinator of the Society;
  - b. The Student Council Governor;
  - c. The Registrar of the University;
  - d. The Finance Officer of the University.
6. A copy of the ratified Permission Letter shall be maintained in official records by the Registrar General of the Society under the **First Schedule** and copies shall also be submitted by the delegation to their respective School or Faculty Welfare Officer(s) for administrative compliance.
7. Where a Circuit Fest is conducted beyond the municipal jurisdiction of the city of Bengaluru, the delegation must additionally obtain:
  - a. A Consent Letter issued and signed by the Student Council;
  - b. Approval of travel logistics and safety clearance, wherever applicable.
8. All delegations participating in such events under the banner of Epigram and St Joseph's University shall:
  - a. Adhere strictly to **Article 189 (Code of Conduct)**;
  - b. Comply with all applicable rules, reimbursement procedures, and accountability frameworks set forth under **Article 196 (Financial Policy of Epigram)**;
  - c. Maintain decorum, institutional representation, and reporting obligations as prescribed by the Directorate.
9. Upon return, all delegations must submit:
  - a. A brief report of participation including outcomes, experiences, and recognitions received;
  - b. A list of expenditures and receipts (where applicable), to the Chief Financial Affairs Officer and Registrar General, within seven (7) working days of the event's conclusion;
  - c. Such delegation and reports may be covered by the Epigram Airwaves and or Epigram Publications.
10. The Faculty Coordinator shall exercise final authority over questions of delegation composition, authorisation, or disciplinary review arising from Circuit Fest participation, whose decision shall be binding on all concerned parties.

## Part VI

# The Statutes, Policies & Standing Orders

### *Article 189. Code of Conduct & Interpretative Definitions*

1. For the purpose of this permanent regulatory assignment subjected to the scope of the Office Bearers of the Directorate, the General Secretariat, the Executive Assembly by extension the Committee Members and the Members of the Common Room and all other establishments (hereinafter referred to as “Members” unless explicitly mentioned otherwise) of the Epigram · St Joseph’s University Debating Society (hereinafter referred to as “Epigram Debating Society” or as “Epigram” or as “the Society”) in that order of precedence; shall adopt, enact and be given to the Epigram Debating Society the following sections of the Code of Conduct (hereinafter referred to as “Code of Conduct” or “Code”), by the establishment under the **Part VI - The Statutes, Policies & Standing Orders** of the Constitution of Epigram; forming the primary article enforcing the conduct and accountability of its Members; the Code of Conduct shall contain the following sections governing the functioning procedures of the Society set forth under this Article.
2. It shall be the duty and responsibility of the Epigram Council, Epigram Directorate, the General Secretariat, the Executive Assembly and all establishments under the Epigram Debating Society, to collectively and individually, protect, promote, defend, implement, and accomplish the ideals, principles, and the bylaws enshrined in the Constitution of Epigram; this mandate extends to all actions and decisions made within the jurisdiction of the Epigram Debating Society; all office bearers, executive members, and general members must act in accordance with this duty to ensure the integrity, continuity, and effectiveness of the Society’s mission and objectives; the Directorate as the tertiary custodians, the Ethics & Prudence Committee the secondary custodians, Faculty Coordinator & their Faculty Representative shall be the primary custodians of the Constitution of Epigram.
3. All aspects of decisions, agreements, grievances, resolutions, and settlements taking place under the name or in relation to the Epigram Debating Society shall, will and must be subjected to the final authorisation from the Faculty Coordinator of Epigram or by the Faculty Representative appointed in writing by the Faculty Coordinator in their absence and such authorisation or veto shall be final and binding on the Epigram Debating Society, including but not limited to **Article 4, Section 2, Clause (e)** and the provisions of all articles of this Constitution

4. All Members are expected to maintain the highest standards of integrity, respect, punctuality and professionalism while carrying out their duties, and responsibilities and exercising their powers to ensure the smooth functioning of the Society and its reputation.
5. All members of the Epigram Debating Society shall engage with one another in a manner that upholds the principles of respect and integrity; this encompasses a commitment to fostering an inclusive and supportive environment for all Members, devoid of any form of discrimination, harassment, or unethical behaviour; Members must refrain from any conduct that undermines the dignity or reputation of their peers or the Epigram Debating Society; the expectation of respect and integrity extends to interactions both within the context of the Society's activities and in external engagements where members represent the Society; Members shall exhibit punctuality, preparedness, and attentiveness, ensuring that their actions reflect positively on the Society's reputation.
6. All potential applicants for the Epigram Debating Society shall go through a selection process facilitated by the Search & Selection Committee for relevant Interview Panels as appointed by the President who may fairly screen the applicants on the following basis of mental alertness, critical powers of assimilation, clear and logical exposition, a balance of judgement, variety and depth of interest, the ability for social cohesion and leadership, and intellectual and moral integrity.
7. Members are expected to exhibit a commitment to their responsibilities within the Epigram Debating Society; this includes and is not limited to the following aspects:
  - a. Shall ensure active participation in Epigram events, meetings, and other relevant activities;
  - b. Shall attempt to prioritise their obligations to the Epigram Debating Society and contribute to the fulfilment of its objectives and initiatives;
  - c. Shall endeavour to balance their participation in the Epigram Debating Society with their other academic and personal commitments in a manner that does not detract from the quality and consistency of their involvement.
8. Office Bearers of the Directorate shall provide strong and ethical leadership, setting a positive example for all members; demonstrating a commitment to the highest standards of ethical conduct in all their actions and decisions, and adhering to the principles of honesty, integrity, fairness, and accountability; avoiding any actions that could be perceived on reasonable grounds as dishonest, unethical, or otherwise damaging to the Society's reputation.
9. Office Bearers of the Directorate shall articulate a clear vision for the Society and work diligently towards achieving its goals and objectives; they are responsible for setting strategic directions and ensuring that the Society's activities align with its mission and

values, regularly reviewing and adjusting strategies to meet evolving needs and challenges.

10. Office Bearers of the Directorate shall promote an inclusive environment, and following the principles and procedures enshrined in the University Handbook; they shall actively seek to understand and consider diverse perspectives and experiences in decision-making processes ensuring that opportunities within the Society are accessible to all members, regardless of background or identity; this section shall be under the custody of the Equity Committee.
11. Office Bearers of the Directorate must regularly report on their activities and the progress of the Society's initiatives to the Faculty Coordinator; they shall take responsibility for their actions and decisions, acknowledge and address any mistakes or shortcomings, and be accountable primarily to the Faculty Coordinator, Faculty Representative, secondary to the President and tertiary to the Members of the Society and must ensure that their leadership reflects the best interests of the Society as a whole.
12. All Members of the Directorate, the General Secretariat, the Executive Assembly, and all other establishments under the Epigram Debating Society shall maintain open and transparent communication with all members of the Society, they are responsible for maintaining accurate records of all their activities and decisions, subjected to the provisions of the **First Schedule** and mandatorily making such records available to the Faculty Coordinator or the Faculty Representative; and to all other members, unless restricted by confidentiality requirements as deemed by the Faculty Coordinator; Members shall keep sensitive information discussed within the Society confidential unless explicitly authorised for disclosure by the Faculty Coordinator; ensuring that members are informed about important decisions, plans, and activities; thereby fostering an environment where members feel comfortable expressing their ideas, concerns, and feedback.
13. All Members of the Executive Assembly shall provide support and mentorship to members, helping them to develop their skills and achieve their potential through the Society's events and activities, creating opportunities for members to take on leadership roles and responsibilities within the Society and encouraging collaboration and teamwork among members.
14. All Members of the Executive Assembly and the Office Bearers of the Directorate shall handle conflicts and disputes within the Society with fairness, impartiality, and respect; working to maintain a harmonious and cooperative environment within the Society; Members must disclose any potential conflicts of interest and recuse themselves from decisions where such conflicts exist to the Faculty Coordinator or their Faculty Representative in a private setting with concerned individuals; all conflicts and disputes

within the Epigram Debating Society shall be subjected to **Section 3** of the Code of Conduct including but not limited to **Article 4, Section 2, Clause (e)** of the Constitution of Epigram.

15. All Members of the Executive Assembly must fulfil their respective roles and responsibilities as outlined in the Society's Constitution and ensure the smooth operation of the Society; they shall strive for continuous improvement in their personal and professional lives, in their roles and the overall functioning of the Society, by seeking feedback from members and external stakeholders to identify areas for enhancement and shall engage in professional development and learning opportunities to enhance their skills.
16. All Members of the Executive Assembly shall provide unwavering support to the Society in the execution and realisation of the Society's goals and objectives; such support shall include, but not be limited to, the provision of assistance in the planning, organisation, and execution of Society events, activities, and initiatives as directed by the Office Bearers of the Directorate authorised by the Faculty Coordinator or their Faculty Representative, this shall include active participation in meetings, committees, and any other forums established for the coordination of the Society's endeavours, for a minimum of 75% i.e., attendance in three out of four (3/4) meetings, events or activities as the requirements of the term, subjected to **Section 3** of the Code of Conduct and any other applicable provisions of any article under this Constitution:
  - a. For avoidance of doubt, the specific attendance requirement shall, in addendum to the established provisions of removal of members pertaining to their posts, be subjected to precondition of removal by default if an individual remains absent in any meetings or activities for a consecutive three (3) gatherings without advance notice of absence or justification, subjected to **Section 3** of this Code of Conduct.
17. The Members shall serve the offices and other positions in the Epigram Debating Society for a term of one financial year within the academic year and be renewed if the individual is eligible and goes through the election or selection process by reapplying at the end of the academic term. The Members may be awarded with a Certificate of Appreciation and, or a Letter of Recommendation for all their contribution, as per the Faculty Coordinator's judgement.
18. All Members of the Executive Assembly shall carry out their assigned duties with the utmost diligence and dedication, ensuring that all tasks are completed in a timely and efficient manner; this includes adhering to all deadlines and commitments as established by the Faculty Coordinator, or the Faculty Representative or the Directorate in that order of precedence, and maintaining a high standard of work in all responsibilities undertaken.

19. All Members of the Executive Assembly shall conduct themselves in a manner that positively reflects the values and objectives of the Society in all interactions, both within and outside the University; this includes upholding the reputation of the Society in professional, academic, and social settings, and acting as ambassadors for the Society in all external engagements while representing the Society.
20. The Epigram Debating Society places great emphasis on the conduct of its members during all events, meetings, and activities; the Society's reputation, effectiveness, and overall experience of its members are significantly influenced by the behaviour exhibited during these occasions; it is, therefore, binding upon all members to adhere to the highest standards of conduct as outlined in the following subsections delineating specific expectations regarding punctuality, preparation, courtesy, voting & quorum, compliance with rules, and participation in feedback and improvement processes:
  - a. All concerned members of the Executive Assembly, as per the needs of such circumstances, are hereby required to observe regular punctuality with respect to their attendance at Society events, meetings, and related gatherings; any continuous failure to arrive within the timeframe, without just cause, shall be deemed a breach of this Code of Conduct;
  - b. Members shall undertake all necessary preparations prior to their participation in debates, meetings, and other sanctioned activities of the Society; this preparation includes but is not limited to, the review and comprehension of all relevant, given and available materials, documents, and resources pertinent to the event;
  - c. During events, members are obligated to demonstrate a high degree of courtesy, respect and decorum towards all speakers, moderators, fellow participants and audience members; any action, speech, or behaviour by a member that is deemed discourteous, disrespectful, or otherwise disruptive to the orderly conduct of the event shall constitute a violation of this Code; such behaviour may include but is not limited to, interrupting speakers arbitrarily, engaging in personal attacks, giving false information thereby misleading the members and audience, or failing to observe the formalities, rules and regulations of the event;
  - d. The integrity and effectiveness of the Epigram Debating Society's decision-making processes rely heavily on the principles of voting and quorum, by ensuring that a sufficient number of eligible members are present and participating, the Society shall uphold its commitment to democratic governance, transparency, and fairness; the following subsections outline the specific requirements for quorum, the procedures for conducting votes, and the conditions under which decisions are considered valid:

