



**ROYTEC**

**CONSTITUTION OF THE STUDENT COUNCIL**  
**UWI SCHOOL OF BUSINESS AND APPLIED STUDIES**  
**LIMITED (UWI-ROYTEC)**

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**CONSTITUTION OF THE STUDENT COUNCIL  
UWI SCHOOL OF BUSINESS AND APPLIED STUDIES LIMITED  
(UWI-ROYTEC)**

**INTERPRETATION**

In this Constitution and in all Bye-Laws and rules made under it, the following words and expressions shall have these meanings assigned to them.

“RSC” or “Council” refers to the Student Council of the UWI-ROYTEC School of Business and Applied Studies Limited.

“Bye-laws” mean the Bye-laws of the Student Council for the period in force.

“Good standing” means that the member has paid his annual student council fee.

“Quorum” means one half of the RSC voting members of a committee or other decision making body plus one.

RSC voting members are defined as members of the Executive Committee and the Representative Body.

“Academic year” means three consecutive terms.

“Grade Point Average” refers to the ratio of grade points earned to credits attempted in the degree programmes.

Academic Programmes refer to Certificates, Diplomas, Associate Degrees, Bachelors, Masters and Certified Financial Planner Programmes.

### **Vision**

UWI-ROYTEC Student Council aspires to continuously improve the quality of the campus environment and experience through distinctive leadership and service excellence while diligently serving with integrity, honour and enthusiasm.

### **Mission**

The UWI-ROYTEC Student Council exist to empower our student body by fostering social and academic development through engagement and involvement in community, academics and diversity while seeking to enhance the student environment and experience that promotes students' needs, interest and welfare.

### **Core Values**

In working towards our mission the UWI-ROYTEC Student Council subscribes to the following values:

#### **1. *Fostering Learning***

- Fostering social and academic development through engagement and involvement in community, academics and diversity.

#### **2. *Embracing Diversity***

- Advocating for all students with respect to individual differences which may include but are not limited to age, cultural background, disability, ethnicity, family status, national origin, national origin, race, religion, sex and sexual orientation.

#### **3. *Autonomous Operations***

- Student control of student affairs underpinned by democratic decision making.

#### **4. *Developing Innovative Thinkers***

- Developing an attitude of welcoming change and growth with an emphasis on best standards and continuous improvement in our initiatives and support services encouraging the development and creativity in all that we do.

#### **5. *Ethical Leadership***

- Acting at all times with integrity and ethical consideration based on open and honest behaviour and mutual trust.

#### **6. *Building Relationships***

- Building sustainable relationships between students, faculty, staff, alumni and administration by contributing to the orientation and integration of students.

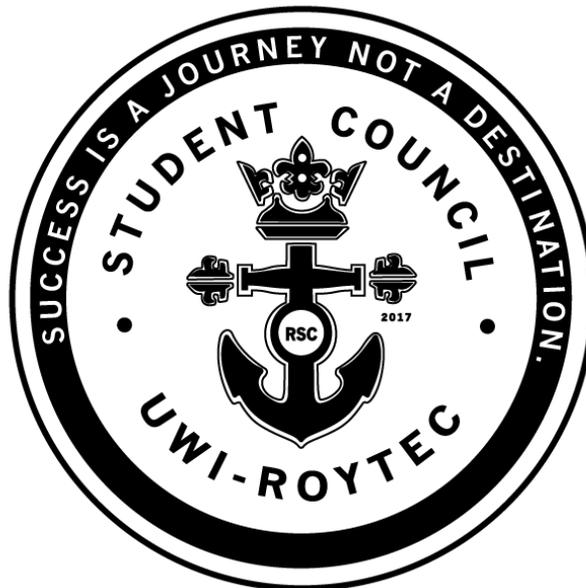
#### **7. *Promoting Enthusiastic Spirit***

- Promoting enthusiasm and a sense of belonging among students by sponsoring social and educational events.

RSC Logo



FULL COLOUR



BLACK AND WHITE

## **ARTICLE I – NAME**

The name of this organization shall be the UWI-ROYTEC Student Council which may be referred to as the RSC.

## **ARTICLE II – PURPOSE**

The objectives of the RSC are to serve the UWI-ROYTEC student body; voice student opinions to UWI-ROYTEC's administration; protect and improve the rights, opportunities and quality of life of every student at UWI-ROYTEC. The main purposes of the RSC are to:

- Promote the interest of the student body in cooperation with UWI-ROYTEC's administration, faculty and students.
- Promote a progressive team spirit and community involvement while seeking ways to improve the campus environment.
- Represent students' views and act as a channel for student concerns.
- Facilitate the training of students in leadership.
- Facilitate student training and professional development geared towards student preparation for the world of work.
- Act as a consultative body in the development and implementation of academic policies involving students.
- Promote collaboration among students, lecturers and Administration.
- Contribute to the orientation and integration of students at UWI-ROYTEC.
- Foster unity among students at UWI-ROYTEC by sponsoring social, educational and other events.
- Provide opportunities for students to exhibit their skills, talents and interests in meaningful ways beyond the classroom.

## **ARTICLE III – ORGANIZATION**

### ***Section 1: Authority***

The authority of the RSC is derived from the students of the UWI-ROYTEC School of Business and Applied Studies Limited and is collectively recognized by the Board of Directors, and UWI-ROYTEC's Administration.

