



UNIVERSITY OF TECHNOLOGY, JAMAICA

Students' Union

Amended Students' Union Constitution

We the students of the University of Technology, Jamaica hereinafter called UTech, form a Union in accordance with the University of Technology, Jamaica Act, (NO. 27) 1999, Charter 15 and Statute XVIII and shall act in all our interests abiding by the principles of fairness, democracy and justice.

Name & Territorial Limits *Article I*

Section - 1. The name of this organization shall be “Students’ Union of the University of Technology, Jamaica Students’ Union” formerly known as Students’ Union of The College of Arts Science and Technology (hereafter referred to as the Students’ Union).

Section - 2. The address of the Students’ Union shall be the same as the University’s main campus, 235-237 Old Hope Road, Kingston 6, Jamaica, West Indies.

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Mission, Aims & Objectives Article II

Section – 3 The Mission of the Students’ Union is:

“To effectively serve and protect the rights of students promoting their academic, social, cultural, spiritual and physical development, while fostering relations with the wider community.”

Section – 4 The aims and objectives of the Students’ Union shall be, as stipulated in the statute *XVIII of the University of Technology Act No. 27/1999*:

1. *Promote the interests of the students and represent them in all matters affecting their interest;*
2. *Afford a recognized means of communication between the students and the authorities of the University;*
3. *Provide a variety of services to enhance student life;*
4. *Promote social intercourse and unity of spirit and feeling among the students;*
5. *Bring the students into closer relations with the students of other universities and institutions of higher and further education;*
6. *Develop a tradition of service and to inculcate in the students a sense of social responsibility;*
7. *Promote intellectual, cultural, social and corporate life of the students; and*
8. *To promote, support and defend the freedom of members of the community in the performance of their duties and functions.*

Section - 5. Equality of members

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The Students' Union shall ensure that recognition for diversity and individual human rights is embraced in the holistic development of its members. Pursuant thereto, the Students' Union shall take into account the objective whereby preferences shall not be given to or privileges withheld from members on grounds of religious belief, political opinion, race, gender, nationality, special needs or such other differentiation as may be identified.

Motto & Emblem Article III



Section 1. The motto of the Students' Union shall be "To Serve & To Represent".

Section 2. The emblem of the Students' Union shall be "**THE REFUGE**"

The geometry at the centre of the logo has dual meaning it clearly indicates two separate sets of entities on opposite sides of a dividing line. The two elements are identical in geometry, but different in colour. They represent dialogue between the student representatives and the University Administrators as well as dialogue between the President of the Students' Union and the President of the University.

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Section 3 72 Radials

The radials are the student body. 72 radials spread through 360 degrees of a circle, represent the students. Seventy two represents the number of hours that a student must find in each day; 24 hours of development of person (rest, social and spiritual development), 24 hours of scholastic development and 24 hours of contribution to society. The radials are spaced at 5 degree intervals to produce the total 72 radials. There are typically 5 days in each working week.

Section 4 Colour

The emblem holds life in high regard. The colour blue, as it appears, is the colour of the sky. Yellow appears as the colour of the sun, our source of earthly energy.

Section 5 Circles

Every design begins with a dot or a line. All the entities of this logo respect the common lines of a circle: the radials, radius, diameter and circumference. By mathematical definition the lines of the circle are universal, not manmade. The definition of this and other examples of basic geometry have been the same since the instant that God created the Universe and matter. Here, they demonstrate the relationship that we would like the students' Union to have with God. That is: **'GOD BEFORE AND IN ALL THINGS, ALL OUR THOUGHTS AND ALL OUR ACTIONS.'**

Powers and Responsibilities *Article IV*

Section 1. The governing body of the Students' Union shall be the Students' Union Council, which shall authorize all business transactions under the name of the Students' Union, subject to the provisions of Ordinance 1999/6 of the University of Technology, Jamaica.

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Section 2. In keeping with the *University of Technology, Jamaica Act No. 27/1999 Statute XVIII* of the University's Charter, the Students' Union shall have the power to manage its own affairs, subject to the provisions of the University's Ordinances.

Section 3. The Students' Union Council shall participate in democratic decision-making at all levels.

Section 4. All organized student activities which require funding and support from the Students Union must be registered with the Students' Union Council if they are to receive the University's approval.

Section 5. The Students' Union Council shall supervise and control all Clubs, Societies or Associations affiliated to the Students' Union.

Membership Article V

Section 1. Union Members – Union Members shall be all persons registered by the University as candidates for degrees, diplomas, certificates or other academic distinctions or awards and such other persons as the Academic Board may, from time to time, determine.

Section 2. Honorary Members – Honorary Membership may be conferred by the Students' Union Council hereinafter referred to as the SUC, upon individuals who have rendered exemplary service to the Students' Union but such persons may not be entitled to vote but may take part in Students' Union Council meetings like regular members. Such membership may be discontinued where the actions of a member may bring the Students' Union into disrepute. They are ex officio appointed by the President after consultation with the executives.

Section 3. Prospective Members – Prospective Members are new students who have applied to the University to pursue studies that lead to a recognized academic award and have been offered a place by the University to pursue such courses or students returning from

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leave of absence or academic probations or academic misconduct or such other special leave as the Academic Board may determine.

Section 4. Ex-Officio Members – Robert’s Rule of Order definition

Section 5. Immediate Past President – The Immediate Past President of the Students’ Union Council shall be the only ex-officio member of the Students’ Union who will sit on the Students’ Union Council and may be required to attend General Council meeting on a routinely basis.

Subscription Article VI

Section 1. All members of the Students’ Union with the exception of the honorary members, the Immediate Past President and ex-officio members shall pay an annual subscription, the amount of which shall be recommended by the Students’ Union Council, subject to the approval and determination of the University of Technology, Jamaica. ..

Section 2. The annual subscription shall be collected by the University and paid over to the Union.

Officers Article VII

Section 1. The officers of the Students’ Union shall be the elected, the appointed, the Immediate Past President, an honorary member and an ex- officio member of the Students’ Union as stated in the By-laws and Election Code.

Section 2. The Students’ Union Council shall comprise of the following Officers:

1. The Immediate Past President of the Students’ Union

Section 2.1) Elected Students’ Union Council Members

1. President
2. 1st Vice President Academic Affairs, Clubs & Societies Academic Affairs, Clubs & Societies / Deputy President
3. Vice President, Finance

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4. Vice President, Student Services
5. Vice President, Public Relations
6. Executive Secretary
7. Faculty of Science and Sport Students' Representative
8. College of Health Sciences Students' Representative
9. Faculty of Education and Liberal Studies Students' Representative
10. School of Engineering Students' Representative
11. School of Computing and Information Technology Students' Representative
12. School of Business Administration/Joan Duncan School of Entrepreneurship, Ethics and Leadership Students' Representative
13. School of Building and Land Management Students' Representative
14. Caribbean School of Architecture Students' Representative
15. Faculty of Law Student's Representative
16. Western Campus Students' Representative
17. Resident Students' Representative
18. Joint Colleges of Medicine, Oral Health, and Veterinary Sciences Students' Representative
19. Graduate Students' Representative
20. International Students' Representative – President UTISA
21. A representative of such other College/Faculty/School/Campus established by the University of Technology, Jamaica which shall be listed in Schedule 1

Section 2.2) Appointed Students' Union Council Members

a. Board of Directors

1. Director of Elections and Regulatory Affairs
2. Director of Community Service
3. Director of Health and Safety
4. Director of Entertainment and Cultural Activities
5. Director of Sport
6. Director of Spiritual Development

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7. Director of Special Projects
8. Editor in Chief

b. Board of Advisor

1. Advisors to the President.
2. Advisor to the 1st Vice President Academic Affairs, Clubs & Societies Academic Affairs, Clubs & Societies/Deputy President
3. Executive Assistant Special Advisor to the Vice President, Student Services President's Assistant(s); the President shall select no more than two assistants.

Section 3. All Students' Union Council members, must be registered students of the University with the exception of Ex-Officio Members

Section 4. All Students' Union Council Members shall serve without remunerative employment from the Union.

Section 5. Vacancies occurring in any office between elections and period of appointment shall be filled in a manner prescribed by the Bylaws.

Section 6. All Students' Union Council Members shall perform such duties and responsibilities as prescribed in the Bylaws and the Code of Conduct.

Structure of the Students' Union Council *Article VIII* Section 1.

