



By-Law for the Formation of Students' Unions at Ocean University of Sri Lanka

This By-Law for the Formation of Students' Unions at Ocean University of Sri Lanka was:

- Prepared under the sections 56,57 and 58 of the Ocean University of Sri Lanka Act, No. 31 of 2014.
- Recommended by the Policy, Procedure and By-Law Committee, Ocean University of Sri Lanka on 08th July 2020.
- Recommended by the Academic Council of the Ocean University of Sri Lanka at its 30th meeting held on 8th August 2020.
- Approved by the Board of Governors at its 45th meeting held on 30th September 2020.

By-Law for the Formation of Students' Unions at Ocean University of Sri Lanka

This *By-Law for the Formation of Students' Unions at Ocean University of Sri Lanka* shall be cited as the *By-Law No: 06 of 2020 of Ocean University of Sri Lanka* and shall supersede the *Students Union By-Law No: 06 of 2019 of Ocean University of Sri Lanka* and its amendments after coming into force on 30th September 2020.

Published by;

Policies, Procedure and By-Law Committee,

Ocean University of Sri Lanka,

Mattakkuliya, Colombo 15

E mail: admin@ocu.ac.lk

Web: www.ocu.ac.lk

Section		Scope
1.00	This By-Law may be as By-Law No: 06 of 2020 of Ocean University of Sri Lanka and shall come into force on 30 th September 2020	Short title & Date of Operation
2.00	University Student Union	
2.01	The University Students Union of the Ocean University of Sri Lanka (hereinafter referred to as the University Students Union) shall be representative of the entire student community of the University	Representation of University Student Union
2.02	The University Students Union shall consist of all the elected office bearers and elected members of each Faculty Students Union	Membership of University Students Union
2.03	The members of the University Students Union shall in accordance with the provisions of Section 15 of this By Law, elect from amongst themselves the following office bearers, (a) President (b) Vice President (c) Secretary (d) Editor and (e) Junior Treasurer	Office Bearers of University Students Union
2.04	There shall also be a Senior Treasurer for the Main Student Union of the University who shall be a Senior teacher of the university nominated by the office bearers and elected members of such Union and appointed by the Vice Chancellor of the University.	Appointment of Senior Treasurer to the University Students Union
3.00	Faculty Students Union	
3.01	There shall be a Faculty Students Union for each faculty of the Ocean University	
3.02	Each Faculty Students Union (hereinafter referred to as the Faculty Students Unions) shall be representative of all the registered full time undergraduate students of the respective Faculty and the office bearers of each Faculty Students Union shall be elected by the undergraduate students of each Faculty by secret ballot for that academic year.	Representation of Faculty Students Union
3.03	For the purpose of electing office bearers and members to a Faculty Union, the students of that Faculty of the University shall constitute a constituency	
3.04	A Faculty Students Union shall consist of: (student /students') (a) President (b) Vice-President (c) Secretary (d) Editor (e) Junior Treasurer and (f) Such other members as follows, (i) Two members for a Faculty with two hundred (200) or less registered students; (ii) Four members for a Faculty with two hundred and one (201) to four hundred (400) registered students;	Office Bearers of Faculty Students Union

