

BETHLEHEM MORAVIAN COLLEGE



'STUDENTS' UNION

REVISED CONSTITUTION

2015

Pledge of the Guild

The Bethlehem Moravian College Guild pledges to work impartially with all students.

We aspire to foster positive attitudes and values that will harness civic competence as well as character.

We aim to think right.

We aim to act right.

We promise to be standard bearers in the maintenance of

good governance through:

respect for authority,

accountability and healthy relationships

so that we will be the

“Beacon to care and the light for the future”

Bethlehem Moravian College
Constitution and Byelaws, Standing rules

Constitution

Article I: Name of Organization

Section I:

The name of the organization shall be the Students Union of Bethlehem Moravian College formally known as the Bethlehem Teachers College Students' Association.

Its executive and representational body shall be called the Guild of Students.

The Guild of students is the main policy making organization of the Students Union and is responsible for monitoring and guiding the student body – its activities and concerns. It shall be the recognized body to liaise between the students and administration.

The address of the students union shall be the same as the college's main campus, Malvern St. Elizabeth Jamaica.

Section II: Motto and Emblem

(1). The motto of the Students' Union shall be “A Beacon to care, a light for the future”

(2). The emblem of the Students' Union shall be “The Solace”



Article II: Mission, Aims and Objectives

Section I. The Mission of the Students' Union is:

To effectively serve and protect the rights of all Students promoting their academic, social, spiritual, cultural, professional and physical development while fostering their effective function in their chosen field and other services in the wider community.

Section II: The Aims and Objectives of the Students' Union of Bethlehem Moravian College shall be:

1. To represent the interest of all students within the institution:

2. To secure and develop all aspects of the institution;
To develop and promote such activities that will strive to the realization of the social, cultural, intellectual and religious awareness of the students.
3. To foster good relationships between: administrators and students, lectures and students and between students and students.
4. To identify, harness and utilize all available resources for the general good of all students and the College Community as a whole.
5. To identify all problems within the formal curriculum of the college or otherwise and work to have them redressed.
6. To afford a recognized means of communication between the students and the authorities of the institution.
7. To develop a tradition of service and to inculcate in the students a sense of social responsibility.
8. To promote, support and defend the freedom of members of the guild in the performance of their duties and functions as well as the rights and responsibilities of the Students' Union.

Article III: Membership

Section 1. Union Members

Union Members shall be all persons registered by the College as candidates for Bachelors Degrees, Associates Degrees, BEASP, Continuing Education, CAP or other academic disciplines or such other persons that the academic board may from time to time determine.

Section 2. Honourary Members

Honourary Members have the duty of providing additional advice to the Guild and any other assistance as deemed necessary by the Guild. Honourary membership may be conferred by any person by a two-thirds majority votes of the Guild in recognition of notable and significant contributions rendered by such persons to the college or the Guild. A Honourary Member shall retain his or her membership for no more than five consecutive years. No more than two Honourary Member shall be selected per year. The Guild reserves the right to withdraw the membership of any Honourary Member, with sufficient reason(s) as deemed necessary, effective after a two-thirds majority vote of the same.

Section 3. Prospective Members

These are new or returning students who have applied to the College to pursue studies that lead to a recognized academic award and have being offered a place by the College to pursue such.

All students having gained acceptance to the Bethlehem Moravian College and having paid their Students' Union fees are sole members of the Students Union.

Every member shall agree to conform to the constitution, Byelaws and standing rules of the Union.

Every member shall maintain an average of 65% and above to be eligible for membership of the Guild.

Interpretations

a) In this Constitution, and its bylaws and rules, the following words and expressions shall have these meanings assigned to them:

- i. "Quorum" means at least two thirds of Guild Members voting at any meeting of the Guild. In regards to the Student s' Union, a quorum shall be sixty percent (60%) of students voting at any meeting.