The Students' Union Council shall be divided into four (4) sectors:

- a. The Board of Executives
- b. The Board of Representatives
- c. The Board of Directors.
- d. The Board of Advisors

Section 2. The Students' Union Board of Executives

Students' Union Council Members shall consist of the following:

- a) President (Chairperson)

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- b) 1st Vice President Academic Affairs, Clubs & Societies Academic Affairs, Clubs & Societies /Deputy President
- c) Vice President of Finance
- d) Vice President of Student Services
- e) Vice President of Public Relations
- f) Executive Secretary

Section 3. The Board of Representatives

Students 'Union Council Members shall consist of the following

- a) 1st Vice President Academic Affairs, Clubs & Societies / Deputy President (Chairperson)
- b) Faculty of Education and Liberal Studies Students' Representative
- c) School of Engineering Students' Representative
- d) School of Computing and Information Technology Students' Representative
- e) School of Business Administration Students'/Joan Duncan School of Entrepreneurship Ethics and Leadership Students' Representative
- f) School of Hospitality and Tourism Management Students' Representative
- g) School of Building and Land Management Students' Representative.
- h) Caribbean School of Architecture Students' Representative
- i) Resident Students' Representative
- j) International Students' Representative
- k) Faculty of Science and Sports Students' Representative
- l) College of Health and Science Students' Representative
- m) Faculty of Law Students' Representative
- n) Western Campus Students' Representative
- o) Graduate Students' Representative

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- p) Joint Colleges of Medicine, Oral Health, and Veterinary Sciences Students' Representative
- q) A representative of such other College/Faculty/School established by the University of Technology, Jamaica which shall be listed in Schedule 1.
- r) Where a College/Faculty operates at more than one campus, the Students Union Council may assign Liaison Officers who shall not necessarily be a member of the council but shall be deemed a representative of the Students' Union at such meeting and acting under the instructions of the Council.

Section 4. The Board of Directors shall consist of the following Students' Union Council Members:

- a) President (Chairperson)
- b) Director of Elections and Regulatory Affairs
- c) Director of Community Service
- d) Director of Sport
- e) Director of Entertainment and Cultural activities
- f) Editor in Chief
- g) Director of Spiritual Development
- h) Director of Health and Safety
- i) Director of Special Projects

Section 5 The Board of Advisors
Students' Union Council Members shall consist of the following

- 1. Advisor to the President;
- 2. Advisor to the 1st Vice President Academic Affairs, Clubs & Societies;
- 3. Executive Assistant to the Executive body; and
- 4. Special Advisor to the Vice President, Student Services
- 5. President's Assistant(s)

Section 6 Liaison Officers

When a College/ Faculty operates at more than one Campuses, the Students' Union Council may assign Liaison Officers who shall not necessarily be members of the

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Council but shall be deemed a representative of the Students' Union at such meetings and acting under the instruction of the Council.

Committees *Article IX*

Standing Committees

Section 1. The standing committees of the Students' Union shall be: Students Services, Finance, Public Relations, Academic Affairs, Editorial, Entertainment and Cultural Activities, Electoral, Spiritual Development, Health and Safety, Sports, Community Service, Extension Programmes, and Director of Special Projects.

Section 2. The Council Members as prescribed by the By-laws shall chair the Standing Committees of the Union.

Special Committees

Section 3. The President with the approval of the Council of Executives shall appoint Special Committees whenever it may be deemed necessary. Such Committees shall perform duties as authorized by the Council of Executives in their discretion.

Section 4. Special Committees shall meet at the call of the Chairperson and notices of such meeting shall be received by the Executive Secretary at least three (3) working days in advance of the date of the meeting.

Section 5 All Special committees shall report to the Vice President, Student Services who will in turn report to the Executive Council.

Ad Hoc Committees

Section 6. There shall be ad hoc committees appointed by the Council to represent the interest of the Students' Union within the University. These shall:

- a) Remain accountable to all members.
- b) Comply with the Students' Union policy

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c) Be held accountable by the Students' Union Council

Executive Committee and other Committees of the Students' Union Council and Students' Union

Section 7. Except where otherwise provided the provisions of this section shall apply as far as possible to the Executive Committee of the Students' Union Council and other Committees of the Students' Union Council and the Students' Union.

Meetings *Article X* - Students' Union Council Meetings

Section 1. Frequency of Meetings

SUC meetings shall be held not less than 7 times per year during the tenure of the Council.

Section 2. Quorum

One third (1/3) of the total membership of the Students' Union Council shall form a quorum inclusive of the President or his/her assigned and two other executive members including the Executive Secretary or his/her assigned. If a quorum has not been achieved within fifteen minutes of the stated time of the meeting, the meeting shall be held and no decisions taken unless by round-robin of the Council and ratified by the Council at a later date.

Section 3. Voting

All members of the Students' Union Council, as described by Article VII of the constitution, shall have the right to vote once for each decision addressed by the Students' Union Council with the exception of the chairperson who has an original and casting vote.

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Section 3.1. Voting shall be by the show of hands unless otherwise determined by the Students' Union Council.

Section 3.2. No member of the Students' Union Council shall be allowed to vote on behalf of another whether by proxy or otherwise. However, where extraordinary circumstances arise the chairperson may allow a Students' Union Council member to cast his/her vote in advance.

Section 4. Notice of Meeting

All Students' Union Council members must be informed of upcoming Students' Union Council meetings at least five days in advance. However, as the need arises, emergency meetings may be held at the discretion of the President and/or by written request to the President by at least five members of the Council as long as a quorum can be achieved.

Section 5. Reports

The following reports shall be submitted to every ordinary meeting of the Students' Union Council:

- a) President
- b) Finance Committee
- c) Academic Affairs Committee
- d) Students Services Committee
- e) Public Relations Committee
- f) Secretariat
- g) Faculty/School/College Representatives
- h) Editorial Committee
- i) Sports Committee
- j) Community Service Committee
- k) Entertainments and Cultural Activities Committee

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- l) Electoral & Regulatory Affairs Committee
- m) Spiritual Development Committee
- n) Health and Safety Sub- Council
- o) Extension Programme Committee

Section 5.1. All reports shall:

- a) Be titled with the author's name and position;
- b) Be in sentence form, where appropriate;
- c) Provide accurate record of work carried out since the date of the previous report;
- d) Outline the proposed work and aims for the period up to the next report;
- e) Be accepted by a simple majority of Council; and
- f) Only be amended by the meeting.

Section 6. Agenda

An agenda of the up coming Students' Union Council meeting shall be placed in the section belonging to each Students' Union Council member at least two days before the meeting is to be convened. Members can approach the Chair during this time period to add items to be addressed at the meeting to the agenda.

Section 6.1. The order of the Students' Union Council meeting shall be as follows:

- a) Call to order and establishment of a Quorum
- b) Prayer
- c) Opening remarks and Apologies for absences
- d) Adoption of Agenda
- e) Minutes of the previous meeting and Confirmation
- f) Matters arising from the minutes
- g) President's report
- h) 1st VP's report – Academic affairs
- i) Financial report
- j) General reports

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- k) New Business
- l) Any other business
- m) University song
- n) Date of next meeting
- o) End of Meeting

Section 7. Special Motions

Any member of the Students' Union Council may move that "the question be now put". Such a motion must be seconded. The Chairperson shall forthwith put the motion and if it is carried the substantive motion or amendment then under discussion shall be put without further debate other than the proposer's right to reply.

Section 7.1. Any member of the Students' Union Council who has not previously spoken on the motion or amendment then under debate may move the adjournment of the matter under consideration. Such a motion must be seconded. Speeches on the adjournment shall be confined to that question and no amendment shall be proposed unless it is related to the time of the adjournment. A member shall not move or second more than one motion of adjournment at any meeting of the Students' Union Council.

Section 7.2. Any member of the Students' Union Council may move that the consideration of the motion or amendment then under debate be postponed to a stated time. Such a motion must be seconded. Speeches on the postponement shall be contained to the question. No amendment shall be proposed unless it is related to the time of the postponement.

Section 7.3. Any member of the Students' Union Council who has not previously spoken to the motion or amendment then under debate may move that the Students' Union Council moves to the next business. Such a motion must be seconded. The motion shall be put without further debate or amendment.

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Section 7.4. A motion to suspend any one or more of the standing orders to enable a motion of extreme urgency to be discussed may be proposed and seconded immediately after which a vote shall be taken. Such standing orders shall be suspended if the motion is passed by a two-thirds majority of those present and voting. Such a suspension shall only be for the duration of the consideration of the motion of extreme urgency.

Section 8. The Chairperson

The President shall normally be the Chairperson for Students' Union Council meetings. However, in the absence of the President the 1st Vice-President must act in this capacity. In the absence of the 1st Vice President Academic Affairs, Clubs & Societies, any other Council member assigned by the President shall chair the meeting.

Section 8.1. Any question of interpretation of this section shall be determined by the chairperson at the meeting at which it is raised.

Section 8.2. A ruling of the chairperson shall only be challenged if a simple majority of the members of the Students' Union Council who are present support the challenge.

Section 8.3. The ordinary member offering the challenge shall speak in favor and the Chairperson against. No one else may speak.

Section 8.4. A challenge to the Chairperson's ruling shall be deemed to have been carried if a simple majority of those members present and voting vote in favor.

Section 9. Attendance

Students' Union Council members are expected to attend all General Council meetings. Written apologies, inclusive of email for absence must be submitted to the

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Executive Secretary prior to the date of the meeting. Electronic apologies must be followed by a signed hard copy prior to the next meeting of council.

Section 10 Cessation of membership on the Students' Union Council

Appointed and elected members of the Council shall automatically cease to be members of the Council if they fail to attend three successive ordinary meetings of the Students' Union Council without providing a satisfactory explanation to the Council for their non-attendance.