### ***Section 2: Powers***

The RSC shall have the following powers to:

- a. Grant, revoke and impose conditions of recognition on all student organizations a UWI-ROYTEC.
- b. Manage the Student Council funds in accordance with the approved budget.
- c. Establish standing, or ad hoc committees to publicly pursue specific goals of the Council that are consistent with its purpose. Each committee shall be chaired by an Executive Committee member.
- d. Relay the opinions and needs of students to the UWI-ROYTEC Administration.
- e. Raise funds for its activities.
- f. Select students to serve on Administrative Committees.

## **ARTICLE IV – MEMBERSHIP**

### ***Section 1: Members***

- a. All students of UWI-ROYTEC in good standing shall be members of the Student Council and shall remain members as long they are currently pursuing a course of study at UWI-ROYTEC.
- b. All members shall have the right to vote at Student Council elections and to stand for election for any office in the RSC, except when debarred for an academic offence. (Refer to Appendix II for the outline of Academic Offences).
- c. Any full-time or part-time academic or professional enhancement student at UWI-ROYTEC may participate in RSC activities.
- d. Neither the RSC nor the UWI-ROYTEC Administration will restrict membership in the RSC on the basis of age, race, color, national origin, religion, sex, physical and mental disability, medical conditions, ancestry, marital status, sexual orientation, citizenship or status.

## **ARTICLE V –STRUCTURE, DUTIES AND RESPONSIBILITIES**

The structure of the UWI-ROYTEC Student Council shall consist of an Executive Committee (EC) and a Representative Body (RB). The RSC shall have the responsibility of fulfilling the purpose specified in Article II. Refer to Appendix III for the RSC Organization Structure.

### ***Section 1 Executive Committee (EC)***

The Executive Committee of the RSC shall consist of the President, Vice President North, Vice-President South, Secretary, Treasurer, Public Relations Officer, the Head Programme Representative, the Placement Officer and the Lead Ambassador, the Club Representative and the Student Services Officer and or Manager Student Services as a non-voting advisors.

All representatives of the Executive Committee must be elected by a plurality of votes cast by the student body.

Each officer of the RSC shall uphold the standards of conduct outlined in the UWI-ROYTEC Student Handbook at all times. Each officer shall serve as an example of proper behaviour to other students. Members must uphold their academic performance as per the minimum GPA requirement stated for their position at the time of election. Any member placed on academic probation will be automatically removed from their position.

### **Duties of EC Members**

#### ***I. The President shall –***

- I. Convene meetings of the RB and the EC.
- II. Be the Chairperson of the RSC.
- III. Chair Annual General Meetings of all student committees or organizations.
- IV. Coordinate the construction and dissemination of the RSC yearly calendar.
- V. Prepare end of term and annual reports on the RSC operations.
- VI. Organize and advertise all meetings of the EC and shall be responsible for setting agendas, ensuring all items are

carried out and mediating discussions, or appointing other members to do so.

- VII. Represent the RSC in an official capacity at the school, regional and national level or appoint other members to do so in consultation with the EC and the UWI-ROYTEC Administration.
- VIII. Be the official spokesperson and representative of the student body.
- IX. Work with the Representative Body, approved Student Organizations and Student Committees to ensure implementation of Student Council initiatives and regulations.
- X. Perform the role of student representative on UWI-ROYTEC Management Committees in the absence of a designated representative.
- XI. Report administrative decisions and developments impacting student life to the RSC.
- XII. To prepare certificates for all students members outlining all activities they have participated in.
- XIII. Shall perform any other related functions that are necessary and proper for the welfare of the RSC not expressly prohibited or otherwise delegated by the provisions of the RSC Constitution or its Bye-Laws.

**II. The Vice President North (VP) shall –**

- I. Assume the duties of the President during his/her absence, from office due to illness, vacation or resignation.
- II. Oversee all Student Council meetings and create and uphold the attendance policy of RSC members.
- III. Chair Annual General Meetings of all student committees or organizations in the absence of the President.
- IV. Perform any other related functions that are assigned to him/her from time to time by this Constitution and its Bye-laws.
- V. Serve as a liaison between the school administration and the RSC, in conjunction with the President.

- VI. Serve as RSC parliamentarian, ensuring proper interpretation and implementation of the RSC Constitution and Byelaws.

**11. The Vice President South (VP) shall –**

- I. Assume the duties of the President during his/her absence, from office due to illness, vacation or resignation.
- II. Coordinate all RSC activities at the South Campus and communicate with the RSC President on these activities.
- III. Oversee all Student Council meetings and create and uphold the attendance policy of RSC members.
- IV. Chair Annual General Meetings of all student committees or organizations in the absence of the President.
- V. Perform any other related functions that are assigned to him/her from time to time by this Constitution and its Byelaws.
- VI. Serve as a liaison between the school administration and the RSC, in conjunction with the President.
- VII. Serve as RSC parliamentarian, ensuring proper interpretation and implementation of the RSC Constitution and Byelaws.

**III. The Secretary shall –**

- I. Be responsible for recording the minutes, resolutions and motions passed at all RSC RB and EC meetings.
- II. Submit and or distribute reports, minutes, as appropriate, within five working days of the meeting.
- III. Be responsible for the dissemination of information within the RSC.
- IV. Assist the President in the execution of his/her duties.
- V. To maintain records of activities that each student had participated in while in office.
- VI. Perform any other related functions that are assigned to him/her from time to time by this Constitution and its Byelaws.

