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2025



ASSOCIATED STUDENT BODY CONSTITUTION

University of the
Southern Caribbean



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ASB VISION

“

Our vision is to be a united organization in partnership with the general student body with the desire to enrich the students experience as well as, to equip them for the future.

”



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PREAMBLE

The University of the Southern Caribbean (hereinafter referred to as the University) is a private, coeducational, tertiary level institution in the Republic of Trinidad and Tobago owned and operated by the Caribbean Union Conference of Seventh-day Adventists.

In order to assist the Administration of the University (hereinafter referred to as the Administration) in catering to the spiritual, intellectual and social needs of its students, the student population was mobilized into an organization referred to the Associated Student Body (hereinafter referred to as the ASB).

Having been accepted by the administration and adopted by a majority vote of the student body population, this constitution is legally binding on all members of the ASB, designed to preside over their decisions and activities.



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DEFINITIONS

The following definitions govern the interpretation of this document:

Academic Club – A club formed on the basis of academic discipline.

Academic Year – 32 semester credits, the equivalent of 2 semesters at 16 credits each.

Accepting – Accepting a report means adopting it and must be decided before addressing a pending question. This should not be confused with receiving a report, which allows it to be presented to the assembly.

Assembly – Scheduled meetings of the general body for the purpose of discussion and conducting business.

Blitz – An outreach spiritual awareness program involving cohorts of students accompanied by at least one faculty or staff member of the University, going out to various Seventh-Day Adventist churches to conduct the Sabbath day program and promote the university.

Chairperson – The individual managing the assembly; also known as the presiding officer.

Chapel Session - Weekly meetings sanctioned by the Administration, at which student attendance is mandatory.

Commuting Student – A registered and enrolled student of the University, who does not reside in the Timothy Greaves and Ladies Residence dormitories.

Duly Appointed Officer – An Officer appointed to a position in the Student Advisory Council, Student Development Council, or any the standing committees, after being accepted by the General Body.

Duly Elected Candidate – An Officer appointed to a position in the Student Advisory Council, Student Development Council, or any of the standing committees, after being accepted by the General Body.

The Executive – The governing Body of the ASB.

Ex-officio Member – A person deemed a member of a standing committee by virtue of their office. When such a member ceases to hold office, their membership in the standing committee is terminated automatically. If the ex-officio member is under the control of the society, there is no distinction between him and the other members except where the President is an ex-officio member of all committees, in which case it is the intention to permit, not to require him to act as a member of the various committees, and therefore in counting a quorum he should not be counted as a member.



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DEFINITIONS Cont.

Full-time Student – Full-time student- An enrolled and registered student of the university who takes 12-16 credits per semester.

General Body – All members of the voting population of the ASB; all regular members.

General Public – All individuals not deemed members of the ASB, whether or not they affiliated with the ASB or the University.

House – All members of the voting population present at an assembly.

Immediately Pending Question – When several questions are pending, the one last stated by the chairperson and therefore the first to be dealt with.

Incidental Motion – An incidental motion refers to a question that arises from another pending issue or has just been presented and needs to be resolved before addressing the main question or any other business. Incidental motions do not have a set rank; rather, they take precedence over the questions they relate to, regardless of whether those questions are main, subsidiary, or privilege.

Leading Position – An executive position into which one has been voted.

Majority Votes – When a candidate, motion, or item for consideration receives more votes than another, it is said to have the “majority vote” and is adopted or elected unless a quorum is required.

Member – Anyone under the jurisdiction of this Constitution, including members of the ASB, executive officers, the student advisory committee, or any standing committees.

Motion – A proposal presented to the assembly to take certain action, or express particular views. A member can make a motion by obtaining the floor and stating, “I move the motion that,” followed by the proposed action.

Officer – Any individual elected or appointed to a position in the executive, any standing committee, or the student advisory council.

Order of Precedence – The rank of ordinary motions, the lowest being at the bottom of the list while the highest is stated at the top. When any one of them is immediately pending the motions above listed are in order, and those listed below are taken out.

Part-Time Student – A student registered for part-time study with the University which is less than 12 credits a semester.

Pending Motion – A question that has been stated by the chairperson, and has not been disposed of, whether permanently or temporary.



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DEFINITIONS Cont.

Point of Order – An objection to the consideration of the question.

Presiding Officer – The individual who is appointed chair at the assembly (usually the president or vice-president of the executive).

Previous Question – The name given to the motion to terminate debate, foreclose the offering of amendments, and at once take the vote on the immediately pending matter.

Privileged Motion – A motion that is of such urgency or importance as to require it to take precedence over all other motions. A privileged motion has no connection to the pending question.

Property – Any object, furniture or space owned and managed by the ASB.

Question – A motion put before the assembly for debate and/or vote by the chair or presiding officer.

Quorum – The minimum number required to conduct business is preferably no less than half of the governing body.

Resident Student – An enrolled and registered student of the University who lives in the on-campus accommodations such as the Timothy Greaves and the Ladies' Residence Halls, or the Marriage Complex. These accommodations are provided and supervised by the University.

Resolution – A significant motion that is presented before an assembly for adoption, usually at the end of a debate, beginning with the words “resolved, that.”.

School Year – The calendar year of the university begins at the commencement of the first semester in September and ends at the termination of the third semester during July.

Senior Class – Members of the final year group at the university. This includes all students who are part of the graduating class for that academic year.

Senior Executive – This is the senior executive of the Associated Student Body and is composed of the President, Vice President, Parliamentarian, Administrative Assistant, Director of Public Relations, and Director of Financial Administration.

