

THE CONSTITUTION



OF
THE GUILD OF STUDENTS
UNIVERSITY OF THE WEST INDIES

ST AUGUSTINE CAMPUS

FIRST PRINTED 1991

REPRINTED IN 2002

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GUILD OF STUDENTS

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INTRODUCTION

This is a proposed edition of the Constitution of the Guild of Students of the St. Augustine campus of the University of the West Indies.

Mobafa Baker
Guild President, 2002-2003.

CONSTITUTION

CONTENTS

Introduction	3
Contents	4

GUILD CONSTITUTION

Interpretation	6
Establishment	6
Authority for Constitution	7
Objects	7
Membership	8
Guild Property	11
Establishment of the Guild Council	11
Officers of the Guild	12
Election and Appointment of Guild Officers	18
Vacancies	21
Tenure of Office	22
Meetings of Guild Council	22
Procedure for meetings of the Guild Council	23
Meetings of the Guild	25
Standing Committees	26
Students Faculty Committees	27
Finance Committees	28
Union Committee	29
Games Committee	32
Inter Clubs Committee	37
National Affairs Committee	40
International Affairs Committee	41
Library Committees	41
Publication Committee	42
Public Relations Committee	43
Constitution Committee	43
Investments	45
Bye Laws	45
Petitions	45
Recall of Elected Members	46
Amendments to Constitution	48

CONSTITUTION OF
GUILD OF STUDENTS
UNIVERSITY OF THE WEST INDIES

1. INTERPRETATION

- (21) (1). In this Constitution and in all Bye-laws and rules made under it the following words and expressions shall have these meanings assigned to them:

"**Council**" means Council of the University of the West Indies.

"**Senate**" means the Senate of the University of the West Indies.

"**Campus Council**" means Campus Council, St. Augustine.

"**Guild**" means the Guild of Students established under **Article 2**.

"**Student Senate**" means the student senate of the University of the West Indies St. Augustine Campus established under

"**Guild Council**" means the Committee of the Guild of Students established under **Article 20**.

"**Bye-laws**" means the Bye-laws of the Guild for the time being in force.

"**Absolute majority**" means three quarters of those present and voting.

"**Simple majority**" means a majority for, over votes against, abstentions notwithstanding.

- (2). Reference to this Constitution shall include all Bye-laws and rules made under powers conferred by this Constitution.

- (3). The Guild Council shall be the authority for the interpretation of this Constitution and its ruling shall be subject only to appeal to the Council.

ESTABLISHMENT OF THE GUILD

2. (1). In pursuance of **Statute 38 and Ordinance No. 1** of the University's

Charter there shall be an association of the Students of the University of the West Indies, St. Augustine which shall be called the Guild of Students.

- (2). In accordance with the provisions of **Ordinance No. 1**, the Guild Council shall be the recognised means of communication between the students as a body and the authorities of the University.

AUTHORITY FOR CONSTITUTION

3. (1). For the avoidance of all doubt, this Constitution derives its validity from **Statute 38 (2) and Ordinance No. 1** of the Charter of the University.
- (2). The Guild is hereby authorised to make rules for its internal management and administration, the election of its officers, the alteration of its rule and all other matters requiring regulation, but no rule shall be effective until it has been approved by the Council on the recommendation of the Senate.

OBJECTS

4. (1). The objects of the Guild shall be:
- (a) The furtherance of the educational and social purposes of the University of the West Indies.
 - (22) (b) The furtherance of the common interest of members of the
(23) Guild, and
 - (c) The advancement and promotion of unity and fraternity among the members of the Guild.
- (2). The objects of the Guild shall be pursued through the following activities:
- (a) The organisation and maintenance of the Union as a Club for the use of its members.
 - (b) The advancement of the interests of the following organisations, which shall be under the auspices of the Guild:
 - (i) The Games Committee
 - (ii) The Inter-Clubs Committee
 - (iii) The National Affairs Committee
 - (iv) The International Affairs Committee
 - (v) Student Faculty Committee
 - (vi) The Guild Publications Committee
 - (vii) The Public Relations Committee
 - (viii) Such Societies as may be recognized for this purpose by the Guild Council from time to time.

- (c) Such other activities as shall from time to time be decided by the Guild in the exercise of the powers conferred by this Constitution.

MEMBERSHIP

5. Members of the Guild shall be divided into the following classes:
- (a) Full Members
 - (b) Associate Members, and
 - (c) Honorary Life Members

FULL MEMBERS

6. (1). All matriculated students of the University of the West Indies in good standing according to **Section 11 (a)** shall be Full Members of the Guild and shall remain members for so long they are currently following a course of study approved by the Senate notwithstanding that they may have become members of the Guild of Graduates.
- (2). Full Members of the Guild shall have the following rights.
- (a) The right to frequent the Union and to enjoy all its facilities and amenities.
 - (b) The right to vote at all Guild Elections and to stand for election for any office in the Guild except when debarred by lack of any special qualification.
 - (c) The right to wear the official University colours.
 - (d) The right to frequent the games fields and enjoy all the facilities and amenities offered.
 - (e) The right to participate in all activities sponsored by the Guild, and
 - (f) Such other rights as may be conferred by this Constitution from time to time.
- (3) All Full members of the Guild shall be required to comply with the University of the West Indies St. Augustine Students Code of Conduct. Failure to do so can be grounds for suspension in accordance with **Article 10** of the Constitution.

ASSOCIATE AND HONORARY LIFE MEMBERS

7. (1). Subject to **Article 9**, the following shall be eligible to apply for Associate Membership.
- (a) Any un-matriculated student who has paid the membership fees and is actually following a course of study approved by the

Senate. Membership shall be on such terms as the rules thereof shall prescribe.

- (b) Any person or member of an organisation deemed by the Guild Council as having fraternal ties with the Guild.
 - (c) All Guild employees whether they are registered as permanent or casual members, and
 - (d) All members of the Council, Campus Council, Academic and Senior Administrative Staff and Non-Academic Staff.
- (2). Associate Membership shall, except in the case of the Guild Workers, extend for a fixed period which shall be at the discretion of the Guild.
8. Subject to **Article 9**, the Guild may from time to time, on the recommendation of the Guild Council, by simple majority vote, elect persons to be Honorary Life Members of the Guild in recognition of services rendered by such persons to the University or to the Caribbean Community.
9. (1) Associate and Honorary Life Members shall have the right to frequent the Union and to enjoy to the amenities and facilities provided by the Guild.
- (2) Associate and Honorary Life Members shall not have the right to vote in any Meetings or elections or to stand for any positions of the Guild

SUSPENSION OF MEMBERS

10. (1). The Guild Council on the advice of the Constitution Committee, which shall be formed under the student senate, has the power to suspend for good cause any Full or Associate Member of the Guild.
- (2). A member may be suspended for a period not exceeding three months, and in addition to suspension shall lose all or any of the following rights at the discretion of the Guild Council:-
- (a) The use of the Union and/or the University's playing fields.
 - (b) The right to be a playing member of any Club under the control of the Games Committee.
 - (c) The right to participate in activities of any Club or Society under the control of the Inter-Clubs Committee.
 - (d) The right to hold office under the Guild or to be a member of the Guild Council or any Committee thereof.
- (3). Prior to a suspension, the Guild Council shall forward a written report stating the grounds for the proposed suspension to the Chairman of the Constitution Committee and to the member whose suspension is being considered.

- (4). On receipt of a written report from the Guild Council, the Chairman of the Constitution Committee shall cause lots to be drawn by the members of the Constitution Committee to select a sub-committee of three to investigate the report.
- (5). The sub-committee shall elect its Chairman and determine its own procedure, but shall in any event provide an opportunity for the suspended member to present his or her case before them with the assistance of another Guild member, if requested. Such presentation may be oral or written.
- (6). The decision of the sub-committee, in the event of a disagreement shall be by majority vote.
- (7). The decision of the sub-committee shall be in writing, addressed to the Guild Council, and stating the grounds for recommending the enforcement or non-enforcement of the suspension.
- (8). A dissenting member shall be entitled to submit his/her reason for dissent.
- (9). Copies of the decision of the sub-committee and of any dissents shall be given to the member whose suspension is being considered by the Guild Council or sent by registered post to his/her last known address.
- (10). A decision of the sub-committee that a proposed suspension not be enforced shall be final.
- (11). If the sub-committee recommends the enforcement of a suspension, the member may appeal to a meeting of the Guild by leaving with the **Secretary of the Guild** a written notice of appeal within **seven (7) days** of the receipt of the decision of the sub-committee from the Guild Council.
- (12). The Guild Council shall on receipt of a notice of appeal from a suspended member, summon under **Article 29 a Special General Meeting of the Guild** within **two (2) weeks** of the receipt of the notice of appeal for the purpose of the determination of the appeal.
- (13). The suspended member shall be entitled to attend, circulate written material on his/her case and speak at the Special General Meeting but shall not be entitled to vote.
- (14). The Decision whether to confirm or discontinue the suspension shall be by a simple majority vote of the members of the Guild present, and such decision shall be final.

