

T.A.Marryshow Community College Constitution of the Student Association

Interpretation

1. In this constitution and all its by-laws and rules made under it, the following words and expressions shall have these meanings assigned to them;
 - “Absolute Majority” means three quarters of those present and Voting.
 - “Academic Board” means the Academic Board of the T.A. Marryshow Community College.
 - “Bye-Laws” means the bye-laws of the Association for the time being in force.
 - “Association” or “the Association” means the students Association of the T.A.Marryshow Community College.
 - “Council” or Students “Representative the Student Association of the T.A.Marryshow Community College.
 - “Simply majority” means a majority for, over votes, against, abstention notwithstanding.
 - “ Semesters one and two and first and second semester and summer semester sessions shall mean the teaching sessions into which the academic year is divided as indicated in the College’s calendar.
2. Reference to this constitution shall include all bye-laws and rules made under this constitution.
3. The students “ Representative Council shall be the authority for the interpretation of this constitution and its ruling shall be subject only to appeal of the office of Student Affairs.

The Establishment of the Student Association

There shall be an association of the Student body of the T.A.Marryshow Community College, which shall be called the Student Association.

Authority of the Association

The Association is authorized to make rules for its internal management and administration, the election of officers, the alteration of its rules and all other matters requiring regulation, all of which should be in harmony with the mission and vision of the institution.

Objectives of the Association

The objectives of the Association are as follows:

- ❖ The furtherance of the educational and social objectives of the T.A.Marryshow Community College.
- ❖ The advancement and promotion of unity, cohesion and fraternity among the student body of the T.A.Marryshow Community College.
- ❖ The Stimulation of artistic, creative and other talents amongst its members.
- ❖ The provision of effective representation for students on the various decision-making bodies of the T.A.Marryshow Community College.
- ❖ The protection of the student body from such action and policies, which challenge their civil, social economic and basic human rights and welfare.
- ❖ To take steps to promote positive ideals of morality, comradry and good citizenship amongst its members.

Membership

All registered students of the T.A.Marryshow Community College shall be full members of the Association for as long as they are actually following a course of study approved by the College.

Property of the Association

- 1.All property of the Association (Other than cash in hand and cash in bank) shall be vested in the T.A.Marryshow Community College upon trust for the Association.
- 2.The Property of the Association shall be controlled and managed by the Student Representative Association through the Office of Student Affairs.
3. In no circumstances shall the property of neither the Association nor any part thereof be distributed among members of the Association or appropriated by any of them.

The Students' Representative Council

1. The government, control and administration of the Association (Except as has been otherwise provided by this constitution) shall be vested in a council, which will be known as the Student Representative Council.
2. The Students' Representative Council shall comprise of Students of the T.A.Marryshow Community Colleges who shall be nominated on a class basis and on the formula of one (1) representative per twenty (20) students.
3. The Students' Representative Council shall promote, foster and develop the educational, social, cultural and economic interest of the Association's members and represent such interests in the College community on a national level.

4. The Student Association shall recognize the Director of the Student Affairs as an Authority, with the right to call Student Council meetings, consult the Council on matters, or veto any of the Student Association's measures which may not be in the interest of the Association or the Institution.

Powers of the Student Representative Council

1. To give approval to the Constitution, rules and by-laws of any society in the T.A.Marryshow Communtuiy College which may apply from time to time for recognition by the Association.
2. To set up standing, special or advisory committees. Such Committees shall be under the Control of and make reports to the Student Representative Council.
3. To make by-laws hereafter provided.
4. To make, vary and terminate contracts for and on behalf of the Association.
5. To utilize the Student Association Funds for the development and advancement of the Student Association leadership and its members at large as outlined in the objectives of the Association.
6. Such other powers as are not herein specifically conferred are necessary for the good performance of the objectives of the Association.

The Student Executive Committee

1. There shall be a committee of the students ' representative Council, which shall be called the Student Executive Committee.
2. The following shall be members of the Student's Executive Committee:

The President of the Association
The Vice President of the Association
The Secretary of the Association
The Treasurer of the Association
The Public Relations Officer
The Chairperson of the Student Representative Council
The Chairpersons of each Standing Committees
Two Staff representatives (Student Affairs Representative and another staff member)

Duties of the Student Executive Committee

1. The duties of the Student Executive Committee shall be to advise the student Representative council on the proper conduct of the Association and to administer the business of the Association.
2. All matters pertaining to the policy of the Association are the prerogative of the Students' Representative Council. The Council however, may delegate such powers to the Student Executive Committee as it sees fit.
3. Decisions of Policy taken by the Students' Executive committee are not binding on the association unless the Student Representative Council rectifies the same within four (4) college days.
4. All meetings of the Student Executive Committee shall be duly minuted and copies presented to the Students' Representative Council at its first session following such meetings.