Senior Officer – An individual who holds a senior position within an elective or standing committee of the Senior Class. This includes roles such as President, Vice President, Parliamentarian, and Administrative Assistant.

Social Club – A club formed on the basis of social interest, perhaps culture, nationality or mutual leisure activity.



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DEFINITIONS Cont.

Sponsor – A faculty or staff member selected by the Executive and appointed by the Administration as advisors to the executive.

Student Advisory Council – Council Responsible for the planning and staging of the ASB elections and Bi-elections.

Student Worker – A student registered with the university who is enrolled in classes and is also employed with the University. This student may be a part-time or full-time student.

Subcommittee – A committee led by an ASB executive which includes ex-officio members chosen from the general student body. Specific committees have unique membership rules based on their directors' roles. Each committee operates under its director's guidance and follows ASB policies and the ASB Constitution.

Subsidiary Motion – A motion that may be applied to a main motion for the purpose of modifying it, delaying action upon it, or otherwise disposing of it.

Substitute – An amendment to a motion where an entire resolution or section is struck out and another resolution or section is inserted in its place.



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ARTICLE I

GUIDING PRINCIPLES AND POLICIES

1. The Supreme Being, the creator of the universe, God, is the source of all knowledge and wisdom.
2. Human Beings are multidimensional, and true education consists of instruction in how to meet the needs of each dimension, as well as how to acquire and maintain a balance of all dimensions.
3. Diversity among humanity is a fact of life that expresses itself in many forms. This diversity is not a source of conflict, but a source of variety and stimulation that enables us to grow and become better people.
4. Integrity and honesty are the foundations of good character.
5. All human beings were created by God and deserve to be treated with dignity and respect on the basis of this fact and no other.
6. Working together is the only way we will accomplish our aims and objectives. Together we aspire, together we achieve, because together we are one: one voice, one action, despite our differences.
7. The tenet upon which all thought and action is based is love: love of God, love of self, and love of others.



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ARTICLE II

AIMS AND OBJECTIVES

1. The Aims of the ASB are as follows:
 - a. To serve as official representation of the general student body.
 - b. To establish and maintain an atmosphere of peace and tranquility on campus and foster school spirit.
 - c. To work together for the betterment of all students.
 - d. To develop credibility and academic excellence.
 - e. To conduct ourselves with respectability and pride.
 - f. To serve God in spirit and truth.
2. The Objectives of the ASB are as follows:
 - a. To work with the administration in building a prestigious school.
 - b. To raise the level of student satisfaction by planning and executing extracurricular activities that are of interest and benefit to all students.
 - c. To make a difference in the community by implementing programs that will uplift and profit it.
 - d. To integrate academic and social learning in a way that demonstrates holistic education.
 - e. To avoid unnecessary conflict and to deal with uncomfortable situations swiftly and appropriately.
 - f. To inform the general student body of all decisions that directly affect student life.



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ARTICLE III

MEMBERSHIP

1. Regular Membership includes:
 - a. Registered full-time and part-time students.
 - b. ASB sponsors and members of the President's Council.
 - c. Membership shall also be inclusive of the students of all extension campuses.
2. Associated Membership includes:
 - a. All teaching faculty, including full-time, part-time and contract teachers.
 - b. All support staff, including maintenance, custodial and administrative staff.
3. Honorary Membership includes:
 - a. Any individual not a regular or associate member who the executive and the administration agree merit the status required to be a member of the ASB.
4. It is an associate and honorary member's right to :
 - a. Voice opinions, but not vote at meetings.
5. It is a regular member's responsibility to:
 - a. Attend assemblies regularly and punctually.
 - b. Vote at ASB elections.
 - c. Vote at assemblies when necessary.
 - d. Show support for the executive.
 - e. Comply with decisions made by the Student Advisory Council, the Executive, and the General Body.
6. It is a regular member's right to:
 - a. Refuse appointment to a standing committee.
 - b. Refuse candidacy for election to the executive.
 - c. Air grievances in an appropriate manner:
 - i. At appointed times during assemblies,
 - ii. To the executive who will pass it to the student services council if the grievance is with the administration,
 - iii. To the student advisory council if the grievance is with the executive or another member of the general body.
 - d. Be notified of the plans of the executive in advance of their implementation whether through the public forum of an assembly or by posting a notice on the relevant notice boards.



ARTICLE III Cont.

- e. Be notified and allowed to vote on matters of finance, amendments to the constitution and election of officers.

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ARTICLE IV

SELECTION AND APPOINTMENT OF OFFICERS

1. Registered undergraduate students on regular admission, not on academic or citizenship probation, who have completed one academic year at the University, can accept appointment to any post within the subcommittees once their G.P.A is above 2.5.
2. Registered undergraduate students on regular admission, not on academic or citizenship probation, who have completed two academic years at the University or students who have transferred credits, can vie for election to the executive.
3. Candidates nominated and vying for the position of president of the executive must be in their junior or senior years at the university with a cumulative GPA of 3.5 or above. Candidate (must also be aligned spiritually) [and] must [also] adhere to the spiritual philosophy of the university.
4. Duly elected executive officers commence duty at the beginning of the school year following their election and leave office at the end of that school year. These officers will be required to serve a transition period of dual representation from the release of the ASB election results in the second semester to the end of the third semester of that year. The outgoing executive will serve as consultants to the newly elected executive for the first two weeks of the following school year.
5. Executive officers are installed during the ASB inauguration/handling over chapel session held during September of the new school year following the election.
6. Standing committee officers are selected by the executive.
7. At the ASB inauguration, executive officers are to announce the members of their respective committees.
8. Standing committee officers are appointed one month after ASB inauguration if no query is raised, and serve until the end of the school year during which they were appointed.
9. All officers can **ONLY** vie for office for **TWO** academic years, but can be appointed to a standing committee for consecutive terms.
10. Candidates selected for bi-elections must fulfill requirements stipulated in 01 above.