- ii. “Byelaws” means the rules that the Guild of Students make by virtue of its constitution.
- iii. “Semesters” means semester 1 and semester 2, as indicated by the College’s Calendar.
- iv. “BMC Guild” means the Guild of Students of the Bethlehem Moravian College.
- v. “Students’ Union” means all persons registered by the College as candidates for Bachelors Degrees, Associate Degrees, BEASP, Continuing Education as well as other academic disciplines that the academic board may from time to time determine.
- vi. “Guild of Students” means the main policy making organization of the Students Union and is responsible for monitoring and guiding the student body – its activities and concerns. It includes Elected Guild Members/Guild Executives and Appointed Guild Members. It is also referred to as the “Guild”.
- vii. “Elected Guild Members/Guild Executives” means members of the Guild of Students who have been voted into office by members of the Students’ Union.
- viii. “Appointed Guild Members” means members of the Guild of Students who have been duly selected into office by a quorum of the Guild Executives voting for such appointment.
- ix. “Selected Guild Members” means members of the Guild of Students who have been chosen by their respective constituents.
- x. “Constituents” means members of a particular constituency.
- xi. “Constituency” mean members of a particular group within the Students’ Union, such as Year Groups, Halls of Residence and Houses.
- xii. “Ex-Officio Member” means any member appointed by the Guild Executive who has not vied for any position but has served as a Guild Executive member the previous year.
- xiii. The Guild fees are a part of the College’s Miscellaneous Fees, which are paid by students annually at the beginning of each Academic Year. The Guild fee that is paid is the College’s allocation to the Bethlehem Moravian College Guild of Students.

Article IV: Composition of the Guild

Section 1. Officers of the Students Union shall be elected, appointed, selected and ex-officio members of the Students Union as stated in the Byelaws and Stand rules.
A Guild Member shall hold only one office.

Section 2. The Guild of the Students Union shall be comprised of the following officers.

2.1) Elected Guild Members

President

1st Vice President of Academic Affair, Clubs and Society

2nd Vice President of Communication and Welfare

Director of Sports, Entertainment and Cultural Affairs

Year Group Coordinators

- Fourth Year and BEASP
- Third Year
- Second Year
- Associate Degree
- First Year
- Continuing Education

Off Campus Coordinator- Rhode Hall High School, Hanover

2.2) Appointed Guild Members

Ex-Officio

Director of Religious Affairs

Director of Finance

Assistant Director of Sports, Entertainment and Cultural Affairs

Director of Health and Safety

Executive Secretary

Vice Executive Secretary

Selected Guild Members

House Captains

Hall Representatives

Faculty Advisors: These are members of staff who have been duly selected by the Guild of Students to aid in giving advice to Guild Members. Two Faculty Advisors shall be selected.

2.) Quorum

A quorum for the Students' Guild shall be the presence two third of its members and quorum for the body shall be the presence of 60% of the students.

Section 3.

A. Duties of Officers

(President)

3.1) The duties of the President shall be:

- a. To be a member of the college board of governors.
- b. To call all meetings of the Students' Union at the appointed time.
- c. To preside over all meetings of the Student Union and the Guild.
- d. To be responsible for all Guild Affairs.
- e. To be the official spokesperson of the entire Guild affairs.
- f. To preserve order and decorum in meetings.
- g. To state and put all questions properly brought before the assembly.
- h. To serve as an ex-officio member of all recognized students committees on campus.
- i. To work in-conjunction with student service during the orientation process.
- j. To inform the Guild of the total Guild fees collected as stated in (article 3.4 subsection d)
- k. Prepare summaries of all reports from the Guild and to present these at general meetings, as well as have these posted.
- l. Maintain and develop fraternal ties with the Union of Students of other colleges and universities and the Guild of all the Campuses of the College.
- m. Performs such other duties that are assigned to him or her under the constitution and the Byelaws.
- n. Appoints a capable member of the Guild to preside over the affairs of the Guild in the absence of the President and Vice Presidents
- o. Recruits and facilitates the training of peer leaders.
- p. Appoints a Director of Finance based on a two third majority vote by the Guild.
- q. With a two third majority vote in writing from the executive Guild inform the director of finance on the disbursement of funds from the Guild treasury.
- r. Informs Director of Finance on his or her responsibilities.
- s. Sits on the Disciplinary committee on behalf of the Guild and Students' Union

The duties of the 1st Vice President

3.2) The 1st Vice President shall:

- a. In the absence of or on behalf of the President act in his/her portfolio and act as directed by him/her.
- b. Be responsible for overseeing the activities of all clubs/ societies affiliated to the Students' Union.
- c. Represent the Students' Union on the College's Academic Board.
- d. Assist the president in seeing to the efficient running of the Students' Guild.
- e. The chairman of class representatives
- f. Create a subcommittee with the president of all clubs and societies within the college.

