

# **Students' Union**

## **The University of Technology, Jamaica**

### **Western Campus By-Laws**

The Students' Union Western Campus Sub- Council shall be governed by the Constitution of the Students' Union. The Sub- Council will not be limited to the Western Campus By-Laws but also the Constitution on a whole. The by-laws are always subordinate to the Students' Union Constitution. In the event of any conflict between these by-laws and the Constitution, the Constitution shall prevail.

#### **Part 1- Name & Territorial Limits**

- Section 1.** The name of this organization shall be The Western Campus Students' Union Sub- Council.
- Section 2.** The address of the Western Campus Sub- Council shall be address of the main western campus of the University of Technology, Jamaica As the University shall determine from time to time.

#### **Part 2- Powers and Responsibilities**

- Section 1.** The Students' Union Western Campus shall be led by the Western Campus Sub- Council which is instructed by the governing body, the Students' Union Council. The Sub- Council shall be led by the Western Campus Representative, who shall be a part of the Students' Union Council and authorize all business transactions under the name of the Western Campus as approved by the Students' Union
- Section 2.** The Western Campus Students' Union Sub- Council shall participate in democratic decisions at all levels.
- Section 3.** All organized student activities must be registered with the Students' Union Western Campus Sub- Council and by extension the Students' Union Council if they are to receive the University's approval.

First presented to the Governance Committee at its meeting held September 2012 Ref Paper 2012/GC/09/20A

Approved by Governance Committee at its meeting held June 5, 2013 Ref: Paper 2013/GC/06/25C

Approved by Council at its meeting held September 16, 2013 Ref: Paper 2013/C/06/36E1

## **Part 3- Officers**

**Section 1.** The officers of the Students' Union Western Campus Sub- Council shall be elected and appointed as stated in the By-laws and Election Code that governs the Student's Union. The Sub- Council shall be overseen by the executive body of the Students' Union Council and the Western Campus Representative.

**Section 2.** The Students' Union Western Campus Sub- Council shall comprise of the Officers.

### **2.1) Elected Students Union Western Campus Sub- Council members**

- a) Western Campus Representative
- b) College of Business Administration Students' Representative
- c) College of Health Sciences Student's Representative
- d) Graduate Representative
- e) Faculty of Law Representative
- f) A representative of such other College/Faculty/School established by the University of Technology, Jamaica operating out of the Western Campus

### **2.2) Appointed Students' Union Western Campus Sub- Council members**

- a) Students' Union President
  - b) 1<sup>st</sup> VP Academic Affairs
  - c) Academic Affairs Liaison
  - d) Public Relations & Editorial Coordinator
  - e) Student Services Coordinator
  - f) Secretary
  - g) Financial Officer
  - h) Community Service, Clubs and Societies Coordinator
  - i) Entertainment Coordinator
  - j) Sports Coordinator
- And any other position deemed fit under the discretion of the Students' Union Council**

## **Part 4- Meetings**

### **Students' Union Western Campus Sub- Council**

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**Section 1.** The following reports shall be submitted to every general meeting of the Students' Union Western Campus Sub- Council

- a) Western Campus Representative (Chairperson)
- b) Academic Affairs Liaison
- c) Public Relations/Editor Coordinator
- d) Students' Services Coordinator
- e) Secretary
- f) Financial Officer
- g) Community Service, Clubs and Societies Coordinator
- h) Entertainment Coordinator
- i) College of Business and Management Representative
- j) College of Health Sciences Students' Representative
- k) Faculty of Law Representative
- l) Part-Time Representative
- m) Graduate Representative
- n) Sports Coordinator
- o) A representative of such other College/Faculty/School established by the University of Technology, Jamaica operating out of the Western Campus

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) Should entail three sections: Matters Arising, Matters to be discussed/for Noting and Matters for Approval
- e) Be accepted by simple majority of the Sub- Council
- f) Only be named by the author.