		(iii) Six members for a Faculty with four hundred and one (401) to six hundred registered students; (iv) Eight members for a Faculty with over six hundred (600) registered students	
3.05		There shall be a Senior Treasurer for each Faculty Students Union who shall be a Senior Teacher from the respective faculty nominated by the office bearers and elected members of such Union and appointed by the Vice Chancellor of the University..	Appointment of Senior Treasurer to the Faculty Students Union
4.00		Eligibility to vote and stand for election	
4.01		No Student of the University shall be eligible to vote,	Criteria for eligibility to vote
	a	Unless he has been duly registered as a full time student of such Faculty for the academic year in which the election is held	
	b	If he is under suspension from the Faculty and / or University	
4.02		No student of the University shall be eligible to stand for election	Criteria for eligibility to stand for election
	a	Unless he has been duly registered as a full time student of such Faculty for the academic year in which the election is held	
	b	If he is under suspension from the Faculty and / or University	
	c	If he owes any money to the University, at the time of such voting at or standing for election, as the case may be and he has not entered into any written agreement with the University to repay such money on a date specified for the payment	
	d	if he has not discharged any financial responsibilities in relation to an office he held in the university prior to such election	
4.03		Students who are under the process of a disciplinary inquiry for the offences mentioned in Section 04 of By Law No. 04 of Ocean University of Sri Lanka (By Law for Disciplinary Actions), shall eligible to stand for election. However, if he is decided to be the culprit his eligibility and office, if he is elected shall be cancelled.	
5.0		Notice for Faculty Students Union (Format of the notice is provided on Annexure 01)	
5.01		One month before end of each academic year, the Registrar of the University shall publish within the University, a notice containing:	Time period and the person responsible for put the notice
	a	The name of each Faculty Students Union	Points to be included in the notice
	b	The titles of the office bearers and the number of other members to be elected to each Faculty Students Union	
	c	The names and registration numbers of students who are eligible to vote (hereinafter referred to as eligible students) at an election of office bearers and other members to each Faculty Students Union	
5.02		Provided that for the purpose of election of the office bearers and other members to the first Union, the above notice may be published	Publishing of the notice regarding the first union

	before such date as may be prescribed by the VC Principal Officer of the University.	
5.03	Any question as to whether the number of members to be selected to the Faculty Students Union has been duly determined or not or whether members have been duly divided or distributed amongst the constituencies or not or whether a student is eligible to vote or to seek election or not shall be referred to the Vice Chancellor of the University. The decision of the Vice Chancellor on such questions shall be final.	
	Electing office bearers and members for Faculty Students Union	
6.00	The Registrar of the University shall within one week of the publication of the notice under section 5.01, publish within the university the names of Deans of each faculty, the persons nominated by the Vice Chancellor of the University to conduct the election of office bearers and other members of the Faculty Students Union (hereinafter referred to as the 'Elections Officer') in respect of each Faculty Students Union election	Appointment of the person in charge for the election of Faculty Students Union.
7.01	The Vice Chancellor of the University shall fix in respect of each constituency, a date, a time period and a venue for the receipt of nominations by the Election Officer for the election of office bearers and other members from that constituency to the Faculty Students Union. Such date shall be a date prior to the expiry of two weeks from the date of publication of the notice under 5.01.	Receipt of nominations
7.02	The Registrar shall publish within the University the date, time period and venue so decided without delay	
7.03	The Election Officer shall receive nominations on the date fixed,, during the time period assigned and at the venue specified for such purpose in terms of the preceding section.	
8.01	Every registered undergraduate student of a Faculty is eligible to be nominated as a candidate for election of office bearer or member of the Faculty Students Union.	Eligibility for being nominated
8.02	Any registered undergraduate student of a Faculty may be nominated as candidate for election as an office bearer or member of that Faculty Students Union by means of a nomination paper, signed by two registered undergraduate students of the Faculty as proposer and seconder	Nomination Paper (Format of the Nomination paper is provided in Annexure 02)
8.03	Such nomination paper shall be substantially in the form set out in the First Schedule and bear the name of the student, student registration number and signature of the candidate, proposer and seconder.	
8.04	Each registered undergraduate student who is nominated as a candidate for election shall affix his signature to the nomination paper in token of his agreement to stand for election.	
8.05	No student may stand nominated as a candidate for election to more than one office or membership.	

