

Students' Union

The University of Technology,

Jamaica

Graduate Students' By-Laws

The Students' Union Graduate Studies Sub- Council shall be governed by the Constitution of the Students' Union. The Sub- Council will not be limited to the Graduate Studies 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 Graduate Studies Students' Union Sub- Council.
- Section 2.** The address of the Graduate Studies Sub- Council shall be, The University of Technology, Jamaica 235-237 Old Hope Road, Kinston 6, Jamaica, West Indies

Part 2- Powers and Responsibilities

- Section 1.** The Students' Union Graduate Studies shall be led by the Graduate Studies Sub- Council which is instructed by the governing body of the Students' Union Council. The Sub- Council shall be led by the Graduate Studies Representative, who shall be a part of the Students' Union Council and authorize all business transactions under the name of the Graduate Studies as approved by the Students' Union
- Section 2.** The Students' Union Graduate Studies Sub- Council shall participate in democratic decisions at all levels.

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Section 3. All organized student activities must be registered with the Graduate Studies Sub- Council and by extension the Students' Union Council if they are to receive the University's approval.

Part 3- Officers

Section 1. The officers of the Students' Union Graduate Studies 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 Graduate Studies Representative. The Graduate Students' Sub- Council is accountable to the Students' Union Council.

Section 2. The Students' Union Graduate Studies Sub- Council shall comprise of the following Officers.

2.1) Elected Students Union Graduate Studies Sub- Council members

- a) Graduate Representative

2.2) Appointed Students' Union Graduate Studies Sub- Council members

- a) Students' Union President
- b) 1st VP Academic Affairs
- c) Academic Affairs Liaison
- d) Public Relations & Editorial Coordinator
- e) Student Services Coordinator
- f) Secretary
- g) Vice President Finance
- h) **Events Co-ordinator** (forums, sports, entertainment
**And any other position deemed fit under the discretion
of the Students' Union Council**

Part 4- Meetings

Students' Union Graduate Studies Sub- Council

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

- a) Graduate Studies Representative (Chairperson)

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Schedule II- Students' Union Constitution

- b) Academic Affairs Liaison
- c) Public Relations/Editor Coordinator
- d) Students' Services Coordinator
- e) Secretary
- f) Vice President Finance
- g) Events Coordinator (Forums, sports, entertainment)

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 Graduate Studies Representative

The Board of Coordinator shall consist of the Following:

- a) Graduate Studies Representative (Chairperson)
- b) Academic Affairs Liaison
- c) Public Relations/Editor Coordinator
- d) Students' Services Coordinator
- e) Secretary
- f) Vice President Finance
- g) Events Coordinator (forums, sports, entertainment)

b) **Board of Representatives-**
Chaired by the Graduate Studies

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Academic Affairs Liaison

The Board of Representatives shall consist of the following:

- a) Academic Affairs Liaison
- b) Graduate Representative

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

The Chairperson

Section 2. The Graduate Studies Representative/ Chairperson shall normally be the Chairperson for the Students' Union Graduate Studies Sub- Council meeting however, in the absence of the Chairperson any other elected executive member may act in this capacity nominated by the chair..

Retreat

Section 3. It is mandatory that all members of the Students' Union Graduate Studies 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 Graduate Studies Sub- Council who so wishes will run for the following position:
a.) Graduate Representative (Chairperson)

Part 6- Officers Responsibilities and Duties

6(a) Duties of all Students' Union Graduate Studies Sub- Council Members:

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

6(b). Graduate Studies Representative/ Chairperson.

The Graduate Studies chairperson shall be the Chairperson for the Students' Union Graduate Studies Sub- Council meetings. However, in the absence of the Graduate Studies Representative any other elected member may be the chair. The Graduate Studies Representative shall be the liaison between the University of Technology, Jamaica Graduate Studies Administration and the Students' Union Council. He/She must also ensure the efficient running of the Students' Union Graduate Studies 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 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 Graduate Studies Newsletter.
- d) Speak on behalf of the Student Union Sub- Council on all levels(eg. Newspaper/Media)

6(e) Students' Services Coordinator

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

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6(f) VP- Finance – Ref: Article XX Section 17

Duties as outlined in the Constitution of the Student' Union

6(f) Secretary

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

6(g) Events Coordinator (forums, sports, entertainment)

- 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"
- d) 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, Graduate
- e) 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.

Part 7- Interpretation

Section 1. Quorum –

Fixed number of members that must be present to make proceedings of assembly, society or board valid.

Section 2. Vote –

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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**
Members of the Students' Union Council, who have assumed office upon election and appointment to specific posts.

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- 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)-**
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 requires 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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