**Section 1.1** The Sub- Council shall consist of two major Boards. These boards are expected to conduct a Board Meeting prior to General Council Meeting each Month.

a) **Board of Coordinators –  
Chaired by the Western Campus Representative.**

The Board of Coordinator shall consist of the Following: .

- a) Western Campus Representative (Chairperson)
- b) Academic Affairs Liaison
- c) Public Relations/Editor Coordinator
- d) Students' Services Coordinator
- e) Secretary
- f) Financial Officer

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- g) Community Service, Clubs and Societies Coordinator
- h) Entertainment Coordinator
- i) Sports Coordinator

### b) **Board of Representatives-**

Chaired by the Western Campus Academic Affairs Liaison

The Board of Representatives shall consist of the following:

- a) Academic Affairs Liaison
- b) College of Business and Management Representative
- c) College of Health Sciences Students' Representative
- d) Faculty of Law Representative
- e) Part-Time Representative
- f) Graduate Representative
- g) representative of such other College/Faculty/School established by the University of Technology, Jamaica operating out of the Western Campus

**N.B.** All members on each respective committee must submit their monthly report to the Chairperson of the Board.

### **The Chairperson**

**Section 2.** The Western Campus Representative/ Chairperson shall normally be the Chairperson for the Students' Union Western Campus Sub-Council meeting however, in the absence of the Chairperson any other Faculty or School Representative must act in this capacity(i.e. An Elected Members).

### **Retreat**

**Section 3.** It is mandatory that all members of the Students' Union Western Campus Sub- Council attend the University of Technology, Jamaica Leadership Retreat

## **Part 5- Elections**

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

- a) Western Campus Representative (Chairperson)
- b) College of Business Administration Student's Representative
- c) College of Health Sciences Students' Representative
- d) Faculty of Law Student's Representative
- e) Part-Time Representative
- f) Graduate Representative

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- g) A representative of such other College/Faculty/School established by the University of Technology, Jamaica operating out of the Western Campus

## **Part 6- Officers Responsibilities and Duties**

### **6(a.) Duties of all Students' Union Western Campus Sub- Council Members:**

Responsible for participating in all activities undertaken by the Students' Union Council and the Students' Union Western Campus Sub- Council

### **6(b). Western Campus Representative/ Chairperson.**

The Western Campus chairperson shall be the Chairperson for the Students' Union Western Campus Sub- Council meetings. However, in the absence of the Western Campus Representative any other elected member may be the chair. The Western Campus Representative shall be the liaison between the University of Technology, Jamaica Western Campus Administration and the Students' Union Council. He/She must also ensure the efficient running of the Students' Union Western Campus Sub-Council at all times. The Chairperson is to function as the liaison for all the other portfolios that are not appointed on the Sub- Council but however, are functional on the UTech Students' Union Council. Eg. Resident Representative Director of Spirituality/Health and Safety/Special Projects/Elections

### **6(c)- Academic Affairs Liaison**

The Academic Affairs Coordinator shall be:

- a) Responsible for receiving all reports from all Representatives and conduct Board of Representatives meeting prior to the Sub- Council's Monthly General Meeting.
- b) Liaison with the Paine Campus Vice President, Academic Affairs on academic issues and procedures

### **6(d)- Public Relations Coordinator**

- a) Responsible for distributing all communiqué that is received from the Students' Union Council
- b) Liaison with the Papine Campus Vice President of Public Relations.
- c) Publicize a Students' Union Western Campus Newsletter.
- d) Speak on behalf of the Student Union Sub- Council on all levels(eg. Newspaper/Media)

### **6(e)- Students' Services Coordinator**

First presented to the Governance Committee at its meeting held September 2012 Ref Paper 2012/GC/09/20A

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- a) Liaison with the Papine Campus Vice President of Student Service in planning and coordinating activities.
- b) Seek service entities for both campuses to enhance student life (i.e. Bus Service, Lunch, Books, Scholarships etc).