9.01	Every nomination paper (together with a true copy thereof) of a candidate for election as an office bearer or member of a Faculty Students Union must be delivered by the candidate or by his proposer or seconder to the Election officer nominated under Section 6, in respect of such election on the day, during the time period and at the place fixed for such purpose under Section 7.01	Submitting nomination papers
9.02	The Election Officer shall forthwith, upon receiving a nomination paper, cause a copy there of to be posted outside the place of nomination.	
9.03	Objections may be lodged with the Election Officer against a nomination paper of a candidate on any or all of following grounds	Objections for nominations
	a that the candidate lack eligibility in terms of the provisions contained in Section 4.01	
	b that the proposer or the seconder is not a registered undergraduate student of the Faculty	
	c that the candidate or the proposer or the seconder has not affixed his signature to the nomination paper	
	d that the nomination paper does not comply with the provisions of this By - Law	
	e that the candidate is under suspension from the Faculty or the University	
9.04	The time period allotted for such objections is one hour after closure of nominations. No objection to a nomination paper of a candidate shall be entertained by the election officer unless it is lodged within the time given in this section.	
9.05	Every objection to a nomination paper of a candidate shall be in Writing (Format of the Objection paper is provided in Annexure 03) signed by the objector and shall specify the ground for objection.	
9.06	The Election Officer may make a record of and deal with any objection which he may himself find it necessary to take against a nomination paper of a candidate	
9.07	The Elections Officer shall, with the least possible delay, decide on the validity of every objection to a nomination paper of a candidate and inform the candidate of his decision and where the objection is upheld, of the grounds of his decision. The decision of the Elections Officer shall be final and conclusive.	
10.01	Where only one nomination paper has been accepted for a post of Office Bearer in respect of any constituency, the Elections Officer shall declare the candidate in that nomination paper elected for that post of Office Bearer	
10.02	Where the number of nomination papers submitted for posts of elected members of the Faculty Students Union is exactly or less than the number to be elected which is specified in the notice referred in Section 5.01, the Elections Officer shall declare elected, those who have submitted their nominations.	

10.03	Where in respect of the post of any office bearer of a Faculty Students Union, no nomination paper has been duly received or all the nomination papers received have been rejected and also in the case of election of members, nomination papers of less than such number of candidates as specified in the notice referred to in Section 5.01, have been received, the Election Officer shall bring this fact to the notice of the Vice Chancellor who shall fix, in respect of such Faculty Students Union, a fresh date, time period and venue for the receipt of nominations for election of such office bearer or members as the case may be.	
11	Where the number of nomination papers accepted is greater than the requisite number for any post or the number of elected members, the Elections Officer shall publish within the University,	
	a The names of candidates seeking election for such posts of office bearers and elected members	
	b The symbol allotted to each such candidate	
12.01	The Vice Chancellor of the University shall fix in respect of each Faculty Students Union a date, time period and venue for the election of office bearers and elected members from the constituency to the Faculty Students Union. Such date and time period shall fall within fourteen days of the date on which nominations were received in respect of that Faculty Students Union, and the date and time period fixed for each Faculty Students Union shall be the same, unless the Vice Chancellor makes a decision to the contrary because of the exigencies of any prevailing situation.	Date, time period and venue for the election
12.02	The Registrar of the University, shall publish within the University the date, time period and venue fixed for the election of office bearers and elected members in respect of each Faculty Union	
12.03	The Elections Officer shall conduct the election by secret ballot. He may co-opt any person or persons to assist him in the task.	
12.04	Each candidate contesting the election for a post or elected member of the Faculty Union may appoint two students who are eligible to vote as polling agents to represent him at the venue of the election during the taking of the poll, and the count. Notice in writing of every such appointment stating the names and registration numbers of the students appointed shall be given by the candidate to the Elections Officer before the opening of the poll. Provided however, that only one polling agent of a candidate can be present at the venue of the election at any time during the taking of the poll. Only one polling agent per candidate would be allowed throughout the count.	Appointment of Polling agents