1. For any decisions to be valid during Society meetings, a quorum must be present as per the relevant articles of the Constitution of Epigram; once a quorum is met, voting on agendas, motions, resolutions, or decisions follows a structured process i.e., introduction of the agenda, motion, discussion and debate, calling the vote, and counting the votes; voting methods may include a show of hands, voice vote, or electronic voting, as determined by the circumstances of the event by the highest Governing Authority present in such events;
  2. An agenda or a motion is approved if it receives a simple majority of the votes cast unless a higher threshold is specified in the relevant articles of the Constitution of Epigram; the results of all votes, including the number of votes for, against, and abstentions, must be recorded in the meeting minutes or reports, such records are part of the official documentation of the Society; decisions made following the quorum and voting procedures are considered valid and subjected to **Section 3** of the Code of Conduct; any internal decisions made without meeting these requirements are null and void;
  - e. Members are required to comply fully with all rules, guidelines, and protocols established by the Society for each event or activity and those in the Constitution of Epigram; non-compliance shall be regarded as a breach of this Code of Conduct and shall be subject to **Section 21** of the Code of Conduct as prescribed by the governing authorities of the Society;
  - f. The Office Bearers of the Directorate, are encouraged, and in certain circumstances, as deemed fit by the Faculty Coordinator or the Faculty Representative, to actively participate in post-event feedback sessions, such participation is deemed integral to the continuous improvement and refinement of the Society's events and activities; feedback provided during these sessions shall be constructive, aimed at the betterment of future Society endeavours, and shall be delivered in a manner consistent with the principles of respect and professionalism; failure to engage in this process when required shall be considered neglect of the member's responsibilities under this Code and maybe subjected to the relevant disciplinary actions under **Section 21** of this Code.
21. In cognisance of the Society's commitment to maintaining a high standard of conduct among its members to ensure the integrity, professionalism, and effective functioning of the Society, it deems disciplinary actions a necessary mechanism to address breaches of the Society's Code of Conduct; this section outlines the procedures and consequences

that apply when a member is found to have violated the established rules and expectations and is subjected to disciplinary actions under the following Clauses:

- a. any Member proved to be in breach of the provisions set forth in this Code of Conduct as deemed appropriate by the Epigram Council through the relevant reports from the Ethics & Prudence Committee as the designated governing authority, such measures may include but are not limited to, the issuance of formal warnings, temporary suspension (Red Coding) from participating in Society activities, or permanent expulsion (Black Listing) from the Society and at extreme circumstances be duly reported to the University Management and its relevant Statutory Committees;
- b. The nature and severity of the disciplinary action shall correspond to the intent, impact, and frequency of the violation, the Member's prior conduct, past contributions, and any other relevant factors falling upon principles of natural justice; disciplinary actions shall be executed in accordance with the principles of fairness, transparency, and proportionality, ensuring that the Member in question is afforded an opportunity to present their case before any decision is rendered;
- c. Any Member of the Society who becomes aware of a potential violation of this Code of Conduct, or any provisions of this Constitution, or any other form of misconduct, is strongly encouraged to report such incidents promptly to the governing authorities; reports of misconduct should be made in good faith, providing a clear and factual account of the incident, including any relevant evidence or witnesses, the identity of the reporting Member shall be protected to the extent possible as deemed fit by the Faculty Coordinator or their Faculty Representative, and no Member shall face retaliation or adverse consequences for reporting misconduct in good faith; subject to **Section 21 Clause (a)**;
- d. Upon the receipt of a report of misconduct, the Epigram Council or the Ethics & Prudence Committee as the designated governing authority shall initiate a thorough and impartial investigation into the matter; the investigation, in any manner as deemed fit by the Faculty Coordinator, shall be conducted with due diligence, ensuring that all relevant facts and circumstances are carefully considered; the Member accused of the violation shall be informed of the allegations and provided with an opportunity to respond, following the investigation, a report shall be made regarding the appropriate course of action to be submitted to the Faculty Coordinator; if a violation is substantiated, disciplinary measures shall be imposed in accordance with the established guidelines of **Section 21 Clause (a)** and subjected **Section 3**; the resolution of

the matter, including the rationale for any disciplinary actions taken, shall be documented and communicated to the relevant parties; all investigations and resolutions shall be conducted with confidentiality, subjected to **Section 12**, and respect for the rights and dignity of all individuals involved;

- i. Towards reviewing, enquiries, and investigations made thereof; all members of the Epigram Debating Society, except for the Office Bearers of the Directorate who shall be subjected to the utmost confidence of their office, shall ensure that a clear boundary between one's personal and professional acts of life. Thereby, the conduct of a member of the society outside of the domain of Epigram Events, refer to **Section 22 Clause (j)**, may not be taken in necessary considerations towards their disciplinary action by the Ethics & Prudence Committee, prima facie or otherwise, unless absolutely necessary, subject to **Section 3** of this Code of Conduct and **Article 197** of this Constitution. Thereby, avoiding any decisions influenced by personal conflicts of interest towards the conduct of any member within the Epigram Debating Society. Such conflicts of interests within the committee or any other offices or establishments under Epigram Debating Society are subjected to **Section 13** of this Code of Conduct and **Article 197** of this Constitution.

22. Interpretive Definitions of this Code of Conduct and where applicable in this Constitution:

- a. **Ethical Conduct/Practice/Behaviour/Principle** is defined as a standard of behaviour that aligns and adheres to the principles of honesty, integrity, impartiality, fairness, and accountability.
- b. **Professionalism** is defined as the adherence to ethical practices, the demonstration of reliability and accountability, and the maintenance of a courteous and respectful demeanour in all interactions and qualities that characterise a professional person, including adherence to standards of competence, integrity, and respect. It involves maintaining a high level of expertise, ethical behaviour, and respect for others in all interactions.
- c. **Commitment** also entails the dedication and readiness to undertake and fulfil assigned tasks and responsibilities diligently and contributing actively to support fellow members in the pursuit of the Society's goals involving a willingness to invest time, effort and resources.
- d. **Leadership** entails guiding, inspiring and influencing the Society towards achieving its objectives and goals, fostering a collaborative environment, and inspiring trust and respect among Members, setting a positive example, making

strategic decisions, and providing direction and support to ensure effective operation and growth.

- e. **Confidentiality** The obligation to protect and keep sensitive information obtained during Society's activities, private. It includes but is not limited to, Members' information, strategic plans, and internal deliberations, not disclosing information without proper authorization and ensuring that confidential matters are handled with discretion.
- f. **Conflict of Interest** is any situation arising due to differences of personal, professional or financial interests which may lead to hindrance or could be perceived to, on reasonable grounds, improperly influence the duties and decisions of the Members, compromising their ability to act impartially or in the best interests of the Society. It requires disclosure and, if necessary, recusal from decision-making processes where conflicts arise.
- g. **Responsibilities** are the duties and obligations assigned to the Members as outlined in the Constitution of Epigram and relevant bylaws. It encompasses the roles and responsibilities that individuals are expected to fulfil to support the Society's functioning and objectives. It includes but is not limited to, attending meetings, participating in decision-making processes, and executing assigned duties promptly and effectively.
- h. **Directorate** refers to the Offices mentioned under **Article II - Membership of the Directorate** of the Constitution of Epigram.
- i. **Executive Assembly** refers to **Chapter I, Part III - The Forum**, of the Constitution of Epigram, comprising the Office Bearers of the Directorate, Executive Members of the various Committees of Epigram, Office Bearers of the Epigram Publications and the Office Bearers of the Epigram Airwaves; except for the Members of the Epigram Council and the Epigram Common Room.
- j. **Event** refers to any organised gathering or activity sanctioned or hosted by the Society under **Part V - Epigram Events** of the Constitution of Epigram. This includes, but is not limited to, meetings, debates, workshops, seminars, social functions, and any other activities where members of the Society come together for official purposes.
- k. **Governing Authorities** refers to the Custodians of the Constitution of Epigram i.e., the Epigram Council comprising the Faculty Coordinator and their designated Faculty Representative, and other members as per **Article 5** of the Constitution of Epigram, serving as the primary custodians overseeing its implementation and adherence. The Ethics & Prudence Committee functioning as the secondary custodian, providing guidance on ethical compliance and on all

constitutional matters. The Directorate, as the tertiary custodian supporting the primary and secondary custodians in upholding the Constitution and facilitating its applications.

- l. **University Management** is defined as the administrative, executive offices or bodies, statutory committees as mentioned in the St Joseph's University Act 2022 and the latest version of the University Handbook, responsible for the governance and operational oversight of St Joseph's University. It includes the leadership, departments, and staff that manage university policies, resources, and academic programs.
- m. **Statutory Committees** are those Committees established under the authority of University Management or regulations of SJU Act 2022, responsible for overseeing and implementing particular functions or areas of governance within the University as per the latest version of the University Handbook.
- n. **Principles of Natural Justice** are the fundamental legal principles ensuring fair decision-making processes, including the right to a fair hearing and the rule against bias. These principles mandate that all parties involved in a dispute or decision have an opportunity to present their case and be heard impartially.
- o. **Quorum** is defined as the minimum number of eligible voting members required to conduct official business. The specific quorum requirements vary depending on the type of meeting as mentioned in the relevant articles of the Constitution of Epigram.
- p. **Voting** is the formal process by which members express their preferences or decisions on agendas, motions, resolutions, or other matters requiring collective agreement. It involves casting a vote in accordance with established procedures to reach a decision or determine the outcome of a proposal subject to **Section 3** of the Code of Conduct.
- q. **Current Affairs** shall refer to political, legal, economic, cultural, scientific, and international developments that are contemporaneous in nature and bear relevance to public discourse, institutional engagement or societal interest.
- r. **Design Manager** refers exclusively to the design officer of Epigram Publications, responsible solely for the layout, visual presentation, and aesthetic integrity of all magazines, newsletters, and editorial content published under Epigram Publications.
- s. **Head of Design** refers to the officer under the General Secretariat, tasked with handling digital and physical design requirements for Epigram events, promotional content, and Secretariat-related activities not falling under editorial or publication duties.

- t. **Authentication** shall mean the formal process of validating, endorsing, or certifying the accuracy, authorship, or legal validity of any record, resolution, report, communication, or document by way of signature, seal, written confirmation, or institutional approval, as required under the provisions of this Constitution. Authentication may be executed jointly or individually by the Registrar General, Vice-President, the President, Faculty Coordinator, or any Presiding Officer or members of the Directorate, as and where applicable.
- u. **Register** shall refer to an official, continuously updated record maintained in physical or digital format by the Registrar General (or designated Officer) for the purpose of listing appointments, resignations, removals, tenures, successions, decisions, votes, amendments, schedules or any such entries required under this Constitution.
- v. **Custodian** shall mean the individual or body officially entrusted with the responsibility of securing, maintaining, preserving, and producing records, properties, instruments, or materials held by the Society. In the context of this Constitution, the Registrar General shall be deemed the principal custodian of all official documents, archives, and statutory records of the Epigram – St Joseph’s University Debating Society, unless specifically mentioned.
- w. **Presiding Officer** shall mean the constitutionally designated head, convener, or chairperson of a recognised organ, office, committee, or forum of the Epigram – St Joseph’s University Debating Society, responsible for the leadership, supervision, and conduct of its proceedings, activities, and decision-making processes, in accordance with the relevant provisions of this Constitution.