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ARTICLE IV Cont.

11. The office of the vice-president of student development and services shall be informed in writing of the names of the members of the executive, the student advisory council and all standing committees no later than two months into a term of office.
12. Candidates vying for the positions of Men's Club President and Ladies Club President must be current residents of the respective Residence Halls.
13. All executives of the Men's Club and Ladies Club shall be elected during Residence Hall elections of the respective Halls after the ASB General Elections via a show of hands, ballots, or electronically.



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ARTICLE V

ELECTION AND CAMPAIGNING PROCEDURES

1. ASB elections will take place on the second Thursday in March at the main campus and all extension sites.
2. Announcement of the election date shall be at a chapel session no less than forty-five (45) days before the assigned date.
3. Candidates vying for elections must have a cumulative GPA of no less than 3.0 and must be in good citizenship standing with the school.
4. Names of candidates for the various offices shall be announced no later than thirty (30) days in advance of the election date.
5. Each candidate shall be given at least two (2) opportunities to address the general body at assigned chapel sessions, or specifically called assemblies, during which:
 - a. Each candidate participating in the elections will give a formal address with a minimum time of two (2) minutes.
 - b. The presidential candidates will engage in a debate during one of these chapel sessions or assembly on a topic selected by the student advisory Council surrounding student life at the University.
 - c. Each candidate is expected to present their portfolio at a chapel session no later than one week before the assigned date of the elections.
6. Candidates shall be allowed to use all necessary and appropriate tools to create awareness in their campaign efforts.
7. Candidates are prohibited from campaigning or addressing the general body twenty-four hours before the election and on the day of the elections.
8. All forms of advertising shall cease and be removed 24 hours before the election day.
9. Voting shall be by secret ballot at designated polling stations across the University campus only.
10. Each member of the electorate shall present their University identification card, acceptance letter and initial next to their name on the voter's list, presented to them by the designated polling agent.



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ARTICLE V Cont.

11. No one shall be issued a ballot without the presentation of their University identification card and signing the voter's list at their various schools.
12. Polling agents shall be named no earlier than three (3) days prior to the election date and shall be allowed to cast their votes one hour before the polling stations open, under the supervision of the president of the student advisory council, the chief sponsor and a representative of the office of Vice President of student services and enrollment management of the University.
13. Polling stations shall open 8 am on the morning of the Election Day and shall not close for voting until 8 pm on the night of the Election Day.
14. There shall be at least three (3) polling agents present at each polling station at all times during the day of elections.
15. Ballots shall be prepared by the student advisory council and approved by the presiding executive and the office of Vice President of student services and enrollment management of the University no more and no less than forty-eight (48) hours prior to issue on the Election Day. Ballot boxes are to be sealed.
16. All ballot boxes shall be collected at the close of voting and taken to the ASB office where all shall be opened in the presence of the Chairperson, Deputy Chairperson, and Administrative assistant of the Student Advisory Council, the chief sponsor of the presiding executive, the President, Vice President, Parliamentarian, and Administrative Assistant of the presiding executive (unless these individuals are vying for reelection in which case any four representatives of the presiding executive will replace them, giving preference to members of the senior executive), two representatives from each contesting party, and the Vice-President of Student Services and Enrollment Management of the University, or a designated representative from this office who is not a student of this University
17. The president of the Student Advisory Council shall preside over the counting of the ballots. Ballots shall be counted at least twice and both figures recorded.
18. Any ballot containing the following discrepancies shall be deemed unacceptable and or shall be invalid:
 - a. When a ballot has both candidates for a particular post indicated.
 - b. When a ballot is folded incorrectly.
 - c. When indications are made with writing instruments other than those provided by the Student Advisory Council to the electorate for voting.



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ARTICLE V Cont.

- d. When the symbol used to indicate the electorate's choice of candidate is incorrect.
 - e. When any other form of writing other than that stipulated is found on the ballot.
- 19. Election results shall be posted no later than twenty-four (24) hours after the election day on the necessary notice boards, and announced the next chapel session at which time duly elected candidates are presented before the general body.
- 20. When a post becomes vacant, whether through resignation, removal or death, the ASB executive will recommend to the general body a suitable replacement within one(1) month of the vacancy.
- 21. No candidate can withdraw from an election without giving notice in writing to the student advisory council, no less than thirty days before the general election.
- 22. Should a candidate withdraw from an election, the student advisory council shall accept the nomination of candidates who are willing and able to compete in the elections.
- 23. During campaigning, candidates shall refrain from using foul and degrading language, and from defaming the character of their opponents.
- 24. In the case of a tie, where two candidates vying for a particular position receive the same amount of votes, a bi-election is called within one week of the election date for this position only. The same candidates are allowed to address the general body at least once before the assigned date for the bi-election.
- 25. Candidates wishing a recount of ballots can do so by presenting a written request to the student advisory council no later than two days after the announcement of the election results.
- 26. Individuals making claims of unfair, biased or otherwise unethical campaign and/or election practices shall submit such claims within two (2) days of the election date to the Student Advisory Council for review and action.
- 27. No claim of unfair, biased or otherwise unethical campaign and/or election practices shall 16 ARTICLE V Cont. be investigated or allowed to suspend elections or the appointment of officers only if submitted to the relevant authorities in writing within 48 hours of the claim being made.



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ARTICLE V Cont.