13.01	Each eligible student at an election of a Faculty Students Union shall be entitled to only one vote in respect of each post of office bearer or elected member of the Faculty Students Union	
13.02	The Elections Officer shall declare elected the candidate who poll the highest number of votes for each post of Office	Declaring the elected candidate
13.03	The Elections Officer shall declare elected as members, the candidates who poll the most number of votes in descending order until the number of candidates elected as elected members is equal to the number specified in section 5.01.	
13.03	Where an equality is found to exist between the votes polled by two or more candidates for election of an office bearer or other member and the addition of a vote would entitle one candidate to be elected as the office bearer or member, as the case may be, the determination of the candidate to whom such additional vote shall be deemed to have been given shall be made by a draw of lots.	
13.04	If any candidate gets no vote, the number of votes obtained by him for the purpose of this section shall be taken as zero.	
13.05	Elected Office Bearers shall receive all the documents, funds and relevant equipment of relevant Faculty Students Union from the registrar or from any authorised person of the University within three working days after the election results have been published.	
Holding Office by Office Bearers		
14.01	Each Office Bearer shall be entitled to hold office from the date of his election up to the end of the academic year in which he was elected.	Period of Office
14.02	Each office bearer of a Faculty Students Union who has ceased to hold office and is still a student shall be permitted to function as a caretaker official in an informal capacity until the election of the new union	
14.03	The Faculty Union at the First Meeting held within one week after its election, shall nominate a teacher to be approved as the Senior Treasurer by the Vice Chancellor of the University.	Time period to appoint the Senior Treasurer
14.04	No member shall hold the same office for more than one academic year.	
14.04	No member shall hold the same office for more than one academic year.	
14.05	If any office bearer or elected member	Occasions which office is become vacated
a	Ceases to be a Student, or	
b	Resigns office by writing under his hand addressed to the Senior Treasurer; or	
c	Has been suspended or dismissed from the University his office shall be deemed to be vacated	

14.06	Where an office of the Faculty Union falls vacant during the academic year, the Union shall as soon as possible or within one month elect a suitable person from among its members to fill that vacancy. The person so elected shall hold office for the unexpired portion of the term of office of his predecessor.	Electing an office bearer when the office is become vacant during the academic year
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15	University Students Union	
15.01	University student Union shall represent all undergraduates of the university.	Representation of University Students Union
15.02	The Principal Executive Officer shall fix a date for the holding of the First Meeting of the University Students Union where the members shall elect the office bearers. Such date shall be a date falling within two weeks of the election of office bearers and other members of the Faculty Students Unions. If the Faculty Students Union Elections are not held on the same day, the two weeks should be from the date the last Faculty Students' Union Election was held.	First Meeting
15.03	For the purpose of this meeting, the Principal Executive Officer of the University shall nominate the Senior Student Counselor and / or Senior member of the university as the Returning Officer to conduct the election of Office Bearers by secret ballot. The Returning Office shall preside over at the meeting and take all necessary actions for the smooth conduct of the election.	Holding the election
15.04	At the conclusion of the election of office-bearers the University Students Union shall nominate a senior teacher to be appointed by the Principal Executive Officer of the University as the Senior Treasurer of the University Students Union.	Appointing senior treasurer
15.05	Returning Officer shall submit a report on the above election to the Principal Executive Officer.	Election Report

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16	Period of Office – University Students Union	
16.01	Each office – bearer of the University Students Union shall cease to hold office at the end of the academic year in which he was elected.	Term of the Office
16.02	No member shall hold the same office for more than one academic year.	

16.03	<p>If an office – bearer or member of the University Students Union.</p> <p>(a) ceases to be an office bearer or an elected member of the Faculty Students Union; or</p> <p>(b) resigns office by writing made under his hand addressed to the Senior Treasurer;</p> <p>his office or membership as the case may be shall be deemed to be vacated.</p>	
16.04	<p>Where an office of the University Students Union falls vacant during the academic year, the University Students Union shall as soon as possible or within one month elect a suitable person from among its members to fill that vacancy. The person so elected shall be entitled to hold office for the unexpired portion of the term of office of his predecessor.</p> <p>Provided however that when an office of the Union falls vacant as a result of a vacancy arising in a Faculty Students Union, the election to fill the vacancy in the University Students Union shall be held after the filling of the vacancy in the Faculty Students' Union.</p>	
17.00	Meetings of the Unions	
17.01	The quorum for a meeting of the Union shall be one - third of its total membership	Quorum of the meeting
17.02	Where owing to absence or other causes both the President and the Vice President are unable to preside at a meeting the members present shall elect from among themselves a member to preside at such meeting.	Presiding meetings at the absence of President and Vice President
17.03	The President or Vice President or any other member presiding at a meeting of the Union shall have an original vote, and where the voting is a casting vote, he would have the privilege of an additional vote	
18.00	The duties and functions of Office Bearers of the University Students Union	
18.01	The duties and functions of the President of University Students Union shall be :	The duties and functions of the President of University Students Union
	a to preside at all meetings of the University Students Union	
	b to carry out the decisions of the University Students Union	
c to call meetings of the Union at least once in two months or on a request made under subsection		
18.02	The duties and functions of the Vice President of the University Students Union shall be :	The duties and functions of the Vice President of University Students Union
	a to preside at any meeting of the University Student Union in the absence of the President.	
	b to assist the President in the discharge of his duties	