**Article 190. Rules, Regulations & Model Code of Conduct of Elections**

1. This Article lays down the rules, regulations, procedures, and Model Code of Conduct governing all electoral and selection processes of the Epigram – St Joseph’s University Debating Society (hereinafter “the Society”) for the democratic appointment of members to constitutional offices under **Article 11 Section 1**, **Article 12 Section 3**, **Article 29 Section 1**, and **Article 122**. These shall be administered and enforced by the Election Commission as constituted under **Article 61**, **Article 62**, and **Article 159**.
2. The provisions of this Article shall apply to:
  - a. General Elections and Appointments to the Directorate and General Secretariat during the month of March of every Academic Year;
  - b. Facilitation of Interviews and Appointments to the Executive Assembly during the first 30 days from the commencement of the Academic Year;
  - c. Any extraordinary elections or appointments that may be required during the year, subject to the approval of the Faculty Coordinator.
3. Election and Selection Timeline for Directorate & General Secretariat:

- a. Notice of Election and Application Invitation to be released on the 1st of March each Academic Year;
  - b. The notice must clearly outline positions open for elections and applications, eligibility criteria, nomination and application procedures, and timelines.
4. Election Procedure (for positions listed under **Article 12 Section 3**):
- a. Positions listed are President, Vice-President, General Secretary, Registrar-General, any other posts inducted through a Constitutional Amendment;
  - b. Filing of Nominations to remain open for a minimum of five (5) working days from the date of notification;
  - c. One or more Town Hall sessions must be convened under **Article 140 Section 6** where all nominated candidates shall make a one-minute public address to the Common Room;
  - d. Voting shall preferably be conducted digitally or by paper ballot, on the working day immediately following the final Town Hall;
  - e. Announcement of Results shall be done no later than twenty-four (24) hours after polling closes;
  - f. The Chief Election Commissioner shall supervise all procedures, assisted by the Deputy Election Commissioner and Returning Officers, under the oversight of the Faculty Coordinator.
5. Selection Procedure (for other Directorate and General Secretariat Posts):
- a. Applications shall be open for the posts listed in **Article 11 Section 1** and **Article 29 Section 1**, shall remain open for two (2) weeks from the 1st of March;
  - b. Interview Panel Composition:
    1. Faculty Coordinator (Presiding);
    2. Outgoing President;
    3. Incoming President;
    4. Outgoing Vice-President;
    5. Incoming Vice-President.
  - c. Interviews to be completed within the final two (2) weeks of March;
  - d. Announcement of all appointees shall be made no later than 31st March of the same year;
  - e. From 1st April until the new Academic Year, all incoming members shall undergo a structured training programme coordinated by the outgoing Directorate.
6. Within the first 30 days from the start of the Academic Year, the newly appointed Election Commission shall:
- a. Convene interviews or facilitate alternate selection mechanisms for remaining Executive Assembly posts listed under **Article 122**.
  - b. Ensure appointments are merit-based and made in consultation with the respective Directorate heads.

- c. Work in coordination with the Search & Selection Committee, established under **Article 159**.
- 7. The Model Code of Conduct shall come into force upon publication of the “Notice for Elections/Application for Office Bearers of Epigram” in the Common Room, and shall continue until the formal announcement of the incoming Directorate and General Secretariat. During this period:
  - a. All activities and events of the Society shall be suspended.
  - b. Use of institutional resources for campaigning is prohibited without prior approval of the Chief Election Commissioner.
  - c. Public campaigning must uphold the dignity of office and must avoid hate speech, personal attacks, misinformation, or undue influence and must not disturb the regular proceeding of classes, time tables, examination schedules or important dates of the university academic calendar.
  - d. Digital campaigns must refrain from spamming, mass messaging, or targeted lobbying.
- 8. Any breach of the Model Code of Conduct shall be investigated by the Ethics & Prudence Committee and may result in disqualification or disciplinary action, subject to confirmation by the Faculty Coordinator.
- 9. The Chief Election Commissioner, in consultation with the Vice-President and President, and with approval of the Faculty Coordinator, shall publish a “Plan of Action and Tentative Schedule” alongside the election notice. The schedule shall specify:
  - a. Nomination dates;
  - b. Town Hall sessions;
  - c. Voting days;
  - d. Interview dates;
  - e. Result declarations;
  - f. Training and handover periods.
- 10. All election and selection-related decisions, including but not limited to overriding any provisions of this article, are subject to the absolute discretion of the Faculty Coordinator, whose ruling shall be final and binding. In case of any ambiguity, dispute, or procedural lapse, the matter shall be resolved by the Faculty Coordinator in consultation with the outgoing President and Vice-President.

**Article 191. Chatham House Rules for Epigram Events**

- 1. This Article establishes the Chatham House Rules as the official confidentiality and anonymity framework governing select events of Epigram – St Joseph’s University Debating Society, hereinafter “the Society.” The purpose of invoking these Rules is to ensure that participants may speak freely and honestly on sensitive or controversial subjects, without attribution or risk of repercussion, thereby promoting open dialogue, academic freedom, and respectful deliberation.
- 2. The Chatham House Rules may be invoked exclusively by the Faculty Coordinator:
  - a. Either at their sole discretion;

- b. Or upon the written recommendation of the President;
  - c. Or following a resolution adopted by a simple majority of the Directorate;
  - d. Upon invocation, the Faculty Coordinator, in consultation with the President, shall issue a formal notification outlining the specific event(s), session(s), or segment(s) to which the Rules shall apply.
3. Once invoked, the Chatham House Rules shall apply to:
    - a. All participants, including but not limited to speakers, moderators, organisers, audience members, and media personnel;
    - b. All forms of speech, presentations, and discussion that occur during the specified event(s);
    - c. All forms of dissemination, including digital media, print, broadcast, recording, and verbal attribution.
  4. Under the Chatham House Rules, participants are free to use the information received during the event, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed without express written consent approved by the President and the Faculty Coordinator.
  5. The Registrar General shall record the invocation of the Chatham House Rules in the event's official documentation under the **First Schedule**. Any violation of this confidentiality obligation may result in disciplinary proceedings under **Article 189 (Code of Conduct)**, and such breach shall be referred to the Ethics & Prudence Committee.
  6. The Faculty Coordinator may, by special order, allow partial attribution or declassification of certain content after the conclusion of the event, provided such declassification:
    - a. Is made with the explicit consent of the concerned individual(s);
    - b. Does not violate the spirit or purpose of the original invocation.
  7. Wherever the Chatham House Rules are invoked, they shall take precedence over all standard documentation, publishing, or media procedures that would otherwise apply to the event. Any doubt regarding the interpretation or application of these Rules shall be resolved by the Faculty Coordinator, whose ruling shall be final and binding.

**Article 192. Social Media Policy & Digital Conduct Guidelines**

1. This Article establishes the Social Media Policy and Digital Conduct Guidelines of the Epigram – St Joseph's University Debating Society, hereinafter referred to as "the Society." The objective is to ensure responsible, respectful, and professional digital engagement by members of the Society, particularly those holding elected or appointed office, while safeguarding the institutional integrity and public reputation of the Society, in addition to the Social Media Policy of the university prescribed in the Annual University Handbook.
2. This Policy shall apply to:
  - a. All members of the Executive Assembly, including Directorate, General Secretariat, and Committee members;

- b. All media platforms officially affiliated with the Society, including but not limited to Epigram Airwaves and Epigram Publications;
  - c. Any digital communications, postings, or representations made by an Executive Assembly member in their personal or official capacity that directly or indirectly refers to the Society.
- 3. All members must maintain the values of dignity, equity, professionalism, and institutional decorum in all digital engagements.
- 4. No member shall post, share, or endorse content that:
  - a. Contains hate speech, discriminatory language, or inflammatory content;
  - b. Misrepresents or distorts the work, events, or position of the Society;
  - c. Discloses confidential information or internal deliberations without prior approval;
  - d. Uses the name, logo, or institutional identity of the Society for unauthorised purposes.
- 5. All official communications and publicity must be routed through the Media Committee under the direction of the President, Vice-President, or Faculty Coordinator.
- 6. No member of the Executive Assembly shall issue public statements or opinions on behalf of the Society without prior authorisation from the President or Faculty Coordinator.
- 7. All statements attributed to the Society must:
  - a. Be reviewed by the Media Committee;
  - b. Be approved by the President and Faculty Coordinator;
  - c. Be archived by the Registrar General under the **First Schedule**.
- 8. In the event that the Society is subjected to public critique, feedback, or commentary, particularly on social media or digital platforms, by individuals not affiliated with the Executive Assembly:
  - a. The President, in consultation with the Vice-President and the Faculty Coordinator, shall determine whether a public response is necessary;
  - b. If warranted, an official response shall be issued through the Media Committee;
  - c. No individual member shall respond in their personal capacity claiming to represent the Society unless explicitly authorised.
- 9. All such critiques and responses shall be recorded by the Registrar General for archival under the **First Schedule**.
- 10. Any violation of this Policy by a member of the Executive Assembly shall be referred to the Ethics & Prudence Committee for investigation under **Article 153**, and appropriate disciplinary measures may include:
  - a. Issuance of a warning or apology;
  - b. Suspension or removal from office;
  - c. Restriction of digital access and representation.
- 11. In cases of severe misconduct, the Faculty Coordinator may issue a temporary suspension pending investigation, whose decision shall be final and binding.

12. The interpretation and enforcement of this Article shall rest with the Faculty Coordinator, in consultation with the Founder, whose decision shall prevail in the event of ambiguity or dispute.
13. The Registrar General shall be the custodian of all official digital records and reports made under this Article, archived under the **First Schedule**.

**Article 103. Media Ethics Policy for Epigram Airwaves & Publications**

1. This Article shall constitute the Media Ethics Policy of Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” and shall apply to all content creation, editorial decisions, reporting, publication, audio-visual dissemination, and public-facing media activities undertaken by
  - a. Epigram Airwaves (the official broadcast and audio-visual wing of the Society);
  - b. Epigram Publications (the official print and digital publishing wing of the Society); and
  - c. The Public Relations Committee and Office; and
  - d. The Media Committee.
2. This Policy establishes ethical and editorial standards, institutional style and communication protocols, and the limits and scope of editorial autonomy exercised by the editorial boards of the aforementioned bodies.
3. All content created or disseminated by Epigram Airwaves or Epigram Publications must adhere to:
  - a. The academic, ethical, and institutional values enshrined in this Constitution;
  - b. Principles of factual accuracy, citation integrity, editorial responsibility, and balanced representation;
  - c. The branding guidelines, language standards, and editorial norms issued by the Directorate or the Faculty Coordinator.
4. All published content shall:
  - a. Undergo mandatory fact-checking and editorial review;
  - b. Be free from misinformation, bias, defamation, or discriminatory language;
  - c. Include verifiable references and maintain citation clarity for all data, quotations, and referenced material.
5. Time-sensitive or event-specific content shall be handled with an accelerated editorial and design cycle, coordinated jointly by the editorial boards, and overseen by the Chief of Media Staff or the Editor-in-Chief, as applicable.
6. The editorial boards of Epigram Airwaves and Epigram Publications shall have functional editorial autonomy, subject to:
  - a. Oversight by the President, Vice-President, and Faculty Coordinator;
  - b. Adherence to institutional ethics, constitutional guidelines, and procedural safeguards laid out under this Article;
  - c. Consultation and coordination with the Public Relations Committee when involving external communications.

7. No content may be published, broadcast, or disseminated in the name of the Society or its organs without:
  - a. Prior review by the relevant Editor-in-Chief or Chief of Media Staff;
  - b. Approval by the President and the Faculty Coordinator, in the case of press releases or official statements;
  - c. Entry into the permanent records by the Registrar General under the **First Schedule**.
8. The Public Relations Office, Epigram Publications, and Epigram Airwaves shall:
  - a. Collaborate with all constitutionally established offices to collect, compile, and curate media material and internal communications;
  - b. Solicit contributions from Office Bearers, Committee Members, Raconteurs, and Faculty as needed;
  - c. Ensure all content published on behalf of the Society is coherent with its mission, values, and academic ethos;
  - d. Ensure accessibility and inclusivity of language and design in line with the Equity & Inclusion Policy under **Article 194**;
  - e. These bodies shall also support the Directorate in public messaging during major institutional events, campaigns, and collaborations.
9. Any public communication, press release, statement to the media, or external publication involving or representing Epigram or its events must:
  - a. Be routed through the Public Relations Committee;
  - b. Receive written or digital approval by the President and Vice-President;
  - c. Be approved by the Faculty Coordinator prior to dissemination;
  - d. Be archived by the Registrar General in accordance with the **First Schedule**.
10. Any unapproved release shall be subject to review and may attract disciplinary consequences under **Article 153 (Ethics & Prudence Committee)** and **Article 189 (Code of Conduct)**.
11. The enforcement of this Policy shall rest with the Directorate, in consultation with the Faculty Coordinator.
12. Any conflict relating to interpretation, authorship, ethical appropriateness, or publication rights shall be resolved by the Faculty Coordinator, whose decision shall be final and binding.
13. Violations may result in retraction, public clarification, or disciplinary action under applicable Articles.