MEMBERSHIP FEES

11. The membership fees for members of the Guild shall be as follows:
- (a) For Full Members an annual sum determined from time to time by the Campus Council, after consultation with the Guild Council.
 - (b) For Associate Members one half of the sum determined under **Article 11 (a)**.
 - (c) For Honorary Life Members no fees.

GUILD PROPERTY

12. (1). All the property of the Guild (other than cash in hand and cash at the bank) shall be vested in the University of the West Indies, St. Augustine, upon trust for the Guild.
- (2). The property of the Guild shall be controlled, managed and secured by the Guild Council, and shall be used for the furtherance of the objects of the Guild as defined in **Article 4** of this Constitution.
- (3). In no circumstances shall the property of the Guild nor any part thereof be distributed among members of the Guild or appropriated by any of them unless approved by an absolute majority of the Guild Council.
- (4). All the property of the Guild shall be handed over by the outgoing Guild Council to the incoming Guild Council by **April 1** of each year.
- (5). The Student Activity, the Inter-Club and Games Committees shall before the end of the year of office and not later than **March 1**, submit to the Guild Secretary copies of a complete inventory of Guild property in the possession of each recognized Club or Society.

ESTABLISHMENT OF THE GUILD COUNCIL

13. The government, control and administration of the Guild (except as has been otherwise provided by this Constitution) shall be entrusted to a Committee, which shall be known as the Guild Council.
14. The Guild Council shall promote, foster and develop the educational, social, cultural and economic interests of Guild members and represent such interests in the University community and on the national, regional and international level.

POWERS OF THE GUILD COUNCIL

15. Without prejudice to the generality of the foregoing, the Guild Council shall have the following powers:

- (a) To set up Standing, Special or Advisory Committees, and these Committees shall be under the control of and make reports to the Guild Council.
- (b) To give approval to the Constitution, Rules and Bye-laws of any Society in the University of the West Indies, St. Augustine which may apply from time to time for recognition by the Guild.
- (c) To make Bye-laws as hereafter provided.
- (d) To make, vary and terminate contracts for and on behalf of the Guild, and
- (e) Such other powers not herein specifically conferred, and as are necessary for the good performance of the objects of the Guild and are not conferred by this Constitution on any other body.

OFFICERS OF THE GUILD

16. The Officers of the Guild shall be:

- (i) The President
- (ii) The Vice-President (with responsibility for Inter-Clubs Committee)
- (iii) The Guild Secretary
- (iv) The Guild Treasurer
- (v) The Student Activities Chairperson
- (vi) The Games Committee Chairperson
- (vii) The Publications Committee Chairperson
- (viii) The International Affairs Committee Chairperson
- (ix) The National Affairs Committee Chairperson
- (x) The Auditor
- (xi) The Returning Officer
- (xii) The Public Relations Officer
- (xiii) Hall Chairpersons
- (xiv) Faculty Representatives
- (xv) Postgraduate Representative
- (xvi) Part-time Representative, and
- (xvii) Any other officers as shall be deemed necessary by the Guild, from time to time.

THE PRESIDENT

17. The President:

- (a) Shall be the Chairperson of the Guild Council and the Guild of Students.
- (b) Shall be the Chief Executive Officer of the Guild of Students.
- (c) Shall see to the welfare of all workers in conjunction with the

- Student Activities Chairperson and shall ensure that Disciplinary or Dismissal action taken against a worker is in compliance with National and University rules and regulations.
- (d) Shall see to the efficient running of the Guild Council and the Guild of Students, and
 - (e) Shall perform any other functions that are assigned to him/her from time to time by this Constitution and its Bye-Laws.

THE VICE PRESIDENT

18. The Vice-President

- (a) Shall be the Deputy Chairperson of the Guild Council and the Guild of Students.
- (b) Shall, in the absence of the President, chair meetings of the Guild Council and Guild of Students.
- (c) Shall, as Chairperson of the Inter-Clubs Committee, chair meetings of the Inter-clubs Committee and in such function shall see to the competent and efficient managing of the affairs and general co-ordination of the Inter-Clubs Committee.
- (d) Shall be an ex-officio member of all Clubs and Societies that are registered according to the requirements of this Constitution and its Bye-laws.
- (e) Shall attend the Annual General Meetings of all Clubs.
- (f) Shall perform any other functions that are assigned to him/her from time to time by this Constitution and its Bye-laws.

19.

OTHER GUILD OFFICERS

- (1) The Guild Secretary:
 - (24) (a) Shall be responsible for recording and making notes of such minutes, resolutions and motions as are passed by the Guild Council and Guild of Students; and
 - (b) Shall be responsible for the dissemination of information within the Guild Council
 - (25) (c) shall preside on meeting of the Office and staff committee
 - i.

- (d) Shall perform any other functions that are
- (26) assigned to him/her from time to time by this
- (27) Constitution and its Bye-laws.

(2) The Guild Treasurer:

- (a) Shall be the Chairperson of the Finance Committee.
- (b) Shall ensure that accounting policies and procedures of the Guild of Students are in accordance with the accounting standards procedures and practices of the University.
- (c) Shall be responsible for preparing control accounts for the Guild of Students.
- (d) Shall see to the preparation of Estimates of Income and Expenditure and Final Accounts.
- (e) Shall be responsible for the collection of all monies at all fund-raising activities of the Guild of Students.
- (f) Shall authorize the disbursement of all monies as approved by the Guild Council.
- (g) Shall perform any other functions that may be assigned under the Constitution or the Bye-laws.

(3) The Student Activity Chairperson:

- (28) (a) Shall be the Chairperson of the SAC Committee.
- (b) Shall work with the President to see to the welfare of all workers and shall ensure that Disciplinary or Dismissal action taken against a worker is in compliance with National and University rules and regulations.
- (29) (c) Shall ensure that the physical facilities of the Guild are kept in adequate condition in accordance with the rules and regulations of the University for all members and guests of the Guild of Students.
- (30) (d) Shall approve the use of the facilities of the Student Activity Centre by any
 - a. member, club, society, prior
 - i. toauthorization given by the Manager of the

ii. Student
Activity Centre.

(e) Shall be responsible for the management of the Bar of the Guild.

(f) Shall preside on meetings of the Office and Staff committee

(31) (g) Shall perform any other functions that may be
(32) assigned under the Constitution or Bye-laws.

(4) The Games Committee Chairperson:

(a) Shall be the Chairperson of the Games Committee.

(b) Shall seek to promote and develop sports within the University community as well as the sporting relations of the University with the wider community.

(c) Shall coordinate or be aware of all gaming/sporting activities engaged within the University by any club, Society or other student body

(d) Shall perform any other functions that may be assigned under the Constitution or the Bye-laws.

(5) **The International Affairs Committee Chairperson:**

(a) Shall be the chairperson of the International Affairs Committee.

(b) Shall represent the interest of the Guild at all international fora.

(c) Except where specified by the Guild Council, shall submit all papers to be delivered on behalf of the Guild of Students for the approval by the Guild Council.

(d) Shall be responsible for presenting at least one annual symposium on a current international issue.

(e) Shall be liaison officer between the other Guilds of the University of the West Indies on all international issues.

(f) Shall perform any other functions that may be assigned under the Constitution or the Bye-laws.

(6) **The National Affairs Committee Chairperson:**

- (a) Shall be the Chairperson of the National Affairs Committee.
- (b) Shall promote, foster and develop, cultural, educational and social links with the general public.
- (c) Shall represent the interest of the Guild at all national fora.
- (d) Shall perform any other functions that may be assigned under the Constitution or the Bye-laws.

(7) **The Public Relations Officer:**

- (a) Shall be the Chairperson of the Public Relations Committee.
- (b) Shall, with the approval of the Guild President, be the spokesperson for the Guild of Students.
- (c) Shall be a standing member of the National Affairs Committee, International Affairs Committee, Publications Committee and Union Committee.
- (d) Shall perform any other functions that may be assigned under the Constitution or the Bye-laws

(8) **The Publications Committee Chairperson:**

- (a) Shall be the Chairperson of the Publications Committee.
- (b) Shall be responsible for the production and distribution of the official organ of the Guild at least **three (3) times** per semester, and for the production of such other newspapers, books, magazines, articles, etc. as the Guild Council shall desire to publish.
- (c) Shall be responsible for the production and distribution of all publications of the Guild Council
- (d) Shall be responsible for the posting of flyers and posters on the notice boards of the University, and the management and maintenance of the notice boards of the Guild.
- (e) Shall perform any other functions that may be assigned under the Constitution or Bye-Laws.

(9) **The Auditor:**

- (a) Shall perform at least a yearly audit of the accounts of the Guild as well as all clubs and societies affiliated to the Guild. These Audits must be completed by February 28 of each year.

- (b) Notwithstanding the above, The Guild Council may instruct the auditor to perform additional audits of the Guild and or its affiliated clubs and societies if, in the opinion of the Guild Council, such audits become necessary.
- (c) Shall perform any other functions that may be assigned under the Constitution or the Bye-Laws.