	c	to carry out any other duty or function assigned to him by the University Students Union	
18.03		The duties and functions of the Secretary of the University Students Union shall be :	The duties and functions of the Secretary of University Students Union
	a	to keep records of all proceedings of the University Students Union.	
	b	to summon meetings of the University Students Union on the instructions of the President, or upon the receipt of a written request from not less than one third of the total membership of the Union.	
	c	to ensure that minutes of the proceedings are available for inspection by any registered student of the University.	
18.04		The duties and functions of the Editor of the University Students Union shall be :	The duties and functions of the Editor of University Students Union
	a	to edit and attend to the publication of the Union Magazine and other newsletters.	
	b	to supervise and edit other documents which the Union, requests the Editor to publish.	
18.05		The duties and functions of the Junior Treasurer of the University Student Union shall be :	The duties and functions of the Junior Treasurer of University Students Union
	a	to have custody of the funds of the University Students Union.	
	b	to ensure that all income and expenditure is properly recorded and accounted for in the books kept for this purpose, subject to any rules pertaining to maintenance of such accounts.	
	c	to inform the Senior Treasurer, within one week of receipt of any money by the University Students Union.	
	d	to make payment out of the funds of the University Students Union with the approval of the Senior Treasurer.	
	e	to prepare a budget for the academic year after consultation with the office – bearers to be submitted to the University Students Union within one month from the date of election of office - bearers.	
	f	to prepare supplementary estimates when necessary.	
	g	to submit to the University Students Union a report on its financial position before the last day of each term.	
	h	to submit to the Auditor through the Senior Treasurer a statement of income and expenditure and the balance sheet of the University Students Union for the academic year within two weeks of the end of the academic year within which the Union was elected.	
18.06		Duties and Functions of the Senior Treasurer	

	a	to certify fund manipulation of the University Students Union in transparency manner.	Duties and Functions of the Senior Treasurer of University Student Union
	b	to approve budget and estimations of the University Students Union	
	c	to approve all payments doing under University Students Union funds.	
	d	to approve the fidelity of preparation and record of income and expenditure accounts of the University Students Union under the regulations.	
	e	to present income and expenditure statement and balance sheet which is prepared by junior treasurer to the Auditor who appointed by the Vice Chancellor before two weeks end the selected academic year.	
	f	make recommendation to obtain permission of the Vice Chancellor, if University Students Union necessary to collect funds for students' ceremonies and activities within the university.	
19		Duties and Functions of Office Bearers of Faculty Students Union	
19.01		The duties and functions of the President of Faculty Students Union shall be :	The Duties and Functions of the President of Faculty Student Union
	a	to preside at all meetings of the Faculty Students Union	
	b	to carry out the decisions of the Faculty Students Union	
	c	to call meetings of the Faculty Students Union at least once in two months or on a request made under subsection iii (b)	
19.02		The duties and functions of the Vice President of the Faculty Students Union shall be :	The duties and functions of the Vice President of Faculty Student Union
	a	to preside at any meeting of the Faculty Students Union in the absence of the President.	
		to assist the President in the discharge of his duties	
	c	to carry out any other duty or function assigned to him by the Faculty Students Union	
19.03		The duties and functions of the Secretary of the Faculty Students Union shall be :	The duties and functions of the Secretary of Faculty Student Union
	a	to keep records of all proceedings of the Faculty Students Union.	