Section 11. Meetings of the Board of Executives -

Frequency of Board of Executive meetings shall be held not less than 10 times per year during the tenure of the Council.

Section 12. Quorum

Four (4) members of the Board of Executives shall form a quorum inclusive of the President. Advisors may also be asked by their respective appointees and the President to sit in on meetings of the Board of Executives. If a quorum has not been achieved within fifteen minutes of the stated time of the meeting, the meeting shall be held and no decisions taken unless by round-robin of the Executive and ratified by the Executive at a later date.

Section 13. Voting

All members of the Board of Executives shall have the right to vote once for each decision addressed by the Board of Executives with the exception of the chairperson who has an original and casting vote.

Section 13.1. Voting shall be by the show of hands unless otherwise determined by the Chairperson.

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Section 13.2. No member of the Board of Executives shall be allowed to vote on behalf of another whether by proxy or otherwise. However, where extraordinary circumstances arise the chairperson may allow an Executive member to cast his/her vote in advance.

Section 14. Notice of Meeting

All Executive members must be informed of upcoming meetings at least five days in advance, however, as the need arises, emergency meetings may be held at the discretion of the President and/or by written request to the President.

Section 15. The Chairperson

The President shall be the Chairperson for Executive meetings. However, in the absence of the President, the 1st Vice- President shall act in this capacity. In the absence of the 1st Vice President Academic Affairs, Clubs & Societies, any other member assigned by the President shall chair the meeting.

Section 16. Planning the Students' Union Council's Retreat and Leadership Training

Section 16.1 Except where otherwise provided the provisions of this schedule shall apply as far as possible to the Students' Union Council's annual retreat.

Section 16.2 It is mandatory for all Council Members to attend the retreat and leadership training.

Section 16.3. This will take place with all Council Members and other personnel deemed fit by the Executive Council.

Section 16.4. There will be a retreat annually as decided by the President.

Section 16.5. The duration of the retreat will be determined by the Executive Council.

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Section 16.6. It shall be conducted as conventionally practiced.

Section 16.7. The responsibility for planning the retreat rests on the individual who will serve as President in the year of the retreat.

Section 16.8. The President shall chair the retreat.

Section 17 Students' Union General Meeting

Section 17.1 Quorum

50 members of the Students' Union shall form a quorum. If a quorum has not been achieved within thirty minutes of the stated time of the meeting, the meeting shall be held.

Section 17.2. If, after the business of the meeting has begun, there is not a quorum present, the chairman shall, if the matter is drawn to his/her attention, adjourn the meeting to some future time unless the quorum can be formed within fifteen minutes.

Section 18 Notice of Meeting

A General Meeting (Mass Meeting) of the Students' Union shall convene only after ten (10) working days notice to that effect has been given. The notices and agenda for each meeting shall be displayed on the authorized notice boards with the final agenda being presented at least two clear working days before the meeting.

Section 19. A Special Meeting may be called by the President of the Students' Union, in any of the following circumstances:

- a) In the opinion of the President such a meeting is warranted;
- b) In response to a petition signed by at least forty-five members of the Students' Union;

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- c) Requests made by the University; or
- d) In the opinion of the Students' Union Council the situation demands it.

A Special Meeting shall be held within seven working days of the request.

Section 20. An Emergency Meeting may be called by the Students' Union Council, if in the opinion of the Council a situation is of a nature that requires immediate action without complying with the 5-10 days notice requirement.

Section 21 Voting

Section 21.1 All members of the Students' Union, as described by Article V of the constitution, shall have the right to vote once for each decision addressed by the Students' Union with the exception of the chairperson who has an original and casting vote.

Section 21.2. Voting shall be by show of hands except a decision is taken at the said meeting that it should be otherwise.

Section 21.3. No member of the Students' Union shall be allowed to vote on behalf of another whether by proxy or otherwise.

Section 22 HR Committee Agenda

The order of the Students' Union General Meeting shall be as follows:

- a. Call to order
- b. Prayer
- c. Adoption of agenda
- d. Chairman's opening remarks
- e. Apologies for absences
- f. Minutes of the previous meeting
- g. Corrections to the minutes
- h. Motions for the minutes to be accepted as read and corrected where applicable

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- i. Matters arising from the minutes
- j. VP finance report
- k. Any other business
- l. New business
- m. University song
- n. Adjournment

Section 23 Policies and Procedure

Section 23.1. The Students' Union is a non-partisan/non-sectarian organization with respect to affiliation to any social, political, cultural or student organization.

Section 23.2. The decisions of the meeting must be ratified by a simple majority of the members present and voting at a general meeting.

**** Only** registered students with a valid UTech ID will be allowed to attend and vote.

Section 23.3. The minutes of the previous meeting shall be taken at all general meetings, after they have been confirmed; matters arising from the minutes should be discussed.

Section 23.4. Where there is an allegation of irregularities within the Students' Union Council a letter outlining such shall be submitted to the External Advisor(s)¹ of the Students' Union Council who shall appoint a committee for investigating the Students' Union Council's activity. An External Advisor shall act as Chair. The committee shall report its findings to the Students' Union with appropriate comments and or recommendations for future action.

Section 23.5. The University shall hold the Students' Union property in trust.

¹ External Advisors are persons who are co-opted by the Student Union Council to advise on particular areas of expertise. These may be members of staff or persons external to the University
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Clubs, Societies and Associations *Article XI*

This Article outlines the regulations/guidelines by which clubs, societies and associations shall be established and operated.

Section 1. All recognized student clubs, societies and associations of UTech, Ja., which requires funding and support from the Students Union must fall under the auspices of the Students' Union.

Section 2. No clubs, societies or associations, whose aim is prejudicial to any ethnic, racial or religious group shall be recognized or approved.

Section 3. Any fifteen or more members from time to time, of the Students' Union may form a club, society or association for specific purposes, subject to the Mission, Aims and Objectives of the Students' Union (Article II Sect 2).

Section 4. Clubs, societies or associations may apply to the Students' Union through the Students' Union Council for affiliation. The University will recognize only clubs affiliated to the Students' Union.

Section 5. Clubs, societies and Associations affiliated to the Students' Union may use the name University of Technology, Jamaica "UTech".

Section 6. Each Club/society/association must select a committee consisting of at least a President, Secretary and Treasurer.

Section 7. The past records of each club, society and association shall be stored in the Students' Union archives, which shall in turn create proper storage of such. The files and records of the club, society and association shall be the property of the Student's Union.

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- Section 8** The President of the Students' Union and the 1st Vice-President, Academic Affairs, Clubs and Societies shall be ex-officio members of all clubs, societies and association and shall be included as signing officers on all financial documents and transactions.
- Section 9** If there is a resolution within a club, society/association alleging irregularities in a club, society/association affiliated to the Students' Union receiving a majority vote, an investigation shall be made into the activities of the club, society/ association as the case may be. The investigation shall be conducted by a special committee established by the 1st VP Academic Affairs/Clubs and Societies who will act as Chair.
- Section 10** The Students' Union may, upon recommendation of the Students' Union Council cease to recognize any club, society or association for a reason that must be specified in writing. A copy of such recommendation must be delivered to the University President.
- Section 11** Affiliated clubs, societies or association are eligible for financial assistance from the Students' Union. The amount is at the discretion of the Students' Union Executive Council
- Section 12** Affiliated Clubs, societies and associations shall submit quarterly financial statements to the Vice President, Finance, copy the person in charge of clubs/societies and associations of the Students' Union Council. **Section 13.** The Students' Union shall not necessarily be responsible for the opinions and/ or editorial comments of any club/society.
- Section 14.** No recognized club/society/association may alter its constitution without the approval of the Students' Union Council.

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Section 15. Each recognized club/society should make an annual report to the Students' Union Council no later than March 1. The report should include:

- a. The name of the club/society
- b. The total number of ordinary members
- c. The total numbers of members of the club/society/association
- d. The officers of the club/society/association
- e. The contact number and address of the club/society/association
- f. The activities of the club/society/association since the last report
- g. The proposed activities of the club/society/association.
- h. A financial statement as approved by the University.

Section 16 All recognized clubs, societies/associations must adhere to the financial regulations as stated by the Students' Union Council.

Section 17. All registered clubs, societies and associations shall pay such fees as determined by the Board of Executives.

Section 18. Clubs and Societies are not authorized to use the Students' Union's Name and logo in any form of communication unless written permission is granted by the Students' Union Council.

Section 19. Any individual, organization, clubs and societies that require the use of the Emblem must log such information with the Vice President, Public Relations.

Section 21. All clubs, societies and associations must issue certificates of membership to all consistent members of the club, society or association at the end of each academic year.

Section 22. The Students' Union Council reserves the right to revoke any club, society or association registration if the club, society or association breaches any of the provisions herein.