**IV. Public Relations Officer (PRO) shall –**

- I. Be in charge of the publicity within the RSC Student Body and any outreach between the RSC and community entities.
- II. Be the Chairperson of the Events Committee.
- III. With the approval of the President, is the spokesperson for the ROYTEC student body.
- IV. Propose, organize and oversee the execution of events for the ROYTEC student body during each school semester.
- V. Procure and spend RSC funds for the execution of such events in accordance with the decisions of the RSC and the approved budget.
- VI. Perform any other related functions that are assigned to him/her from time to time by this Constitution and its By-laws.

**V. The Treasurer shall –**

- I. Be in charge of preparing the Annual RSC budget for approval by the RSC and managing the budget throughout the year.
- II. Oversee operations of the RSC Bookshop and Copy Centre.
- III. Prepare end of term and annual financial reports on the RSC Bookshop and Copy Centre operations.
- IV. Maintain financial records of all transactions executed with RSC funds in conjunction with the Manager Student Services.
- V. Prepare an end of term financial report in conjunction with the Manager Student Services showing actual, budgeted and variance amounts for each line item.
- VI. Be responsible for the collection of all monies at all fund-raising activities of the RSC.
- VII. Be responsible for producing a written and oral report at the beginning and end of each academic year to the RSC.

- VIII. Collect and present all requests for funding from student groups or individual members to the EC
- IX. Assist the President in the execution of his/her duties.
- X. Perform any other related functions that are assigned to him/her from time to time by this Constitution and its By-laws.

**VI. *Head Programme Representative shall:***

- I. Chair all RB meetings.
- II. Organize and advertise all meetings of the RB and shall be responsible for setting agendas, ensuring all items are carried out and mediating discussions, or appointing other members to do so.
- III. Act as the liaison between the members of the RB and the EC.
- IV. Coordinate the assignment of representatives for each ROYTEC academic programme in the event that these spots are not filled in the General Elections.
- V. Perform any other related functions that are assigned to him/her from time to time by this Constitution and its By-laws.

**VII. *Lead Ambassador***

- I. Chair all Student Ambassadors meetings.
- II. To file and maintain a record of all student ambassadors
- III. Notify student ambassadors for events and activities hosted by the RSC and UWI-ROYTEC.
- IV. Coordinate the student ambassadors at the events.
- V. To develop a student membership database.
- VI. Perform any other related functions that are assigned to him/her time to time by this Constitution and its Bye-Laws.

## **VIII. Clubs Representative**

- I. Chair all Clubs Annual General Meeting.
- II. To file and maintain records of all RSC clubs along with all of its members.
- III. Coordinate the construction and dissemination of the Clubs yearly calendar.
- IV. Serve as a liaison between the RSC and Clubs.
- V. Prepare monthly reports on all Club activities to be approved by the RSC.
- VI. To collect request for funding for the Clubs activities.
- VII. To maintain a clubs' database.
- VIII. Perform any other related functions that are assigned to him/her from time to time by this Constitution and its Bye-Laws.

## **VIII. The Student Services Officer (SSO) shall:**

- I. Be the official advisor to the RSC.
- II. Act as the liaison between the RSC and the UWI-ROYTEC Administration
- III. Assist with the disbursement of Student Council funds in conjunction with the Manager Student Services and the RSC Treasurer.

## **Section 2 Representative Body (RB)**

Members of the RB shall have both voice and voting powers on the Student Council. Executive Committee members shall not serve as members of the Representative Body.

- a. The Representative body comprises of the Head Programme Representative and student programme representatives: Certificates, Diploma, Associate Degree in Information Management System, Associate Degree in Management, Bachelor Degree in Information Systems Management, Bachelor Degree in Business Administration, Bachelor Degree

in Education and Master's Degree in Education and Masters of Science in Business Psychology.

- b. There shall be one student representative for each full-time or part-time academic programme.
- c. The President and Head Programme Representative shall appoint representatives to the unfilled positions in the event that there are insufficient numbers of student representatives.

### **Roles of the Representative Body (RB):**

The main role of representative body is to act as a point of formal contact between the students of UWI-ROYTEC and the UWI-ROYTEC Student Council. It involves effectively communicating the views of the students to the RSC. The RB shall;

- Assist in the organization and planning of events.
- Liaise with the student body to inquire about issues impacting student's studies and experience.
- Communicate the views of the students to the RSC.
- Counsel and support students throughout the integration and orientation process.
- Represent the aims and objective of the UWI-ROYTEC Student Council.
- Fully represent the diversity of the student population.
- Allocate sufficient time to consult with students on a regular basis.

### ***Section 3 Interim Student Council***

- a. The Interim Student Council shall be established under the following circumstances.
  - i. No students compete for office of the EC
  - ii. Candidates do not meet the special qualification for candidacy and are deemed unsuitable.
- b. The Interim Student Council shall comprise of a President, Vice President North, Vice President South, Secretary, Treasurer, Public Relations Officer, Head Programme Representative, Placement Officer, the Lead Ambassador and the Clubs

Representatives chosen by the UWI-ROYTEC Administration in consultation with the student body.