#### **Article 194. Equity & Inclusion Policy of Epigram**

1. This Article shall constitute the Equity & Inclusion Policy of Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” and shall apply to all bodies, events, communications, programmes, and institutional organs operating under this Constitution.
2. The primary objective of this Policy is to uphold and institutionalise the values of equality, equity, inclusion, dignity, diversity, and non-discrimination, thereby ensuring

equitable access, participation, and representation for all members, with particular emphasis on:

- a. Women and gender minorities;
  - b. Caste, religion and community minorities;
  - c. Persons with disabilities (PWDs);
  - d. Economically and socially marginalised groups;
  - e. Underrepresented students across academic streams and shifts.
3. This Policy shall be administered and enforced by the Equity Committee, constituted under **Article 161**, under the leadership of the Chief Equity Officer and Deputy Equity Officer, pursuant to the powers and duties set forth under **Article 57** and **Article 58**.
  4. The Equity Committee shall:
    - a. Review the implementation of this Policy across all events, elections, appointments, publications, and deliberations of the Society;
    - b. Recommend corrective or affirmative measures in cases of observed or reported inequity;
    - c. Submit semester-wise reports to the Faculty Coordinator and the Directorate, with findings and recommendations;
    - d. Handle grievances and initiate consultations or inquiries where necessary.
  5. The Directorate and all event organising bodies of the Society shall, to the best extent possible, ensure equitable and meaningful representation of marginalised and underrepresented groups across:
    - a. Raconteurs and debate participants,
    - b. Office Bearers, Committees, and Panels,
    - c. Guest speakers, judges, moderators, and event chairs,
    - d. Delegations to intercollegiate forums and external institutions.
  6. Where nominations or selections are made, the Directorate shall give due consideration to balance of diversity in background, discipline, gender, shift, experience, and merit.
  7. Where selection criteria are competitive, underrepresented voices shall be actively encouraged to apply and, where appropriate, provided mentorship and guidance to support their candidacy.
  8. The Society shall undertake all reasonable steps to ensure that events, materials, and opportunities are physically, socially, and digitally accessible to all members, including:
    - a. Venue selection with consideration for mobility needs and disability access;
    - b. Use of inclusive digital platforms, with captioning and interface accessibility where feasible;
    - c. Availability of content in simple and inclusive language, and in multiple formats when necessary;
    - d. Advance notice of events to allow equitable participation from students across shifts and streams.
  9. All publications, announcements, forms, social media content, and official communications by the Society shall be:

- a. Respectful of all gender identities, caste and community sensitivities, and religious or cultural differences;
  - b. Free from stereotypical, prejudicial, or exclusionary language;
  - c. Reviewed periodically by the Editorial Boards of Epigram Airwaves and Publications, in consultation with the Equity Committee, for inclusive tone and representation.
10. The Equity Committee may recommend preferred terminology, inclusive design choices, and visual representation norms for Society materials.
11. Any member of the Common Room may submit a complaint or observation regarding inequity, exclusion, or discrimination in any context under the Society’s jurisdiction by:
- a. Filing a written grievance to the Chief Equity Officer or the Faculty Coordinator;
  - b. Submitting an anonymous report via the designated feedback form maintained by the Equity Committee.
12. Upon receipt of such a complaint:
- a. The Equity Committee shall investigate and submit findings within ten (10) working days;
  - b. Corrective action, including public clarification, institutional apology, disqualification, or restructuring of panels or events, may be recommended;
  - c. Appeals may be made to the Faculty Coordinator, whose decision shall be final and binding.
13. This Policy shall be binding upon all members, Office Bearers, Raconteurs, Committees, and participants of the Society.
14. Any provision of this Constitution, event rule, committee structure, or publication policy inconsistent with the spirit and objectives of this Policy shall be reinterpreted in favour of inclusion and equity.
15. In case of ambiguity, the Faculty Coordinator, in consultation with the Chief Equity Officer and the President, shall issue an interpretation which shall be final and binding.

**Article 195. Privacy, Data Use & Consent Policy of Epigram**

1. This Article shall constitute the Privacy, Data Use & Consent Policy of Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society,” and shall govern the collection, processing, storage, publication, and archival of all personal data of individuals interacting with or participating in the Society’s activities.
2. The provisions of this Article shall apply to all:
  - a. Elected or appointed Office Bearers of the Society;
  - b. Raconteurs, volunteers, student participants, and guests in events and programmes;
  - c. Data collected via digital forms, visual recordings, written submissions, or institutional media.
3. For the purposes of this Article, “personal data” shall include, but not be limited to:
  - a. Full name, registration number, course and year of study;

- b. Contact details including institutional email and phone number;
  - c. Photographs, audio, and video recordings taken during events;
  - d. Signatures or digital acknowledgements;
  - e. Authored written work, speech transcripts, or contributions to publications;
  - f. Accessibility-related disclosures or equity-based requests;
  - g. Consent forms and participation logs.
4. As part of mandatory opt-in, participation in any Society event or activity that involves documentation, media coverage, or publication shall require prior consent from the individual concerned through:
    - a. Such consent shall be received by participants of such event, issued by General Secretariat and be archived by the Registrar General;
    - b. An opt-in mechanism within Google Forms, registration portals, or official notices.
  5. Media and Publication Consent shall be obtained prior to:
    - a. Photography, video recording, or publication of interviews;
    - b. Use of the individual's name, image, or speech in Epigram Airwaves or Epigram Publications;
    - c. Republishing or archiving submissions or media in any digital or print outlet.
  6. As part of opt-out rights, Any individual may formally request withdrawal of consent for the future use of their personal data by submitting a request to the Registrar General:
    - a. Upon such request, the Society shall take reasonable steps to delist, anonymise, or redact such data from public platforms, except where data has already been disseminated or archived in good faith.
  7. All personal data collected under this Constitution shall be:
    - a. Stored securely under the supervision of the Registrar General;
    - b. Archived in accordance with the provisions of the First Schedule;
    - c. Protected from unauthorised access, alteration, or misuse.
  8. Role-Based Access Control (RBAC) shall be enforced such that:
    - a. Only the Registrar General, Head of Documentation, and the authorised members of the General Secretariat and relevant Media Committees may access raw data files;
    - b. The President, Vice-President, or Faculty Coordinator may grant temporary access for specific tasks with recorded justification.
  9. Data shall be retained for a period not exceeding five (5) academic years unless extended for archiving or legal reasons:
    - a. Upon request or expiration of the retention period the data, except those on Social Media and other communications channels, shall be destroyed or anonymised.
  10. Personal data collected may be used only for the following institutional purposes:
    - a. Event planning, communication, and participation verification;
    - b. Certificate generation and post-event documentation;

- c. Media production, promotion, and archival under official Society platforms.
11. No personal data shall be disclosed or shared with third parties outside the society and the university without:
  - a. Written consent of the individual concerned;
  - b. Prior approval by the Faculty Coordinator.
12. Any data collected in relation to equity-based disclosures, or requests for reasonable accommodations for accessibility or personal needs, shall be considered Sensitive Personal Data and treated with the highest level of confidentiality, such data shall:
  - a. Be accessible only to the Chief Equity Officer, Deputy Equity Officer, the Vice President, the President and the Faculty Coordinator;
  - b. Not be published, quoted, or shared without explicit written consent of the concerned individual.
13. In the course of conducting inquiries, reviews, or internal investigations under **Article 153**, the Ethics & Prudence Committee, hereinafter referred to as “the Committee,” shall be authorised to access relevant personal data strictly limited to the subject matter of the inquiry and only to the extent necessary to fulfil its constitutional mandate:
  - a. Any data accessed or reviewed by the Committee shall be deemed Privileged Confidential Material, subject to non-disclosure and restricted circulation beyond the Committee’s jurisdiction;
  - b. Members of the Committee shall be individually and collectively bound to uphold the confidentiality of such data under penalty of disciplinary proceedings, as per **Article 153 Section 10** and **Article 189**;
14. Where an investigation is initiated under constitutional authority, prior consent of the individual shall not be required for the Committee to access relevant institutional data already held by the Society, provided that:
  - a. The use of such data is duly recorded in the investigation file;
  - b. Access is granted only by the Presiding Officer of the Committee or the Faculty Coordinator;
  - c. The data is retained no longer than necessary and is archived under restricted conditions with the Registrar General, or redacted as appropriate upon conclusion of the proceedings.
15. Any individual under investigation shall be informed of the data consulted or cited in relation to them, as an exercise of one’s Right to be Informed and Represented and be provided an opportunity to respond, unless such disclosure compromises the safety, privacy, or institutional integrity of third parties:
  - a. Wherein the Faculty Coordinator shall serve as the final authority in determining whether disclosure may be waived in exceptional cases.
16. Data related to equity, mental health, or accessibility disclosed during investigations shall be treated with extraordinary confidentiality, and may only be accessed upon joint authorisation by the Chief Equity Officer and the Faculty Coordinator, and shall not be cited in any public form.

## **Article 196. Financial Policy of Epigram**

1. This Article shall govern the financial operations, protocols, authorisations, and reporting mechanisms of Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society.” It aims to ensure prudent financial management, transparency, accountability, and compliance with institutional norms for all monetary matters undertaken by or on behalf of the Society.
2. The following officers and bodies shall have financial oversight roles:
  - a. The Chief Financial Affairs Officer (CFAO), the principal officer shall be responsible for initiating, compiling, and executing all financial documentation and coordination of funds as per the duties and powers enshrined in **Article 69** and **Article 70**;
  - b. The Deputy Financial Affairs Officer (DFAO), shall serve as Secretary to the Finance Committee and shall assist the CFAO in all matters related to accounting, auditing, and reimbursements.
  - c. The President and Vice-President shall co-approve all financial plans, requests, and disbursements, and provide executive review of all expenditure summaries.
  - d. The Finance Committee, as established under **Article 157**, shall be the collective financial advisory and monitoring body of the Society.
  - e. The Faculty Coordinator shall provide final clearance, institutional authorisation, and regulatory supervision for all financial proposals and reports.
  - f. The Finance Officer, Accountant & Finance Office of the University shall serve as the institutional authorities for approval of budgets, financial statements, disbursement of sanctioned funds, reimbursements, and audit verifications.
3. All budget proposals and financial statements, as per the format issued by the University Finance Office, for events or initiatives must be submitted on behalf of the Directorate at least two weeks prior to the proposed event and two weeks post-completion of the event, respectively.
4. All budgets and financial statements must receive approval from the CFAO, President, Faculty Coordinator, of the Society and by the Accountant and the Finance Officer of the University and other relevant competent authorities, as applicable, and be submitted to the University Finance Office for further action, copies of the approved budgets and financial statements shall be submitted to the Registrar General for archival under the **First Schedule**.
5. Wherever the Society proposes to levy a registration fee or entry charge for any event conducted under its authority, such fee shall be determined strictly with reference to the specific financial requirements of the event concerned, and shall be fixed at a reasonable and equitable amount that does not hinder or preclude widespread and inclusive participation. The proposed fee shall be:
  - a. Justified within the itemised budgetary breakdown for the event;
  - b. Subject to prior approval by the Directorate and the Faculty Coordinator of the Society; and

- c. Incorporated into a formal budget document, which shall be submitted to and approved by the Finance Officer of the University by means of a separate authorisation letter;
  - d. No registration or entry fee shall be collected unless the foregoing approvals and procedures have been duly completed.
6. All sponsorship outreach by the Finance Committee may be negotiated in coordination or in cooperation with the Public Relations Committee and the Liaison Committee under **Articles 158** and **Article 160**.
7. Sponsorships shall be categorised as:
  - a. Title Sponsor for contributions  $\geq$  1,00,000 INR;
  - b. Co-Sponsor for contributions made between 70,000 INR to ₹99,999 INR;
  - c. Associate Sponsor for contributions made between 40,000 INR to 69,999 INR;
  - d. Goodwill Sponsor for contributions  $\leq$  ₹15,000;
  - e. In-Kind / Gifting Partners for non-monetary support (e.g. merchandise, vouchers, coupons, services, etc).
8. All sponsorship agreements must be formalised via a Memorandum of Understanding (MoU) signed by the CFAO, President, and Faculty Coordinator.
9. Reimbursement claims may be filed by volunteers, office bearers, and committee members who incur authorised expenses in the discharge of duties for the Society. All reimbursement claims must:
  - a. Be submitted within 7 days of the expenditure;
  - b. Include GST-numbered original bills/invoices;
  - c. Be endorsed by the relevant Directorate Member;
  - d. Receive sanction from the CFAO, President, and Faculty Coordinator.
10. Subject to the mutual understanding and prior consent of the delegation and the Directorate, before participation in any external event or competition under the provisions of **Article 188**, the distribution of cash prizes shall be governed as follows:
  - a. Where both individual and overall (team) cash prizes are awarded:
    1. Individual cash prizes shall be retained in full by the respective recipients;
    2. The overall (team) cash prize shall be transferred to the Society.
  - b. Where only individual cash prizes are awarded:
    1. The entirety of such awards shall be retained by the individual recipients.
  - c. Where only an overall (team) cash prize is awarded:
    1. If the effective per capita share of the overall amount, upon equitable division among the participating delegation members, does not exceed ₹3,000 INR, the full amount shall be retained by the participants;
    2. If the per capita share exceeds ₹3,000 INR, the participants may, in consultation with the Directorate, agree to remit a mutually determined partial contribution to the Society.
  - d. Where participants have independently registered for the event or fest without any formal delegation under Epigram, no portion of any awarded prize shall be liable to remittance to the Society and shall be retained solely by the participants.