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Elections *Article XII*

Section 1. The University of Technology, Jamaica Students' Union shall conduct an annual General Election in which any eligible member of the Students' Union who so wishes may run for one of the following positions

- a) President
- b) 1st Vice President Academic Affairs, Clubs & Societies;
- c) Vice President, Finance

- d) Vice President, Student Services

- e) Vice President. Public Relations

- f) Executive Secretary

- g) Faculty of Science and Sport_ Students' Representative

- h) College of Health and Sciences_ Students' Representative

- i) Faculty of Education and Liberal Studies Students' Representative

- j) School of Engineering Students' Representative

- k) School of Computing and Information Technology Students' Representative

- l) School of Business Administration/JDSEEL Students' Representative

- m) School of Building and Land Management Students' Representative

- n) Caribbean School of Architecture Students' Representative

- o) Resident Students' Representatives

- p) International Students' Representative

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- q) Faculty of Law Students' Representative
- r) Students' Representative Joint Colleges of Medicine, Oral Health, and Veterinary Sciences Representative
- s) Western Campus Students' Representative
- t) Graduate Students' Representative
- u) Extension Programmes Students' Representative
- v) A representative of such other College/Faculty/School established by the University of Technology, Jamaica which shall be listed in Schedule 1.

Section 2. The Students' Union General Election shall be conducted in accordance with the Students' Union Constitution, the Students' Union By-laws and the Students' Union Election Code.

Rights and Responsibilities of the incoming Council Members

Section 3. The incoming Council shall consist of elected and appointed members. Elected members are those who have won seats further to the conclusion of an election. An elected member shall not assume duties if any electoral irregularities are filed by students or candidates. In the case of such irregularities, investigations shall be carried out as per Election and Selection Code of Conduct.

Section 4. The Executive Elect² shall be given two weeks after the conclusion of elections (conclusion of elections shall be when all if any irregularities have been resolved) to interview and select Appointed Members of Council.

Section 5. The incoming Council members shall assume duties specifically the Vice President, Public Relations. after the official swearing in of Council Members and signing of

² The Executive Elect includes the President elect, 1st VP Academic Affairs, Clubs & Societies/DP, VP, Finance, VP, PR, VP Stud Services, Executive Secretary

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Codes of Conduct which shall take place at the UTech, Ja., Students' Union Council's Official Handing Over Ceremony. The Incoming Council shall have a transitional period with the Outgoing Council for one (1) month after the Incoming Council constitutionally takes office.

Handing Over Ceremony

Section 6. The Handing over Ceremony shall be the official Awards and Handing over of the UTech Students' Union. It shall take place in the month of April of each year. The Incoming Council shall take their oath and sign their Codes of Conduct at this ceremony in the presence of members of the University.

Accounts and Audits *Article XIII*

Section 1. The Students' Union Council in accordance with the policies and practices of the University, the by-laws of the Students' Union and through the Union's Finance Committee shall administer all the Accounting and Auditing matters of the Students' Union.

Parliamentary Authority *Article XIV*

Section 1. Every member (registered student) should be familiar with the following simple rules and customs;

Section 2. All members of the Students' Union have equal rights, privileges and obligations; rules must be administered impartially.

Section 3. The full and free discussion of all motions, reports and other items of business is a right of all members (See Articles VII & VIII).

Section 4. Only one question can be considered at a time.

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Section 5. Members may not make a motion or speak in debate until they have risen and been recognized by the chair (President) and thus have obtained the floor.

Section 5. In voting, members have the right to know at all times what motion is before the student population and what affirmative and negative votes mean.

Section 6. Logical precedence governs introduction and disposition of motions.

Use of Name and Emblem *Article XV*

Section 1. The University of Technology, Jamaica Students' Union, The University of Technology, Jamaica Students' Union Teach the Youth and The University of Technology, Jamaica Students' Union Tag Drive names and emblems (as describes by articles I and III) are the sole properties of the Students' Union Council, thus the Students' Union reserves the right to use the said properties as stipulated by the constitution.

Section 2. Only the Students' Union Council of the University of Technology, Jamaica shall be authorized to use the name and emblem of the Students' Union in the execution of its duties.

Section 3. Clubs and societies/ associations, ad hoc committees, special committees, standing committees and/or any other committee affiliated with the Students' Union Council are not authorized to use the Students' Union s name and logo in any form of communication unless written permission is granted by the VP PR in consultation with the President in accordance with Article XVI Students' Union Constitution.

Official Publications *Article XVI*

Section 1. The Students' Union's name and emblem must be on all official Communiqués of the Students' Union Council at the top centre or top left-hand corner of the publication.

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Section 2. All official communiqué must be presented in the prescribed manner.

Section 3. Where necessary official communiqué must be signed by the relevant Individual(s) and dated accordingly.

Section 4. The Vice President, Public Relations, in consultation with the President, must approve all official publication coming out of the Students' Union Council that bears any emblem of the Students' Union

Amendments to Constitution and By-Laws) *Article XVII*

Section 1. The University of Technology, Jamaica Students' Union Constitution is a body of fundamental procedures and principles according to which the Students' Union is governed. It determines the organization of the Students' Union Council, the functions and powers of the Students' Union Council in general and of its sub-divisions and officers and how these functions and powers are exercised.

Section 2. A resolution for the amendment of the constitution shall be made at a general Students' Union meeting, provided that a notice with details of the proposed amendments in duplicate is given to the Students' Union Council at least fourteen (14) working days before the meeting. Those voting in Favor of the motion should constitute at least seventy-five percent (75%) of the total membership present.

Section 3. A proposed amendment from the Students' Union shall not be received unless the draft proposal is signed by at least three percent (3%) of the total membership of the Students' Union.

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Section 4. A proposed amendment presented by the Students' Union Council shall be accepted only if at least two-third (2/3) of the Students Union Council members present and voting, vote for its acceptance.

Section 5. Copies of the proposed amendments shall be lodged with the Registrar and the Secretary of the Students' Union and thereafter be posted on the regular bulletin boards at least seven (7) days before the meeting at which the proposal is to be considered.

Section 6. Amendments to the Constitution shall be in effect and binding on all members of the Students' Union immediately upon receiving the approval of the University, in accordance with its Ordinances.

Pledge Article XVIII

OATH/AFFIRMATION

Oath/Affirmation for the due execution of the office of President

Section 1. I do swear/ affirm that I will well and truly serve the Students' Union and the Students' Union Council in the office of the President so help me God.

Oath/Affirmation for the due execution of the office of Executive members or other elected members.

Section 2... *I, being an elected (Executive positions/Elected positions) do swear/ affirm that I will to the best of my judgment, at all times when so required, freely give my counsel and advice to the President or any other person for the time being faithfully performing the functions of that office, for the good management of the Academic/Welfare affairs of the Students' Union, and I do further swear/affirm that I will respect the advice, opinion and views of any Students' Union Council member and that I will not, except with the authority of the Students' Union Council and to such extent as may be required for the good management of the affairs of the Students' Union, directly or indirectly reveal the business or proceedings of the Students' Union Council or the nature or contents of any documents communicated to me as an (Executive/Elected Positions). I also further swear/affirm that I will serve the Students of my School/Faculty on all required boards and committees and that in all things I will be a true and faithful (Executive/Elected Position). So help me God.*

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Section 3

Oath/Affirmation for the due execution of the Portfolio of Appointed member.

Form the STUDENTS' UNION COUNCIL, which shall promote and defend the welfare of

Students' Union President, his/her Executive members and Elected members in the position of and I will respect and serve the duties of my job description and I will do right to all members of the Students' Union and the Students' Union Council adhering to rules and regulations of the Students' Union without fear or favor, affection or ill will. So help me God.

Members Rights, Privileges and Responsibilities Article XIX

Section 1. All members of the Students' Union as described by Article V of the Constitution shall have the right to the student body:

- a) Appeal to the University Students' Union Council regarding any decision taken by the University Administration against him/her.
- b) Vote in the Students' Union annual general election.
- c) Receive information regarding all courses including marking grading evaluation
- d) Choose his/her course of study and to request review of
- e) Examination results, subject to University regulation 4.
- f) Continue in current course of study during and after pregnancy
- g) Defend his/her rights, subject to Ordinance 14 (Student Discipline without being victimized. Defend his/her rights, subject to Ordinance 14 (Student Discipline without being victimized)
- h) Have academic work judged solely on its merits
- i) Confidentiality of student records

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- j) Participate in University activities
- k) Wear official University and Students Union colors
- l) Representation by the Students' Union Council

Section 3. I, do swear/affirm, that I will well and truly serve our

All members of the Students' Union are eligible for the following subject to the Election Code, other University and Students' Union Policies.

- a. Nomination to an elected post on the Students' Union Council; and
- b. Appointment to the Students' Union Council's appointed posts with the exception of Advisory positions.

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Officer's Responsibilities and, Duties,

Article XX

CODE OF CONDUCT

a) All Students' Union Council Members shall be responsible for their actions to the Union. All portfolio holders are expected to be able to manage their time efficiently and effectively. In addition all Students' Union Council members will be subjected to the Students' Union Code of Conduct which shall be signed upon taking office and lodged in the Students' Union Office

Section 1. University of Technology, Jamaica Students Union Code of Conduct.