	b	to summon meetings of the Faculty Students Union on the instructions of the President, or upon the receipt of a written request form not less than one third of the total membership of the Union.	
	c	to ensure that minutes of the proceedings are available for inspection by any registered student of the Faculty	
19.04		The duties and functions of the Editor of the Faculty Students Union shall be :	The duties and functions of the Editor of Faculty Student Union
	a	to edit and attend to the publication of the Faculty Student Union Magazine and other newsletters.	
	b	to supervise and edit other documents which the Faculty Students Union, requests the Editor to publish.	
19.05		The duties and functions of the Junior Treasurer of the Faculty Students Union shall be :	The duties and functions of the Junior Treasurer of Faculty Student Union
	a	to have custody of the funds of the Faculty Students Union.	
	b	to ensure that all income and expenditure is properly recorded and accounted for in the books kept for this purpose, subject to any rules pertaining to maintenance of such accounts.	
	c	to inform the Senior Treasurer, within one week receipt of any money by the Faculty Students Union.	
	d	to make payment out of the funds of the Faculty Students Union with the approval of the Senior Treasurer.	
	e	to prepare a budget for the academic year after consultation with the office – bearers to be submitted to the Faculty Students Union within one month from the date of election of office - bearers.	
	f	when necessary to prepare supplementary estimates.	
	g	to submit to the Faculty Students Union a report on its financial position before the last day of each term.	
	h	to submit to the Auditor through the Senior Treasurer a statement of income and expenditure and the balance sheet of the Union for the academic year within two weeks of the end of the academic year within which the Faculty Students Union was elected.	
19.06		Duties and Functions of the Senior Treasurer	Duties and Functions of the Senior treasurer of Faculty Student Union
	a	to certify fund manipulation of the Faculty Students Union in transparency manner.	
	b	to approve budget and estimations of the Faculty Students Union	

	c	to approve all payments doing under Faculty Students Union funds.	
	d	to approve the fidelity of preparation and record of income and expenditure accounts of the Faculty Union under the regulations.	
	e	to present income and expenditure statement and balance sheet which is prepared by junior treasurer to the Auditor who appointed by the Vice Chancellor before two weeks end the selected academic year.	
	f	make recommendation to obtain permission of the Vice Chancellor, if Faculty Students Union necessary to collect funds for students' ceremonies and activities within the university.	
20		Duties and Functions of the Auditor	
20.01		The Auditor for all Unions shall be appointed by the Principal Executive Officer of the University	
20.02		The Auditor shall within one month of the receipt of the statement of income and expenditure and the balance sheet from a Senior Treasurer, submit his report to the principal Executive Officer of the University who shall cause the publication of such report within the University.	
21		The Union Funds	
21.01		There shall be established a Students Union Fund and the respective Faculty Students Union Funds, for the general financial purposes of the Unions.	
21.02		All money received by the Unions shall be credited to the respective fund and all payments made and on behalf of the Union shall be met from the fund.	
21.03		All money payable to the fund shall be lodged with the Bank of Ceylon or the Peoples' Bank to be credited to an account which shall bear the name of the individual Union.	
21.04		The Senior Treasurer shall be a signatory to every cheque drawn on the account referred to in the proceeding sub paragraph.	
21.05		No payment shall be made from the fund unless such payment has been provided for in the budget or a supplementary estimate approved by the Senior Treasurer. Provided that in exceptional circumstances payment may be made with the authority of the Senior Treasurer and such payment shall be reported by the Junior Treasurer to the Union at the first meeting held after such payment was made.	
21.06		The Books of accounts of the Union shall be made available by the Junior Treasurer for inspection by the Senior Treasurer or	

	any registered student of the University concerned or any registered student of the Faculty concerned as the case may be.	
22	Vice Chancellor shall suspend the University Students Union or / and Faculty Students Union if activities of Unions result in damaging the goodwill of the University or/and results in violation of common law of the country.	Suspension of the University Students Union and Faculty Students Union
23	Each Union shall administer its own affairs and shall not unless otherwise provided in this Bylaw, delegate its functions to any person or body	
24	Any question regarding the interpretation of this By - law shall be referred to the Board of Governors, whose decision shall be final.	