11. The CFAO shall compile a comprehensive financial report for each event or quarter and at the end of the academic year, to be submitted to the Faculty Coordinator and archived by the Registrar General under the **First Schedule**. Such financial records shall include:
  - a. Approved budgets (pre-event budget);
  - b. Financial statements (post-event actual expenditures);
  - c. Income and receipts;
  - d. Reimbursement records;
  - e. Sponsorship agreements;
  - f. Any other relevant information.
12. No member may utilise Society funds for personal or unauthorised purposes.
13. Misappropriation of funds shall result in immediate referral to the Ethics & Prudence Committee under **Article 153**.
14. All financial records shall be subject to review by the Ethics & Prudence Committee, the Faculty Coordinator, University Finance Officer or any authorised auditor as per institutional requirements.
15. This Article shall apply to all organs of the Society, including committees, offices, publications, and delegations.
16. Any financial ambiguity or conflict of jurisdiction shall be resolved by the Faculty Coordinator, whose decision shall be final and binding.

**Article 107. Conflict of Interest & Transparency Policy of Epigram**

1. This Article establishes a binding policy framework to ensure transparency, accountability, and impartiality in all deliberations, appointments, adjudications, collaborations, editorial operations, and related activities conducted under the authority of the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society.”
2. This Article shall apply to all members of the Executive Assembly as enumerated in **Article 122**, including all office bearers, appointed members, committee representatives, and participants acting in any official capacity.
3. A conflict of interest shall be deemed to exist where a person’s personal, academic, familial, romantic, financial, ideological, or organisational affiliation, interest, or obligation could reasonably be expected to improperly influence the performance of their duties, responsibilities, or powers within the Society, or create a perception thereof.
4. Examples of a conflict of interest include, but are not limited to:
  - a. Participation in selection, evaluation, or adjudication processes where a candidate is a relative, close friend, or romantic partner;
  - b. Editorial or programming decisions involving content or coverage pertaining to one’s own peer group or affiliated organisation without objective review;
  - c. Accepting sponsorship or partnership from any entity with partisan political, ideological, or institutional interests not aligned with the objectives or neutrality of the Society;

- d. Engagement in committee decisions where one stands to derive academic, reputational, or financial benefit.
5. All members of the Executive Assembly occupying a position of authority, influence, or oversight are required to make a formal disclosure of any real or potential conflict of interest:
  - a. Prior to assuming such role, and
  - b. As and when such a conflict arises during their term of office or membership.
6. Disclosures shall be submitted in writing to the Faculty Coordinator of the Society and in such other cases following the procedures set forth herein:
  - a. In cases requiring formal documentation, the matter shall be recorded with the Ethics & Prudence Committee under **Article 153**;
  - b. Confidential disclosures may be submitted directly to the Faculty Coordinator, whose discretion in handling such cases shall be final and binding.
7. Any member found to have a conflict of interest shall:
  - a. May be directed to and be required to recuse themselves from all deliberations, decisions, or proceedings related to the matter concerned;
  - b. Abstain from exercising voting rights, issuing recommendations, or influencing outcomes in said matter;
  - c. Be replaced temporarily in such proceedings by another member designated by the Faculty Coordinator or Presiding Officer of the relevant body.
8. The Ethics & Prudence Committee, constituted under **Article 153**, shall be entrusted with reviewing disclosures, issuing recommendations on recusal or procedural safeguards, and maintaining an internal log of reported conflicts. The Faculty Coordinator may intervene, issue clarifications, or render a final judgment in cases of ambiguity or dispute.
9. Failure to disclose a conflict of interest, or participation in proceedings in violation of this Article, shall attract disciplinary measures including:
  - a. Written warning or censure;
  - b. Nullification of decisions made under such conflict;
  - c. Removal or suspension from the relevant post, committee, or process, in accordance with **Article 189 (Code of Conduct)**;
  - d. Escalation to the University Disciplinary Committee.
10. All processes relating to elections, appointments, event adjudication, editorial publication, and collaborative partnerships shall be conducted in accordance with principles of transparency, equity, and procedural fairness.
11. Any guidelines, protocols, or audit mechanisms necessary to facilitate this objective may be issued by the Directorate in consultation with the Faculty Coordinator, and where applicable, with the Ethics & Prudence Committee.
12. No allegation of conflict of interest shall be made with the intent to defame, discredit, or unduly obstruct the lawful functions of any member. False or malicious reporting shall itself constitute misconduct under **Article 189**.

## **Article 198. Semester Calendar & Term Vision Statements**

1. This Article establishes the guiding framework for the formulation, announcement, and observance of the Semester Calendar and the Term Vision Statements by the Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society.” These instruments shall serve to organise the activities of the Society in an orderly, transparent, and goal-oriented manner, in accordance with the values and objectives enshrined in this Constitution.
2. The President of the Society shall be responsible for the preparation and presentation of the Term Vision Statement and the Semester Calendars. As per the following procedures:
  - a. The President in consultation with the Vice-President and under the supervision of the Faculty Coordinator, shall be responsible for drafting the Term Vision Statement for the upcoming semester, outlining strategic goals, themes of focus, and proposed innovations; and
  - b. The President, in collaboration with the Registrar General, General Secretary and members of the Directorate, shall prepare a provisional Semester Calendar, listing tentative dates for events, meetings, and deadlines;
  - c. The final draft of the Calendar and Vision Statement shall be reviewed and ratified by the Faculty Coordinator before formal publication.
3. The Term Vision Statement shall contain, but not be limited to:
  - a. The thematic direction of the Society’s term;
  - b. Institutional goals for the Executive Assembly and its committees;
  - c. Expected outcomes, milestone events, and areas of improvement;
  - d. Strategic initiatives proposed for internal development, community outreach, and inter-institutional collaboration.
4. The Semester Calendar shall include:
  - a. Dates of the Opening and Closing Assemblies;
  - b. Monthly and annual events as per **Part V** of this Constitution;
  - c. Committee meeting dates, workshops, training sessions, or town halls;
  - d. Application deadlines, elections, and other procedural timelines;
  - e. Observance of academic calendar constraints and university holidays.
5. The Vision Statement and Calendar must be finalised and formally announced at the Opening Executive Assembly of the semester as prescribed in **Article 185**.
6. A digital copy of the Calendar and Vision Statement shall be disseminated through all official channels and archived with the Registrar General under the **First Schedule**.
7. The Semester Calendar may be amended during the course of the term due to unforeseen contingencies, availability of venues or institutional priorities, subject to the written approval of the Faculty Coordinator. Any such amendments shall be recorded and made known to all members of the Executive Assembly via formal notification.
8. At the Closing Executive Assembly of the semester:
  - a. The President shall present a Term Review Report reflecting upon the Vision Statement and measuring actual performance and achievements;

- b. The Registrar General shall provide a summary report of scheduled versus completed events and submit the same for archival under the **First Schedule**.
- 9. All members of the Executive Assembly and the Common Room shall be entitled to review the Calendar and Vision Statement and may submit constructive feedback to the Directorate. The President, in consultation with the Faculty Coordinator may convene a review committee if substantive concerns are raised.
- 10. The Semester Calendar and Term Vision Statement, once approved and issued, shall be binding upon all officers, committees, and institutional processes of the Society for the respective term, subject to revision only under **Section 7** of this Article.

**Article 199. Directive Principles for Successive Terms of Epigram**

- 1. The purpose of this Article is to establish the directive principles of policy to guide the actions, priorities, and development strategies of each successive Directorate and Executive Assembly of Epigram – St Joseph’s University Debating Society (hereinafter referred to as “the Society”) in a manner consistent with its founding objectives, constitutional values, and long-term institutional vision.
- 2. Directive Principles shall not be legally enforceable but shall serve as guiding norms and strategic imperatives for the governance, programming, partnerships, and academic culture of the Society. They shall inform the formulation of annual vision statements, event calendars, and institutional collaborations as per **Article 198**.
- 3. The Directive Principles shall aim to:
  - a. Preserve the academic, cultural, democratic, and ethical values upon which the Society was established;
  - b. Promote continuity of constitutional practices and progressive reform across successive terms;
  - c. Guide the long-term institutional positioning of the Society within the university, the debating community, and civil society;
  - d. Protect the autonomy of the Society while upholding its accountability to its members, the University, and the public good;
  - e. Encourage each new term to build upon the legacies, initiatives, and institutional memory of previous terms, while innovating independently.
- 4. The Directive Principles shall guide the Society’s efforts in the following domains, without limitation:
  - a. Constitutionalism and due process in internal governance;
  - b. Inclusivity, accessibility, and equitable representation of voices and identities;
  - c. Advancement of debating pedagogy, public discourse, and student leadership;
  - d. Institutional partnerships, intercollegiate engagement, and civic outreach;
  - e. Maintenance of archival integrity, transparency, and documentation of institutional memory;
  - f. Ensuring sustainable financial and operational practices aligned with **Article 196**.

5. These principles shall be understood as solemn constitutional guidelines, not legally enforceable but morally and institutionally binding upon all Office Bearers, Raconteurs, and members of the Executive Assembly across successive terms.
6. The Society, and all its members and organs, shall adhere to the ideals, values, and constitutional morality enshrined in the Constitution of India, especially:
  - a. Part III – Fundamental Rights, and
  - b. Part IVA – Fundamental Duties, particularly Article 51A.
7. The functioning of the Society, its committees, publications, and events shall at all times remain subject to the directions, advisories, and lawful instructions issued by the relevant administrative authorities of St Joseph’s University, namely:
  - a. the Vice-President,
  - b. the President,
  - c. the Faculty Coordinator,
  - d. the Registrar,
  - e. the Finance Officer,
  - f. the Pro-Vice-Chancellor(s),
  - g. the Vice-Chancellor,
  - h. the Pro-Chancellor, and
  - i. the Chancellor.
8. The Epigram Debating Society shall officially recognise the St Joseph’s University Model United Nations Society (SJU MUNSOC) as its sister society, and shall endeavour to maintain cooperation, mutual respect, and coordination in institutional, academic, and public engagements.
9. The Society shall proactively collaborate with other student associations, clubs, and societies of the University, including academic departments, for the collective advancement of St Joseph’s University and its student community.
10. The development, reputation, and constitutional objectives of the Epigram Debating Society shall remain a paramount priority for every Office Bearer, Directorate, Committee Member, and participant, balanced with their individual growth and professional development.
11. The Society shall foster the promotion of debates, deliberation, and discourse rooted in:
  - a. Scientific temper,
  - b. Logical reasoning,
  - c. Fact-based learning,
  - d. Media literacy,
  - e. Civic and moral integrity.
12. Each Directorate shall build upon the legacy of its predecessors with a commitment to continuity, transparency, and public record, while innovating responsibly. The outgoing Directorate shall submit to the Faculty Coordinator:
  - a. A comprehensive Annual Report of activities and impact;
  - b. A Transition Dossier including pending matters, passwords, records, and confidential issues of governance; and

- c. Conduct a formal Handover Session for the incoming Directorate.
- 13. The Society shall continuously strive toward the successful organisation of the Epigram Nationals – Indian Universities Debating Championship (IUDC), as enshrined in **Article 178**, with the aspiration to model it after global debating platforms such as the World Universities Debating Championship.
- 14. The Society shall work towards enabling its members to participate, speak, or judge at international platforms such as the World Universities Debating Championship (WUDC), the United Asian Debating Championship (UADC), and other such relevant global events.
- 15. Each successive term of office bearers shall undertake sincere and diligent efforts toward the progressive realisation of the principles laid out herein, mindful of the dynamic nature of student leadership and the evolving educational, political, and social context in which the Society operates.
- 16. The Faculty Coordinator shall serve as the custodian and interpreter of the Directive Principles. In case of ambiguity or conflict regarding the application of these principles, the matter may be referred to the Ethics & Prudence Committee for non-binding advisory, and the final decision shall rest with the Faculty Coordinator.