(10) **The Returning Officer:**

- (a) Shall be responsible for the conduct of free and fair elections for Guild officers in accordance with **Section 59** of the Constitution.
- (b) Shall, subject to the approval of the Guild Council, appoint such deputies as he/she shall deem necessary for the efficient conduct of the elections.
- (c) Shall ensure that all candidates are eligible to stand for election.
- (d) Shall ensure the accuracy and completeness of the electoral list.
- (e) Shall perform any other functions that may be assigned under the Constitution or the Bye-Laws.

(11) **Faculty Representatives:**

- (a) Shall represent the interests of the students in the Faculty to the Guild and the respective Faculty Boards.
- (b) Shall promote maximum participation of members of the Faculty in activities organized by the Guild Council, in addition to other activities that advance the curricular and extra-curricular interests of students in the Faculty.
- (c) Shall perform any other functions that may be assigned under the Constitution or the Bye-Laws.

(12) **Hall Chairpersons:**

- (a) Shall represent the interests of the residents and affiliated members of the respective Halls of Residence to the Guild Council and the relevant University departments (e.g., maintenance, Halls of Residence Business Office, etc.).
- (b) Shall promote cultural and social interaction on the respective Halls of Residence in order to enhance the quality of life on the Halls.
- (c) Shall promote maximum participation of residents and affiliated members of the respective Halls in activities organized by the Guild Council.

(d) Shall perform any other functions that may be assigned under the Constitution or the Bye-laws.

(13) Postgraduate Representative:

- (a) Shall represent the interests of the Postgraduate students to the Guild Council and the Respective Faculty Boards.
- (b) Shall promote maximum participation of Postgraduate students in activities organized by the Guild Council, in addition to other activities that advance the curricular and extra-curricular interests of postgraduate students at St. Augustine.
- (c) Shall perform any other functions that may be assigned under the Constitution or the Bye-laws.

(13) Staff Representative:

- (a) For the purpose of representing the interests of Guild Workers, a Worker Representative shall be elected in accordance with **Article 20 (5) (a)**.
- (b) The Worker Representative shall represent the interests of Guild Workers to the Guild Council.

ELECTION AND APPOINTMENT OF GUILD OFFICERS

- 20.** (1) The President, Vice-President, Guild Secretary, Guild Treasurer, Student Activity Chairperson, Games Committee Chairperson, Publications Committee Chairperson, International Affairs Committee Chairperson, and the National Affairs Committee Chairperson, shall be elected by secret ballot. Only Full Members of the Guild as defined by **Article 6 (1)** shall be eligible for nomination.
- (2) One representative from each faculty elected by members of the faculty. The respective Presidents of the Faculty Societies shall be the Student Representatives on the Guild Council for their respective faculties.
- (3) All members of the Guild Council shall be elected between **March 1** and **March 15** each year. The dates of the elections shall be decided by the Guild Council.
- (4) The Guild Council shall, at its first meeting, appoint the following officers:
- (a) The Auditor, whose appointment shall be on the advice of the Principal

- (b) The Returning Officer
 - (c) The Public Relations Officer
- (5) (a) The workers of the Guild shall also elect a representative from among their ranks to sit on the Guild Council. The election of such representative shall be between **March 1 and March 15** each year.
- (b) For the purpose of representing the interests of Guild workers, the worker representative shall, in those matters only, have the right to attend and vote at Guild Council Meetings only when matters concerning the interest of the workers are being discussed.
- (c) 'Worker interests' shall include all matters concerning the employment of Guild workers by the Guild matters related to workers' participation in decision-making in the University and any other related matter(s).
- (6) Voting of Guild Members shall be by secret ballot.
- (7) No member may hold more than one post simultaneously on the Guild Council neither may a member run for more than one office on the Guild Council in that given year.

ELECTIONS PROCEDURE

21. (1) The Returning Officer shall, subject to the approval of the Guild Council, appoint such deputies, as he shall deem necessary for the efficient conduct of the elections.
- (2) The dates for the election of officers and members of the Guild Council shall, subject to **Article 20 (3)** of the Constitution be decided by the Guild Council.
- (3) The Guild Secretary shall prepare and deliver to the Returning Officer, not later than the day before the day fixed for any elections, lists in duplicate of the persons qualified to vote in that election.
- (4) At least **four (4) days** before the date of any election the Returning Officer shall cause to be posted in suitable places notices stating:
- (33) (a) The time and place of the election
 - (34) (b) The latest time for the receipt of nomination papers by the Returning Officer or his deputy which, shall be not less than **forty-eight (48) hours** before the time fixed for the beginning of the election.
 - (35) (c) The number of vacancies to be filled.
 - (36) (d) The time up to which nominated candidates may

- (37) withdraw by notice in writing, and how and to whom
(38) this notice shall be sent. The time shall not be less
(39) than **twenty-four (24) hours** before the time of
(40) election.
- (5) A nomination paper shall contain the name of one candidate only, his academic year and, if appropriate his constituency, together with the signatures of the proposer and seconder and that of the person nominated.
- (6) All nomination papers shall be handed to the Returning Officer before the hour fixed under **sub-article 21 (4) (b)**.
- (7) Not less than **thirty-six (36) hours** before the time fixed for the beginning of the election the Returning Officer shall have posted on all Notice Boards provided on Campus for Guild Notices and the Union Notice Board(s), lists of the vacancies in each constituency, together with the names and academic years of the persons nominated.
- (8) Similar lists revised by the omission of the names of candidates withdrawn shall be posted by the Returning Officer at least **twenty-four (24) hours** before the time fixed for the beginning of the election.
- (9) Each voter shall present his identification card before casting his vote.
- (10) A voter may vote for as many candidates as there are vacancies.
- (11) A voter may give only one vote for any one vacancy.
- (12) Each voter shall sign a register before recording his vote. At the time of the closing of the poll, the counterfoils of the ballot papers and the register shall be sealed up and not opened except by an order from the Guild Council for a scrutiny of the vote.
- (13) Any infringement of **sub-sections (5), (9), (10) or (11)** shall render invalid the paper in respect of which the infringement occurs.
- (14) Ballots boxes shall be provided in such places as the Guild Council shall direct, and shall be sealed up at the close of the poll until the counting of the votes.
- (15) The poll shall be open from **8:00 am to 8:00pm** on the day of the elections.
- (16) The results of the elections shall be published on all Notice Boards provided on Campus for Guild Notices and the Union Notice Board(s) within **twenty-four (24) hours** of the closing of the poll.
- (17) In the event of a tie in voting, a fresh poll shall be taken within **two (2) days** between the hours of **12:00 noon and 8:00pm**.

- (18) All questions relating to the validity of an election shall be determined by the Returning Officer. All such questions shall be raised in writing within **three (3) days** of the election and shall be determined within **two (2) weeks** of the election.
- (19) Voting papers shall not be destroyed before the lapse of **two (2) weeks** after the results of the elections have been finally resolved.
- (20) The election of Guild Officers shall be in the following sequence:
 - (a) President
 - (b) Vice-President
 - (c) Guild Secretary and Guild Treasurer
 - (d) Chairpersons of Committees
 - (e) Members of the Guild representing constituencies
- (41) All candidates must observe Guild campaign rules and regulations in relation to the conduct of campaigns as defined by the Returning Officer on the advice of the Guild Council.
- (42) No person shall run for a position on the Guild Council once that person is an executive member of a political party or holds an office in a political party.

VACANCIES

- 22. (1) Should the office of the President become vacant, a new President shall forthwith be elected by ballot of the whole from among the members of the Guild unless the vacancy shall occur after **December 31** of any year in which case the Guild Council shall decide whether an election be held or whether the Vice President shall perform the duties of the President until the end of his term of office.
- (2) Should the office of Vice-President become vacant, a new Vice President shall forthwith be elected by ballot of the whole from among the members of the Guild unless the vacancy shall occur after **December 31** in any year, in which case the Guild Council shall decide whether an election be held or whether the functions of the Vice-President shall be performed by the President or his nominee from among the members of the Guild Council.
- (3) (a) Should the office of Auditor become vacant the Guild Council shall appoint another Auditor in accordance with **Article 20 (4) (a)**.
- (b) Should a vacancy exist in any other office of the Guild, the office shall be filled by the Guild at a Bye-election except in the case of officers mentioned in **Article 20. (4) (b) & (c)** who shall be

appointed by the Guild Council from among the members of the Guild.

- (4) No act or resolution of the Guild Council shall be invalid by reason only of any vacancy in the Guild Council.
- (5) Any elected position on the Guild Council not filled within the prescribed time shall be considered by the Guild Council, which, in its discretion, may do one of the following:
 - (43) (a) extend the prescribed time; or
 - (44) (b) appoint a member of the Guild to fill the position.
- (6) Any member of the Guild Council other than its Officers under **Article 20 (1)** shall cease to be members of the Guild Council upon ceasing to be members of the body, which elected or appointed them.
- (7) Any member of the Guild Council who shall cease to be a Full Member of the Guild as defined by **Article 6 (1)** shall automatically cease to be a member of the Guild Council.
- (8) Any member, of the Guild Council who shall have been absent from three consecutive meetings of the Guild Council or a total of four meetings, shall be considered to have resigned unless reasons for such absences have been given which the Guild Council by a majority considers appropriate.
- (9) Any member of the Guild Council may resign by giving notice in writing to the Guild Secretary and the resignation shall be effective not less than **seven (7) days** after its receipt.