- c. The members of the Interim Student Council shall maintain their positions until officers are either elected into office, or unless these officers are removed by the UWI-ROYTEC Administration for failure to perform satisfactorily.
- d. Any member placed on academic probation will be automatically removed from their position.
- e. In the event that an Executive Officer cannot serve on the Interim Student Council, the President, or next ranking EC Officer in consultation with the EC, shall appoint an officer to the relevant post and advise SSO.
- f. This constitution shall be in force and applicable to the Interim Student Council.

#### ***Section 4 Decision Making of the RSC***

- a. Decisions of the RSC shall normally be made by consensus. If consensus cannot be reached, the decision shall be made by the majority of votes.
- b. For any matter or proposal requiring a vote by members of the RSC, each member shall have one vote.
- c. Votes shall be taken by the raising of voting papers.
- d. Members who are unable to attend a meeting may cast their votes prior to a meeting, via a signed sealed envelope submitted to the Secretary at least two days prior or the member shall assign a temporary replacement representative who may vote in his/her stead.
- e. The absent member must notify the Secretary of this action and provide the name of the replacement representative or submit his/her vote at least two days prior to a meeting.
- f. A quorum shall be defined as one-half of the active RSC voting members plus one.
- g. All proposals, unless otherwise specified in the Constitution or Byelaws, shall require a quorum to be approved.
- h. If the RSC is unable to make quorum at a given meeting it may elect to, by a minimum two-thirds vote of the present members,

grant attending non-EC or RB member students, voting rights for that meeting, being sure to keep the composition of the new voting member population in accordance with the rules and regulations set forth in Article V, Section 4 of the Constitution.

## **ARTICLE VI – ELECTION**

### ***Section 1 Candidacy***

- a. Officers who have been removed from their position by the Administration or the RSC for non-performance may be allowed to run for elections after completing one term of absence from the RSC.
- b. All candidates must submit a statement of purpose (video or poster) prior to election.
- c. Candidates are subject to a screening process.
- d. The Screening Committee shall consist of the RSC President (or RSC Executive designate), the officer of the respective position being screened (or Manager Student Services) and the Student Services Officer.
- e. Nominations must be submitted on an official nomination form, signed by one UWI-ROYTEC Lecturer and seconded by two students in order to run for office. (In the absence of a lecturer's signature, an official email will be accepted.) This email must be sent to [studentservies@roytec.edu](mailto:studentservies@roytec.edu) within one day of nomination submission.
- f. No member of the RSC can propose or second more than one candidate in any one election.
- g. Only members in good standing shall be eligible for nomination.
- h. A copy of the RSC constitution and all relevant election forms will be distributed to candidates by the Student Services Officer.
- i. Candidates must familiarize themselves with the UWI-ROYTEC Student Council Constitution. Submission to run for office will be deemed as an acceptance to abide by the rules and regulations contained therein.
- j. Candidates shall only run for one position in the UWI-ROYTEC Student Council.

- k. Current RSC members may run for office subject to Article VI - Section 1 item a, and Section 2 item b.
- l. All representatives of the Executive Committee must be elected by a plurality of votes cast by the UWI-ROYTEC student body subject to Article V, Section 3.
- m. Candidates running for the President and Vice President positions must have a minimum GPA of 3.0.
- n. All other Candidates must possess a minimum GPA of 2.5 with the exception of Article VI section 1, item k.
- o. All candidates for the Executive Committee must meet the following criteria:
  - I. Completed at least one term of studies at UWI-ROYTEC.
  - II. Complete all training identified by Student Services during the term in office.
  - III. Agree to the term of office and therefore must have no less than one academic year to complete his/her studies.
- p. The Representative Body (RB) shall be elected by students of the relevant programmes and shall possess a minimum GPA of 2.0 subject to Article V Section 2 of this Constitution.

### ***Section 2 Term of Office***

- a. The Term of Office for the Student Council members shall be 3 consecutive terms, and shall commence no earlier than two weeks after elections are held but no later than two weeks prior to the first day of the following term.
- b. Officers may hold the same post for consecutive terms having been elected by plurality of votes.

### ***Section 3 Oath of Office***

- a. The oath of office shall be administered to the RSC Executive Committee members by the outgoing RSC President. In the absence of the President, the Student Services Officer shall perform this role.

- b. The oath of office: "I \_\_\_\_\_ do solemnly swear (or affirm) that I will faithfully execute the office of \_\_\_\_\_ and will to the best of my ability protect, preserve and uphold the Constitution of UWI-ROYTEC School of Business and Applied Studies Limited Student Council and the policies of UWI-ROYTEC.

#### ***Section 4 Elections***

- a. Elections shall take place on the second Wednesday to Sunday in the month of June in each Academic year.
- b. The Executive Committee and Representative Body shall be elected by online voting as disseminated by the Student Services Officer.
- c. Persons elected in a bye-election shall normally take office immediately upon election.
- d. All candidates for Executive Committee and Representative body positions shall be allowed to campaign virtually and/or on the UWI-ROYTEC premises on their own behalf, subject to this constitution and the UWI-ROYTEC Student Handbook.
- e. If an Executive position becomes vacant during the academic year, the EC shall call a Bye-election to fill the position(s) and advise the Student Services Officer.