#### **Article 200. Amendments to the Constitution of Epigram**

- 1. There shall exist a formally codified mechanism for this Constitution of Epigram – St Joseph’s University Debating Society (hereinafter “the Society”), hereinafter referred to as “this Constitution,” to be amended, modified, repealed, or supplemented, in whole or in part, by due process as laid down in this Article, which shall be exercised in accordance with the provisions of this Article, subject to the ratification of the Faculty Coordinator, and in conformity with the institutional and regulatory standards established herein.
- 2. Amendments may pertain to:
  - a. The insertion, deletion, substitution, or alteration of any Article, Section, Clause, or Schedule;
  - b. The addition or abrogation of any event under **Part V – Epigram Events**;
  - c. The creation or dissolution of a permanent Committee under **Part IV – The Committees of Epigram**;
  - d. The renaming or restructuring of offices, bodies, or protocols under **Part I, Part II, or Part III**;
  - e. The reconfiguration of any Statute, Policy, or Standing Order under **Part VI**;
  - f. Any matter which directly affects the rights, privileges, duties, or functions of members of the Executive Assembly or the Common Room.
- 3. Notwithstanding any general provision contained herein, any amendment, alteration, reinterpretation, or discontinuation of any provision under **Article 1** or any part of **Part I – The Establishment of Epigram**, shall be subject to a heightened standard of ratification and due procedure. Such amendment shall require, in the order hereinafter prescribed:

- a. A special resolution passed by not less than three-fourths ( $\frac{3}{4}$ ) majority in a duly convened session of the Directorate;
  - b. Followed by a resolution passed by not less than three-fourths ( $\frac{3}{4}$ ) majority in a duly convened session of the Executive Assembly;
  - c. Followed by a resolution passed by not less than three-fourths ( $\frac{3}{4}$ ) majority in a duly convened session of the Epigram Council;
  - d. And finally, ratification by the Faculty Coordinator, whose approval shall be final, binding, and non-appealable.
  - e. No provision of **Article 200** or elsewhere in this Constitution shall be interpreted to contravene, override, or dilute the requirements of this Clause unless specifically stated.
4. Without prejudice to the general procedures established herein, the Founder of the Society shall have the reserved and exclusive authority to exercise an Annual Special Amendment at the conclusion of each Academic Year. Such amendment shall be based on the compiled recommendations arising from constitutional practice, interpretive difficulties, or policy inconsistencies, and shall be deliberated upon in a Joint Sitting of the following:
- a. Outgoing Vice-President;
  - b. Outgoing President;
  - c. Incoming Vice-President;
  - d. Incoming President;
  - e. The Faculty Coordinator.
  - f. Any amendment under this provision shall be ratified solely by the Founder, upon attestation by the Faculty Coordinator, and shall be entered into force with immediate effect upon publication in the Common Room and submission to the Registrar General for archival under the Eighth Schedule.
5. A proposal for constitutional amendment, except where Section 3 or 4 applies, may originate from any of the following:
- a. The Directorate, with the written assent of the President and Vice-President;
  - b. The Faculty Coordinator, acting suo motu or upon consultation;
  - c. A motion supported by no fewer than one-third ( $\frac{1}{3}$ ) of the total membership of the Executive Assembly;
  - d. A petition endorsed by no fewer than fifty (50) members of the Common Room, submitted jointly to the President and Faculty Coordinator.
6. All proposed amendments, under **Section 5**, must be submitted in writing, and shall include:
- a. The precise text of the proposed amendment;
  - b. The justification and objectives underlying the proposal;
  - c. The Article(s), Clause(s), and/or Schedule(s) affected;
  - d. The name(s), registration number(s), and official designation(s) of the proposer(s).

7. Deliberation and ratification shall be subjected to the provisions set forth herein:
  - a. Upon receipt of a validly submitted amendment proposal, the President shall convene a Special Session of the Executive Assembly within fourteen (14) calendar days of receipt, to consider the proposed amendment(s).
  - b. The full draft of the amendment shall be circulated to all members of the Executive Assembly not less than five (5) days before the Special Session.
  - c. The Executive Assembly shall deliberate on the proposed amendment and proceed to vote.
  - d. For an amendment to be adopted, it must receive:
    1. An affirmative vote of not less than two-thirds ( $\frac{2}{3}$ ) of the total members present and voting in the Executive Assembly; and
    2. Final ratification by the Faculty Coordinator, whose approval shall be determinative and conclusive.
8. All amendments duly ratified shall be compiled and serially recorded in the **Eighth Schedule (Record of Amendments)**, maintained by the Registrar General.
9. The amended Constitution, with changes incorporated, shall be published digitally and physically in the Common Room and made available to all members.
10. Each amendment shall enter into force on the date specified in the ratification notice or, if no date is specified, upon its publication.
11. In situations of institutional urgency, the Faculty Coordinator, in consultation with the President and Vice-President, may issue a Provisional Constitutional Order affecting temporary amendment(s). Such orders:
  - a. Shall not remain in force for more than thirty (30) days, unless ratified in accordance with **Section 7**;
  - b. Shall be explicitly marked as “Provisional” in all records and communications;
  - c. Shall be reported to the Executive Assembly within seven (7) days of issuance.
12. No amendment may contravene the ideals set forth in the Exordium, the Fundamental Rights and Duties as enshrined in the Constitution of India, or the academic and ethical standards of St Joseph’s University.
13. Any amendment found to have been adopted through procedural impropriety, fraudulent representation, or in conflict with mandatory clauses under this Constitution shall be rendered null and void ab initio, upon determination by the Faculty Coordinator.

## Part VII Schedules

### First Schedule—Mandate for Archiving Documents, Records & Notices

**Paragraph 1.** The purpose of this Schedule is to establish a codified and enforceable framework governing the systematic collection, archival, retrieval, and custodianship of all official records, documents, and notices generated by the Epigram – St Joseph’s University Debating Society (hereinafter “the Society”). This Schedule shall apply to all events, activities, decisions, resolutions, correspondences, financial transactions, publications, and administrative acts carried out under the authority of this Constitution and any of its constituent parts. The Registrar General shall serve as the principal custodian of all constitutional records of the Society and shall oversee the implementation and enforcement of this Schedule.

**Paragraph 2.** The Registrar General shall be assisted by:

1. The Deputy Registrar General, where appointed;
2. The Head of Documentation, for the purpose of collating event-specific materials;
3. Relevant members of the General Secretariat, Drafting & Advisory Committee and all other offices and committees of Epigram, as required.
4. All recordkeeping and archival processes shall be subject to periodic review and direction by the Faculty Coordinator.

**Paragraph 3.** The following categories of documents shall be mandatorily archived:

1. Constitutional and Organisational Records:
  - a. Original and amended texts of this Constitution;
  - b. Records of ratified amendments under Article 200 (to be maintained in the Eighth Schedule);
  - c. Swearing-in Registers and Oath Records under the Third Schedule;
  - d. Directorate, Committee, and Office-Bearer appointment records.
2. Administrative Records:
  - a. Agendas, minutes, and resolutions of Directorate, Executive Assembly and Common Room meetings;
  - b. All official notices, circulars, and communication issued in the name of the Society;
  - c. Reports submitted by Committees and Offices.
3. Event and Programme Records:
  - a. Event proposals, permission letters, approval documentation as per **Article 176**;
  - b. Posters, registration forms, motions, schedules, and programs;
  - c. Participation lists, debate transcripts, audience questions, and Q&A summaries;
  - d. Feedback reports, performance assessments, and evaluation summaries.

4. Electoral and Selection Records:
  - a. Election announcements, nomination forms, and consent letters;
  - b. Records of interview panels, selection outcomes, and electoral results;
  - c. Model Code of Conduct notifications and townhall summaries.
5. Financial Records:
  - a. Budgets (proposed and approved), financial proposals, and sponsorship letters;
  - b. Financial statements, expense sheets, receipts (must be with GST number), and reimbursement claims;
  - c. Cash prize declarations and revenue documentation as per **Article 196**.
6. Publications and Media:
  - a. Epigram Magazine issues and Epigram Airwaves coverage archives;
  - b. Recorded video/audio files (subject to **Article 195**);
  - c. Public communications, press releases, and published newsletters.

**Paragraph 4.** All records shall be preserved in both physical and digital format, where feasible. The Digital Repository shall be maintained on secure platforms within Epigram’s Drive or as approved by the Faculty Coordinator. All original, signed, or notarised physical documents shall be preserved in the Office of the Registrar General under appropriate security and filing protocol. Only the following individuals shall have access to full records:

1. Faculty Coordinator;
2. Registrar General and Deputy Registrar General;
3. President and Vice-President (as per official duties);
4. Any individual(s) specifically authorised by the Faculty Coordinator.

**Paragraph 5.** Access to confidential records—including personal data, equity grievances, election complaints, and financial disclosures—shall be subject to the Privacy, Data Use & Consent Policy under **Article 195** and Conflict of Interest & Transparency Policy under **Article 197**. Records shall be retained for the following minimum periods unless otherwise directed by the Faculty Coordinator:

1. Constitutional, Legal, and Governance Records shall be retained permanently;
2. Event and Programme Records shall be retained for five (5) Academic Years;
3. Financial and Reimbursement Records shall be retained for seven (7) Academic Years;
4. Media and Publications shall be retained permanently in digital form;
5. Election and Selection Records shall be retained for three (3) Academic Years.

**Paragraph 6.** All Office-Bearers, Committee Heads, and Members of the Executive Assembly shall comply with this Schedule and submit their respective reports and documentation in a timely manner to the Registrar General. Failure to comply shall be treated as a breach of official duty and may lead to administrative censure or removal, subject to **Article 189** and at the discretion of the Faculty Coordinator. Any ambiguity or procedural doubt arising from this Schedule shall be referred to the Faculty Coordinator, whose decision shall be final and binding. Amendments to this Schedule may be made in accordance with **Article 200**.

## Second Schedule—Official Languages and Fonts

**Paragraph 1.** The following shall be the Official Languages of the Epigram – St Joseph’s University Debating Society (hereinafter “the Society”):

1. English
2. Kannada
3. Hindi

**Paragraph 2.** English shall be the primary working language of the Society for all constitutional, administrative, and communication purposes, including the drafting and interpretation of this Constitution, notices, reports, records, and official correspondence.

**Paragraph 3.** In addition to the Official Languages enumerated under **Section 1**, the following languages are hereby recognised as Recognised Languages for the purposes of event participation, public engagement, and representative discourse within the Society. All languages included in the **Eighth Schedule of the Constitution of India**, as amended from time to time and the six official languages of the United Nations, namely:

1. Arabic
2. Chinese
3. English
4. French
5. Russian
6. Spanish

**Paragraph 4.** The use of Recognised Languages under this Section may be permitted in:

1. Speech and expression during debates, discussions, or oratory contests;
2. Written or recorded submissions, provided accompanied by an English translation where necessary;
3. Culturally inclusive events, workshops, and outreach programmes.

**Paragraph 5.** Any procedural ambiguity arising due to linguistic variation shall be resolved in favour of the English version of the document or statement.