The 2nd Vice President

3.3) The 2nd Vice President shall

- a. In the absence of or on behalf of the President and 1st Vice President acts in his/her portfolio and act as directed by him/her.
- b. Guide the formation of policies by the Guild on issues affecting the student body.
- c. Communicate with the student body and the wider society and at times will speak on behalf of the Students union.
- d. Assist with all notices and sponsorship letters coming out of the Students Union and the Publication of the College Magazine in collaboration with the Fourth Year Coordinator.
- e. In collaboration with the Administrative Secretary ensure that all declarations of the Guild and notices directed to its members are conveniently posted.
- f. Represent the Students' Union and the Guild on the Quality Assurance Committee.
- g. See to the general wellbeing of the students and to deal with students' complaints and problems.

The Director of Finance

3.4) The financial operation of the Guild shall be in accordance with the requirements of Bethlehem Moravian College.

Accountability and Transparency

- a. Shall be responsible for the handling of the Guild's financial matters, this includes but is not limited to:
 - i. Chairing the meetings of the Finance Committee
 - ii. Preparing and monitoring the Guild's budget
 - iii. Receiving, analyzing and reviewing all budgets and financial requests as related to the Guilds funds.
 - iv. Examining and analyzing all request from the Students Union for funding in an effort to ensure that the funds are spent appropriately in accordance with the Student Union Constitution.
 - v. Preparing monthly financial reports and make same available to faculty Advisors
 - vi. Along with the finance committee be held responsible if there are any misappropriation of funds and or if there is evidence of financial negligence by he/she.
 - vii. The Director of Finance shall bring forward annually to the appropriate college authority for approval, the Guild of Students proposed budget for the following financial year.

The portion of fees from the students by the college as Guild Fees, shall be paid by the college into a Guild account and the Director of Finance of the Guild shall be furnished by the

college with a statement of the amount of such fees, within twenty one days of the commencement of each semester.

Seventy percent (70%) of the fees collected by the college as Guild Fees shall be allocated to the Guild each semester and the remaining thirty percent (30%) shall be allocated to the clubs and societies of the college, which are registered with the Office of Students Services and the Guild.

viii. All unused funds will be remitted to the school's general accounts at the end of the Guild's tenure in office (FURTHER INVESTIGATION).

vix. Make his or herself available at anytime to the colleges bursary, the colleges auditors and the faculty advisors if those entities so request.

x. make vouchers for receipts, disbursements and all financial documents available to the colleges bursary, the colleges auditors and faculty advisors at any time when required.

b. The Finance Committee must consist of the following seven (7) members

i. Chairman- Director of Finance

ii. The President of the Guild

iii. Executive Secretary

iv. At least two non Guild Members

v. One Faculty Advisor

vi. The Director of Sports, Entertainment and Cultural Affairs

vii. Students Services Manager

c. In order for funds to be withdrawn from the Guild's coffers there should be three signing officers namely:

i. Director of Finance

ii. President

iii. a Faculty Advisor

d. The Director of Finance shall be informed of the Guild's funds by the end of October (semester 1) and February (semester 2) of every school year.

The Director of Sports, Entertainment and Cultural Affairs

3.5) The Director of Sports, Entertainment and Cultural Affairs shall:

a. Assist the Physical Educational Department with sports related programmes.

b. To liaise with house-captains on matters of sports and games.

c. Hold responsibilities for organizing house competitions and tournaments on an intra-mural basis.

d. Obtain reports from all sports groups and committees on campus.

e. Coordinate all cultural and entertaining activities of the Students' Union.

f. Create and summon regular meetings with subcommittee members from the various sports, cultural and entertainment groups on campus

g. Inform House Captains of their responsibilities for the function of the house system and all official functions.

h. Coordinate fund raising activities for the Students' Union.

i. Report all matters relating to his or her portfolio to the 1st Vice President Monthly.