28. Candidates who are being investigated shall be notified in writing giving reason for such, and will be informed in writing of actions to be taken.
29. All investigations will be conducted by the Vice-President of student services and enrollment management services.
30. All request for and actions taken concerning recounting ballots and/or investigation into campaign and election practices shall be duly recorded and filed.
31. The general body shall be notified of cases as outlined in items 25 and 26 above only in such instances where discrepancies are discovered and a bi-election is necessary.
32. Once a recount has been made and queries found unsubstantiated, the decision of the Student Advisor Council is final.
33. The general election of executive officers shall include the candidates vying for the position of president of the men's club and president of the women's club. These candidates must be part of a team. In the event that there is only one team vying for elections, the dorm presidents will be elected by their respective dorms through the balloting process.



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ARTICLE VI

COMPOSITION AND RESPONSIBILITY OF THE EXECUTIVE

1. Composition of the main campus executive

a. Duly elected officers:

- i. The President,
- ii. The Vice-president,
- iii. The Parliamentarian,
- iv. The Administrative assistant,
- v. Director for Financial Administration,
- vi. The Director for Public Relations,
- vii. The Director for Spiritual Awareness,
- viii. The Director for Social and Cultural Activities,
- ix. The Director for Extracurricular Academic Activities,
- x. The Director for Sporting Events,
- xi. The Director for Commuting Students,
- xii. The Director for Student Workers,
- xiii. The Director for Non-native Speakers of English,
- xiv. The Sergeant-at-arms,
- xv. The Editor of the Channel,
- xvi. The President of the Men's Club and,
- xvii. The President of the Ladies Club.

b. Ex-officio members:

- i. The President of the University
- ii. The Vice-President for Student Services and Enrollment Management or the designee
- iii. The Director for Public Relations
- iv. Marriage Complex Representative

c. Faculty sponsors:

- i. Chief sponsor.
- ii. Four (4) secondary sponsors.

2. Composition of the extension campus executive

a. Duly elected officers:

- i. The Vice-President of extension (NB: each site will have its respective Vice President),
- ii. The Vice-President of the Guyana extension,
- iii. The Vice-President of the Tobago extension,
- iv. The Vice-President of the St. Lucia extension,
- v. The Vice-President of the Barbados extension,
- vi. The Vice-President of the Antigua extension,
- vii. The Vice-President of the South center extension,



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ARTICLE VI Cont.

- viii. Administrative Assistant,
 - ix. Parliamentarian,
 - x. The Director for Financial Administration,
 - xi. The Director for Academic Affairs,
 - xii. The Director for Public Relations,
 - xiii. The Director for Spiritual Awareness and,
 - xiv. The Director for Co-Curricular Activities.
3. The responsibilities of the executive are to:
- a. Liaise with the administration on behalf of the general body on matters of significance.
 - b. Select members of standing committees.
 - c. Ensure publication of the ASB newspaper.
 - d. Appoint the individuals to represent the ASB on committees as directed by the Vice- President of Student Services and Enrollment Management of the University.
 - e. Promote student unity.
 - f. Maintain the standards of the University and promote among students.



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ARTICLE VII

DUTIES OF EXECUTIVE OFFICERS

1. All officers are expected to:
 - a. Attend all executive meetings regularly and punctually.
 - b. Provide written notice 48 hours in advance of absences, making provision for duties to be performed.
 - c. Effectively manage individual standing committees.
 - d. Uphold decisions made by the executive, standing committees and the general body.
 - e. Keep office hours at the ASB office.
 - f. Wear full uniform at meetings of the general assembly and at the ASB office during specified office hours.
2. Duties of the President include:
 - a. Chair executive meetings and preside over meetings of the general body.
 - b. Act as the official liaison between the ASB and the Administration, meeting with the University President at least twice per semester.
 - c. Work with the Director of financial administration on the allocation and expenditure of the ASB's funds.
 - d. Make final decisions concerning the planning and execution of extra-curricular activities sanctioned by the ASB executive.
 - e. Be aware of all the existing academic and social clubs at the university that fall under the jurisdiction of the ASB.
 - f. Be an ex-officio member of all standing committees.
 - g. Be responsible for the general administration of the ASB.
3. Duties of the Vice-President include:
 - a. Assist the President in the fulfillment of his or her duties.
 - b. Chair meetings of the executive and general body in the absence of the president or upon his or her request.
 - c. Liaise with the senior class in the publication of the yearbook.
 - d. Represent the President of the executive at committee meetings in the absence of, or upon request of the President.
4. Duties of the Parliamentarian are to:
 - a. Act as an advisor to the President on matters of the constitution.
 - b. Act as the custodian and interpreter of the constitution.
 - c. Ensure that all members of the executive are aware of their duties as outlined in the constitution.
 - d. Assist and advise the executive, all committees and the general body on matters of parliamentary procedure.



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ARTICLE VII Cont.

- e. Chair the constitution committee and preside over all discussion pertaining to amendments of the constitution.
 - f. Advise the executive, all committees, and the general body on matters of the student handbook prepared by the Administration of the University.
5. Duties of the Administrative Assistant are to:
 - a. Chair the administrative assistance committee.
 - b. Record and keep the minutes of all meetings of the executive and the general body.
6. Duties of the Director for Financial Administration include:
 - a. Chair the finance committee.
 - b. Liaise with the Vice-President of Financial Administration of the University on the appropriation of ASB funds.
 - c. Work with the Director of Public Relations on fund-raising ventures for the ASB.
 - d. Manage the ASB's petty cash.
 - e. Keep accurate records of ASB finances.
 - f. Construct and present an annual budget to the general body at the beginning of the academic year, and a revised budget at the beginning of the second semester.
 - g. Present monthly financial reports to the Executive.
 - h. Process request of the ASB funds by the clubs, after it has been subjected to discussion at executive meetings.
 - i. Liaise with the Executive and the Division of Student Services and Enrollment Management to approve the allocation of the ASB Aid fund.
 - j. Receive and record any contributions made to the ASB through fundraising or donations.
7. Duties of the Director of Public Relations:
 - a. Chair the Public Relations Committee and oversee communication between the ASB and the student body, as well as the wider university community.
 - b. Serve as the media personnel for the ASB covering all major events.
 - c. Coordinate the promotion of ASB events, activities, and initiatives through various media channels.
 - d. Work closely with executive members to develop marketing strategies and manage social media accounts.
 - e. Create content that reflects the ASB's values and goals.