**Paragraph 6.** The language Latin shall be conferred a status of Special Language for Ceremonial Use, to be employed selectively and symbolically in the following contexts:

1. Mottoes, emblems, insignias, or ceremonial documents of the Society;
2. Formal invocations, honorary citations, or dedicatory inscriptions, as deemed appropriate by the Faculty Coordinator or the Directorate;
3. Elements of aesthetic, academic, or rhetorical value embedded in Society artefacts or publications.

**Paragraph 7.** Use of Latin shall not override the operational primacy of the official working language (English), and shall be interpreted as symbolic or honorific in nature.

**Paragraph 8.** All official documents, publications, and digital communications of the Society shall follow standardised fonts and formatting styles approved by the Directorate in consultation with the Faculty Coordinator and the Public Relations Office. The following fonts are recommended for official and public documents of the Society:

1. Sorts Mill Goudy (for all headings) and Goudy Bookletter 1911 (for all paragraphs) shall be used for all texts within this Constitution and for internal communication, event notices, and digital media;
2. Times New Roman shall be used for all external communication within and beyond the University, for Public Relations, and other forms of documentation or letters;
3. Tiro Kannada shall be used for all internal and external documents drafted in Kannada;
4. Tiro Devanagari Hindi shall be used for all internal and external documents drafted in Hindi.

**Paragraph 9.** Language-specific diacritics, font rendering systems, and Unicode compliance shall be ensured for all multilingual documents.

**Paragraph 10.** In the event of inconsistency between versions of a constitutional document issued in different languages, the English version shall prevail unless otherwise explicitly authorised by the Faculty Coordinator. The Faculty Coordinator shall have the authority to approve official translations or adaptations of constitutional documents or policies into any Official or Recognised Language. The Registrar General shall ensure that the archival versions of any translated materials are appropriately catalogued under the **First Schedule**.

## Third Schedule—Forms of Oath or Affirmations

### Form of Oath to be made by an Office Bearer of the Directorate:

“I, \_\_\_\_\_, do (solemnly affirm/swear in the name of God) that I will bear true faith and allegiance to the Constitution of Epigram as by law established, to uphold the values of integrity, impartiality, and intellectual rigour, that I will faithfully and conscientiously discharge my duties as an Office Bearer of Epigram · St Joseph’s University Debating Society and that I will do right to all manner of people in accordance with the Constitution and the law, without fear or favour, affection or ill-will.

With unwavering commitment, I vow to advance the mission of Epigram in proselytising social consciousness, civic engagement and an informed student populace within the St Joseph’s University community and beyond. May my conduct be held to the highest scrutiny and accountability under this oath, and may my actions honour the noble ideals of this Debating Society. So help me, reason and intellect.”

### — REGISTER OF ENTRANTS —

Name of the Officer conducting the Oath of Office: \_\_\_\_\_

Designation of the Officer conducting the Oath of Office: \_\_\_\_\_

Name of the Office of Epigram for the Oath: \_\_\_\_\_

Date of the conduction of Oath of Office: \_\_\_\_\_.

Si. No.	Name of the Office Bearer	Date of the administration of Oath	Whether the Oath was taken	Designation of the Office Bearer	Signature of the Office Bearer

**Form of Oath to be made by a Member of the Executive Assembly:**

“I, \_\_\_\_\_, having been appointed a member of the Executive Assembly of Epigram - St Joseph’s University Debating Society do (solemnly affirm/swear in the name of God) that I will bear true faith and allegiance to the Constitution of Epigram as by law established, to uphold the values of integrity, impartiality, and intellectual rigour, that I will faithfully and diligently discharge my duties upon which I am about to enter and that I will do right to all manner of people in accordance with the Constitution and the law, without fear or favour, affection or ill-will.

With unwavering commitment, I vow to advance the mission of Epigram in proselytising social consciousness, civic engagement and an informed student populace within the St Joseph’s University community and beyond. May my conduct be held to the highest scrutiny and accountability under this oath, and may my actions honour the noble ideals of this Debating Society. So help me, reason and intellect.”

— REGISTER OF ENTRANTS —

Name of the Officer conducting the Oath of Affirmation: \_\_\_\_\_

Designation of the Officer conducting the Oath of Affirmation: \_\_\_\_\_

Name of the Committee of Epigram for the Oath: \_\_\_\_\_

Date of the conduction of Oath of Affirmation: \_\_\_\_\_.

Si. No.	Name of the Committee Member	Date of the administration of Oath	Whether the Oath was taken	Designation of the Executive Assembly Member	Signature of the Committee Member

## Fourth Schedule—Role of the Ex-Office Bearers and Alumni

**Paragraph 1.** All former members of the Executive Assembly, including but not limited to Office Bearers of the Directorate, General Secretariat, Committee Members, and Raconteurs, shall, upon the cessation of their active term, be recognised as Ex-Office Bearers of the Society. All individuals who have participated in the activities, events, or institutional functions of the Epigram – St Joseph’s University Debating Society (hereinafter “the Society”), and have since graduated or departed from St Joseph’s University, shall be recognised as Alumni of the Society.

**Paragraph 2.** Notwithstanding the completion of their term, all Ex-Office Bearers and Alumni shall remain eligible for continued membership in the Common Room, unless disqualified under **Article 189 (Code of Conduct)** or by express written order of the Faculty Coordinator. As members of the Common Room, Ex-Office Bearers and Alumni shall be entitled to:

1. Attend open sessions of debates, workshops, and public events hosted by the Society;
2. Contribute to discussions and surveys, including those under **Article 139 (Role in Agenda-Setting & Motions)**;
3. Participate in honorary or invitational activities, as permitted by the Directorate or the Faculty Coordinator.

**Paragraph 3.** Ex-Office Bearers and Alumni may be invited to serve in advisory, honorary, or mentorship capacities by:

1. The Faculty Coordinator;
2. The President or Vice-President;
3. The Directorate, for event planning, training, and institutional development.

**Paragraph 4.** Such appointments shall be honorary and non-binding, and shall not confer executive authority unless specifically delegated under a written directive by the Faculty Coordinator. Ex-Office Bearers may, at the discretion of the Faculty Coordinator, be appointed as Special Invitees to Committees, Workshops, Conferences or other Epigram Events, subject to **Article 151** and **Article 152**.

**Paragraph 5.** Alumni and Ex-Office Bearers may continue to contribute articles, interviews, opinions, or historical reflections to Epigram Publications, or participate in Epigram Airwaves coverage, subject to editorial discretion under **Article 193**. Submissions and representations made by Alumni or Ex-Office Bearers in any official media or publication platform of the Society shall comply with **Article 189 (Code of Conduct)**, **Article 192 (Social Media & Digital Conduct)**, and **Article 195 (Privacy & Data Use Policy)**.

**Paragraph 6.** Alumni and Ex-Office Bearers may be considered for the following honours or positions:

1. Judging Panels, Keynote Speakers or Panellists for competitions, in events under **Part V**;
2. Recipients of any posthumous or honorary recognition as resolved by the Faculty Coordinator.
3. Such individuals may also be formally inducted into an Alumni Advisory Board (if constituted), as per a future amendment to this Constitution under **Article 200**.

**Paragraph 7.** All activities, representations, and engagements of Ex-Office Bearers and Alumni with the Society shall be subject to the direction and oversight of the Faculty Coordinator. Any conduct deemed inconsistent with the values or policies of the Society may lead to suspension or revocation of engagement privileges, as determined by the Faculty Coordinator in consultation with the Ethics & Prudence Committee under **Article 153**.

## Fifth Schedule—Role & Responsibilities of the Founder

**Paragraph 1.** The Founder of Epigram – St Joseph’s University Debating Society (hereinafter “the Society”), as duly recognised by the Faculty Coordinator and recorded in the archival instruments of the Society, shall be vested with constitutional recognition as the originator, principal architect, and visionary of the Society. The Founder shall not be an executive officer or hold formal voting rights in the Executive Assembly unless otherwise appointed, but shall serve in an ex-officio and consultative capacity with the rights and responsibilities enshrined in this Schedule.

**Paragraph 2.** The Founder shall have the primary duty to uphold, articulate, and preserve the original vision, mission, objectives, values, and foundational principles of the Society. The Founder may offer long-term strategic counsel to the Directorate and the Faculty Coordinator and may contribute to the formulation of development plans and institutional roadmaps, without prejudice to the autonomy of the elected offices.

**Paragraph 3.** The Founder shall be vested with the authority to offer final interpretations of the Constitution of Epigram in case of serious ambiguity, procedural lacunae, or structural inconsistency, in consultation with the President and the Faculty Coordinator. The Founder shall have the discretionary power to propose or advise upon constitutional amendments at the conclusion of each academic year. Such proposals must be submitted in consultation with:

1. The outgoing President and Vice-President;
2. The incoming President and Vice-President;
3. The Faculty Coordinator.

**Paragraph 4.** No such proposal shall be binding unless processed through the amendment procedure set forth in **Article 200 (Amendments to the Constitution of Epigram)**, subject to the approval of the Faculty Coordinator.

**Paragraph 5.** The Founder shall serve as the Ombudsperson of the Society, with the mandate to:

1. Receive complaints or grievances from any member of the Society regarding systemic issues or unresolved institutional concerns;
2. Act as an impartial and neutral intermediary in advising resolutions to such matters, in coordination with the Ethics & Prudence Committee under **Article 153**;
3. Recommend systemic or structural reforms to ensure institutional fairness, due process, and transparency.

**Paragraph 6.** The Ombudsperson’s role shall be advisory and facilitative in nature and shall not override the decisions of the Faculty Coordinator or any adjudicatory committee unless formally endorsed.

**Paragraph 7.** The Founder shall, in consultation with the Faculty Coordinator, be vested with the duty to assist in the recruitment, mentorship, and orientation of founding and early-term office bearers during the first five (5) academic years of the Society's existence. The Founder shall assist the Directorate in fostering relationships with internal and external stakeholders, including but not limited to:

1. Members of the Executive Assembly;
2. Collaborating institutions, sponsors, and partners;
3. Student participants and prospective volunteers;
4. The Alumni and Ex-Office Bearers under the **Fourth Schedule**.

**Paragraph 8.** The Founder may advise the Directorate on matters of institutional risk, including reputational, financial, ethical, or legal risks, and offer counsel on appropriate mitigation measures. Any advisory issued by the Founder under this Schedule shall be submitted to the Faculty Coordinator for endorsement.

**Paragraph 9.** The Founder shall be responsible for preserving and transmitting the institutional memory of Epigram, ensuring continuity in ethos, best practices, and lessons from past terms. The Founder shall be authorised to attend all major public events of the Society and may be invited to deliver keynote addresses, public reflections, or visionary statements, at the discretion of the Faculty Coordinator.

**Paragraph 10.** All acts, recommendations, or communications of the Founder shall be subject to the constitutional oversight of the Faculty Coordinator and shall not contravene any statutory or university regulations. The Founder shall act always in the interest of the institutional welfare, democratic function, and legacy of the Society, and any instance of breach or overreach may be addressed under **Article 153 (Ethics and Prudence Committee)** or **Article 189 (Code of Conduct)**.

