



## **STANN CREEK ECUMENICAL JUNIOR COLLEGE STUDENT UNION** **ARTICLES**

### **ARTICLE 1: NAME**

The name of the body shall be the Student Union of the Stann Creek Ecumenical Junior College.

### **ARTICLE 2: AIMS AND OBJECTIVES**

The Student Union is the official student organization representing the students' points of view and granted sufficient power to carry out the rights and responsibilities of the Union efficiently. The rights and responsibilities of the Student Union are:

- (i) to work together with administration and faculty to achieve the aims and objectives of the institution;
- (ii) to promote and improve proper relations between students and faculty and between students and administration;
- (iii) to promote and to insist on an atmosphere conducive to study for the student body;
- (iv) to organize campus activities of an educational, cultural, athletic, social or religious nature;
- (v) to promote the practice of the ordinary Christian virtues of honesty, obedience, truthfulness and respect for the rights and feelings of others of the institution;
- (vi) to formulate positions on issues that concern students and present these positions to the College Administration;
- (vii) to promote the participation of student representatives in the college decision-making process;
- (viii) to promote fund-raising drives, and to administer the funds of the Union in accordance with **Article Six**;
- (ix) To conduct nominations and elections to the Executive Committee of the Student Union.

### **ARTICLE 3: MEMBERSHIP**

Membership of the Union shall be of two kinds: **GENERAL** and **EXECUTIVE**.

#### **General Membership**

**Eligibility:** All students of the Stann Creek Ecumenical Junior College are eligible for membership if they:

- (i) have paid a student union's fee of \$10.00 per semester;
- (ii) Accept willingly the principles expressed in the constitution of the body.

### **Powers**

- (i) to nominate and elect members of the Executive Committee;
- (ii) Carry out the policies promulgated by the Executive Committee.

### **Offices of the Student Union and duties of the Officers**

The offices of the Student Union shall be: President, Vice-President, Secretary, Treasurer.

#### **A. President**

The President is the Chairman of the Student Union and shall preside over all meetings. He/She can summon meetings at his/her own discretion. He/She shall supervise all activities pertaining to students and delegate duties to those in the union and the student body. Lastly, he/she shall approve and countersign all reports made by the Student Union. The President is member and chairman of the executive committee made by the Student Union. He/She votes on all motions placed before the Union. In the event of a split vote on any motion and after votes have failed to break the split and/or the motion cannot be amended, the decision of the President shall be final. *The president shall be a second year student in good academic standing.*

#### **B. Vice-President**

In the President's absence he/she shall assume all responsibilities of the President. The Vice-President shall be informed of any new development or transaction by the President of the Union or in his/her absence by the Dean.

#### **C. Secretary**

The Secretary shall record and keep minutes of all meetings. The Secretary shall be responsible for records relevant to his/her duties. The Secretary shall be given a written note from members of the Student Union for not being able to attend meetings. The Secretary shall serve on the executive committee.

#### **D. Treasurer**

Records of any financial transactions of the Union shall be kept by the Treasurer. The Treasurer shall make a monthly report to the Student Union of all receipts and expenditures of the Union.

Requests for financial assistance by official campus organizations will be submitted to the Treasurer, who will present such to the Union during regular meetings. The Treasurer shall also attempt to make an estimate or rough budget for the coming financial year and present it to the executive committee and Union. He/She shall serve on the executive committee.

### **SECTION A:**

#### **ELIGIBILITY**

All students of the Stann Creek Ecumenical Junior College are eligible for membership to the Executive Committee if they:

- (a) are fully registered (meet all financial obligation to the institution)
- (b) are in good academic standing
- (c) satisfy requirements for general membership;
- (d) actively campaign for position;
- (e) receive the most votes for position.

**SECTION B: NOMINATIONS**

- (a) Nomination Day shall be set by the Dean who will announce the event one week before the set date. This day shall be three weeks after school re-opens for the Fall Semester.
- (b) At nomination only students receiving more than 33% of the votes will be eligible for elections. In the case where there are more than four candidates vying for the same position, the first three only will be eligible.
- (c) Once nominated and to maintain eligibility, students are expected to engage in professional development training and election marketing campaigns.

**SECTION C: ELECTIONS**

- (a) Elections shall be held at least three weeks after nominations.
- (b) Elections shall be controlled by a presiding officer.
- (c) Presiding officer shall be a volunteer approved by candidates running for office and approved by administration.
- (d) The officer must have a list of:
  - (i) all the candidates;
  - (ii) All the students eligible to vote.

**SECTION D: VOTING**

- (a) as a student votes, his/her name must be struck off the list;
- (b) only the person voting will be allowed in the voting booth.