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ARTICLE VII Cont.

8. Duties of the Director for Spiritual Awareness are to:
 - a. Chair the Spiritual Awareness Committee.
 - b. Work with the university's pastor, the ministerial association of the University, the School of Theology, and the Vice-President for Student Services and Enrollment management on the organization and execution of the student week of spiritual emphasis.
 - c. Work with the department of Campus Ministries, the ministerial association of the University, the School of Theology, and the vice-president of student services on the organization and execution of the Blitz program and vespers.
 - d. Design and Present spiritual nuggets at executive meetings along with a devotional book during their term of office.
 - e. Introduce and organize spiritual programs and activities for the ASB.
9. Duties of the director for Social and Cultural Activities are to:
 - a. Chair the Social and Cultural Committee.
 - b. Act as official liaison between the executive, and the social and cultural clubs.
 - c. Report to the executive on the activities of social cultural clubs.
 - d. Advise all social and cultural club presidents on issues of the ASB policy.
 - e. Liaise with the Associate Director of the university for the Student Life and enrollment.
 - f. Be aware of, and educate the executive on any off-campus cultural programs that may be of interest to the general body.
 - g. Introduce and organize social and cultural activities of the ASB.
10. Duties of the director for Extra-Curricular Academic Activities:
 - a. Chair Academic committee.
 - b. Act as the official liaison between the executive and academic clubs.
 - c. Reports to the executive the activities of academic clubs.
 - d. Advise all academic club presidents on issues of the ASB policy.
 - e. Liaise with the Vice-president of Academic Administration of the University on matters of academic policy.
 - f. Be Aware of, and Educate the Executive on any seminars, workshops and other programs relevant to the academic enhancement of the general body.
 - g. Introduce and organize extra-curricular activities appropriate and relevant to degree programs offered at the university.



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ARTICLE VII Cont.

11. Duties of the Director for Sporting Events are to:

- a. Chair the Sports Committee.
- b. Present an annual calendar for sporting events.
- c. Be aware of, and educate the Executive of any off-campus sporting events that may be of interest and benefit to the general body.
- d. Be aware of all sporting activities planned by academic and social clubs that fall under the jurisdiction of the ASB.
- e. Organize and execute sporting events for the ASB in collaboration with the Sporting and Physical Education Department (SPED).

12. Duties of the Director for Commuting Students are to:

- a. Chair the Commuting Student Committee.
- b. Act as the official liaison between commuter students and the executive.
- c. Represent the interest of commuter students at executive meetings.
- d. Advise Commuter Students on the ASB policy.
- e. Ensure that commuting students have an input in planning and benefit from programs organized by the executive.
- f. The Director for Commuting students should be abreast with all issues concerning the extension campuses (South and Tobago extension campuses).

13. Duties of the Director for Student Workers:

- a. Chair the Student Workers Committee.
- b. Act as the official liaison between student workers and the executive.
- c. Represent the interest of student workers at executive meetings.
- d. Advise student workers on ASB policy.
- e. Ensure that student workers have an input and benefit from programs organized by the Executive.
- f. Ensure that student workers are working in a conducive work environment.
- g. Ensure at the beginning of every semester a "Student Worker Conference" is held, in order to inform the students workers of policies and open for questions, clarifications. This would be done in conjunction with the University's head of Student Workers.
- h. Ensure that all students are made aware of all job opportunities on campus.
- i. Be aware of any changes within the work/study program and inform student workers as soon as possible.
- j. Advise student workers on work' study policies and ensure the necessary steps are taken to enter into the work study program.



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ARTICLE VII Cont.

14. Duties of the Director for Non-Native Speakers of English:

- a. Chair the committee of Non-Native Speakers of English.
- b. Act as official liaison between students who are Non-Native speakers of English and the Executive.
- c. Represent the interest of students who are non-native speakers of English at Executive meetings.
- d. Advise students who are non-native speakers of English on ASB policy.
- e. Ensure that students who are non-native speakers of English have input in planning and benefit from programs organized by the executive.
- f. Liaise with the Coordinator of the Language Center of the university on issues concerning the integration of students of the program into general university life.

15. Duties of the Director of the Channel are to:

- a. Chair the Editorial Committee.
- b. Ensure semesterly publication of the channel media.
- c. Report at executive meetings on issues pertaining to the publication of the channel media.
- d. Report to the general body on issues pertaining to the publication of the channel media.

16. Duties of the Sergeant-at-Arms are to:

- a. Assist in maintaining order at executive meetings.
- b. Assist in maintaining order at meetings between the executive and the general body.
- c. Remind the executive on dates of general assembly meetings.
- d. Ensure that the auditorium is prepared for general assembly meetings.
- e. Secure and prepare venues for general assembly meetings not held in the university's auditorium.

17. Duties of the President of the Men's Club are to:

- a. Chair the Men's Club.
- b. Act as Official liaison between the men's club and the executive.
- c. Advise members of the Men's Club on matters of ASB policy.
- d. Represent the interest of the Men's Club at executive meetings.