TENURE OF OFFICE

- 23. (1) Subject to **Article 20** all elected members of the Guild Council shall hold office from **April 1 to March 31** of the succeeding year.
- (2) Any member who is elected by virtue of **Article 22** shall vacate his/her position at the end of the tenure of office of the Guild Council of which he/she is a member.

MEETINGS OF GUILD COUNCIL

- 24. (1) The Guild Council shall meet at least **four (4) times** per semester such semester periods being defined in the University Calendar.
- (2) Members of the Guild who are not members of the Guild Council constituted by **Article 20** may attend meetings of the Guild Council if invited by the President.

- (3) Meetings of the Guild Council shall be chaired by the President or by the Vice-President in the absence of the President or in the absence of both, by any member of the Guild Council elected by a simple majority of its members.
25. (1) Ordinary meetings of the Guild Council may be called by the authority of the President. At least **three (3) days** notice shall be given to every member of the Guild Council.
- (2) Emergency meetings of the Guild Council may be called by the President, or by the Vice-President in the absence of the President. At least **twenty-four (24) hours** notice shall be given to every member of the Guild Council of such meetings.
- (3) Notwithstanding **Article 25 (2)** above, upon the submission of a petition signed by an absolute majority of the Guild Council to the Secretary of the Guild, an emergency meeting may be called and chaired by a member of the Guild Council in accordance with **Article 24 (3)**.
- (4) One half of the members of the Guild Council shall constitute a quorum.
- (5) The first meeting of a newly elected Guild Council shall be held before April 30.
- (6) At the first meeting of a newly elected Guild Council, it shall make such appointments and perform such duties as provided for in the Constitution.

PROCEDURES FOR MEETINGS OF THE GUILD COUNCIL

26. (1) The Agenda shall usually include the Minutes of the last meeting and matters arising from them.
- (2) At each meeting of the Guild Council, the members present shall sign their names in the Register.
- (3) The Guild Council shall have the power subject to **Article 24 (2)** to permit non-members of the Guild Council to attend any of its meetings. Such permission shall not confer the right to vote. It shall not confer the right to speak except on the invitation of the Chairperson.
- (4) The Guild Secretary shall read the Minutes of the previous meeting unless the meeting decides that the Minutes be taken as read. Before confirmation of the Minutes no motion or discussion shall be allowed on the Minutes except in regard to their accuracy. After the Minutes have been confirmed and signed by the Chairperson, matters arising from the Minutes may be discussed.

- (5) A member shall always address himself to the Chairperson. When the Chairperson begins to speak any member then speaking must cease.
- (6) If the Chairperson calls a member to order the member speaking shall cease and no other member shall speak until the Chairperson gives his permission for debate to continue. The ruling of the Chairperson on points of order or explanation shall be final.
- (7) If a member refuses to obey the Chairperson's call to order, he/she shall be required to leave the room and shall not be allowed to re-enter until an apology satisfactory to the meeting be given.
- (8) In the event of the Guild Council considering that the circumstances of the meeting demand that a member shall remain in the meeting, it shall have the power, by an absolute majority to direct the member to remain.
- (9) If grave disorder arises, the Chairperson acting on his/her discretion can declare the meeting adjourned and quit the chair, and by that declaration the meeting is immediately adjourned, and no business may be subsequently transacted.
- (10) Members wishing to raise points of order or information must first get the permission of the Chair. A member shall give way to another on a point of order, but shall not be bound to give way on a point of information.
- (11) The first proposition on any subject shall be known as the **Original Motion**. All succeeding propositions on that subject shall be known as amendments. Any motion or amendment shall be moved and seconded by members actually present at the meeting before they can be discussed and wherever possible shall be set down in writing. It is permissible for a member to first and then conclude with a motion. When an amendment is moved to an Original Motion no further amendment has been disposed of, however, when an amendment is placed before the meeting it shall be permissible for a member to propose an amendment to such amendment.
- (12) If an amendment is be carried, the motion as amended displaces the Original Motion and becomes the **Substantive Motion**. Any further amendment relating to the Substantive Motion may be moved provided it is consistent with the business and has not been covered by an amendment or motion previously rejected. After the vote on such succeeding amendment has been taken, the surviving propositions shall be put to the vote as the main question, and if carried shall become a resolution of the meeting. The proposer of the motion or amendment being carried, its proposer becomes the proposer of the Substantive Motion and may reply before that is put. IN every case, the question shall be put to the meeting for the vote directly after the right of reply has been exercised.
- (13) A motion on the table may be withdrawn by the proposer, but it shall then be open to the seconder or any other member to propose the same motion, providing this is done immediately after such withdrawal.

- (14) At any time after a question has been proposed from the Chair, any member may move. "**That the question be now put**". On this motion being seconded, the Chairperson, unless he/she considers that it is an infringement of the right of reasonable debate, forthwith, and without permitting discussion shall put the question "**That the question be not put.**" If this question be carried the Chairperson shall then call upon the proposer to exercise his right of reply, after which the question shall immediately be put.
- (15) The order of precedence of motions shall be:
- (a) That the question be now put
 - (b) To postpone or adjourn the matter to a later specified meeting
 - (c) That the motion be not put
 - (d) To refer the matter back to a committee for re-examination
 - (e) To refer the matter to a committee for investigation and report
 - (f) That the matter lie on the table
 - (g) For temporary adjournment of the meeting for not longer than **ten (10) minutes.**
 - (h) For a temporary chairperson
 - (i) A vote of no confidence.
- (16) Voting shall be by show of hands or in writing as directed by the chairperson. A member may abstain from voting on any question. The chairperson shall have a casting vote only.

MEETINGS OF THE GUILD

General Meetings

27. (1) There shall be **two** General Meetings of the Guild. The **first** shall be held within the **first four (4) weeks** of the first semester. The second shall be held during the **second** semester and no later than **February 28**. This second meeting shall be the **Annual General Meeting of the Guild**.
- (2) Extensions of the deadlines for meetings must be approved by an absolute majority of the Guild Council.
- (3) The business of the Annual General Meeting shall include consideration of Reports and Balance Sheets, as required by the Constitution.
- (4) At least **seven (7) days** notice of the Annual General Meeting shall be given in writing posted on the Notice Boards provided on the Campus for Guild Notices. All Reports to be considered at the Meeting shall also be posted on the Notice Boards within the time stated.

Notice of Motion at General Meeting

28. (1) If any Full Member of the Guild shall desire to introduce any motion for consideration at either General Meeting of the Guild he/she shall give to the Guild Secretary, not less than **three (3) days** before such a meeting, notice in duplicate, specifying the motion intended to be introduced, signed by no less than **ten (10) members**. The Guild Secretary shall publicize such notice on all Notice Boards including those provided on the Campus for Guild Notices.
- (2) Amendments may be made to any such motion without any previous notice provided that a written statement thereof duly proposed and seconded be handed to the Chairperson of such meeting.
- (3) The Chairperson shall have discretionary power to put any motion before such meeting for consideration, notwithstanding that the foregoing provisions of this rule have not been complied with.
- (4) Guild workers shall have the right to attend Guild Meetings and move motions subject to the manner prescribed above in **Article 28 (1)**.

Special General Meeting

29. (1) A special General Meeting shall be called:
- (a) When the President deems it advisable
- (b) When it is requested by a simple majority of the Guild Council
- (c) If it is requested by the Council, the Senate or the Principal of the University of the West Indies, St. Augustine, or
- (d) If it is requested by not less than **fifty (50) members** of the Guild who shall have sent a request in writing to the President stating the object for which the meeting is desired.
- (2) Notice of a Special General Meeting shall be posted on all the Notice Boards including those provided on Campus for Guild Notices, at least **twenty-four (24) hours** before the date fixed for the meeting. The business of the meeting shall be limited to that which is specified in the notice.

Miscellaneous

30. (1) All General Meetings of the Guild shall be summoned by the President, or the person acting in his/her office.
- (2) Minutes of the proceeding of each meeting shall be kept. At every meeting, the Minutes of the previous meeting shall be confirmed, subject to any corrections, and signed by the Chairperson. At a Special General

Meeting the Minutes of the previous General Meeting shall not be taken unless they relate to the business of the meeting.

- (3) The quorum shall be **fifty (50) Full Members** of the Guild of Students.
- (4) General Meetings of the Guild shall be private and no public reports shall be made of the proceedings except with the authority of the Guild Council.
- (5) At a General Meeting of the Guild only Full Members as defined by **Article 6 (1)** shall have the right to vote. Other members of the Guild shall have the right to attend and speak but shall not vote.