#### ***Section 5 Elections Procedure***

- a. The following information must be advertised on Campus and virtually at least two months prior to the elections by the RSC Secretary or Student Services Officer.
  - I. The election date
  - II. The RSC positions to be filled
  - III. The duration of the election
  - IV. The latest time for the receipt of nomination papers by the SSO or his/her deputy which shall not be less than forty-eight hours before the Election Day.
  - V. The time up to which candidates may withdraw by notice in writing, and how and to whom this notice shall be sent. The time shall not be less than forty-eight hours before the time of election.

- b. SSO sends the updated nomination form to RSC executives two months prior to elections
- c. SSO sends email including link to RSC Constitution, nomination form and flyer with available positions to the student population
- d. SSO post notice on social media about nomination period
- e. SSO updates RSC President and MSS on the number of nomination forms received at the end of every week.
- f. SSO schedules interviews using Teams or Zoom - The Screening Committee shall consist of the RSC President; the officer of the respective position being screened and the SSO with candidate. Where the officer of the respective candidate cannot attend another RSC representative or MSS sits in.
- g. After interviews SSO advises candidates about campaigning (campaigning is done one month before elections)
- h. SSO advises candidates to submit a video or poster with the contested position and a short bio
- i. SSO posts on social media the candidates' video and poster (as applicable)
- j. SSO compiles list of candidates identifying the contested positions and shares with MSS and RSC executive

The SSO shall post notices on the student notice boards and social media platforms stating:

- I. Election candidates
  - II. Positions contested
  - III. Candidate profile (poster or video)
- k. SSO post on social media and emails updated RSC elections flyer with the dates and time for elections
  - l. SSO creates the elections ballot using Microsoft forms
    - Set to open and close the form
    - Set Auto responder and
    - Set restrictions to prevent multiple votes from one person
  - m. Candidates may begin campaigning no earlier than 4 weeks prior to Election Day.
  - n. Candidates may not refer to any of their opponents in any of the publicity material that they produce. This shall not normally

apply to statements made at RSC open forum or election debates.

- o. All campaign material must be removed from the premises by 8:00 p.m. on the day before elections.
- p. Campaigning is not permitted on Election Day. Candidates found lobbying for elections will automatically be disqualified.
- q. No member of the Elections Committee can endorse or campaign on behalf of any candidate.
- r. Each voter shall access their student email to cast their vote.
- s. Only members as defined under Article IV section 1 are allowed to vote.
- t. A voter may give only one vote for any one vacancy.
- u. The poll shall be open from:
  - Wednesday 12:00am to Sunday 11:59pm
- v. In the event of a tie in voting, a new poll shall be taken within two (2) days.
- w. Voting records shall be kept by the SSO for at least 2 months after the elections or until all disputes relevant to elections have been concluded, whichever is longer.
- x. At close of polls, SSO downloads the results from Microsoft Forms and submit results to MSS and RSC executive.
- y. SSO then posts the elections results on social media and sends via email to students
- z. All candidates must observe RSC campaign rules and regulations in relation to the conduct of campaigns as defined by the SSO and the RSC.
- aa. The SSO or his/her nominee shall serve as the Returning Officer for all RSC elections.

## **ARTICLE VII – OFFICER REMOVAL, RESIGNATION AND REPLACEMENT**

### ***Section 1 Removal***

- a. Any member of the RSC may be removed from office if he or she has not fulfilled the duties of his/her office or he/she has brought into disrepute the reputation of the RSC or UWI-ROYTEC.
- b. The RSC shall have the power to remove a member of the Student Council by quorum.
- c. Charges against any member must be brought up in writing to the RSC.
- d. Impeachment requires a petition signed by at least three members of the RSC and submitted to the SSO.
- e. The impeached member shall be supplied with a written statement of charges before the next RSC General meeting where there shall be an impeachment trial with the RSC serving as the jury.
- f. An impeached member shall have no vote in the removal proceedings.
- g. The removed member must provide all relevant information pertaining to his/her position on the RSC to the Student Services Office before the trial.

### ***Section 2 Resignation***

- a. A member of the RSC may resign from his/her position by submitting a written letter of resignation to the RSC under the following conditions:
  - Sickness
  - Drop in GPA
  - Before the swearing in
  - Transfer of schools
  - Migration
  - Any other reason deemed fit by the RSC

Note: Any resignation submitted after the swearing in and signing of the Oath of Office. The member would be required to incur the cost of one thousand dollars (\$1000.00) to offset the cost of the training

provided. All items received must be returned to the RSC upon resignation.

## **ARTICLE VIII – MEETINGS**

### ***Section 1 Meetings***

- a. The RB shall meet at a consistent day and time each term, to be determined by the Head Programme Representative and approved by a quorum of the RB.
- b. The EC shall meet no less than twice per month during each term, separate from the RB meeting discussed above, and as often as necessary to fulfill the purposes specified in Article II.
- c. An emergency meeting may be called by any member of the RSC subject to a quorum.
- d. Five days notice of the meeting must be given to the RSC members who are obligated to attend.
- e. A quorum will be used for general RSC business. Votes shall be taken as a verbal consensus. If the verbal consensus cannot be determined, then a secret ballot may be used.
- f. The Secretary shall email the meeting agenda, under the direction of the President, to all members at least one week prior to a meeting. Typed copies will only be distributed to those who request them in advance.
- g. Items on the agenda paper shall appear in the following order.
  - i. Adoption and correction to the minutes of the last meeting
  - ii. Matters arising
  - iii. Reports from members
  - iv. SSO update
  - v. Student concerns
  - vi. Proposals of motions
  - vii. Any other business
  - viii. Date, time and venue of the next meeting
- h. No other items may be added to the agenda unless submission was made to the chair at least two days prior to the meeting.