Misconduct consists of dishonesty or fraud, including acts which enhance personal gain, also those which have the effects of jeopardizing students' welfare. These acts also threaten the integrity and credibility of the Council. The Council will therefore initiate disciplinary action(s) to Council members who perpetrate such acts.

I, the undersigned, hereby agree to comply with the following guidelines while I am a Council member.

- a) I will avoid personal actions that may cause conflict with members of Council and students I seek to represent. (Bringing grievances about Council member in front of the Council in a disrespectful way)
- b) I will keep relevant documents or information of the Students' Union Council extremely confidential
- c) I will report and discuss problems and irregularities.
- d) I will consult and inform the Executive, then the General Council for special leave of absence.**

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- e) I will be supportive of the final decisions made within the Council (pending major decision)
- f) I will refrain from conducting unauthorized business in the names of the Students' Union
- g) I will refrain from unauthorized usage of the Students' Union's and the University logos
- h) I will avoid theft or removal of any Students' Union fixed or Current Assets.
- i) I will avoid malicious destruction of the Students' Union fixed or current assets
- j) I will conduct myself in a professional manner, which will not be bringing disrepute or embarrassment to my portfolio and Students' Union Council.
- k) I will avoid neglecting all my duties and responsibilities. (Which includes casting duties and responsibilities on other council member)
- l) I will be present at all Council events. (Which includes Teach The Youth, Final Fete, Fresher's Fete.)
- m) I will allow my years performance to dictate my Performance Based Incentive (this will be determined by attendance and participation in meetings and council events, meeting attendance, submission of reports council events and assessment of any other duties assigned by the President)
- n) If I am found guilty of violating any of the aforementioned guidelines, I shall be liable but not be limited to the following penalties:
 1. Suspension from Council
 2. Suspension of Union benefit(s).
 3. Termination of tenure as head of the respective portfolio.
 4. Subjection to the University's Gross and Non- Academic Misconduct rules.
 5. Appearance before a Students' Union Council Disciplinary Committee.

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NAME: _____

Position Held on Council: _____

Signature _____

b) Duties of all Students' Union Council Members:

- I. Responsible for attending all Council meetings
- II. Responsible for writing and presenting, for the committee he/she chairs, reports to Council.
- III. Responsible for chairing and attending committees as laid down in the Students' Union Constitution or as determined from time to time by the Council of Executives.
- IV. Responsible for performing such other duties as may be necessary within the scope of the job to meet the needs of the Students' Union, as agreed from time to time Council of Executives.
- V. Responsible for providing a written handover document to his/her successors.

President

Section 1. The President shall perform the duties normally associated with the office of presidency:

- a. Coordinating Students' Union Council activities and Students' Union Council meetings.
- b. Seeing to the efficient running of the Students' Union and its office.

Section 2. The President shall also rule on matters of order or constitution. These rulings shall be final subject to appeal to the Students' Union Council which must convene a meeting within seven (7) working days.

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- Section 3.** The President shall also make rulings on points not provided for in the constitution; such rulings must be in accordance with conventional practice.
- Section 4.** The President shall be the liaison between the University Council and the Students' Union Council.
- Section 5.** The President must issue notice of Students' Union Council Meeting at least five working days in advance however, in a case of emergency a meeting may be convened once a quorum has been achieved
- Section 7.** The President may introduce a resolution but can only have the casting vote.
- Section 8.** The President must have at least 1-year experience on Council prior to being Nominated.

1st Vice President Academic Affairs, Clubs & Societies, Academic Affairs/Clubs and Societies or Deputy President

- Section 9.** The 1st Vice President Academic Affairs, Clubs & Societies shall in the absence of or on behalf of the President act in his/her portfolio and act as directed by him/her.
- Section 10.** The 1st Vice President shall also be responsible for overseeing the activities of all clubs,societies or associations affiliated to the Students' Union.
- Section 11.** 1st Vice President Academic Affairs, Clubs & Societies shall represent the Students' Union on the University's Academic Board.
- Section 12.** The 1st Vice President Academic Affairs, Clubs & Societies is responsible for assisting the President in seeing to the efficient running of the Students' Union office.

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Section 13. The 1st Vice President Academic Affairs, Clubs & Societies shall chair the Board of Representatives meeting.

Executive Secretary

Section 14. The Executive secretary shall:

- a. Assist the President in issuing notices of meeting for both Students' Union Council Meetings and General Meetings.
- b. Be responsible for the administration of the Students' Union office.
- c. Record the minutes of all Students' Union and Students' Union Council meetings.
- d. Manage the office routines (these include stationery management and the use of all equipment) and logistics to ensure effectiveness, efficiency and economy.
- e. Maintain an effective information storage retrieval system
- f. Confirm arrangements and supervise preparations for meetings, ceremonies,
- g. Keep a log of all fixed assets of the Students' Union.
- h. The Executive Secretary must attend all meetings of the Board of Representatives and Board of Directors preparing the necessary agendas and minutes in collaboration with the respective chairmen.
- i. Be the custodian of all documents governing the affairs of the Students' Union and the Students' Union Council.

Vice President, Student Services

Section 15. **The Vice President, Student Services shall:**

- a. Plan and coordinate activities that ensure the students receive at least the minimum comfort level required for academic success at UTech.
- b. These activities include the following Programmes, but is not limited to; Love Lunch, Love Bus, Love Book and Love Bursaries.
- c. This person would also sit on committees that coordinate the business affairs of the University.

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Vice President, Public Relations

Section 16. The Vice President, Public Relations shall:

- a. Communicate with the student body and the wider society.
- b. This person will at times speak on behalf of the Students' Union, advertising all Students' Union events which shall include but shall not be restricted to Faculty and Students Union Events.
- c. To conduct press releases, conferences, special publications, organize mass meeting, invitations' for events (which must be communicated at least 5-7 working days in advance).
- d. To assist with all notices and sponsorship letters coming out of the Students' Union and the publication of the Students' Union Newsletter.
- e. To also implement and coordinate the Interfaculty Debate Competition.

Vice President, Finance

Section 17. The Vice President, Finance

- a. shall manage the finance and accounts of the Students' Union in accordance with the Students' Union Financial Operations - Policies and Procedures. (Contained in Article VIII-Finance, Accounting and Auditing).

Section 18. The Vice President, Finance shall prepare and publish a statement of financial affairs at least three (3) working days before a scheduled General Meeting.

Section 19. The Vice President, Finance shall be the Students' Union representative on the University's Finance Committee.

Section 20. Oversee all revenue centres and income ventures of the Students' Union. the laundry room, bar. ..

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Section 21. The Vice President, Finance must board on campus for the summer session immediately following his/her election to office.

Faculty/School Representative

Section 22. The Faculty/School Representative shall:

- a. Coordinate all student activities within his/her respective Faculty/School and report to the Students' Union Council which shall then report to the Students' Union. (Mass Meetings, Sporting Activities.)
- b. Act as a liaison between the Faculty/School Administration and Students (Faculty Board, FSAC and AMIP).

Conduct an educational forum that is related to current happenings and relevant to the students of the faculty and the University at large.

Section 23 School of Business Administration Students' & JDSEEL Representative

The SOBA Rep will also represent the students from the Joan Duncan School of Entrepreneurship, Ethics and Leadership and also JIM/School of Advanced Management.

Section 24. School of Building and Land Management Students' Representative

Collaborate with the School of Engineering Students' Representative, Caribbean School of Architecture Students' Representative and the Director of Special Projects about any structural development that the Students' Union Council may undertake.

Section 25. Faculty of Law Students' Representative

Assist the Director of Elections and Regulatory Affairs with any amendments necessary to the Students' Union Constitution.

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Section 26. Western Campus Representative

The Western Campus Representative shall be present at all Students' Union Council meetings and Board of Representative meetings held on the Papine Campus.

Section 27. He/She must be present on the Papine Campus for the hosting of the annual Teach the Youth Project during the summer session.

Section 28. International Students' Representative

The International Students' Representative shall:

- a. Represent all overseas students at all levels necessary.
- b. An ex-officio member of any overseas club on campus.
- c. To represent the overseas students in their unique area of need.
- d. To facilitate activities and programmes that reflects the diversity of the overseas students.
- e. To liaise with the Director of Entertainment and Cultural Activities for activities of their specific interests.

Section 29. Resident Students' Representative

The Resident Students' Representative shall:

- a. Be responsible for overseeing and coordinating all hall activities.
- b. Act as a liaison between resident students and resident managers and report to the Students' Union Council.
- c. Ensure that the rights of all resident students are upheld by representing them at any level necessary.
- d. Conduct Halls of Residence Student Executive Meetings.
- e. Assist the Vice President, Public Relation in coordinating mass meeting for the Halls of Residences.

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Section 30. Appointed Officers

Director of Entertainment and Cultural Activities

The Director of Entertainment and Cultural Activities shall:

- a. Plan and co-ordinate the major entertainment activities of the Students' Union. (Fresher's /Final Fete, Gospel Concerts, Stage Shows, and the Students' Union lunch hour concerts)
- b. He/She will also act as an advisor to the organizers of all Students' Union entertainment ventures and to chair meetings with all event organizers. To plan and coordinate activities that would educate and provide cultural diversity.
- c. He/She will aim to expose students to the different cultures in our society and in extension the world. These activities could be but are not limited to festivals, pantomimes, the arts, seminars, Black History Month activities and special presentations.