Responsibilities of the Association's Officers

The President

- ❑ Shall be the chairperson of the Students' Executive Committee and the Students' Association.
- ❑ Shall with the assistance of the Secretary call and chair the first meeting of the Students' Representative Council and upon the election of the Chairperson hand over the chair to the duly elected officer.
- ❑ Shall be the Chief Executive Officer of the students' association.
- ❑ Shall be one of the Association's representatives on the College's Advisory and Consultation Committees.
- ❑ Shall perform such other functions that are assigned to him/her under the Constitution and its by-law and by the Students Representative Council.

Vice President

- ❑ Shall be the deputy Chairperson of the Students' executive Committee and the Student Representative Association.
- ❑ Shall in the absence of the President perform any duties assigned to the President under the constitution and its by-laws and by the Students' Representative Council.
- ❑ Shall preside over meetings of the Students' Representative Council in the absence of the Chairperson of the Students Representative Council.
- ❑ Shall perform any duties from time to time as directed by President.

Chairperson of the Student Representative Council

- ❑ Shall preside over meeting of the Student Representative Council.
- ❑ Shall exercise the right to vote only in the event of a tie at Council Meetings.
- ❑ Shall with the President of the Association seat on the College's Disciplinary Committee.
- ❑ Shall with the Assistance of the Secretary of the Association prepare an agenda for Representative Council?

Treasurer

- ❑ Shall be in control of all monetary transactions concerning the Council.
- ❑ Shall keep a detailed account of all Finances
- ❑ Shall preside over all meetings where the executive members are absent
- ❑ Shall provide their signature when necessary for the use of funds for the Office.
- ❑ Shall perform any other functions that are assigned to him/her under the constitution, its by-laws and by the Students' Representative Council.
- ❑ To prepare a budget, in consultation with the executive association for approval by the Student Council. This shall be done within the first four weeks of each semester

Secretary

- ❑ Shall be responsible for the recording and taking of notes of such minutes, motions and resolutions as are passed by meetings of the Association, its Councils and Committee held under the Constitution and its by-laws
- ❑ The minutes shall contain an accurate summary of Student Association discussion and action.
- ❑ The minutes shall not violate the confidence of the Student Council.
- ❑ Shall present the minutes to the President and the rest of the Student Council for their approval, at the next Student Council meeting.

A. If the Student Council shall not approve the minutes, the Secretary/Treasurer must revise them.

B. After the Secretary/Treasurer has revised them he/she must ask again if these shall be accepted.

- ❑ Shall perform any other functions that are assigned to him/her under the constitution, its by-laws and by the Students' Representative Council.

Public Relations Officer

- The Public Relations officer will work in conjunction with the Secretary to communicate the anticipated occurrence of all Student Council activities to the students, Teachers and Public when necessary
- Be responsible for all forms of publicity dealing with T.A.Marryshow Student Council.

Vacancies

(A) Should the Office of the President become vacant a new president shall forthwith be elected by Ballot from among the general student body unless the vacancy occurs in the last two weeks of the first semester or during the second semester, in which case the Students' Representative Council shall decide whether an election be held or whether the Vice-President shall perform the duties of the President until the end of his term of office.

(B)

Should the office of the Vice-President become vacant, a new vice-president shall forthwith be elected from among the members of the Students' Representative Council

(C) Should as vacancy exist in any other office of the Association, The office shall be filled at a by-election except in the case of the Auditor who shall be appointed after consultation with the Director of Student Affairs.

(D) Any elective position on the students' Representative Council not filled within the prescribed time shall be considered by the Council which in its discretion may do one of the following:

- Extend the prescribe time
- Appoint a member of the Association to fill the position

(E) Any member of the student Representative Council shall cease to be a member of the Association shall automatically cease to be a member of the Council.

(F) Any member of the Student Representative Council, who has been absent from three Consecutive meetings of the Council or a total of four, shall

be considered to have resigned unless reasons for such absences have been given which the Council considers appropriate.