## ***Section 2 Annual General Meetings***

The President of the UWI-ROYTEC Student Council shall give notice of the proposed Annual General Meeting which shall be convened at the end of each term. The EC and RB members shall then be given fourteen (14) days to respond to this notice and responses shall be delivered to the Secretary seven (7) days in advance of the meeting.

The Annual General Meeting is convened to cover the following matters:

- To organize the RSC activities for the upcoming academic term
- Review the RSC yearly calendar
- Presentation of reports submitted by each EC member providing an account for their respective portfolio
- The report of any general business of which prior notice in writing has been given to Secretary by any EC and RB member

## **ARTICLE IX – CONSTITUTIONAL AMENDMENTS**

### ***Section 1 Amendment Proposal***

- a. Proposals for amendments to the Constitution or Byelaws shall be submitted in writing to the President and the Manager Student Services.
- b. This Constitution may at any time be amended by a resolution passed and approved by the RSC subject to Article IX Section 1 c.
- c. Constitution amendments must be approved by a quorum of the RSC before amendments can be adopted.
- d. Amendments to the Byelaws shall require a quorum of the RSC to be adopted.
- e. Any member of the RSC may propose or repeal an amendment to this constitution or an addendum to its bye-laws
- f. All proposals for amendments must be filed with the RSC Secretary at least two weeks prior to the RSC meeting at which the final vote will be taken.

- g. All amendments, additions or deletions must be filed with the Student Services Department within one week of adoption.
- h. All members will be notified via email, letters or campus notices of the amendment two weeks prior to next RSC meeting at which the final vote will be taken.

## **ARTICLE X – FINANCE AND FUNDING**

### ***Section 1 Financial Disbursement***

- a. The RSC Fund is managed by the UWI-ROYTEC Administration.
- b. The RSC must approve an annual budget in consultation with the UWI-ROYTEC Administration.
- c. UWI-ROYTEC Administration shall be responsible for the disbursement of the RSC funds.
- d. A portion of RSC funds will be retained for special RSC programs and services.
- e. All unspent RSC funds shall remain in the RSC Account. Remaining privately-obtained funds may be donated to a non-profit organization with prior approval of the RSC or withheld for other RSC events under the discretion of the UWI-ROYTEC Administration and RSC Officers.
- f. All funding requests must be approved by one of the following:
  - i. specific approval in the annual budget
  - ii. submitting a funding request to the Treasurer for presentation to the EC
- g. The RSC shall not approve requests for funding retroactively.
- h. Funds may be requested from the RSC by any registered UWI-ROYTEC student committee.
- i. All events must be open to the UWI-ROYTEC student community as a whole.

Please see the Funding request section of the RSC Byelaws.

## **RSC BYELAWS TO THE CONSTITUTION**

### ***Article I. Duties of the Officers***

- a. All members shall be required to comply with UWI-ROYTEC's rules contained in the student handbook.
- b. An officer who is placed on academic probation during his/her term of office shall be requested to resign immediately.
- c. Each officer is expected to be in attendance at all Student Council functions.
- d. The Executive Committee will be required to meet occasionally during school breaks to plan for the upcoming academic year.
- e. The Executive Committee is responsible for maintaining and organizing the equipment and supplies of the Student Council office.

### ***Article II. Council Meeting***

- a. The first Council meeting of the fiscal year is the budget meeting unless at the Treasurer's request, the President has designated an earlier meeting as the budget meeting instead.
- b. The President shall call monthly meetings of the Student Council. At the end of each meeting, the next meeting time will be set, and schedule changes may only be made with at least two weeks notice.
- c. Special meetings of the Council may be called to consider a special item or items of business by the RSC President, by two members of the EC or by four Representative Body members. Special meetings must be announced at least one week in advance.
- d. Matters arising will be placed on the agenda for Council meetings from the minutes of the previous meeting. Additional agenda items may be placed at the discretion of the President.
- e. Every Council meeting must allow time for open floor.
- f. The conduct of meetings shall be the responsibility of the President or his or her designated presiding officer.
- g. Issues to be voted on will be introduced for an initial discussion at the Council meeting and voted upon at the subsequent Council meeting.
- h. If a RSC member fails to attend three consecutive meetings, the RSC President shall send an official cautionary letter to him or her.

- i. If a RSC member fails to attend a meeting subsequent to the cautionary letter, the RSC President shall request that the officer be removed.
- j. The removal of the officer shall be in accordance with Article VII, Section 1.

### ***Article III. Open Records***

- a. Records and documents of the RSC shall be open to inspection by any RSC member, subject to UWI-ROYTEC's policies.