18. Duties of the president of the Ladies Club are to:

- a. Chair Ladies Club.



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ARTICLE VII Cont.

- b. Act as the official liaison between the Women's Club and the Executive.
- c. Advise members of the Women's Club on matters of ASB policy.
- d. Represent the interests of the Women's Club at Executive meetings.



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ARTICLE VII Cont.

ACQUISITION, MANAGEMENT AND LIQUIDATION OF PROPERTY

1. All property should be catalogued and documented.
2. Any money to be spent outside of the allocated and voted budget must be brought to the student body for discussion and approval through the voting process.
3. Liquidation of property acquired by vote should be brought to the general body for discussion and vote.
4. The executive in consultation with the vice-president for the student development and services department of the university shall determine the housing of property.
5. The executive shall determine use of property by parties other than the general body.
6. Executive uniforms shall be considered property of the ASB and shall only be worn by officers when on official ASB business.
7. The ASB uniforms will be given to the officers when they demit office.



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ARTICLE IX

COMPOSITION AND FUNCTIONS OF STANDING COMMITTEES

1. The following are the standing committees of the ASB:
 - a. The Yearbook Committee,
 - b. The Constitution Committee,
 - c. The Administrative Assistance Committee,
 - d. The Public Relations Committee,
 - e. The Finance Committee,
 - f. The Spiritual Awareness Committee,
 - g. The Social and Cultural Activities Committee,
 - h. The Academic Clubs Committee,
 - i. The Sporting Events Committee,
 - j. The Commuter Students Association,
 - k. The Student Workers Association,
 - l. The Non-Native speakers of English Committee,
 - m. The Editorial Committee,
 - n. The Men's Club Executive and,
 - o. The Ladies Club Executive.
2. Members of committees shall be appointed by the Executive in consultation with the respective directors, except the yearbook committee, editorial committee, and constitution committee.
3. In addition to the representative Director, the members of the yearbook committee shall be appointed in consultation with the senior class.
4. In addition to the respective Directors, the members of the Editorial and constitution committees shall be appointed in consultation with the Sponsors.
5. In addition to the respective Directors, the members of the constitution committee shall be appointed in consultation with the chief sponsor.
6. Committees shall function under the management of the respective Director to support him or her in the management of his or her portfolio.
7. Committees shall be subject to the policies outlined by the executive and contained in the constitution.
8. All committees shall consist of the respective director, Ex-officio members, and four members selected from the general body, except the Yearbook committee, Constitution committee, the Non-Native speakers of English committee and the Editorial committee.



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ARTICLE IX Cont.

9. The composition of the yearbook committee shall be determined by the vice-president in consultation with the senior class, and must contain a representative from each faculty.
10. The composition of the constitution committee shall also include two sponsors.
11. The non-native speakers of English committee shall consist of representatives from each of the foreign language groups represented at the university who wish representation. Nominations to this committees may be made by members of the general body directly to the director or to the president, vice-president or administration of the executive.
12. The editorial committee shall consist of the:
 - a. Senior Editor,
 - b. Assistant Editor,
 - c. Production Manager,
 - d. Financial Administrator (a representative of the finance committee),
 - e. Layout Editor,
 - f. Photo Editor,
 - g. Spiritual Awareness Editor (a representative from the spiritual awareness committee),
 - h. News Editor,
 - i. Science and Technology Editor,
 - j. Sports Editor (a representative of the sporting events committee),
 - k. Entertainment Editor (a representative of the social and cultural committee),
 - l. Foreign Language Editor (a representative from the non-native speakers of English committee),
 - m. Director of Public Relations and,
 - n. Faculty Sponsor.
13. Committees shall convene meetings fortnightly and whenever deemed necessary by the relevant chair.
14. Committees shall keep an accurate record of meetings and projects which are subsequently reported to the executive.
15. All committees must be approved by the Vice-president of Student Services and Enrollment Management.



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ARTICLE IX Cont.

16. This association will be comprised of commuting students. The members of the Association will include:

- a. Two ex-officio members:
 - i. The Dean of Commuting Students and,
 - ii. The ASB President
- b. Director of Commuting Students
- c. Assistant Director
- d. Project Manager
- e. Activities Coordinator
- f. Finance Manager
- g. Administrative Assistant

17. The Student Workers Association will be the new name and body given to the student worker subcommittee that will be tasked with ensuring that student workers are well represented and have a voice on the campus as it relates to policies and decisions affecting student workers. In addition, they will also work to ensure that student workers have an enjoyable experience on the work/study programme of the University.

This association will consist of:

- a. Chair,
- b. Vice Chair,
- c. Secretary-Treasurer,
- d. Asst. Secretary Treasurer,
- e. Public Relations Officer (PRO),
- f. Assistant PRO,
- g. Events Coordinator,
- h. Assistant Events Coordinator and,
- i. Two Ex-officio Members.



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ARTICLE X

COMPOSITION AND FUNCTIONS OF THE STUDENT ADVISORY COUNCIL

1. The Student Advisory Council is composed of all Social and Academic Club Presidents.
2. The Student Advisory Council shall elect its own Chairperson and Administrative Assistant.
3. The Student Advisory Council shall be responsible for liaising with the Vice-President of Student Services and Enrollment Management of the university in staging the ASB elections and bielections.
4. The functions of the student advisory council are to:
 - a. Ensure that elections and bi-elections are conducted fairly.
 - b. Accept nomination for elections and bi-elections, providing at least two (2) names for each post.
 - c. Select polling agents.
 - d. Prepare ballots and electoral lists.
 - e. Count and recount ballots.
 - f. Organize and schedule opportunities for each candidate to address the electorate.
 - g. Organize debating forums for candidates.
 - h. Post election results.
 - i. Document and maintain records of ASB elections.
 - j. Liaise with the Student Services council and Sponsors in the assessment of officer performance.
 - k. Serve written notice of request for resignation to officers being removed from office.