Director of Sport

Section 31. The Director of Sport shall:

- a. Plan and co-ordinate the sporting activities of the Students' Union.
- b. To mobilize the students to become involved in friendly rivalry.
- c. To facilitate and provide sporting activities as an extracurricular- activity to the students.
- d. To forge linkages with other sporting bodies to ensure the class of events that are facilitated are of the highest standard. These activities include football, basketball, cricket, netball, swimming and badminton. To be a resource person for the Halls of Residence sports body via their representatives.

Section 32. Director of Community Service

Therefore the Director of Community Service shall:

- a. To plan and coordinate the Students' Union annual "Tag Drive".

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- b. To represents the Students' Union in areas of community service.
- c. Plan and co-ordinate the “Teach the Youth” programme that is conducted in the summer and continued during the academic year.
- d. To facilitate visits to areas that relates to these programmes and educates the UTech populace about the Community Service mission of the Students' Union.
- e. To plan and coordinate community based projects for the Students’ Union such as Beach Clean-Ups per semester, compiling the calendar of events and promoting the recycling and the protection of the environment by facilitating environmental projects.

This person will also make input, on behalf of the Students’ Union, on matters pertaining to infrastructure developments within the University and relevant extreme projects that will in turn sell the Students’ Union and the University.

Section 33. Editor-in- Chief

The Editor in Chief shall:

- a) Organize Inter- Faculty quiz competition.
- b) Plan and co-ordinate the production of a Students' Union Handbook prepared for distribution to the students during orientation, in semester one and throughout the academic year.
- c) Plan and co-ordinate the production of a Students' Union Handbook prepared for distribution to the students during orientation, in semester one and throughout the academic semester.
- d) To maintain the Students' Union web page. To publish a Yearbook towards the end of the second semester and a monthly Students' Union Newsletter.
- e) The Editor- in- Chief shall in absence of or on behalf of the Vice President, Public Relation act in his/ her portfolio and acts as directed by him/ her deputize in the duties.

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Section 34. Director of Elections and Regulatory Affairs

The Director of Elections and Regulatory Affairs shall:

- a) To conduct the General Election of the Students' Union Council.
- b) Conduct research into the constitutional reform process and to apply such to the Students' Union and Clubs and Societies constitutions with the aim of securing equity for all and ensuring that such revisions, if made, are unambiguous in their results.
- c) Ensure that these constitutions remain relevant and up to date.
- d) Oversee elections of the clubs and societies at the appropriate time(s).
- e) Assist the 1st Vice President Academic Affairs, Clubs & Societies in managing clubs, societies and associations.
- f) Sit on the Disciplinary Committee of the Students Union Council. The Director of Elections shall in absence of or on behalf of the Chairperson of the Disciplinary Committee act in his/ her portfolio and acts as directed.
- h) To ensure the integrity, authenticity and legality of the elections are maintained by incorporating the most efficient strategies.
- i) To implement programs and strategies geared toward stimulating awareness in the election process.

Section 35. Director of Health and Safety

The Director of Health and Safety shall:

- a) Prepare students for all artificial and or natural disasters
- b) Assist students in understanding emergency procedures
- c) Educate students in order to reduce loss of lives, livelihood and property during these disasters.

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- d) Ensure that proper emergency, evacuation or response mechanisms are implemented at the University of Technology, Jamaica.
- e) Keep contacts with Disaster Preparedness, and Environmental and Planning Agencies to deal with major environmental issues that goes beyond the boundaries of individuals and is the responsibility of the National Agencies.
- f) Assist students in understanding emergency procedures and thus enable them to properly handle disasters.
- g) Conduct safety analysis and report to the Students' Union Council. E.g. ensure that students are not affected by any sewage effluent, drinking water and ambient air quality.
- h) Shall act as the security liaison for the Students' Union and shall therefore attend to all security matters of the University and the Students' Union.

Section 36. Director of Spiritual Development

The Director of Spiritual Development shall:

- a) To facilitate spiritual orientation in this institution.
- b) Coordinate Students' Union prayer breakfast.
- c) Assist with the coordination of spiritual events in the various Faculty/Schools, and host at least one Major Spiritual event per semester.
- d) Liaise with the Director of Entertainment, President of the various spiritual clubs/societies, and the Dormitory Community in planning spiritual vents such as Gospel Concert and Prayer Breakfast.
- e) Provide media to facilitate all the various religious groups in this institution.

Section 37. Director of Special Projects

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The Director of Special Projects shall:

- a) Prepare the calendar of events.
- b) Do logistics for major events for example fresher's' fete and Final Fete
- c) This person will also make input, on behalf of the Students' Union, on matters pertaining to infrastructural development within the University and relevant external projects that will in turn sell the Student's Union and the University.
- d) Plan and coordinate any projects pertaining to infrastructural development or any project deemed special project by the Students' Union executive.
- e) He/She will be responsible for the maintenance of all Students' Union Assets(s).

Section 38. Board of Advisors

There shall be the following Advisors with the following responsibilities and duties:

1. Advisor to the President
 2. Advisor to the 1st Vice President Academic Affairs, Clubs & Societies
 3. Executive Assistant
 4. Special Advisor to the Vice President, Student Services
 5. President's Assistant(s)
1. The President's Advisors shall:
 - a) Attend meetings
 - b) Representing Students as per the Constitution
 - c) Completing documents as per request of the President which shall include but shall not be limited to policies
 - d) Offer advice as per decisions to be made by the Executives
 - e) Allowance to sit on any Board meeting as per the request of
 - f) Represent the Students' Union at forums or meetings off- campus and on-site

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- g) Aid in the editing and preparation of documents needed for the Students' Union
- h) Assist the president by completing tasks designated to be completed by the President (Assistant to the president)
- i) Mimic the duties of the president and ensure the completion of assigned tasks.

2. **Advisor to the 1st Vice President Academic Affairs, Clubs & Societies**

The Advisors to the 1st Vice President Academic Affairs, Clubs & Societies shall:

- a) Sit in the Board of Representative meetings on behalf of the Deputy President
- b) Offer advice as per decisions to be made by the Deputy President
- c) Allowance to sit in any Faculty/ College Board meeting as per the request of the Deputy President
- d) Perform tasks in student representation as per the Constitution.
- e) Represent the Students' Union at forums or meetings off- campus or on-site
- f) Aid in the editing and preparation of documents needed by the Students' Union
- g) Assist the Deputy President by completing tasks designated to be completed by the Deputy President (Assistant to the Deputy President)
- h) Mimic the duties of the Deputy President and ensure the completion of all assigned tasks.

3. **Executive Assistant**

The Executive Assistant shall

- a. Act on behalf of any executive in their absence.
- b. Remain on- call to complete any assigned tasks of absentees as per their portfolio.
- c. Complete off-site and on- site tasks as necessary.

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- d. Perform tasks in student's representation as per the Constitution.

Students' Union Benefit Policy

Section 39. All members of Council are eligible for Council Benefits as stipulated in the Students' Union Benefits Policy.

Section 40. Performance Based Incentives (PBI) shall be issued to Council Members as per PBI Policy. (See PBI Policy)

Nomination and Election of Officers

Article XXI Policies and Procedures

Section 1. Any member of the Students' Union who wishes to be a candidate for an Elected position in the Students' Union Council must be nominated by two Registered students of the University of Technology, Jamaica who are not Seeking candidacy.

Section 2. The prospective Candidate must also complete a Nomination form which is signed and dated indicating their intention to participate in the election in accordance with the Students' Union constitution, By-laws and the Electoral code.

Section 3. In addition the prospective candidate must provide the Director of Elections and Regulatory Affairs with one (1) recent passport size photograph and a valid identification card and a letter of recommendation from UTECH personnel.

Section 4. Once the Director of Elections and Regulatory Affairs is satisfied that the prospective candidate fulfills all the requirements as stipulated by the Election Code of the Students' Union (Section C2), a Certificate of Candidacy will be issued to the student after his/her orientation.

Section 5. Students vying for the role of the 1st Vice President Academic Affairs, Clubs & Societies or Deputy President should have spent at least one (1) year prior on Council. However, if in the prior year (s) the candidate did not sit on the Board of

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Representatives, his/her Advisor to the 1st Vice President Academic Affairs, Clubs & Societies must be someone who has sat on the Board of Representatives or someone who has been a Deputy Student Representative. Students also vying for the role of Vice President, Finance should have at least one (1) year experience on Council

Appointment of Officers

Article XXII

Section 1. The University of Technology, Jamaica Students' Union shall appoint officers to the Students' Union Council on a yearly basis.