### ***Article IV. Finances***

- a. The RSC funds are collected from the Student Council annual fees.
- b. A budget is valid if it has been passed by the Council and covers the current fiscal year. If there is no valid budget, then the funds may be disbursed only if all of the following items hold:
  - i. The funds can be assigned to a line item in the budget that was most recently valid such as the previous budget.
  - ii. The disbursement is not opposed by any member of the EC, after having received reasonable notice.
  - iii. The total of all funds disbursed in this manner in a given fiscal year does not exceed 10% of the total expenditures in the previous budget.
- c. Except as provided in the preceding section, all funds must be assigned to a line item in a valid budget. The line item must accurately describe the purpose of the disbursement. In general funds disbursed to a given line item must not exceed that line item.

## ***Article V. Funding Request***

- a. Funds may be requested from the RSC outside of the established budget, based on the urgency of the funding and is subject to the approval of the RSC.
- b. To request funding from the RSC, applicants must complete the relevant funding request documents and submit it to the RSC Treasurer for presentation to the EC.
- c. If a student group is planning a single event, they must submit a request via the Event Funding Request Form. Any long-term plans should be submitted via the Block Funding Request Form.
- d. Committees must submit a Block Funding Request Form
- e. Any event request for up to \$250 will be considered via "Fast Track" approval. This means that applicants will receive an approval/denial response within 6 days of your request.
- f. Any event requests over \$250 will be considered at the monthly RSC meeting. Applicants must submit the request at least 6 days in advance of the RSC meeting.
- g. The RSC may choose to partially fund a request.
- h. Approval of funds will be more forthcoming if applicants also seek funds from other relevant Community organizations.
- i. The RSC is unlikely to approve funds for events that provide alcohol at off-campus or private venues, as per the school alcohol policy contained in the student handbook.
- j. RSC funds are not likely to be granted for individual participation at conferences.
- k. Request for funding is more likely to be granted for social activities that attract a diverse student population.

## **APPENDIX**

### ***Event Funding Request Form***

If a request is over \$250, you must submit the form at least 6 days in advance of the next RSC meeting. Applicants may expect to receive a reply within 1-2 days after the meeting.

If a request is under \$250, applicants need only submit the funding request form at least 6 days before the proposed event. Applicants may expect to receive a reply within 2-4 days of your request, depending on the date of the event.

### ***Block Funding Request Form***

Block funding request are events or long term plans and will be considered on an annual basis unless stipulated otherwise by the RSC. Applicants must submit the funding request for at least one month in advance of the RSC Executive Committee meeting that immediately precedes this time period.

It is recommended that applicants or a representative of the group attend this meeting, so as to provide more information/clarification regarding use of funds. Applicants may expect to receive a reply within 1-2 days of the meeting.

## RSC Finance Request Form

**This Form is to be used when requesting funds for the execution of projects managed by the UWI-ROYTEC Student Council.**

*Funds will be distributed under the following guidelines;*

1. Request form must be submitted
  - a. Where applicable;
    - i. With an event proposal.
    - ii. With documents to support decisions to provide funding to students (Meeting Minutes and/or proof of distress)
  - b. With three quotes for all Events/Assets/Services costing more than 5,000TTD
  - c. One month in advance of the date that the cheque is required
2. This form must be signed by the Treasurer and the President of the Student Council. As proxy, the Vice President North or South can sign in the event that the Treasurer or President is unable to do so.

The UWI-ROYTEC Student Council requests funds for;

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Amount Requested;

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Signed by  
President UWI-ROYTEC Student Council

Signed by  
Treasurer UWI-ROYTEC Student Council

Approved by  
Manager Student Services

## ***CLUBS FUNDING REQUEST FORM***

Name:

Programme:

Student Organization:

Name of Event:

Phone number:

Email:

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1. Please describe your event:

2. What is the total budget for your event? How much will you need from RSC?

3. Who else have you asked for sponsorship? What are your funding options should you not receive RSC sponsorship?

4. Who is the event for? Is there a charge to attend the event? Is there a limited number of people who can attend? How many students are you expecting?

5. When is the event and where will it be held? How are you advertising for this event?

6. What, specifically, would the RSC funds be used to purchase?

Thank you for your request. We hope to make your activity a success!

# **UWI-ROYTEC STUDENT COUNCIL**

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## ***BLOCK FUNDING REQUEST FORM***

Name:

Programme:

Student Organization:

Name of Event:

Phone number:

Email:

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1. What is the timeframe of the funding that you are requesting? If not a year-by-year request, for which terms are you requesting funding?

2. What is the total budget for you group? How much will you need from RSC?

3. Who else have you asked for sponsorship? What are your funding options should you not receive RSC sponsorship?

4. Please describe your group: its purpose, membership, etc.

5. If not already described, who may attend/participate in your events and other activities?

6. Are there any specific events that you are planning?

7. Please give an itemized budget, which explains the anticipated uses of the funds that you are requesting?

Thank you for your request. We hope to make your activity a success!

## ***Academic Offences***

**All members shall have the right to vote at Student Council elections and to stand for election for any office in the RSC, except when debarred for an academic offence. Academic offences include, but are not limited to the following:**

1. Plagiarism is the unacknowledged presentation of the work of others as one's own. To represent such work as self-created is dishonest and academically unacceptable.