Student Senate

31. (1) There shall be a Student Senate, which shall consist of the President of Every recognized club, society, association and organization on campus as defined by **Article 15 (b)** as well as the following elected Guild Councillors; namely the Guild President, National Affairs Chairperson, External Affairs Chairperson, a faculty Representative rotated among each faculty, a hall Chairperson rotated among the Halls. Herein referred to as Senators.
- (2) A person shall be qualified to be appointed as a senator once they have been duly elected by the members of their respective club, society, association or campus organization.
- (3) A senator shall immediately vacate his seat where:
 - (a) He/she is absent from three consecutive sittings of the senate
 - (b) With his/her consent he is nominated as a candidate in Guild elections
 - (c) He/she ceases to be a student
- (4) In the absence of a Senator the Vice President or any other committee member may act in his/her place once they have received the approval from the executive of the respective club, society, association or organization.
- (5) The Chairmanship of the senate shall be decided based on an election at the end of every month. No Senator is allowed to chair the senate on two consecutive occasions.
- (6) The Guild President shall supervise the election of the Senate Chairperson after the first Senate meeting. The outgoing Chairperson shall supervise subsequent elections.
- (7) The Chairperson once elected shall be responsible for chairing all meetings of the senate for one month as well as ensuring that proper procedures are followed

- (8) Meetings of the Senate shall be called
 - (a) By the Guild President
 - (b) By the Senate Chair
 - (c) By an absolute majority of the Guild Council.
- (9) A quorum for meetings shall be half of the members of the senate
- (10) The senate shall have the power to set up the following committees:
 - (a) Constitution Committee
 - (b) Such other committees that are deemed necessary by the Guild Council
- (11) The Senate shall have the power to request and receive reports from any Guild councilor about the performance of his/her committee at anytime.
- (12) The senate shall meet at least four times per semester

STANDING COMMITTEES

- 32. (1) There shall be the following Standing Committees of the Guild:
 - (45) (a) The Student Faculty Committees
 - (46) (b) The Finance Committee
 - (47) (c) The Student Activity Committee
 - (48) (d) The Games Committee
 - (49) (e) The Inter-Clubs Committee
 - (50) (f) The National Affairs Committee
 - (51) (g) The International Affairs Committee
 - (52) (h) The Office and Staff Committee
 - (53) (i) The Guild Publications Committee
 - (54) (j) The Public Relations Committee
 - (55) (k) The Constitution Committee; and
 - (56) (l) Such other Committees as shall be decided by the Guild, Student Senate or Guild Council from time to time.
 - (57)
- (2) The Standing Committees shall be constituted within the first fortnight of the elections of the Guild Council, and shall meet by **April 15**. They shall continue in office until new committees are appointed in keeping with this constitution or its Bye-Laws, and their respective regulations.
- (12) Standing Committees shall make regulations for their own procedures and discipline of members subject to the approval of the section of students they represent and the Guild Council.
- (13) All standing Committees shall be governed by the Constitution.
- (14) All standing Committees shall be directly responsible to the Guild Council and to the respective sections of the student body, which they represent.

- (15) The President of the Guild shall be an ex-officio member of all Standing Committees of the Guild.

RULES FOR STANDING COMMITTEES

- 33.** (1) All decisions of Standing Committees shall be arrived at by a simple majority of all the Committee members.
- (2) All Standing Committees shall have power to set up such sub-committees as they may deem necessary for the adequate performance of their functions.
- (3) All Standing Committees shall manage, control and be accountable for all the funds and equipment allocated to them by the Guild Council.
- (4) All Standing Committees shall have the right to make, vary and terminate all contracts and business transactions as may be necessary for the adequate performance of their functions.
- (5) Unless provided for otherwise, all members of standing Committees shall be appointed by the Guild Council at its first meeting.

STUDENT FACULTY COMMITTEES

- 34.** (1) All Student Faculty Committees shall be responsible to the students in their respective faculties.
- (58) (2) The Student Faculty Committees shall comprise:
- (a) Faculty Representative to Guild Council
 - (b) Year Representative to Guild Council
 - (c) A Post-graduate Representative, where applicable
 - (d) Any other members as the Committee deems fit for the proper functioning of the Committee.
- (3) In the case of Faculties with departments, the Year Representative shall represent the view of the departmental Committees. Student Departmental Committees shall comprise different Year Representatives for each department.
- (4) (a) The Student Faculty Committee Shall:
- (i) Represent the interests of the students in the Faculty to Guild Council and the respective Faculty Boards, and
 - (ii) Promote maximum participation of members of the Faculty in activities organized by the Guild Council, in addition to

other activities that advance the curricular and extra-curricular interests of students in the Faculty.

- (b) The Faculty Representative to the Guild shall:
 - (i) Chair the meetings of the Student Faculty Committee.
 - (ii) Represent the interests of the Student Faculty Committee to the Guild Council.
 - (iii) Relay all directives and relevant information from the Guild and Guild Council to the students in their respective faculties.
 - (iv) Perform all other functions as may from time to time be conferred on him/her by the Student Faculty Committee and Guild Council.

FINANCE COMMITTEE

- 35. (1) The Finance Committee shall comprise the following members:
 - (a) The Guild Treasurer who shall act as Chairperson of the Committee
 - (b) The President
 - (c) The Vice-President/ Inter-Clubs Committee Chairperson
 - (d) The Student Activity Committee Chairperson
 - (e) The Games Committee Chairperson
 - (f) The Guild Publications Committee Chairperson
- (2) The Finance Committee shall meet within the first **four (4) weeks** of the first semester. The Committee may be convened at any time by the Guild Treasurer if he/she deems it necessary.
- (3) The Finance Committee shall study and, if necessary, revise the estimates of income and expenditure of the various committees as specified under **Article 48 (2)** of this Constitution, which are submitted to the Guild Council for its approval.
- (4) All business of the Finance Committee shall be submitted to the Guild Council for its approval.
- (5) In the absence of the Guild Treasurer, the President may convene a meeting of the Committee.

Student Activities Committee

- 36. (1) The Student Activities Committee shall comprise the following Officers and members of the Guild.
 - (59) (a) The Student Activity Committee Chairperson
 - (60) (b) The President

- (61) (c) The Guild Treasurer
 - (62) (d) The Public Relations Officer
 - (63) (e) The SAC Treasurer
 - (64) (f) The SAC Secretary
 - (65) (g) Three other members of the Guild Council.
- (66) (3) The Student Activity Committee shall have the following powers:
- (a) To make rules regulating the conduct of members of the Student Activity Centre and the use of the premises of the Student Activity Centre.
 - (b) To suspend from the use of the Student Activity Centre or of any part of the facility thereof any member of the Guild who in the opinion of the Student Activity Committee shall have been guilty of disorderly or improper conduct in the Student Activity Centre or breach of the rules made under this Section. An appeal from suspension shall be made to the Guild Council, which shall deal with it in accordance with **Article 10** of this Constitution.
 - (c) Such other powers as are necessary for the conduct and administration of the Student Activity Centre.
- (4) (a) There shall be the following Sub-Committees of the Student Activity Committee:
- (i) Bar and Canteen
 - (ii) Music
 - (iii) Buildings
 - (iv) Decorations and Furnishings
 - (v) Grounds and Gardens
 - (vi) Records
- (b) These sub-Committees shall be appointed by the Student Activity Committee
 - (c) Sub-Committees shall be governed by Bye-laws made on their own behalf
 - (d) Ad-hoc committees may from time to time be appointed by the Union Committee.

Duties of Officers:

- (5) (a) The Student Activity Committee Chairperson shall preside over meetings of the Student Activity Committee when he/she is present. The Student Activity Committee Chairperson shall be

responsible for the custody and safety of all Student Activity Centre property and shall take steps to ensure that such property is secured and maintained in accordance with the rules and regulations of the University of the West Indies. The Student Activity Committee Chairperson shall act on behalf of the Student Activity Committee between meetings of the Committee.

(b) **The Student Activity secretary shall:**

- (i) Keep minutes of the proceedings or the meetings of the Student Activity Committee.
- (ii) Carry on such correspondence as directed by the Student Activity Committee or the Student Activity Committee Chairperson acting on behalf of the Committee, and
- (iii) Prepare an annual report on the activities of the Union for presentation to the meeting of the Committee called for the purpose of receiving such report, which report shall be submitted at the Annual General Meeting of the Guild.

(c) **The Student Activity Treasurer shall:**

- (i) Keep records of all transaction of the Student Activity Committee
- (ii) Authorize all payments from the funds of the Student Activity Committee on the direction of the Student Activity Committee or of the Student Activity Committee Chairperson, Student Activity Secretary and Student Activity Treasurer acting on behalf of the Student Activity Committee
- (iii) Shall preside over meetings of the Bar and Canteen Sub-Committee, and
- (iv) Shall prepare the necessary financial statements for presentation to the Student Activity Committee and Guild Council

Temporary Members

- (6) All members of courses and summer schools organized by the University may be admitted as temporary members of the SAC upon payment of a fee. Such fee shall be prescribed by the Guild Council and approved by the Campus Council.

Guests

- (7) (a) Guests must be introduced into the SAC by members of the Guild. They must sign the register kept for the purpose as must the members introducing them.