Section 2. The appointed positions of the Students' Union Council are:

- a) Board of Advisors
 - i. Advisor to the President
 - ii. Advisor to the 1st Vice President Academic Affairs, Clubs & Societies to the Deputy President
 - iii. Executive Assistant
 - iv. Special Advisor to the Vice President, Student Services
 - v. President's Assistant

- b) **Board of Directors**
 - I. Director of Elections and Regulatory Affairs
 - II. Director of Community Service.
 - III. Director of Entertainment and Cultural Activities
 - i.iv. Director of Sport
 - IV. Director of Health and Safety
 - V. Director of Spiritual Development
 - VI. Director of Special Projects
 - VII. Editor in Chief

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Section 3. Applications for Director positions must be solicited from the general university student population with at least ten (10) working days before the closing date.

Section 4. Applicants for Director positions shall be required to apply in writing and applications must be accompanied with a copy of his/her Resume and a detailed proposal for the position applied for. A progress report must be submitted with each application.

Section 5. Interviews for Director positions shall be conducted by all members of the Incoming Students' Union Council Executive members inclusive of the Students' Union President. The predecessor of the position being interviewed for may sit on the interview panel.

Section 6. Applicants will be informed of their status within five (5) working days following their interview.

Section 7. Persons who are being considered by the Executive for appointment to the Board of Advisors MUST have knowledge of the operations of the Students Union.

Section 8. Advisor positions shall be appointed by the Board of Executives in the following manner:

- A. Advisor to the President shall be decided by the President of the Students' Union;
- B. Advisor to the 1st Vice President Academic Affairs, Clubs & Societies to the 1st Vice President Academic Affairs, Clubs & Societies shall be recommended by the 1st Vice President Academic Affairs, Clubs & Societies Academic Affairs;
- C. Executive Assistant shall be decided by a majority vote by the Board of Executives;

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D. Special Advisor will be recommended by the Vice President, Student Services.

E. Students' Union President's Assistant(s) shall be decided by the President of
the

Vacancies in Office *Article XXIII*

Elected Positions

Section 1. In the event that an elected position becomes vacant the Director of Elections and Regulatory Affairs shall conduct a special election in accordance with policies and procedures as stated in Section F of the Election Code.

Appointed Position

Section 2. In the event that an appointed position (Director) becomes vacant, the President of the Students' Union shall issue an invitation to the general university student population for applications within ten (10) working days of the vacancy. Interviews will then be conducted by at least four (4) Students' Union Executive members inclusive of the Students' Union President.

Section 3. During the period in which the position is vacant the President or his/her designate will assume responsibility for duties performed by that office.

Disciplinary Actions *Article XXIV* **Removal of an Appointed Officer from Office**

Section 1. The Students' Union Council Executive shall have the power to remove an Officer of the Students' Union Council from office following such misconduct as described by the Students' Union Code of Conduct and the University of Technology, Jamaica Regulation 5 (Misconduct)

Section 2. The resolution for such removal shall not be carried out unless supported by at least 2/3 of those members of the Students' Union Council Executive present and

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voting (by secret ballot) at a special meeting of the Students' Union Council Executive called for such purpose.

Section 3. Any member of the Students' Union Council may recommend the removal of another Officer but this recommendation must be made to the President. The President will then convene a special Students' Union Council Executive meeting for this purpose.

Section 4. Ordinary members of the Students' Union can make a recommendation for the removal of an Officer from office. However, this recommendation shall not be received unless it is presented in writing to the President of the Students' Union and signed by at least 3% of the members of the Students' Union.

Removal of an Elected Officer from Office

Section 5. The Students' Union shall have the power to remove an Elected Officer of the Students' Union Council from office following such misconduct as described by the Students' Union Code of Conduct and the University of Technology, Jamaica Regulation 5 (Misconduct)

Section 6. The resolution for such removal shall not be carried out unless supported by at least 2/3 of the Authorized members of the Students' Union present and voting (by secret ballot) at a special meeting of the Students' Union called for such purpose.

Section 7 Any member of the Students' Union may recommend the removal of an Officer but this recommendation must be made to the President. The President will then convene special Students' Union meeting for this purpose.

Section 8. This recommendation shall not be received unless it is signed by at least 3% of the members of the Students' Union, presented in writing to the President of the

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Students' Union and copied to the 1st Vice President Academic Affairs, Clubs & Societies and Executive Secretary.

Suspension and Procedures for Disciplinary Actions of Students' Union Council Members.

Section 9. A disciplinary committee must be established in accordance with the Students' Union Disciplinary Committee Terms of Reference

Section 10. The President of the Students' Union shall impose any of the penalties stipulated in the Code of Conduct, however a Council Member shall only be suspended based upon the decision(s) of the Students' Union Disciplinary Committee for breach of the Students' Union Code of Conduct, Constitution, Ordinances or By-Laws.

Section 11. Any grievances reported against any Council Member by any regular student of the University regarding breaches of the Students' Union Code of Conduct, Ordinances, By- Laws or Constitution shall be reported to the President and an External Advisor to the Students' Union Council verbally and in writing by the complainant.

Section 12. If any regular student of the University reports a Council member as per section 11, the President of the Students' Union must issue a warning letter and thereafter notify the Disciplinary Committee to address the issue.

Disciplinary Committee

Section 13. The Disciplinary Committee shall comprise of the Director of Elections and Regulatory Affairs and one (1) member from each Board within the Students' Union Council i.e. Board of Advisors, Board of Executives and Board of Representatives.

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The Executive Secretary or an assignee shall be the recording secretary of any meeting held and shall not be a voting member of the committee.

Section 14. The Disciplinary Committee shall possess the right to sanction all Council Members where there are breaches to the Code of Conduct, Students' Union Constitution, Ordinances or By-Laws.

Section 15. If the President of the Students' Union is found to be in breach of the Students' Union Codes of Conduct, Constitution, Ordinances, or By-Law, a written complaint signed by at least 3/4 of Council must be made to the Executives after which the Disciplinary Committee must be notified and convene in accordance with the Disciplinary Committee Terms of Reference.

Finance, Accounting and Auditing

Article XXV

Financial Operations - Policies and Procedures

The financial operations of the Students' Union shall be in accordance with the requirements of the University of Technology, Jamaica. Oversight shall be given by the Finance and Business Services Division as it relates to final approval of budget and expenditure. Oversight must be executed within a reasonable time in order to have the business of the Students' Union ongoing. Reasonable time shall be no more than seven (7) working days for processing of such transactions.

The following are the policies and procedures by which the Students' Union shall operate:

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SECTION A ACCOUNTABILITY AND TRANSPARENCY

This constitutes the Council's ability to report on the financial operations of the Students' Union which must be done using the following standards:

1.0 Finance Committee

The VP- Finance must establish a Finance Committee.

1.1 The Finance Committee shall be responsible under the direction of the V.P. Finance to assist in the handling of the Union's' financial matters, this includes, but is not limited to:

- a) Preparing and monitoring the Students' Union Budget.
- b) Receiving, analyzing and reviewing all budgets and financial requests as related to the Students' Union's Funds.
- c) Examining and analyzing requests from the Students' Union Council members for funding, in an effort to ensure that funds are spent appropriately in accordance with the Students Union Constitution.
- d) Preparation of monthly financial reports.
- e) Keep a record of all fixed assets of the Students' Union Council and a yearly inventory done.

1.2 This committee must consist of the following nine (9) members:

- a) Chairman (External Member an ex-officio to the Council nominated by the President)
- b) The V.P. Finance
- c) The Students' Union President
- d) Executive Secretary
- e) V.P. Students' Services
- f) At least two(2) non Students' Union Council Member as determined by the Council with the relevant skillset
- g) Director of Entertainment and Culture Activities
- h) One member nominated by the University President
- i) Students Union Permanent Secretary Appointed by the President

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1.3 The Students' Union Finance Committee must publish reports to Students' Union members.

1.3.1 An Income and Expenditure report is to be published for all major events/activities within twelve (12) semester days of the events/activity's conclusion.

1.3.2 An Income and Expenditure report is to be published per quarter (June, September, December, March)

1.3.3 A Balance Sheet is to be published at the end of the last quarter (March)

2.0 VP -Finance Department Structure

2.1 Reference to figure 1.

3.0 Filing Modes

3.1 All communiqués (for example letters, memos or a project proposal) must be filed.

3.1.1 Communiqués received are to be filed separately from communiqués sent.

3.1.2 All documents must be filed by the date received and the date sent accordingly in alphabetical order.

All requisitions for payment are to be filed with supporting document

3.2.1 All denied requisitions are to be filed by the date of the request.

3.2.2 Requisitions approved and paid in cash, are to be filed using a requisition number, to be added to the request form upon filing.

3.2.3 Requisitions approved and paid by a cheque from the Students' Union account held by the University (UTech A/C), are to be filed using a requisition number, to be added to the request form upon filing.

3.2.4 Requisition approved and paid by a cheque from other Students' Union accounts, are to be filed by cheque numbers.

3.3 The Students' Union Finance Committee must maintain standard accounting documents in accordance with accounting standards.

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- 3.3.1 All Source Documents, a General Ledger, and working Balance Sheet must be kept.
- 3.3.2 An income and expenditure report must be done for all major events/activities, for example Fresher's Fete, School Socials, Retreat and Summer School.