Year Group Coordinators

3.6) The Year Group Coordinator Shall:

- a. Must complete a year group project.
- b. Take all responsibility for matters relating to his or her year group.
- c. Ensure that all year group members are encouraged to attend all school functions.
- d. Organize socials and other entertaining activities for the year group.
- e. Be the official chairperson of a year group committee.
- f. Meet once per month with his or her year group to make plans and discuss problems or as needs may arise.
- g. All matters relating to election shall be carried out by the Fourth Year Group Coordinator along with the President.
- h. All matters relating to the Career Advancement Programme shall be carried out by the Continuing Education Coordinator.

Off Campus Coordinator-Rhode Hall High School, Hanover

3.7) The Off Campus Coordinator shall:

- a. Take all responsibility for matters relating to his or her constituency.
- b. Be the official chairperson of a constituency committee
- c. Meet once per month with his or her constituency to make plans and discuss problems or as needs may arise.

Faculty Advisor

3.8) The Faculty Advisor shall:

- a. Give advice to Guild as required
- b. Attend Guild and any other meetings involving the Guild on invitation.
- c. Supervise election of officers within the Guild
- e. Inspect all documents relating to the guild on a monthly basis or upon ones discretion.

Article V. Students' Union and Guild Meetings

Section 1 Frequency of Meetings

4.1) SUG meetings shall be held not less than 7 times per year during the tenure of the Guild.

Quorum

Section 2.

4.2) Two third (2/3) of the total membership of the Students' Guild Shall form a quorum for any Guild meeting. 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. Another meeting should be called and decisions taken by the quorum at a later date.

Voting Rights

Section 3.

4.3) All members of the Guild of Students, with the exception of Article IV Section2 (2.2) of the Constitution, shall have the right to vote once for each decision addressed by the Guild of Students.

4.4) Voting shall be by the show of hands unless otherwise determined by the Guild President.

4.5) No member of the Students' Guild shall be allowed to vote on behalf of another whether by proxy or otherwise. However, where extraordinary circumstances arise the President may allow a Students' Guild member to cast his/her vote in advance with the supervision of no less than three Executive guild members.

Notice of Meetings

Section 4.

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

4.7) All Students' Union Members must be informed by the 2nd Vice President and or the Executive Secretary or President at least five days before a Union meeting is held. This should be done in Writing via Circular or Notice and any other media. However, as the need arises emergency meetings can be held at the discretion of the President and/or by written request to the President by at least 2/3 of the Union as long as a quorum can be achieved.

4.8) The Guild through the Executive Secretary and or President and Vice Presidents shall inform Administrators at least five days of upcoming Students' Union Meetings through written documentation. In the case of an emergency, Administrators shall be immediately informed of the venue and time at any given period in a written form as such they may attend at their own discretion.

4.9) Administration reserves the right to summon a meeting with the Guild at any period but within three days notice of the date of the meeting. This request should be made in writing to the President and/or Vice Presidents through the executive secretary. In the case of an emergency the Guild may be summoned but reserves the right to decline such a request.

4.10) The Guild reserves the right to summon a meeting with the Administration at any period but within three days notice of the date of the meeting. This request should be made in writing to the Principal and/or Vice Principals. In the case of an emergency the Administration may be summoned but reserves the right to decline such a request.

Reports

Section 5.

5.1) The following reports shall be submitted to every ordinary meeting of the Students' Guild:

President

1st Vice President of Academic Affairs, Clubs and Society

2nd Vice President of Communication and Welfare

Director of Sports, Entertainment and Cultural Affairs

Director of Finance

Year Group Coordinators

➤ Fourth Year and BEASP

➤ Third Year

➤ Second Year

➤ Associate Degree

➤ First Year

➤ Continuing Education

Off Campus Coordinator- Rhode Hall High School

5.2) All reports from the different parties shall:

- a. Be titled with the author's name, position and emblem.
- 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 the Guild.
- f. Only be amended by the meeting.
- g. Should include general feedback from subcommittees

Agenda

Section 6.