- (b) The SAC Committee may restrict the number of guests to be introduced by a member of the Guild at dances or other functions organized by the SAC Committee.

Canteen and Bar

- (8) (a) The normal hours of opening and closing of the Canteen and Bar shall be specified from time to time by SAC Committee.
- (b) A schedule of such hours shall be kept posted on the notice boards.
- (c) No persons other than members of the Guild of Students and their guests may be served at the SAC Canteen or Bar.

Meetings of the SAC Committee

- (9) (a) Meetings of the SAC Committee shall be presided over by the SAC Committee Chairperson or in his/her absence by any member of the Guild Council there present or failing these by a member of the committee. The acting Chairperson shall be chosen by the meeting.
- (b) The SAC Committee shall meet at least twice per semester.
- (c) Emergency meetings of the Committee shall be called by the Secretary on the instruction of the SAC Committee Chairperson or at the written request
- (d) At least **seventy-two (72) hours** notice must be given before the holding of ordinary meetings of the Committee and **twenty-four (24) hours** for an emergency meeting.
- (e) Matters listed on the Agenda of a meeting shall be dealt with as listed on the Agenda, unless a motion to suspend this standing order is passed to allow other matters to be discussed.
- (f) Minutes of the proceedings of each meeting shall be kept. At every meeting, the minutes of the previous meeting shall be confirmed, subject to any corrections, and signed by the Chairperson.
- (g) Five **(5)** members shall form a quorum.

Loan Of Student Activity Centre to Clubs, Societies and/or Individuals

- (10) (a) Requests for loan of the premises should normally be made at least on **(1) week** in advance.
- (b) All guests who are not members of the Guild shall be covered by

invitation.

- (c) Arrangements for the function must be to the satisfaction of the SA Committee.
- (d) No public advertisement may be made unless approval is granted by the SA Committee.
- (e) The promoter or promoters must undertake in writing to make such provision for security as is deemed necessary by the University.
- (f) The promoter or promoters shall be responsible for any damage breakage or loss of SAC property and must indemnify the SA Committee against such loss or breakage or damage.
- (g) Profits at the Bar shall be retained by the SAC unless otherwise specified by the SA Committee.
- (h) All arrangements for staffing of the Bar and Canteen shall be made by the SA Committee.
- (i) Members of the SA Committee shall have free access to the SA premises at all times.

THE GAMES COMMITTEE

- 37.** (1) In accordance with **Article 31** of the Constitution, the Games Committee shall be a Standing Committee of the Guild.
- (2) The Games Committee shall comprise:
- (a) The Games Committee Chairperson
 - (b) Faculty and Hall Sports Representatives
 - (c) The University Head Grounds man
 - (d) A Games Committee Secretary
 - (e) A Games Committee Treasurer
 - (f) Any other members that the Committee deems fit for the adequate performance of its duties.
- (3) A vacancy in the office of Games Committee Chairperson shall be filled in accordance with **Article 22** of the Guild Constitution.

Representative on Guild Council

- (4). The Games Committee Chairperson shall represent the Games Committee on the Guild Council. He shall act on behalf of the Games Committee between meetings of the Committee.

Annual Reports

- (5) (a) The Annual Report and Financial Statement of the Games Committee shall be prepared by the Games Committee Secretary and the Games Committee Treasurer respectively and shall be presented at the Annual General Meeting of the Guild, as provided for in **Article 27 (1)** of the Constitution.
- (b) All Clubs shall send in their annual reports and their budgets for the ensuing year to the Games Committee no later than **two (2) weeks** before the Annual General Meeting of the Guild, unless otherwise agreed between the Games Committee and the Guild Council.

Budget

- (6) The Games Committee, in consultation with the recognized Clubs, shall prepare estimates of income and expenditure for presentation to the Guild Council within the first **two (2) weeks** of the first semester. The Games Committee shall supervise the expenditure of grants made by the Guild Council but shall not be empowered to reallocate funds amongst clubs.

Suspension

- (7) (a) The Games Committee shall have power to suspend any member of any recognized club for what it considers good cause, from taking part in any game for such time as it shall deem proper, provided that at least **seventy-five (75) per cent** of the number of members of the Committee shall be present and the decision shall be approved by a two-thirds majority of those present. The member shall have the right to be heard in his own defence.
- (b) An appeal shall be from the Games Committee to the Guild Council, which shall deal with it in accordance with **Article 10** of the Constitution.

Year of Office

- (8) The year of office of the Games Committee shall begin and end with the year of office of the Guild Council.

Meetings of the Games Committee

- (9) (a) Meetings of the Games Committee shall be presided over by the Games Committee Chairperson or in his/her absence by any member of the Committee chosen by the meeting.

- (b) The Games Committee shall meet at least twice during each semester and the first meeting in the first semester shall be within the first fortnight of the semester.
- (c) Emergency meetings of the Committee shall be called by the Games Committee Secretary on the instruction of the Games Committee Chairperson or at the written request of at least **five (5) members** of the Committee.
- (d) At least **seventy-two (72) hours** notice must be given before the holding of an ordinary General Meeting of the Committee and **twenty-four (24) hours** notice for an Emergency meeting.
- (e) Matters listed on the agenda of a meeting shall be dealt with as listed on that agenda unless a motion is passed to allow other matters to be discussed.
- (f) Minutes of the proceeding of each meeting shall be kept. At every meeting the Minutes of the previous meeting shall be confirmed, subject to any corrections, and signed by the Chairperson.
- (g) Five **(5)** members shall form a quorum.

Games Clubs

Recognition

- 38.**
- (1) Every application for the recognition of a Games Club shall be addressed in writing to the Secretary of the Games Committee, membership in any such club must not be less than **twenty (20)** Full or Associate members of the Guild, and any such application for recognition shall be accompanied by a copy of the proposed constitution of the Club, and its register signed by members.
 - (2) In exceptional circumstances, the Games Committee shall consider the application of any Games Club with less than **twenty (20)** members.
 - (3) The Games Committee shall in its discretion grant or refuse an application within **four (4) weeks** of its receipt. If the Games Committee shall refuse any such application, the applicant shall have the right of appeal, to a meeting of the Guild Council within **nine (9) months**. If the Games Committee shall grant any such application, their decision shall be ratified by the Guild Council within **three (3) months**.
 - (4) Before granting recognition to a club, the Games Committee shall ensure that the proposed Constitution of the club in no way conflicts with the Constitution of the Guild of Undergraduates.

- (5) The officers of all Clubs shall include:
 - (a) Captain
 - (b) Vice-Captain
 - (c) Secretary and Treasurer or Secretary/Treasurer

- (6) The rights conferred by recognition are as follows:
 - (a) The right to have notices in the appropriate publication of the Guild Press.
 - (b) The right to use the Notice Boards of the Guild.
 - (c) The right to use the name of the University of the West Indies or the letters U.W.I. in the name of the Club.
 - (d) The right to erect Notice Boards subject to the approval of the Guild Council.

Rules

- (7) (a) Individual clubs may make rules for their own management subject to the approval of the Games Committee.
- (b) Recognition shall not imply any financial liability on the part of the Games Committee or the Guild Council.
- (c) No alteration of the Constitution of a recognized club shall be valid unless it has been approved by the Games Committee.
- (d) When the conditions of membership of a club include a subscription, this subscription shall not be valid unless approved by the Games Committee.

Registration

- (8) Every member of the Guild who desires to be registered as a member of one or another of the recognized clubs shall sign the following declaration:

**"I desire to be enrolled as a member of the U.W.I.
and I undertake to represent the Club if called upon to do so,
unless I am prevented by good cause. If I shall be prevented I
shall immediately inform the Captain".**

Meetings

- (9) (a) Unless otherwise approved by the Games Committee, there shall be an Annual General Meeting of each Club affiliated to the Games Committee, during the first **five (5) weeks** of the first semester at which the officers for the ensuing year shall be elected.
- (b) Each club shall have a General Meeting at least once each semester that falls during its playing season, and a meeting shall be held within **four (4) weeks** of the beginning of every season.
- (c) The Games Committee Secretary shall be invited to attend all meeting of recognized clubs.
- (d) Notice of the date of Annual General Meetings shall be posted on the appropriate Notice Boards at least **seven (7) days** in advance.
- (e) Minutes of meetings shall be kept, and at the end of every season shall be submitted to the Games Committee Secretary together with a report of the club's activities for the season.

Property

- (10) (a) The Secretary of each club shall be required each year before the end of the first semester to furnish the Games Committee Treasurer with a complete inventory of the property of his/her club.
- (b) The Games Committee Treasurer shall arrange for the insurance of valuable equipment in the possession of various clubs.
- (c) The Captain of each Club shall be responsible for the proper custody and safety of all club property and shall take steps to ensure that such property is properly secured.

Membership

- (11) (a) Any external member of the Guild of Students, provided he/she is a financial member of the Guild of Students shall be permitted to represent Games Clubs, if he/she holds membership of such Clubs however, these members may not constitute more than **twenty-five (25%) percent** of any team.
- (b) Names of members of Clubs must be submitted to the Chairman of the Games Committee for confirmation of the their membership.