## Sixth Schedule—Table of Seniority

**Paragraph 1.** This Schedule lays down the official order of seniority applicable to all office bearers, advisors, and functionaries of Epigram – St Joseph’s University Debating Society, hereinafter referred to as “the Society.” The seniority framework shall guide precedence in matters of representation, protocol, decision-making, and ceremonial events, and shall be read in conjunction with the statutory seniority structure outlined in the St Joseph’s University Act, 2021, where applicable:

1. Faculty Coordinator;
2. Faculty Representative(s);
3. Faculty Advisor(s), External Advisor(s);
4. Founder;
5. President;
6. President-Elect (or) President Appointee;
7. Vice-President;
8. Vice-President-Elect (or) Vice-President Appointee;
9. General Secretary;
10. General Secretary-Elect (or) General Secretary Appointee;
11. Registrar General;
12. Registrar General-Elect (or) Registrar General Appointee;
13. Ex-Elected or Ex-Appointed President, Vice-President, General Secretary and Registrar General, in this order and order of Election or Appointment,
14. Chief Officers of the Offices of Financial Affairs, Election Commission, Public Relations, Liaison, Equity, Epigram Publications and Epigram Airwaves;
15. Presiding Officer i.e., Director of the Standing Committee;
16. Ex-Chief Officers of the Directorate and Ex-Director of the Standing Committee, in that order and order of Appointment;
17. Additional Secretary and other Deputies of the Members of the Directorate;
18. The Founding Team of Epigram - St Joseph’s University Debating Society;
19. Joint Secretary and other Appointed Members (Shift-1 Coordinator, Shift-2 Coordinator, Shift-3 Coordinator) of the Standing Committee;
20. All other appointed Heads and Office Bearers of the General Secretariat (Programme Coordinator(s), Heads of Documentation, Logistics, Hospitality, Tech Ops, Art & Decor, Design, Delegate Services, Security and Marketing), Epigram Publications (Editorial Assistant, Design Manager and Commission Heads) and Epigram Airwaves (Correspondents, Video Production Editors and Cinematographers), in order of Appointment;
21. Ex-Additional Secretary and Ex-Deputies of the Members of the Directorate;
22. All other Ex-Appointed Heads and Ex-Office Bearers of the General Secretariat (Programme Coordinator(s), Heads of Documentation, Logistics, Hospitality, Tech Ops, Art & Decor, Design, Delegate Services, Security and Marketing), Epigram Publications (Editorial Assistant, Design Manager and Commission Heads) and Epigram Airwaves

- (Correspondents, Video Production Editors and Cinematographers), in order of Appointment;
23. Ex-Joint Secretary and other Ex-Appointed Members (Shift-1 Coordinator, Shift-2 Coordinator, Shift-3 Coordinator) of the Standing Committee, in that order and order of Appointment;
  24. All other appointed members of the Committees of Epigram;
  25. All other Ex-Appointed members of the Committees of Epigram, in order of Appointment;
  26. All members of the Working Groups, in order of Appointment;
  27. All Ex-members of the Working Groups, in order of Appointment.

**Paragraph 2.** Where individuals hold multiple offices or roles concurrently, the higher-ranking position shall determine their precedence for the duration of its tenure. In the event of ambiguity or disputes regarding precedence, the Faculty Coordinator shall exercise final interpretative authority. This Schedule may be updated through amendment in accordance with **Article 200 (Amendments to the Constitution of Epigram)**.

## Seventh Schedule—Schedule of Policies

**Paragraph 1.** This Schedule shall constitute a comprehensive catalogue of all binding internal statutes, policy directives, codes of conduct, ethical charters, and institutional protocols promulgated under **Part VI – The Statutes, Policies and Standing Orders** of the Constitution of Epigram – St Joseph’s University Debating Society (hereinafter “the Society”). This Schedule is intended to ensure institutional transparency, accessibility, procedural order, and the systematic application of regulatory frameworks governing the conduct of all persons and bodies associated with the Society. All policies enumerated herein shall have the full force of law within the constitutional structure of the Society and shall be binding upon all office bearers, members of the Executive Assembly, committee members, raconteurs, participants, and delegates, subject to interpretation by the Faculty Coordinator under **Article 189** and **Article 12 Section 2**.

**Paragraph 2.** Any addition, deletion, or modification of the policies enumerated in this Schedule shall require a formal constitutional amendment under the procedure prescribed in **Article 200**. The Faculty Coordinator, upon consultation with the Directorate, may propose new policies to be included in this Schedule if deemed necessary for the operational integrity or ethical functioning of the Society. Any policy added to this Schedule shall automatically acquire full binding authority once formally adopted into the Constitution of Epigram.

**Paragraph 3.** In the event of a conflict or ambiguity between one or more policies listed herein, the matter shall be referred to the Faculty Coordinator, whose interpretation shall be final and binding. No policy or provision under this Schedule may contravene the fundamental constitutional provisions of this document or the institutional rules and policies of St Joseph’s University.

**Paragraph 4.** The following policies and instruments are hereby adopted as operative and binding components of the Society’s constitutional framework:

- 1. Article 189 (Code of Conduct and Interpretative Definitions):** Governing ethical expectations, behavioural standards, and institutional discipline applicable to all members of the Society, including interpretative definitions of constitutional terminology. Adopted on the 5th of July 2025.
- 2. Article 190 (Rules, Regulations and Model Code of Conduct of Elections):** Establishing procedural norms, eligibility conditions, and electoral ethics for elections and appointments within the Society. Adopted on the 5th of July 2025.
- 3. Article 191 (Chatham House Rules for Epigram Events):** Governing confidentiality, attribution, and ethical speech protections at selected events, invoked at the discretion of the Faculty Coordinator. Adopted on the 5th of July 2025.

4. **Article 192 (Social Media Policy and Digital Conduct Guidelines):** Regulating digital interactions, public discourse, and official social media usage by members of the Executive Assembly and other representatives. Adopted on the 5th of July 2025.
5. **Article 193 (Media Ethics Policy for Epigram Airwaves and Epigram Publications):** Prescribing editorial protocols, journalistic ethics, and collaborative publication standards for all media-related organs of the Society. Adopted on the 5th of July 2025.
6. **Article 194 (Equity and Inclusion Policy of Epigram):** Affirming the Society's commitment to non-discrimination, accessibility, dignity, and diversity in all operations, processes, and representations. Adopted on the 5th of July 2025.
7. **Article 195 (Privacy, Data Use and Consent Policy):** Regulating the collection, use, storage, consent, and protection of personal and institutional data by any organ or committee of the Society. Adopted on the 5th of July 2025.
8. **Article 196 (Financial Policy of Epigram):** Governing the budgeting, expenditure, reimbursement, financial documentation, sponsorship management, and monetary ethics of the Society. Adopted on the 5th of July 2025.
9. **Article 197 (Conflict of Interest and Transparency Policy):** Establishing a regime of disclosure, recusal, and institutional neutrality in appointments, competitions, collaborations, and adjudications. Adopted on the 5th of July 2025.
10. **Article 198 (Semester Calendar and Term Vision Statements):** Outlining the procedural and strategic requirements for planning, scheduling, and publication of events and institutional goals. Adopted on the 5th of July 2025.
11. **Article 199 (Directive Principles for Successive Terms of Epigram):** Establishing guiding principles and constitutional ethos for all successive terms of governance, strategic development, and collaboration. Adopted on the 5th of July 2025.

## **Eighth Schedule—Record of Amendments**

**Paragraph 1.** This Schedule shall constitute the official and exclusive record of all amendments, modifications, insertions, deletions, or rectifications made to the Constitution of Epigram – St Joseph’s University Debating Society (hereinafter “the Constitution”) pursuant to the procedure outlined under **Article 200 (Amendments to the Constitution of Epigram)**. The objective of this Schedule is to ensure transparency, institutional memory, chronological documentation, and auditability of all constitutional changes made since the date of the Constitution’s initial adoption.

**Paragraph 2.** The Registrar General of the Society, under the supervision of the Faculty Coordinator, shall be the principal custodian of the **Eighth Schedule** and shall maintain and update it in real time upon the passage of any amendment by constitutional process. A certified copy of each updated version of the **Eighth Schedule** shall be submitted and archived under the **First Schedule – Mandate for Archiving Documents, Records and Notices**. Any discrepancy, inconsistency, or failure to record an amendment shall be brought immediately to the attention of the Faculty Coordinator, whose directive on rectification shall be final and binding.

**Paragraph 3.** Each constitutional amendment shall be recorded in the following format:

1. Amendment Number: (e.g., Amendment No. 01/2025)
2. Date of Enactment: (DD/MM/YYYY)
3. Article(s)/Schedule(s) Amended: (e.g., Article 12, Schedule Two)
4. Nature of Amendment: (Insertion/Deletion/Substitution/Modification)
5. Summary of Amendment: (Brief explanatory note)
6. Moved By: (Name and designation of proposer)
7. Approved By: (Names of approving authorities as per Article 200)
8. Effective Date: (If different from Date of Enactment)
9. Reference File Code: (Link to official document/file in archival system)

**Paragraph 4.** A digital and/or physical copy of the **Eighth Schedule** shall be made available to all members of the Society upon written request to the Registrar General. The latest version of the **Eighth Schedule** shall be published at the end of each academic year in the Epigram Magazine and preserved in the Annual Report of the Society.

**Paragraph 5.** The contents of the **Eighth Schedule** shall not be altered or tampered with except by duly authorised recording of a constitutional amendment under **Article 200**. In the event of any conflict between an amendment as listed herein and the main body of the Constitution, the formally passed amendment text shall prevail.

**Paragraph 6.** The following policies and instruments are hereby adopted as operative and binding components of the Society’s constitutional framework:

**1. Amendment No. 01/2025**

- a. Date of Enactment: 24 March 2025
- b. Article(s)/Schedule(s) Amended: Article 11; Directorate Structure (Part II – Chapter I)
- c. Nature of Amendment: Structural Modification and Re-designation of Office Bearers
- d. Summary of Amendment: The office of Chairperson is hereby re-designated as President of the Epigram Directorate. The office of Deputy-Chairperson is hereby re-designated as Vice-President. The post of Deputy-Chairperson is abolished in full. The term Chairperson is now exclusively reserved for subject-matter experts or adjudicators presiding over Epigram events or debates. Internal officers shall no longer hold the permanent designation of “Chairperson.”
- e. Moved By: Aaryan Aashish, 1st President of Epigram – SJU DEBSOC
- f. Approved By: Mr. Ryan Wilson, Faculty Coordinator of Epigram – SJU DEBSOC as per Notice 3.1 (March 2025).
- g. Effective Date: 24 March 2025
- h. Reference File Code: EN-AM-2025-01

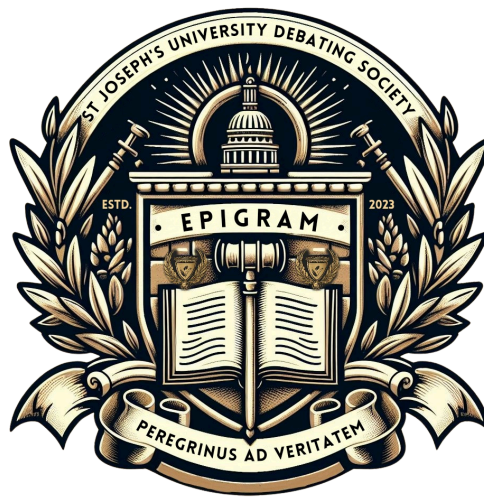
**2. Amendment No. 02/2025**

- a. Date of Enactment: 07 April 2025
- b. Article(s)/Schedule(s) Amended: Article 72 (Establishment of the Liaison Office of Epigram), Article 73 (Duties of the Chief Liaison Officer), Article 74 (Duties of the Deputy Liaison Officer), Article 75 (Appointments & Vacancy – Liaison Office).
- c. Nature of Amendment: Insertion of new Articles and Establishment of a New Organ.
- d. Summary of Amendment: The Liaison Office of Epigram is formally constituted as a permanent constitutional organ. The roles of Chief Liaison Officer and Deputy Liaison Officer are created and enshrined. The relevant duties and provisions for appointment and vacancies in the Liaison Office are codified.
- e. Moved By: Mr. Aaryan Aashish, 1st President of Epigram – St Joseph’s University Debating Society.
- f. Approved By: Mr. Ryan Wilson, Faculty Coordinator of Epigram – St Joseph’s University Debating Society as per Notice 3.2 (April 2025).
- g. Effective Date: 07 April 2025
- h. Reference File Code: EN-AM-2025-02

SIGNATORIES TO THE ACCEPTANCE OF THE MOTION TO ADOPT THE CONSTITUTION OF EPIGRAM AT THE FIRST SPECIAL MEETING OF THE EXECUTIVE ASSEMBLY ON THE INITIATION DAY CONVENED ON THE FIFTH OF JULY, 2025:

SIGNATORIES TO THE ACCEPTANCE OF THE MOTION TO ADOPT THE CONSTITUTION OF EPIGRAM AT THE FIRST SPECIAL MEETING OF THE EXECUTIVE ASSEMBLY ON THE INITIATION DAY CONVENED ON THE FIFTH OF JULY, 2025:





*Epigram - St Joseph's University Debating Society, St Joseph's University,  
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