In this By - Law

- 'Students' - Means any registered fulltime undergraduate student of the Ocean University of Sri Lanka.
- 'Elected Member' - Means any member other than a named office bearer who is elected to a Faculty Students' Union
- 'Academic Year' - Means the period commencing on the 1st day of October of one year and ending on the 30th day of September of the following year unless the Academic Council decides otherwise.
- 'Registrar' - Means the Registrar of the Ocean University of Sri Lanka or any other person acting for the Registrar.
- 'Constituency' - Means the eligible students of a Faculty in the case of the Faculty Students Union.
- 'Elections Officer' - Means the officer appointed by the Principal Executive

Officer of the University to carry out the functions and duties on the day of an election of Faculty Union.

'Retuning Officer' - Means the officer appointed by the Principal Executive Officer of the University to carry out the function and duties on the day of the election of the University Students Union.

Annexures

Annexure 01



Notice for Faculty Students Union

Ocean University of Sri Lanka

It is hereby notified that elections to various posts of Faculty Students Unions of Ocean University of Sri Lanka for the academic yearwill be held by secret ballot in accordance with the provisions provided in By Law No. 06 of Ocean University, Sri Lanka. Details of Posts and eligible student to vote at the election are given below.

Details of Posts

No.	Name of Post	No.of Posts		
		Faculty Student Union 1	Faculty Student Union 2	Faculty Student Union 3
01.	President			
02.	Vice - President			
03.	Secretary			
04.	Editor			
05.	Junior Treasurer			
06.	Members			

Eligible Students to vote at the election

Name of the Faculty	
Student's name with initials	Registration Number

Signed

Registrar

Nomination Paper for Faculty Student Union

To: The Election Officer,

The Ocean University of Sri Lanka

Name of the Post:

We, the undersigned Proposer and Secunder nominate (Full Name of Candidate) who is a registered student within the definition of the By-Law No. 06 of Ocean University as a candidate to be elected as a member of the (Name of the Faculty Students Union) .We certify that the candidate is a registered student of the aforesaid Faculty of..... (Name of the Faculty) and is eligible to stand for election in accordance with the provisions of By- Law No.06 of Ocean University.

1. Details of the candidate

- 1.1. Name of the Candidate :
- 1.2. Student Registration No. :
- 1.3. Department :
- 1.4. Gender :
- 1.5. Age and Date of Birth :
- 1.6. Permanent Address :
- 1.7. Contact Details :

.....

Date :

Signature of Candidate

2. Proposing the candidate

I hereby propose the above candidate

- 2.1. Signature of the Proposer :
- 2.2. Name of the Proposer :
- 2.3. Student Registration No. of the Proposer:
- 2.4. Permanent Address :
- 2.5. Contact Details :

Date :

.....

Signature of Proposer

3. Seconding the candidate

I do hereby second the nomination of the above candidate.

3.1. Signature of the Seconder :

3.2. Name of the Seconder :

3.3. Student Registration No. of the Seconder:

3.4. Permanent Address :

3.5. Contact Details :

Date :

.....

Signature of Seconder

Signed Before me.

.....

Election Officer

Objection Paper

1. Full name of student raising objection:
2. Name of the student-raising objection with initials:
3. Registration No:
4. Programme of Study:
5. Faculty:
6. Full name of the candidate against whom objections are being raised:
7. Registration Number of Candidate:
8. Faculty Student Union for which Candidate is contesting/ Faculty for which student is contesting as student Representative:
9. Grounds for objections, quoting the relevant section in the By –Law No.06 of Ocean University
.....
.....
.....
10. Place of raising objections:
11. Date of raising objections:
12. Time of raising objections:

.....
Signature of student raising objections

ACKNOWLEDGEMENT

To:
.....

I hereby acknowledge the receipt of the objection paper, tendered by you against standing for election for the post of member in the Faculty Student Union/ as a Student Representative to the Faculty Board of the Faculty of(name of the Faculty)on(Date)at (time)hours.

Date:
.....
Election Officer