- (G) Any member of the Student Representative Council may resign by giving notice in writing to the Association Secretary and the Resignation shall be effective not less than seven days after receipt.

Term of Office

- The President, Secretary and Treasurer shall hold office for one year, subject to recall by his/her constituents.
- All other elected Officers and members of Council shall hold office for one academic year, which shall be from the day they are elected to the end of that academic year.

Annual General Meeting

- An annual General Meeting shall be held in Semester II when the President and Treasurer and other Executive Officers shall deliver their reports.
- Notices of the Annual General Meeting shall be posted on the Notice Boards in each section of the College not less than two weeks before the time fixed for the meeting.

Extraordinary General Meeting

- An extraordinary General Meeting may be called by notices having been posted on the notice boards in each department of the college, not less than twenty-four (24) hours before the time fixed for the meeting. Such notices shall specify the business to be transacted.
- The Business of the meeting shall be limited to that which is specified in the notice.
- The President, a simple majority of the Students Representative Council, may call an extraordinary General Meeting or if requested not less than fifty (50) members of the Association who shall have sent a request in writing to the president stating the objective for which the meeting is desired.

Student Representative Council Meeting:

- The Student Representative Council shall meet at least once every three (3) weeks at a fixed time and day agreed upon at the first meeting of the Council.
- The quorum shall be fifteen (15) members of the Students' Representative Council.
- The faculty adviser(s) of the Student Association shall have no vote.

No member shall be absent from a Student Council meeting without a valid excuse. Otherwise a specific punishment is served depending on what the problem was.

Committees - General

(1) There shall be the following Committees of the Association:

Social and Cultural committee

Education and Welfare Committee

Sport Committee

Elections Committee

Public Relation Committee

Other standing Committees as deemed appropriate by the SRC .

(2) The standing Committees shall be constituted within the first of the Election of the Students' Representative Council. The standing committees shall meet within a fortnight of their constitution and shall continue in office until new committees are appointed in keeping with the respective regulations of the given areas they represent.

(3) Standing committees shall make regulations for their own procedures and discipline of members subject to the approval of the section of students they represent.

Social and Cultural Affairs Committee

The Social and Cultural Affairs Committee, working closely with the Student Activities Coordinator or his/her representative shall assume the responsibility for:

1. Be the coordinating committee of all Student Government Association and cultural activities.
2. Programming, sponsoring, and encouraging recognized organizations on campus to sponsor a variety of cultural and social activities during the year.
3. Be responsible for creating social solidarity and cultural awareness among the student body.

Education and Welfare Committee

1. The students' Welfare and Education Committee shall represent the views and concerns of the students in the College.

They may make recommendations to the Director of Student Affairs for disbursement of Financial Assistance.

2. The Students' Welfare and Education Committee shall also be advocates for ensuring student rights and responsibilities are maintained.

Sports Committee

The Sports Committee, working closely with the Sports Faculty and other involved in the administrations of intramurals, shall:

1. Be responsible for encouraging greater student participation in intercollegiate and intramural athletics, and for recommending improvements in the overall athletic program of the college.
2. Initiate programs, which contribute to the above.

Elections committee

The Elections Committee shall:

1. Be responsible for working closely with the Office of Student Affairs for carrying out general and special student elections.
2. Be responsible for certifying candidates for elections.

3. Work closely with the Student Activities coordinator or his/her representative in the supervision of elections.

Public Relations Committee

1. The Publications Committee, shall be responsible for the production of any official organ of the Association and for the production of such other newspapers, newsletters, magazines or articles as the Student Council shall desire to publish.

2. The committee shall be composed of:-

- (a) Chairperson of Committee
- (b) One editor of the Official Organ or other Publications
- (c) Three Sub-Editors
- (d) One Distribution Manager
- (e) Two Advisors from the Teaching Staff

3. The Council administers all income and expenditures of the Publications Committee.

4. Be responsible for encouraging greater participation in and improving the quality of student publications.

Finances

1. The funds of the Association shall be lodged to the account of the Association, in a recognized Commercial Bank. Funds are disbursable on the Joint signature of the Treasurer, the President or Vice President, and the Director of Student Affairs.

2. The Association for following purposes shall allocate the funds of the Association to:

- The General administrative expenses of the Association
- The Students' Welfare and Education
- Any other purpose, which shall in the opinion of the Student Association further the objectives of the Association as set out in its Constitution.