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ARTICLE XI

APPOINTMENT AND DUTIES OF SPONSORS AND ASB AMBASSADORS

1. No more than 5 sponsors are to be elected from various faculties and appointed by the executive in collaboration with the administration.
2. The duties of sponsors are to:
 - a. Attend executive and general body meetings.
 - b. Work with the executive in planning and executing activities.
 - c. Act as the official representation of the administration.
 - d. Advise the executive on the policy of the administration.
 - e. Assist in the management and publication of the channel.
 - f. Work with the constitution committee in making amendments to the constitution.
 - g. Work with the student advisory council and the office of student development and services of the university in staging elections and bi-elections.
 - h. Liaise with the student development council and the student advisory council in the assessment of officer performance.
3. At least two (2) sponsors shall be present at each meeting of the executive and the general body.
4. Sponsors shall be named at the ASB inauguration.
5. The Ambassador group should consist of fifteen (15) registered students.
6. All Ambassadors must hold a cumulative G.P.A. of 3.0 and above. Freshmen are eligible to become ambassadors but, must submit an academic report at the end of the semester maintaining their cumulative GPA of 3.0 and above.
7. Duties of the Ambassador:
 - a. An Ambassador must be in good character standing and must be willing to serve.
 - b. The Ambassador as the name suggests is a representative or promoter of the ASB.
 - c. The Ambassador is seen as the eyes, ears, hands and feet of the ASB Executive.
 - d. The Ambassador is responsible for assisting in the promotion of ASB events.
 - e. The Ambassador is responsible for participating in projects of the ASB.



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ARTICLE XI Cont.

8. Leadership of the Ambassadors:
 - a. Two students will be chosen as seen fit by the ASB President and the Sergeant of Arms to manage the Ambassadors.
 - b. These students will report directly to the ASB President and Sergeant at Arms who will disseminate information to the Executive.
 - c. One member is allowed to sit in on ASB general meetings upon invitation.



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ARTICLE XII

PLANNING AND EXECUTION OF ACTIVITIES

1. All activities to be orchestrated by the ASB shall be made known to the general body via notice board and at assemblies.
2. Each committee, under the leadership of its respective director, is responsible for the planning and execution of activities within its designated area.
3. All school clubs fall under the purview of the ASB.
 - a. School clubs (academic, cultural and sporting) should be properly organized and receive an ASB contribution to the running of these clubs. However, these clubs should function on dues from members, fundraising and sponsorship as to create industry and a move towards independence.
 - b. All clubs that are to receive an ASB contribution should be registered under the ASB.
 - c. Cultural clubs shall be represented by the Director for Social and Cultural Activities and Academic clubs shall be represented by the Director for Academic Affairs.
4. The administration shall be notified by the relevant Directors of all activities planned by the various clubs and committees, and approval received in writing through the office of Vice President of Student Services and Enrollment Management before and activity can be executed.
5. No member of the general public shall be invited to give presentations or participate in any activity planned and executed by the executive, any standing committee, or club without the appropriate authorization from the administration in writing.
6. All extra-curricular activities involving the use of the university's campus and/or property shall be orchestrated in conjunction with the executive of the ASB.
7. All activities on or off campus must get the approval of the Vice-president for Student Services and Enrollment Management before it is executed.
8. Protest action shall be conducted in appropriate, organized, and civilized fashion with the notification of the university's security and administration three (3) business days in advance.



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ARTICLE XIII

ADMINISTRATION OF FINANCES

1. The dues for this organization, payable by regular members, shall be fifty-five (55) dollars per semester.
2. Any increase shall be determined by the executive and voted by the general body, requiring a quorum to be effected.
3. Dues shall be collected by the administration during registration and deposited into the ASB accounts.
4. All funds of the ASB shall be held in trust the ASB account in the Financial administration of the university.
5. The ASB Finance Committee and the ASB President shall manage and monitor ASB funds.
6. The ASB reserve fund is set at \$100,000.00, and is inaccessible to the ASB. It may only be accessed under emergency condition, i.e. if all other funds have been exhausted.
7. A petty cash shall be established, the sum of which shall be set by the executive at the executive meeting of each semester.
8. All profit from fundraising events are to be reported to the general body and deposited into the ASB account no later than seventy-two (72) hours after receipt.
9. Remuneration of executive officers shall total no more and no less than fifteen percent (15%) of dues collected during their term of office, and shall be calculated each semester. This percentage is to be divided as follows:

Position	Percentage
President 1.9%	1.9%
Vice President	1.5%
Parliamentarian	1.15%
Administrative Assistant	1.13%
PRO	0.92%
Financial Administrator	0.92%



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ARTICLE XIII Cont.

Position	Percentage
Dir. Spiritual Awareness	0.68%
Dir. Sports	0.68%
Dir. Extra-Curricular & Academics	0.68%
Dir. Social & Cultural	0.68%
Dir. Student Workers	0.68%
Dir. Commuting Students	0.68%
Sergeant at Arms	0.68%
Dir. Non Native Speakers of English	0.68%
Editor of the Channel	0.68%
Men's Club President	0.68%
Women's Club President	0.68%

10. 50% of the remuneration shall be deposited into each executive officer account no later than one month after registration each semester, and the remaining 50% shall be distributed one week before final exams.
11. Fifteen percent (15%) of dues collected each semester shall be allocated to the publication of the channel.
12. ASB will provide tuition scholarship and financial aid to its active members.
 - a. ASB Scholarships:

30,000 of dues collected each semester shall be set aside in an ASB scholarship fund. Students will apply using the ASB scholarship form which will be provided at the start of each semester. The funds will be dispensed to students who qualify no later than two (2) months after receipt of students' requests. Maximum values for ASB Scholarship are as follows:

 - i. Local Students (on dorm and meal plan): \$1,500.00
 - ii. International Students: \$3,000.00
 - iii. ESL Students: \$1,500.00 and,
 - iv. Local students (not living on dorm and not gate funded): \$2,500.00.