Accounts

- (12) The Treasurer of each club shall send to the Games Committee

Treasurer, as often as the latter shall require, accounts of income and expenditure of his club.

LOAN OF THE PLAYING FIELD

- 39.** (1) Request for loan of the playing field or any section thereof should normally be made at least **two (2) weeks** in advance.
- (2) All guests who are not members of the Guild shall be covered by invitation. The Games Committee reserves the right to restrict the number of guests introduced by each member of the Guild.
- (3) Arrangements for use of the playing fields must be to the satisfaction of the Games Committee.
- (4) No public advertisement may be made unless approval is granted by the Games Committee.
- (5) The organization or individual(s) requesting loan of the playing fields shall be responsible for any damage, breakage or loss of Games Committee property and must indemnify the Games Committee against such loss, breakage or damage.
- (6) Collections taken at the playing fields shall be retained by the Games Committee unless otherwise specified by the Games Committee.

INTER-CLUBS COMMITTEE

Functions

- 40.** (1) (a) The Inter Clubs Committee (I.C.C.) shall coordinate on a planned basis the activities of all the recognized social, cultural, religious and political clubs or societies of the Guild of Students, with a particular view of allocating to and supervising the use of adequate funds, equipment and related material to each Club/Society recognized by the I.C.C.
- (b) The I.C.C shall also promote the broadest student participation in the activities of its recognized clubs and societies.
- (2) The I.C.C shall comprise:
- (a) The Vice-President of the Guild who shall be Chairperson of the ICC.
- (b) The Guild Treasurer who shall be Treasurer of the Committee.
- (c) The President as an ex-officio member, and
- (d) The Chairpersons of the clubs/societies recognized by the ICC.
- (e) A Secretary

- (3) The year of office of the ICC shall begin and end with the year of office of the Guild Council.
- (4) The ICC shall in consultation with the recognized Clubs and Societies prepare estimates of income and expenditure for presentation to the Guild Council within the first **two (2) weeks** of the first semester. The ICC shall allocate the grant made by the Guild Council among the said Clubs/Societies and exercise a general control of their expenditure. All Clubs/Societies affiliated to the ICC must submit general and financial reports to the Guild Treasurer at the end of every semester, and if this is not done, no grant will be disbursed until that Club or Society complies with this regulation.
- (5) The ICC shall prepare a report, which shall include in summary form, a report of the activities of the recognized Societies and a statement of their income and expenditure to be presented at the Annual General Meeting of the Guild.

Meetings

- (6) The ICC shall meet within **four (4) weeks** of the first semester and not less than once per semester.

CLUBS AND SOCIETIES

Recognition

41. (1) Any application for recognition of a non-game Club/Society shall be addressed in writing to the Secretary of the ICC. Membership in any such Club/Society must be no be less than **twenty (20)** Full or Associate members of the Guild, and any such application for recognition shall be accompanied by a copy of the Constitution of the Club/Society and its register signed by members.
- (2) In exceptional circumstances the ICC shall consider the application of any non-games Club and Society of less than **twenty (20)** members
- (3) The ICC shall, in its discretion, grant or refuse applications within **four (4) weeks** of their receipt. If the ICC shall refuse any such application, the applicant shall have the right of appeal to a Meeting of the Guild Council within **one (1) month**.
- (4) Before granting recognition of a Club/Society, the ICC shall ensure that the Constitution of the Club/Society in no way conflicts with the Constitution of the Guild of Students.
- (5) The rights conferred by recognition are as follows:

- (a) The right to have a notice in the appropriate publication of the Guild Press.
 - (b) The right to use the Notice Boards of the Guild.
 - (c) The right to use the name of the University of the West Indies or the letters U WI in the title of the Society, and
 - (d) The right to erect Notice Boards subject to the approval of the Guild Council.
- (6) The officers of all Clubs and Societies shall include:
- (67) (a) The President/Chairperson
 - (68) (b) Secretary and Treasurer or Secretary/Treasurer
- (7) In the event the post of President or any other member of the committee of a Club or Society becomes vacant, the vacancy shall be filled in accordance with the Constitution of that Club/Society.
- (8) Recognition shall not imply any financial liability. Any such liability shall be the subject of special agreement with the ICC or Guild Council.
- (9) Individual Clubs/Societies may make rules for their management subject to the approval of the ICC.
- (10) Recognized Clubs/Societies shall submit to the Chairperson of ICC at the beginning of each semester, details of proposed activities. The Chairperson of the ICC shall be notified in writing in advance of any alterations to the schedule of activities.

Meetings

- (11) There shall be an Annual General Meeting of each Club or Society during the **first four (4) weeks** of the first semester, unless otherwise approved by the ICC.

Property

- (12) (a) The Secretary of each Club shall be required each year before **December 15** to furnish the Treasurer of the ICC with a complete inventory of the property of his Club.
- (b) The Treasurer of the ICC shall arrange through the Guild Council for the insurance of valuable equipment in the possession of various clubs.

- (c) The Presidents of Clubs/Societies shall be responsible for the proper custody and safety of all club/society's property and shall take steps to ensure that such property is properly secured.

Membership

- (13) (a) Any full member of the Guild of Students is eligible for membership in any Club/Society. Such Club/Society may admit to membership such associate members of Guild as they choose or any other persons, subject to the approval of the ICC.
- (b) Any external member of the Guild of Students, provided he/she is a financial member of the Guild shall be entitled to all privileges of full members of recognized Clubs or Societies upon signing the register, except the privilege of holding office in that Club/Society. Academic staff may only become full members of recognized Clubs/Societies upon obtaining full membership of the Guild.

Reports and Budgets

- (14) All Clubs/Societies should send in their Annual Reports and Budgets for the ensuing year by **May 31** each year.

NATIONAL AFFAIRS COMMITTEE

Functions

- 42. (1) (a) The National Affairs Committee shall promote, foster and develop the cultural, educational and social links with, and develop meaningful programmes in the wider national community. The main objective of these initiatives is to enhance and encourage the broadest possible participation by students in such programmes which may from time to time be organized.
- (b) The National Affairs Committee shall also seek to ensure holiday jobs for students, broadcasting facilities on national radio, secure student discounts in the commercial sector and travel facilities, and other matters which affect students' interests.

Composition

- (2) The National Affairs Committee shall comprise:
 - (69) (a) The National Affairs Chairperson
 - (70) (b) All Faculty Representatives
 - (71) (c) The Vice-President
 - (72) (d) The Publications Committee Chairperson, and
 - (73) (e) The Public Relations Officer

INTERNATIONAL AFFAIRS COMMITTEE

43. The functions of the International Affairs Committee (I.A.C.) shall be:
- (1) (a) To maintain and develop fraternal ties with the International Union of Students, National Unions of Students in other countries, the Guilds of all the Campuses of the UWI, as well as to develop and foster international fellowship and understanding primarily between youth and students in the Caribbean and other parts of the world, by developing programmes of mutual benefit.
 - (b) To act as the liaison body between the Guild and the above-mentioned organisations in accordance with the policies laid down by the Guild Council.

Composition

- (2) The I.A.C. shall comprise:
- (74) (a) The International Affairs Committee Chairperson
 - (75) (b) The Publications Committee Chairperson
 - (76) (c) The Guild Secretary - Secretary of Committee
 - (77) (d) The Public Relations Officer

PUBLICATIONS COMMITTEE

44. (1) The Publications Committee shall be subject to the direction and control of the Guild Council.

Functions

- (2) The Committee shall be responsible for the production and distribution of the official organ of the Guild at least **three 3 times** per semester, and for the production of such other newspapers, books, magazines, articles, etc. as the Guild Council shall desire to publish.

Composition

- (3) The Committee shall comprise:
- (a) The Publications Committee Chairperson
 - (b) Such editors and sub-editors of the Guild official organ and any other Guild publication as may be allowed
 - (c) Treasurer
 - (d) Secretary
 - (e) The Guild Photographer who shall be appointed by the Guild Council on the recommendation of the Committee
 - (f) Distribution Manager, appointed by the Committee, and
 - (g) The Public Relations Officer

THE PUBLIC RELATIONS COMMITTEE

45. (1) The Public Relations Committee shall liaise with relevant members of the Guild Council in preparing and promoting to the wider community both locally and regionally - the policies, programmes and activities of the Guild.

Composition

- (2) The Public Relations Committee shall comprise:
- (a) The Public Relations Officer, who shall be Chairperson of the Committee
 - (b) Four other members appointed by the Chairman from the student body, subject to the approval of the Guild Council.

CONSTITUTION COMMITTEE

Functions

46. (1) (a) The Constitution Committee shall be responsible for the drafting of amendments to the Constitution in accordance with **Article 55** of the Constitution.
- (b) As provided in **Article 10 (1)** of the Constitution, the Committee shall have jurisdiction to investigate any proposed suspension of a Full or Associate member of the Guild.
- (c) The Committee shall also be responsible for adjudicating on all matters relating to the interpretation of the Constitution subject to approval by the Guild Council.