### **6(f)- Financial Officer**

- a) Liaison with the Vice President of Finance on the Papine Campus
- b) Conduct and monitor Fund-Raising activities to enhance the performance of the Sub- Council.
- c) Must report to and provide all evidence of income and expenditure to the Students' Union V.P. Finance
- d) Must present a quarterly report to the Students' Union V.P. Finance

### **6(g)- Secretary**

- a) Liaison with Executive Secretary on the Papine Campus b.) Ensure smooth running of Western Campus Union's office
- b) Plan and coordinate all meetings held by the Sub- Council
- c) Document and maintain minutes from all meetings held by S U W C Sub- Council

### **6(h)- Community Service, Clubs and Societies Coordinator**

- a) Shall be responsible for overseeing the activities of all clubs/societies affiliated to the Students' Union
- b) Assist in planning and co-coordinating the "Teach the Youth" programme in collaboration with the Students' Union Council Director of Community Service on the Papine Campus
- c) Plan and Coordinate all activities regarding "Tag Drive" for the Western Campus.

### **6(i)- Sports Coordinator**

- a) Plan and coordinate in collaboration with the Director of Sports on the Papine Campus all the intra-mural sporting activities for the students of the University of Technology Jamaica, Western Campus

### **6(j)Entertainment Coordinator**

- a) Plan and coordinate in collaboration with the Director of Entertainment and Culture on the Papine Campus all major entertainment events at all locations of the University of Technology, Jamaica Western Campus.
- b) Submit all reports to the Representatives on the Papine Campus
- c) Only activities affiliated with the Sub- Council shall be conducted.

## **Part 7- Interpretation**

First presented to the Governance Committee at its meeting held September 2012 Ref Paper 2012/GC/09/20A

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## Schedule 1- Students' Union Constitution

- Section 1. Quorum -**  
Fixed number of members that must be present to make proceedings of assembly, society or board valid
- Section 2. Vote -**  
Formal expression of will or opinion in regard to election of Officers, sanctioning law or passing resolution.
- Section 3. Casting Vote –**  
That vote which decides between two equally supported propositions; the deciding vote.
- Section 4. "Extraordinary Circumstances" –**  
Those events or situations which are not in the usual course of business..
- Section 5. "The question be now put" –**  
Any member of the Students' Union Council may move that "**the question be now put**". – Special motions made by a Students' Union Council Member which if seconded allows the chairman to take a vote on the matter being discussed.
- Section 6. Standing Orders –**  
rules that govern the procedures and conduct of Students' Union Council meetings except where otherwise provided for in the Constitution.
- Section 7. Working Day(s) –**  
Working days shall be Mondays to Saturdays.
- Section 8. Ratified -**  
Confirmed or accepted by formal consent.
- Section 9. Ex-officio Member –**  
Any 1 past union officer or member of reputable Character as decided by the Student's Union Council
- Section 10. Students' Union -** All registered students of the University.
- Section 11. Students' Union Council –**  
Members of the Students' Union who are elected and appointed to specific posts with the mandate of overseeing the affairs of the Student Union.
- Section 12. Students' Union Council Executive**  
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Members of the Students' Union Council, who have assumed office upon election and appointment to specific posts.

- Section 13. Students' Union Council Meeting –**  
An assembly of the Elected and Appointed members of the Students' Union who have assumed office and have met to discuss matters and make decisions on behalf of the Union
- Section 14. General Meeting (Mass Meeting)-**  
T An assembly of all the members of the Students' Union to discuss matters and or make decisions.
- Section 15. Ordinary Members –**  
Those members of the Students' Union who are not Students' Union Council Members.
- Section 16 Emergency Meeting –**  
a meeting called when a situation immediate attention and/or critical decisions must be made or immediate action is required and the likelihood of damage, loss, or negative ramifications when the notice requirements of the standing orders would make such notice impracticable, or increase the likelihood or severity of such damage or loss.
- Section 17 Round-Robin –**  
A round robin is an arrangement of choosing all persons in a group equally in some rational order, each person is given equal opportunity to express his/her views and vote if the need requires.
- Section 18. Sub- Council-**  
A group of people officially authorized to perform certain duties or functions.

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