3. The financial year of the Association shall be for one year.

4. Withdrawals from the Association Account shall be made only in the form of Cheques, which shall in all instances be countersigned by the Director of Student Affairs.

5. The Treasurer shall submit to the Director of Student Affairs a Semester Report with supporting details and documents of expenditure and income.
6. The Director of Student Affairs shall approve all fund raising ventures.
7. A separate income and expenditure account shall be maintained for each fund raising venture.
8. The Director of Student Affairs shall retain for safe keeping the originals of all bank reconciliation, bills and receipts relating to the revenue and expenditure of the Association.
9. The accounts of the Association shall be presented for audit on a yearly basis.

Byelaws

- The Students' Association may from time to time make byelaws, which shall carry into effect this constitution and shall promote the objectives of the Association.
- Byelaws may be made, repealed or amended by resolutions passed by an absolute majority of the Students' Representative Council.
- The power to make byelaws shall not be limited by or with reference to any byelaws.
- The Principal on the recommendation of the Student Affairs Director shall approve all byelaws.

Petitions

The right of the Student Association, in whole or in part, to petition the Director of Student Affairs shall not be denied.

- The Student Representative Council may at anytime in its discretion present petitions, reports, recommendations and other communications relating to the affairs of the Association to the Director of Student Affairs, or the Principal.

- If any thirty (30) or more members of the association desire that the association shall petition the Director of Student Affairs or the Principal on any matter. They must first forward to the President a written draft of the petition duly signed by all of them and the President shall forthwith bring such draft to a meeting of the Students Representative Council.
The Student Representative Council shall in its discretion
 1. accept this form of Petition and present it to the Principal through the Director of Student Affairs
or
 2. with the approval of the petitioners amend the draft before forwarding it
or
 3. direct the President to summon and extraordinary meeting of the association to consider the petition.

Eligibility for Officers

Criteria for nominations of SRC office

All candidates running for offices in the Student Executive Council must meet the following qualifications:

(A) Be a full time student

(B) Satisfactory academic record

(C) Be of good Character

1. **President:** Candidates running for this office must have a grade point average of **2.00**.

2. **Vice President:** Candidates running for the office must have the same qualifications as required for the president.

3. **Treasurer:** Candidates for this office must meet the same qualifications as the other officers.

4. ***Public Relations Officer***: Candidates for this office must meet the same qualifications as the other officers.

5. ***Secretary-Treasurer***: Candidates for this office must meet the same requirements as the other officers.

6. ***Student Executive Council***: Persons running for the council will be nominated and elected by their respective classes during the Student Government Association election in February.

7. ***Chairman of SRC***: Person elected for this position must meet the same requirements of having at least a 2.00 Grade Point Average.

Methods of Elections

- The president, Secretary, Treasurer, Assistant Secretary /Treasurer and Public Relations Officer shall be elected on a College wide basis by secret ballot, not later than 31ST march of any year.
- The student Representative Council shall at it's first meeting elect the following Officers from among its members:
 1. Chairperson of the Students' Representative Council
 2. Chairpersons of Standing Committees.

Impeachment and Expulsion

- **Section 1. Impeachment of the President of the Student Association.**

(A) A petition signed by one-third of the current students at TAMCC shall be necessary to bring about a vote for the removal of the President of the Student Council.

(B.) A vote of two –thirds of the Student Association shall be necessary to remove the President from office.

- **Section 2. Impeachment of Representatives**

(A.) A petition signed by one-third of the current students at T.A.M.C.C shall be necessary to bring about a vote for the impeachment of the Association representatives.

(B.) A three-fourths vote of the Student Representative Council shall be necessary to remove an impeached representative from office.

- **Section 3. Expulsion**

The Student Association may expel any one of its members only if necessary, except the President, by a three-fourths vote of the Student Council.

Section 4. Removal of Officers

The Student Association may remove from office the Vice-President or the Secretary, Treasurer and Public Relations Officer from the Student Council by a three-fourths vote of the Student Council.

Section 5. Election to fill vacancies

The Director of Student Affairs shall supervise an election to fill any vacancies within ten days of the creation of the vacancy.

Amendments to the Constitution

This Constitution may at any time be amended by a resolution passed by an absolute majority of the Association, but no amendment shall become effective until approved by the Principal on the Recommendation of the Director of Student Affairs.