6.1) The order of the Students' Guild General Meeting shall be as follows:

- a. Call to order
- b. Prayer
- c. Adoption of agenda
- d. Chairperson'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
- i. Matters arising from the minutes
- j. 1st Vice Presidents' report
- k. 2nd Vice Presidents' report
- l. New business
- m. Any other business
- n. College Song
- o. Adjournment

Article VI: Election of Officers

Section 6.1) The Bethlehem Moravian College Students' Guild shall conduct an annual General Election in which any eligible member of the Students' Union who so wishes may vie for one of the following positions. This election will be monitored by the Faculty Advisors in addition to two other lecturers with the aid of the President and Fourth Year Coordinator along with an administrative representative as 'CAFFE Representatives'.

- a. President
- b. 1st Vice President of Academic Affairs, Clubs and Society
- c. 2nd Vice President of Communication and Welfare
- d. Director of Sports, Entertainment and Cultural Affairs

Year Group Coordinators

- Fourth Year and BEASP
- Third Year
- Second Year
- Associate Degree
- First Year
- Evening Institute
- Continuing Education
- Off Campus Coordinator-Rhode Hall High School, Hanover

Section 6.2) Time and Date of Election

The Special election for the electing of First Year Coordinator and Continuing Education Coordinator should be held no later than the second Friday of September in semester one.

The General Election for the electing of the following Guild Members shall be held no later than the first week of May in semester two.

- a. President
- b. 1st Vice President of Academic Affairs, Clubs and Society
- c. 2nd Vice President of Communication and Welfare
- d. Director of Sports, Entertainment and Cultural Affairs

Year Group Coordinators

- Fourth Year and BEASP
- Third Year
- Second Year
- Associate Degree
- Off Campus Coordinator- Rhode Hall High School, Hanover

6.3) Eligibility of Officers

- a. The post of President should be filled by a student in 4th year
- b. The post of 1st Vice President of Academic Affairs, Clubs and Society should be filled by a third year student.
- c. The post of 2nd Vice President of Communication and Welfare should be held by second or third year student.
- d. The post of Director of Sports, Entertainment and Cultural Affairs should be filled by a second or third year student.

Year Group Coordinators

- Fourth Year and BEASP-This post should be held by a Fourth Year student and BEASP
- Third Year- This post should be held by a third year student
- Second Year – This Post should be held by a second year student
- Associate Degree- This post should be held by an associate degree student
- Evening Institute- This post should be held by an evening institute student.
- Off-Campus Coordinator-Rhode Hall-This post should be held by Off Campus student at Rhode Hall High School Campus.
- Continuing Education- This post should be held by a continuing education student.

6.4) Voting Eligibility

- a. All members of the students union are eligible to vote for the post of President, 1st Vice President, 2nd Vice President and The Director of Sports, Entertainment and Cultural Affairs.
- b. For the post of Fourth Year and BEASP all Fourth Year and BEASP union members are eligible to vote.
- c. Only third year students are eligible to vote for the post of third year coordinator.
- d. Only second year students are eligible to vote for the post of second year coordinator.
- e. Only first year students are eligible to vote for the post of first year coordinator.
- f. Only associate degree students are eligible to elect a representative for the post of associate degree coordinator.
- g. Only Evening institute students are eligible to elect a representative for the post of evening institute coordinator.
- h. Only continuing education students are eligible to elect a representative for the post of continuing education.

6.5) Guild Election

(1) Duties of the Director of Elections shall:

(a) Appoint deputies as he/she shall deem necessary for the efficient conduct of the elections based on the approval of the Guild.

(b) Collect the list of persons, eligible to vote in that election from the Bethlehem Moravian College Administration on written authorization of the Guild Executive.

(c) Circulate using notice boards and campus media, the byelaws governing Guild Elections.

(d) At least ten (10) days before the date of any election the Director of Elections shall post in suitable places, notices stating:

(i) The date, time and place of the election.

(ii) The latest time for the receipt of nomination papers by the Director of Elections or his/her deputy, which shall be no more than forty eight (48) hours after the announcement of the said date. The nominees must accept within twenty four (24) hours.