Plagiarism includes:

- a. Quoting verbatim or almost verbatim from a source (such as copyrighted material, notes, letters, business entries, computer materials) without acknowledgement;
- b. Adopting someone else's line of thought, argument, arrangement, or supporting evidence (such as, for example, statistics, and bibliographies) without indicating such dependence;
- c. Submitting someone else's work, in whatever form (such as film, workbook, artwork, computer materials) without acknowledgement;
- d. Knowingly representing as one's own work any idea of another.

2. Keeping in one's possession any unauthorized material after the start of an examination.

3. Cheating on examinations, tests, assignments or reports. This includes, but is not limited to, the giving or receiving of any information or assistance, or any attempt to do so.

4. Impersonating a candidate at an examination or test or in connection with any assignment in a course or availing oneself of the results of such impersonation.

5. Obtaining, through theft, bribery, collusion, purchase or other improper manner;

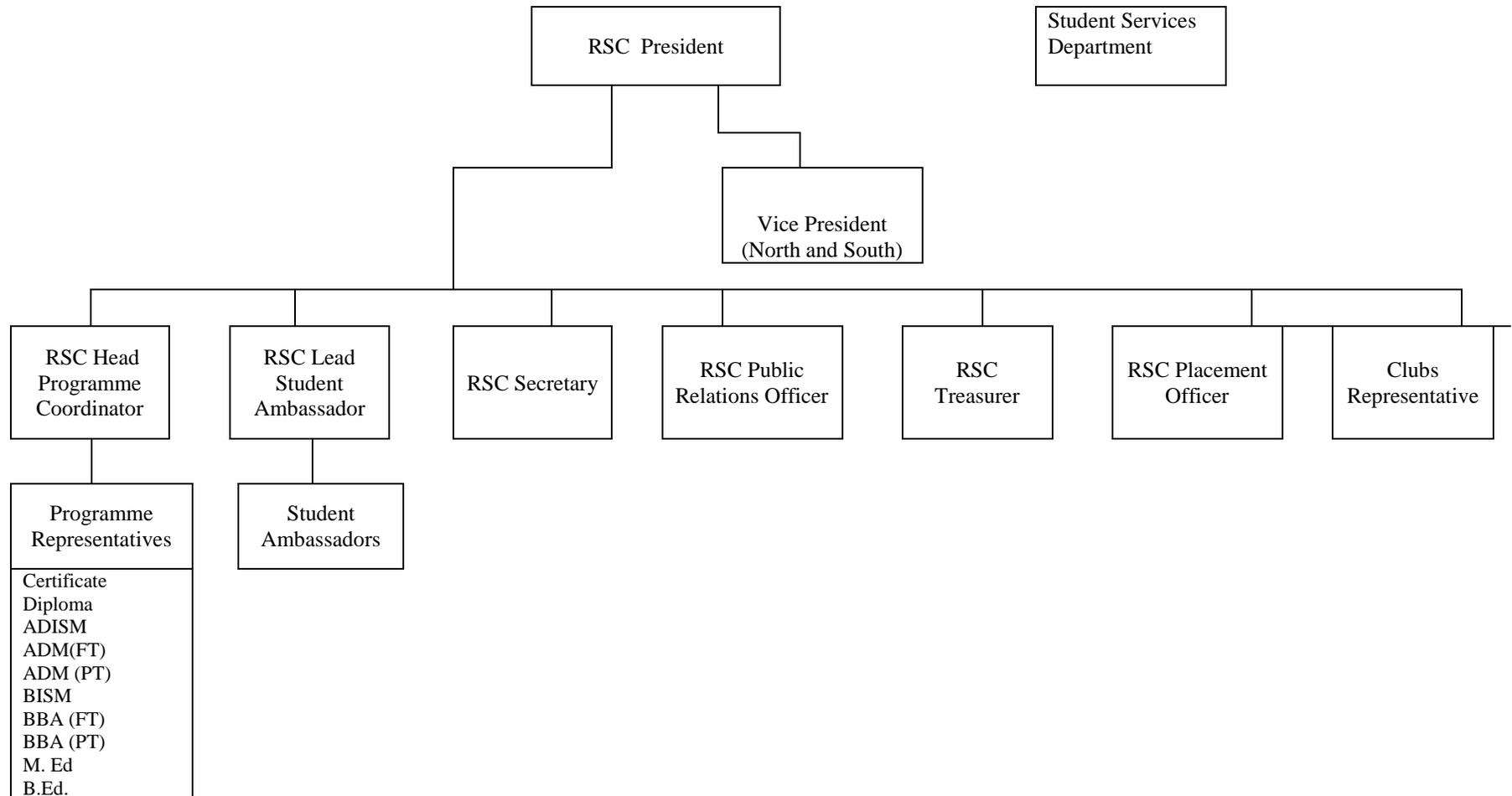
- a. an examination or test paper prior to the date and time for writing the examination or test;
- b. academic materials belonging to another person, e.g. assignments, papers, computer materials.

6. Falsifying or knowingly submitting false assignments or credentials, records, transcripts, or other academic documents.

7. Submitting identical or substantially the same work for more than one course or program of study, without the prior express knowledge and approval of the Lecturers.
8. Interfering with the right of other students to pursue their studies.
9. Tampering with, or altering, in any deceptive way, work subsequently presented for a review of the grade awarded.
10. Knowingly aiding or abetting any of the above offences.



### RSC ORGANIZATIONAL CHART



**This document contains 38 pages.**

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