Composition

- (2) (a) The Constitution Committee shall comprise a Chairperson and **four (4)** other members appointed from the student body by the Chairperson. Of this four, not more than **one (1) member** may be taken from any faculty.
- (b) The Chairperson shall be appointed by the Student Senate.

THE HALLS OF RESIDENCE COMMITTEES

47. (1) As far as community life in a Hall of Residence is concerned, the Guild shall recognize as the representative organ of the students in that particular Hall, the Hall Committee as elected and constituted by the terms of the Constitution of that Hall.

- (2) The Constitution of each Hall of Residence and any amendments thereto shall be ratified by a simple majority vote of the Guild Council.
- (3) The President of the Guild shall be an ex-officio member of all Hall Committees.
- (4) Each Hall shall be represented on the Guild Council by the respective Hall Chairperson who shall be elected by a simple majority vote of the Full Members residing on that Hall.

FINANCE

- 48. (1) The financial year of the Guild shall be from **April 1 to March 31** of the succeeding year.
- (2) A financial statement shall be presented to the student body at the Annual General Meeting.
- (3) All monies paid under **Article 11** of this Constitution shall be paid to the Guild Council in accordance with the Financial Code of the University
- (4) The Guild Council shall submit estimates of Income and Expenditure for the approval of Campus Council, by **April 30** of each year.
- (5) (a) The funds of the Guild shall be allocated by the Guild Council to the following purposes:
 - (78) (i) The general administration expenses of the Guild
 - (79) (ii) The Union
 - (80) (iii) The Games Committee
 - (81) (iv) The Inter-Clubs Committee
 - (82) (v) The Publications Committee
 - (83) (vi) The National Affairs Committee
 - (84) (vii) The International Affairs Committee
 - (85) (viii) The Public Relations Committee and
 - (86) (ix) Any other purpose which, shall in the opinion of the Guild
 - (87) Council further the objects of the Guild as set out in the
 - (88) Constitution.
- (b) All Committees of the Guild shall submit to the Guild Council estimates and accounts of income and expenditure.

INVESTMENTS

- 49. Subject to the approval of Campus Council, the Guild Council shall have power by an absolute majority to invest any part of the funds of the Guild in any securities which, shall for the time being be authorised by a law as trust securities. All such investments shall be made in the name of the University of the West Indies, St. Augustine, which shall hold them in trust for the Guild.

BYE-LAWS

- 50. (1) Subject to **Article 3. (2)** the Guild Council may from time to time make Bye-laws which shall carry into effect this Constitution and shall promote the objects of the Guild.
- (2) Bye-laws may be made, repealed or amended by a resolution passed by an absolute majority of all the Guild Council.
- (90) (3) The power to make Bye-laws shall not be limited by or with reference to any Bye-law.
- (91)

PETITONS

- 51. (1) The Guild Council may at any time in its discretion present petitions, reports, recommendations and other communications relating to the affairs of the Guild to the Council or the Senate or any other recognized University body or authority.
- (2) If any **one hundred (100)** or more Full Members of the Guild desire that the Guild shall petition the Council or Senate or any other recognized body or authority on any matter, they shall first forward to the President a written draft of the petition duly signed by all of them and the President shall bring such draft petition to the notice of the Guild Council at its next meeting.
- (3) The Guild Council shall in its discretion and in consultation with the Student Faculty Committees:
 - (92) (a) Thereupon accept the petition and present it to the Council or Senate or any other recognized University body as the case may be, on behalf of the Guild, or
 - (93) (b) With the approval of the members signing it, amend
 - (94) the draft petition and forward it to the appropriate
 - (95) body, or
 - (96) (c) Direct the President to summon a Special General
 - (97) Meeting of the Guild to consider the petition.
- (4) If any **fifty (50) full members** of the Guild shall present in due form a petition as in **Sub-Article (2)** of this Article to the Guild Council, the Guild Council shall forward such petition to a Special General Meeting of the Guild, as constituted under **Article 29**.

- (5) Where a Special General Meeting is summoned, it may resolve either that such petition shall be presented with or without amendment, or that it shall not be presented.

RECALL OF ELECTED MEMBERS OF THE GUILD

- 52.** (1) Any elected member of the Guild Council shall be subject to recall on the basis of non-performance or misconduct according to procedures outlined herein.
- (2) Any elected member of the Guild Council may be recalled during the tenure of office, **April 1 to March 31.**
- (3) The recall procedure will be as follows:
- (a) In the case of the following:
- (i) The President
 - (ii) The Vice-President
 - (iii) The Guild Secretary
 - (iv) The Guild Treasurer
 - (v) The Student Activity Chairperson
 - (vi) The National Affairs Committee Chairperson
 - (vii) The International Affairs Committee Chairperson
 - (viii) The Guild Secretary
 - (ix) The Games Committee Chairperson
 - (x) The Publications Committee Chairperson
 - (xi) The Public Relations Officer

Recall shall be on the recommendation of a majority of the Guild Council ratified by a majority vote of a quorum of the Guild of Students.

- (b) In the case of Faculty Representatives and Hall Chairperson on the recommendation of the majority of their respective committee members subject to ratification by a majority of their constituents.
- (c) In the case of Worker Representative by a majority of Guild Workers.
- (d) (i) In the case of **sub-article (a)** recall proceedings may be initiated by a petition in writing signed by **one hundred (100) students** explaining their reasons for desiring recall, which should be addressed to the Returning Officer who shall bring the matter to the attention of the Guild Council.
- (ii) A majority decision on the matter by the Guild Council shall be placed on relevant Notice Boards, and where recall is recommended, notice of a Special General Meeting must be placed on relevant Notice Boards **seven (7) days** in advance.
- (e) (i) In the case of **sub-article (b) & (c)** by **twenty (20) members** of the particular constituency in written form, addressed to the

Returning Officer, who shall bring the matter to the attention of the respective committee.

(ii) Notification of a decision by a committee shall be placed on Notice Boards in the respective constituencies and at a Special General Meeting of the Committee convened within **two (2) weeks** the matter shall be decided by a majority vote of all the constituents.

4. Notwithstanding **sub-article (a), (b) and (c) of Section 52** above, where any petition in due form signed by **two hundred (200)** Full Members of the Guild or **seventy-five (75) members** of the Faculty, or Department or Hall concerned is directed to the representative body (either Guild Council or relevant committee) and is not carried to a Special General Meeting as above, then such petition of **two hundred (200) or seventy-five (75) members** as the case may be shall be taken forthwith by the representative body to a Special General Meeting of the general body (the Guild, Faculty, or Hall as the case may be) where such petition in due form shall be presented to the general body for amendment, approval or rejection by a majority vote of a quorum.

53. (1) In this section "**Special General Meeting**" means a Special General Meeting of the general body, the business of which shall solely be the consideration of the recall petition presented for approval, amendment or rejection.

(2) In this section a "**quorum**" of any general body other than the Guild shall be three quarters of the Full Members registered in such constituency. For the Guild a quorum shall be three hundred full members.

VOTES OF CENSURE AND NO CONFIDENCE

54. (1) Motions leading to votes of censure against and no confidence in an officer of the Guild or any Committee of the Guild or the Guild Council existing shall be considered at any General Meeting of the Guild as long as they arise from the business of the meeting.

(2) Such a motion shall be passed by a majority of more than **fifty (50) per cent** of the members present at the meeting.

(3) (a) In the case of a vote of no confidence in any member of the Guild Council, or its Committees, the said member shall be called upon to resign within **two (2) days** of said no confidence vote.

(b) With respect to a vote to recall, said recall shall be deemed as having taken immediate effect.

(c) Until such time as the vacant office is filled, the recalled member shall be deemed accountable to the Guild of Students.

AMENDMENTS TO CONSTITUTION

55. (1) This Constitution may at any time be altered, amended or added to by a resolution passed and approved as follows:
- (a) Passed by an Annual or Special General Meeting of the Guild by an absolute majority. Copies of the proposed resolution and of the section of the Constitution affected shall be posted up with every notice of such meeting not less than **seven (7) days** before the date fixed for that meeting.
 - (b) By the Council on the recommendation of the Senate.
- (2) Such alteration, amendment or addition shall take effect from the date of the meeting of the Council on which it was approved, or from such date as may be approved by the Council.
- (3) Should any amendment providing for the election or appointment of an officer of the Guild or a member of the Guild Council or any of its Standing Committees come into effect after the first meeting of the Guild Council, the Guild Council may in its discretion do one of the following:
- (a) Make nomination (s) to the post (s) concerned, whether the post shall be normally elected or not, or
 - (b) Make appointment (s) to the appointed post (s) only, and authorize the Returning Officer to hold elections to fill the new elected post (s) in the manner prescribed.
- (4) Should an amendment providing for the abolition of an office of the Guild Council or any of its Standing Committee come into effect after the first meeting of the Guild Council, the Guild Council shall make a decision on the procedure to be adopted.

A GUILD OF STUDENTS
U.W.I. ST. AUGUSTINE CAMPUS

PUBLICATION