(iii) The number and types of vacancies to be filled.

(iv) The time up to which nominated candidates may withdraw by notice in writing, how and to whom this notice shall be sent, shall be three clear days before Election Day. Director of Elections shall within twenty four (24) hours post the revised list of nominees.

(2) Conduct of Elections

(a) The dates for the election of officers and members of the Guild of Students shall be subject to Section 6.2, Article VI of the constitution by majority votes of the Guild of Students.

(b) A nomination paper should contain the name of one candidate only, and the position that he/she is vying for.

(c) All nomination papers shall be handed to the Director of Elections by 4:00 p.m. as per section 53.1(d) (ii).

(d) Not more than twenty four (24) hours after the time fixed day for the close of the nominations, the Director of Elections shall have posted on all Notice Boards provided on Campus for Guild Notices, the lists of the vacancies, together with the names, levels, and status of the persons nominated.

(e) Each voter shall sign the class list before being issued a ballot. At the time, of the closing of the poll, the ballot box shall be sealed.

(f) A voter may vote for as many candidates as applicable to him or her.

(g) A voter may give only one vote for any one vacancy.

(h) Ballot boxes shall be provided at the polling station where voting is taking place for at least one hour before the opening of polls.

(i) The poll shall be opened from 11:00 a.m. to 4:15 p.m. on the day of the election.

(j) The preliminary results of the polls shall be made public before 10:00 p.m. on Election Day.

(k) Recount of votes shall commence on the next school day after the preliminary results and an announcement made by 10:00 p.m.

(l) In the event of a tie at the recount a fresh poll shall be held within one school day between the hours of 11:00 a.m. and 4:15 p.m.

(m) All questions relating to the validity of an election shall be determined by the Director of Elections. All such questions shall be raised in writing within three days of the election.

(n) Voting papers shall not be destroyed before the lapse of three days after the result of the elections has been finally resolved.

(o) No campaigning (distribution of material or verbal harassment) shall be conducted by candidates or their representatives within 300m in any direction of any polling station.

Announce the Period of Election and discuss the election activities that will take place:

First Week

1. Monday- Educate constituents
2. Tuesday- Educate constituents
3. Wednesday- Nomination of candidates
4. Thursday- Posting of nominees
5. Friday-Campaigning of candidates

Second Week

1. Monday- Manifesto reading
2. Tuesday- Question and answer sessions (day and night)
3. Wednesday- Election Day and counting of ballots
4. Thursday- Recounting of ballots
5. Friday- Official announcement of new Guild Executive.

Article VII

Section 1:

7.1) Provision of Appeal

A candidate who has lost an election and can give reasonable evidence to show that Election procedures were violated has the right to appeal. This appeal must be made (in writing) to the Director of Elections (Fourth Year Coordinator) who will take this matter to the Guild. The Guild shall study the evidence and in the case of irregularities, declare the Election null and void. An appeal must be made within one week of Election. The Guild should take action within one week of the date of appeal.

Section 2: Reserved Power

7.2) Bylaws

- a. The Guild Council may from time to time make byelaws, which shall carry into effect this Constitution and shall promote the objects of the Guild.
- b. By-Laws may be made, repealed or amended by resolution passed by an absolute majority of the Guild Council.
- c. The Guild shall interpret all matters contained in this constitution and rules that are deemed silent or ambiguous.
- d. In relation to any matter not provided for fully or at all by these rules, the Guild may from time to time prescribe such regulations or by-rules as it thinks fit.

- e. The power to make bylaws shall not be limited by or with reference to any bylaw.

7.3) Powers and procedures of the Guild

- a. Subject to the provision of this constitution the decisions made by the Guild are for the peace, order and good governance of the student body.
- b. Without prejudice to the generality of subsection (a) and subject to the provision of subsection (c) the Guild may by its decision determine the privileges, immunities and powers of the Guild.
- c. No civil or criminal proceeding may be instituted against any member of the Guild for words spoken before or written in a report or tabled to a committee that is in defense of any Union Member.