SECTION B Budgeting

1.0 Source of Funds

3.0 Student mandatory membership fees an amount which shall be recommended by the Students' Union Council, shall be charged per student to fund the Students' Union and its activities. This amount will be subject to the approval and determination of the University of Technology, Jamaica.

3.1 When the Students' Union engages in activities duly authorized by the Council, receipts from the activities shall be applied directly to the expenses associated with the activities. If the receipts are insufficient to cover the expenses in the approved budget the excess shall be placed in the Students' Union's Contingency Fund. The provisions listed above shall apply to all activities of the Students' Union unless the Students' Union Council makes specific provisions.

3.2 Sponsorship constitutes all monies and /or goods and / or service donated to the Students' Union by various organizations and /or businesses and must be solicited and/ or managed using the following standards.

3.3 All Students' Union council members can solicit sponsorship for their portfolio but V.P. Finance, V.P. Public Relations and the President must be notified before such an endeavor is undertaken. Specifics pertaining to the contract for sponsorship and or any other financial income must be channelled through the V.P. Finance.

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3.4 All sponsorship(s) received must be logged using the appropriate form(s) and the necessary supporting documents attached to the form(s).

3.5 All sponsorship(s) received must be used for the intended purpose, as was made known to the sponsor at the time of solicitation. This, unless the sponsor agrees, in writing, that the sponsorship be used for another event/activity.

3.6 All other sources of funds not listed above must be presented to the Finance Committee.

3.7 When the Students' Union engages in activities duly authorized by the Council, receipts from the activities shall be applied directly to the expenses associated with the activities. If the receipts are insufficient to cover the expenses in the approved budget the excess shall be placed in the Students' Union's Contingency Fund. The provisions listed above shall apply to all activities of the Students' Union unless the Students' Union Council makes specific provisions.

3.8 Sponsorship constitutes all monies and /or goods and / or service donated to the Students' Union by various organizations and /or businesses and must be solicited and/ or managed using the following standards.

3.9 All Students' Union council members can solicit sponsorship for their portfolio but V.P. Finance, V.P. Public Relations and the President must be notified before such an endeavor is undertaken. Specifics pertaining to the contract for sponsorship and or any other financial income must be channeled through the V.P. Finance.

3.10 All sponsorship(s) received must be logged using the appropriate form(s) and the necessary supporting documents attached to the form(s).

3.11 All sponsorship(s) received must be used for the intended purpose, as was made known to the sponsor at the time of solicitation. This, unless the sponsor agrees, in writing, that the sponsorship be used for another event/activity.

3.12 All other sources of funds not listed above must be presented to the Finance Committee.

SECTION C Purchase of Good(s) and/or Service(s)

The University Procurement Policy will be adhered to by the Students' Union as it regards the purchase of all goods and services. The University must provide statements to the Students' Union Council for funds deducted each semester.

SECTION D Office Sales, Receipts and Lodgements

- 1.1 The financial management of the Students' Union shall be subject to the University's financial policies and procedures as are in force from time to time.
- 1.2 The maximum amount of overage or shortage for any one (1) business day is two hundred dollars (\$200.00). Subject to the approval of the V.P Finance, the cash may be considered to be balanced within the two hundred (\$200.00) limited without further search.
- 1.3 Consistent and continuous overages or shortages which have an accumulated value of over Five Hundred (\$500.00) within any ten-day work period shall necessitate an investigation by the V.P. Finance and a report be sent to the
 1. Finance Committee with a view to:
 2. Improve cash handling control
 3. Increase on the job training, or

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4. Apply disciplinary procedures.
- 1.4 All overages of cash shall accrue to benefit the Students' Union.
- 1.5 All shortages of cash shall be recovered from the cashier responsible for the shortage.
- 1.6 The cashier is required to issue a receipt for each transaction in which money is collected. Receipts must detail the date and time of transaction as well as details of the transaction.
- 1.7 Verify Sales for the day
- 1.8 Write up lodgment for the bank
- 1.9 All lodgements are to be prepared for pick up daily by the security Courier
- 1.10 Reconcile bank statements advices with the lodgement sheets.
- 1.11 Cost are as posted for public view and may not be discounted without authorization of the President and Vice President, Finance.
- 1.12 All discounts must be logged via the check off form for the day's sales and signed by the authorizing party.
- 1.13 All cash collected from office sales each day is to be balanced off by the Representative from the Finance Committee and a lodgement prepared for the bank via the night deposit system.

SECTION E Welfare

This constitutes all aspects of assistance given to students and includes, approved scholarships and welfare schemes in accordance with the specific schedules in operation from time to time:

- a) **Scholarship (s)** - the Students' Union Alfred Sangster Scholarship
- b) **General Welfare**- the provision of a Bus Service to selected areas and a Lunch programme
- c) **Specific Welfare**- assistance in the form of tickets to utilize the Bus Service and/ or the Lunch programme and Bursaries

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- 1.0 The staff member in charge of the University's financial aid programme & Students' Union Council Executive member must manage the Scholarship(s) offered by the Union.
- 2.0 A limited number of tickets for both lunch and bus programme must be available on each working day for a specified period. Tickets are to be sold from the Students' Union's office and may be purchased by any student upon the presentation of a valid identification (I.D.) card.
- 3.0 All students desirous of obtaining specific assistance must complete and submit an application form as required by the specific schedule to the Students' Union V.P. Student Services, and be interviewed by at least three (3) persons (the V.P. Student Services or his/her designate and two others-committee or council members).

SECTION F General Policies

- 1.0 All contracts, with the exception of staffing contracts, to be entered into by the Students' Union must be approved by the Students' Union Council before being vetted by the University
- 2.0 All such contracts will be executed by the University on behalf of the Students Union with the President of the Student Union as a signatory.
- 3.0 All budget transfers must be submitted in writing, with sufficient documentations, to the Finance Committee for approval. See Section B) Transfers not approved may be appealed in writing to the Students' Union Council Executive.
- 4.0 All Budgets for major Students' Union activities must be generated and presented to the V.P. Finance 3 months before the event e.g. Fetes, Summer School, and Retreat.
- 5.0 Budgets for minor activities must be submitted at least 1 month before the event e.g. Socials, lunch hour concerts.

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- 6.0 No Faculty/College/ School Representative Committee, Ad Hoc Committee, Standing Committee, or Special Committee shall hold external finance accounts. All Faculty/College/ School Representative Committee, Ad Hoc Committee, Standing Committee, or Special Committee must provide monthly financial reports and/or at the request of the VP, Finance.
- 7.0 Violations of Section F, Article 6.0 will be forwarded to the Financial Committee of the University of Technology, Jamaica. Violator shall become liable for all charges held against the Students' Union related to any offence which this violation may bring.

Contracts, Correspondences and Indemnity

Article XXVI

Section 1. The name of the Students' Union may be used in contracts and dealings with outside bodies only by the Board of Executives and persons to whom this power is specifically delegated by the Executive.

Failure to comply will constitute a breach and will result in sanctions in accordance with the Students' Union Code of Conduct. Such person/ shall be held liable with respect to financial commitment.

Section 2. Contracts entered into by the UTech, Ja Students' Union shall be determined by the President in consultation with the Board of Executives.

Appendix 1- The Students' Union Council

The Students' Union Council shall comprise of the following Officers:

Reference *Article VIIS 2.1*: Elected **Students' Union Council Members**

- a) President
- b) 1st Vice President Academic Affairs, Clubs & Societies/Deputy President
- c) Vice President, Finance
- d) Vice President, Student Services
- e) Vice President, Public Relations
- f) Executive Secretary
- g) Faculty of Science and Sport Students' Representative
- h) College of Health Sciences Students' Representative
- i) Faculty of Education and Liberal Studies Students' Representative
- j) School of Engineering Students' Representative
- k) School of Computing and Information Technology
Students' Representative
- l) School of Business Administration/JDSEEL
Students' Representative
- m) School of Building and Land Management
Students' Representative
- n) Caribbean School of Architecture Students' Representative
- o) Faculty of Law Students' Representative
- p) Western Campus Students' Representative
- q) Joint Colleges of Medicine, Oral Health, and Veterinary Sciences
Students' Representative
- r) Resident Students' Representative
- s) Graduates Student Representative
- t) International Students Representative – President UTISA

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- u) A representative of such other College/Faculty/School established by the University of Technology, Jamaica which shall be listed in Schedule 1.

Reference **Article VIIS 2.2) Appointed Students' Union Council Members**

- a) Director of Elections and Regulatory Affairs
- b) Director of Community Service
- c) Director of Health and Safety
- d) Director of Entertainment and Cultural Activities
- e) Director of Sport
- f) Director of Spiritual Development
- g) Director of Special Projects
- h) Editor in Chief
- i) Board of Advisors

Reference **Article VIIS 2.3) Ex-Officio Students' Union Council members**

- a) Honorary Member
- b) Immediate Past President

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Appendix II- Teach the Youth Logo



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Appendix III- Tag Drive Logo

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