**ARTICLE 4: LIFE OF THE STUDENT UNION**

- (i) the Student Union will last for one year after which period the executive body shall be dissolved. In the new school year, there will be new elections for all posts;
- (ii) membership to the Executive Committee can be forfeited or a member considered just for removal subject to two-third vote by the Union and for such reasons as:
  - (a) failure to meet required academic standards of achievement;
  - (b) misconduct in school;
  - (c) failure to attend meetings; a member shall not be allowed to miss more than five Student Union meetings;
  - (d) failure to meet requirements of the Student Union;
  - (e) neglect of duties which are not necessarily stated but which their office implies.
- (iii) the Executive Committee shall give a member warning of impending removal and the reason for this, along with an opportunity (stated time) to correct the alleged cause;

- (iv) the Dean in consultation with the President of the Executive Committee, may remove a member for reasons given in (ii) (a) and (ii) (b) above;
- (v) any member can voluntarily resign his/her position from the Executive Committee upon presentation of valid reasons;
- (vi) In the event of the resignation or removal of a member of the Executive Committee, his replacement shall be filled by the following process:
  - (a) the Dean shall declare the post vacant and set a nomination day, one week hence, to solicit nominees to the post;
  - (b) nomination will proceed in accordance with Article 3, Section B, subsection 2 of the Constitution;
  - (c) elections will proceed in accordance with Article 3, Section C of the Constitution.

**ARTICLE 5: In order to facilitate the smooth functioning of the Student Union, the following posts are designated:**

**Program Organizer**

The program organizer has the power to plan, organize and delegate any project or project activities that have been agreed upon and approved by the Student Union. It is the task of the Program Organizer to analyze possible projects beneficial to the students and college and make suggestions to the Union.

The Program organizer has the power to appoint members from the student body to a temporary committee to assist in the implementation of projects.

**Assistant Program organizer**

The Assistant Program Organizer shall replace the Program Organizer in his/her absence and assume all responsibilities. He/She shall assist the program Organizer in all his/her said duties.

**Sports Director**

Upon taking office, the Sports Director, with the approval of the Student Union shall appoint four (4) students from the Student Union or student body to a Sports Committee. The Committee shall assist the Director, who is to be the Chairperson of this committee with his duties. The Sports Director (in collaboration with the Staff sports coordinator) shall be responsible for organizing all intramural sporting activities, the yearly field day and any other sport-related activity that promote the physical development of the student. He/She is responsible for the availability of sporting equipment and is obligated to make sure that they are all well restored.

**Publicity Director**

The Publicity Director shall be responsible for effectively publicizing all objectives, plans and proposals to the student body and when appropriate to the general public. He/She shall initiate and instill a formal and informal rapport and system of communication between the Union and Administration, Faculty, College Organizations and Students.

### **Prefects**

The Prefects, after having being trained in leadership, will be responsible to work alongside the student union executive to liaise with students, staff and administration, help maintain discipline throughout the school environment, and foster a healthy and lively school spirit. This position requires a high level of discipline, confidentiality, commitment from participants, and the ability to work with people with varying personalities.

## **ARTICLE 6:**

### **FUNDS**

The "Fund Raising Drive" shall not exceed six weeks and during this time, funds may be collected by dues or fund raising activities or by such other plans as may be approved by the Student Union and the Dean.

- (i) Student Union funds shall be kept separate from any other funds collected.
- (ii) All transactions requiring finance for the Student Union will be signed by the Dean.
- (iii) Fund-raising that places the name of the College outside in the general public, must have the approval of the ***Dean of the College***.
- (iv) The Student Union may initiate discussion of projects or programs using the funds of the Union. The Student Union shall also ask suggestions of students to decide what will be done with the funds raised during fund-raising drive. The President of the Student Union has no authority to vote or approve on any such motion having a split vote.

## **ARTICLE 7:**

### **AMENDMENTS**

- (i) Amendments to the Constitution shall be considered adopted upon being passed by two-thirds vote of the Student Union and after the Administration's approval.
- (ii) Changes in the by-laws require a majority vote at any duly called meeting of the Student Union in addition to the Administration's approval.

## **ARTICLE 8:**

### **RATIFICATION**

- (i) The conditions for the adoption of this constitution or major revisions of the constitution shall be in order:
  - (a) two-thirds vote approval of present Student Union;
  - (b) approval of College Administrator.
- (ii) The conditions for minor revisions of this constitution shall be in order:
  - (a) two-thirds of approval of present Student Union;
  - (b) consultation with the Dean.