7.4) Removal from office

Removal of an elected officer from office

- i. An officer may be removed from office after the Guild has received a request for the same. This request must be made in writing and have no fewer signatures than 15% of the students eligible to vote for that office.
- ii. The request must be brought to a meeting of the constituency of the elected member. The resolution for such removal shall not be carried out unless supported by 2/3 of those members of the constituency present by voting (by secret ballot) at a special meeting of the Guild.
- iii. Any member of the Guild may recommend the removal of another Officer but this recommendation must be made to the President. The President will then convene a special Guild meeting for this purpose. Within three (3) days of the special Guild meeting, the President must inform the administration of the decision taken by the Guild to remove an officer from the Guild for the matter to be appropriately referred to the College's ethics committee.

Removal of an appointed officer from office

- i. The Guild shall have the power to remove an appointed officer from office following such misconduct as described by the Code of Conduct.
- ii. Any member of the Guild may recommend the removal of another Officer but this recommendation must be made to the President. The President will then convene a special Guild meeting for this purpose.
- iii. The resolution for the removal of the officer shall not be carried out unless supported by at least 2/3 of those members of the Guild present and voting (by secret ballot) at a special meeting of the Guild called for such purpose.

7.5) Suspension of Guild Members

- i. A Disciplinary committee must be established in accordance with the Students' Code of Conduct.
- ii. The President of the Guild shall suspend any Guild member based on the decision (s) of the Disciplinary Committee for breach of the Code of Conduct governing students, the constitution or bylaws.
- iii. A member shall be suspended from the Guild for a period not exceeding ten days, any Guild member –

- a. Whose conduct is of such a nature (Education Code of Regulation Section 3(1) (a),(b),(2)(a,b) and (7) ; Student Hand Book pages that his/her presence is likely to have a detrimental effect on the function of the Guild.
 - b. Who commits any act which causes injury to any member of the college community.
- iv. Where the President suspends a member he/she shall forthwith –
- a. Give notice of the suspension to the members of the Guild
 - b. Make a report to the administration, stating the reason for the suspension
- v. On receipt of the report referred to in (iv) (a), the Guild during the period of the suspension will investigate the matter and may after investigation –
- a. Reinstate the member with or without reprimand or a warning to the member
 - b. Suspend the member for a further period not exceeding five (5) school days beyond the period of suspension already given.
 - c. Having been suspended, such a member cannot be elected or appointed to another Guild for their tenure at the College. (The Guild cannot removed an elected member and selected member but an appointed member)

Article VIII

Section 1:

8.1) Constitution Review

- a. The constitution shall be revised every five years by a committee comprising of :
 - i. current Guild members
 - ii. Staff Advisors
 - iii. Student Development Manager
 - iv. Vice Principal of Administration and Students' Affairs
- b. A lawyer with no affiliation to the institution shall review the constitution

Article IX

Section 1:

9.1) Use of Guild Symbols (seal, emblem, pledge, song and flag)

All symbols of the Guild shall be kept in safe custody and shall not be used by any member without due consent from the president or his nominee.

- a. The seal
A common seal shall be made for the Guild and shall not be affixed to any instrument except for the authority of a document and in the presence of two members aforesaid.
- b. The emblem
The emblem shall be attached to official letter head of the Guild and Guild jackets.
- c. The Pledge and Song

- i. The pledge and song must be used at all Guild meetings and at functions where the Guild presides.
- d. The Flag
 - i. The flag must be flown at all official Guild functions in keeping with protocol.

Flag colours (Subjected to change)

- a. Blue- This colour represents the students
- b. Yellow- This represents the administration and faculty
- c. White- This represents the Guild bridging the gap between students and administration and faculty. This colour represents neutrality.



Section 2.

9.2) Benefits of the Guild

- i. Elected members of the Guild Executive shall receive a ten percent reduction on tuition. Appointed members of the Guild Executive shall receive a five percent reduction on tuition.
- ii. The Guild President shall receive free accommodation on campus which shall be a single furnished room with basic amenities.
- iii. Executive members of the Guild shall receive tailored jackets bearing the emblem of the Guild on the day of inauguration ceremony.