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ARTICLE XIV

STANDARDS FOR ADMINISTRATIVE PERFORMANCE

1. Officers must be punctual to all meetings of the executive, respective standing committees, and the general body.
2. Officers shall conduct themselves respectfully and with decorum at all times.
3. Officers are expected to uphold the rules of the University.
4. Officers shall be non- biased and non-prejudice when conducting business with members of the ASB.
5. Officers shall abide by the decisions made by the executive and the general body.
6. Officers shall perform respective duties as outlined in article VII of this constitution and any other reasonable request of the President.
7. Officers shall not allow the performance of their duties to interfere with their academic performance at the university.
8. Officers are expected to maintain at least a B average (3.00) in their overall academic performance.
9. No officer shall refuse to hear a complaint by a student as long as he or she is approached in an appropriate manner.
10. No officer shall support corruption in any form.
11. No officer shall lead a standing committee, any member or members of the general body or any member of the executive in violation of the terms outlined in this constitution.
12. No officer shall implement or attempt to implement any program or activity without due consideration and/or vote of the executive, and/or general body.
13. Any executive officer facing disciplinary action by the Citizenship Committee of the University will not be allowed to remain in office.



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ARTICLE XV

RESIGNATION AND REMOVAL OF OFFICERS

1. An officer may resign his or her post by giving no less than a 30 day advance notice written to the executive and relevant standing committees.
2. A sponsor wishing to resign from his or her post shall submit a letter of resignation no less than 30 days in advance to the executive, and the office of the Vice-President for Student Services and enrollment management of the University.
3. An officer who is not performing his or her duty to the satisfaction of the executive and the general body shall be reported to the Student Advisory Council for assessment, and if found to be incompetent or negligent in his or her duty, the council may cast a vote of no confidence and request the resignation from the officer.
4. Any officer facing disciplinary action by the administration will be asked to resign from his or her post, or by a vote of the Student Services and Student Advisory Councils be removed from office.
5. Any officer found engaging in dishonest practices will be reported to the administration and if found guilty, will be asked to resign from his or her post, or by a vote of the student development and student advisory councils be removed from office.
6. Any officer placed on academic probation during his or her term in office must resign from his or her office, or by a vote of the student development and student advisory councils be removed from office.
7. Any officer consistently exhibiting behavior that is antagonistic to the executive shall be reported to the student advisory council for an assessment, and if found deviant by the council can be given a vote of no confidence by the council and asked to resign.
8. An officer asked to resign, or wishing to do so voluntarily, must give or shall be given no less than one month's notice in writing from the student advisory council.
9. In extenuating circumstances (gross violation of the University's code of conduct) an officer may be asked to immediately resign from his or her post.
10. The general body shall be notified immediately of the voluntary or forced resignation of an Officer from the Executive.



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ARTICLE XV Cont.

11. The Vice-President of the Student Services and Enrollment Management of the university shall be notified in writing of the infraction of the student is voted out of office, or the reason for his/her voluntary resignation.



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ARTICLE XVI

REPLACEMENT OF OFFICERS

1. An officer's post is deemed vacant one month from the date the letter of resignation is received by the executive.
2. Bi-elections for executive officers shall be called by the Student Advisory Council no more than 14 days after a post has been deemed vacant.
3. The Student Advisory Council shall provide two names for each post to be contested at a bi-election.
4. Standing Committee Officers shall be elected and appointed within 14 days of their resignation.
5. The general body shall be notified of the new standing committee officers no later than one week after their appointment through the posting of notices on the relevant notice boards, or where possible through the public forum of an assembly.
6. The vice-president for student development services of the university shall be notified in writing of the names of the new standing committee officers no less than 3 days prior to the appointment.
7. If the President of the executive resigns, the Vice-President will assume the role of President, the Parliamentarian shall assume the role of Vice-President, the Administrative Assistant shall assume the role of Parliamentarian, and a recommendation shall be made for the position of Administrative Assistant.
8. If the Vice-President of the Executive resigns, the Parliamentarian shall assume the role of VicePresident, the administrative assistant shall assume the role of Parliamentarian, and a bi-election shall be called for the position of administrative assistant.
9. If the Parliamentarian resigns, the Administrative Assistant shall assume the role of Parliamentarian and a bi-election shall be called to assume the role of the Parliamentarian and a bi-election called for the position of Administrative Assistant.
10. If any other member of the executive resigns, a bi-election shall be called to fill that vacancy.



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ARTICLE XVI Cont.

11. If more than four senior officers of the executive resign simultaneously, the executive and all standing committee shall be dissolved and a bi-elections called for all positions.
12. If a sponsor resigns another shall be selected and appointed within 5 days of the vacancy.



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ARTICLE XVII

MANAGEMENT AND PUBLICATION OF THE OFFICIAL ORGAN

1. The official organ of the ASB is the school newspaper.
2. The Editorial Committee shall meet on a weekly basis to ensure its publication.
3. The ASB newspaper shall be published bi-monthly.
4. The Editorial Committee in consultation with the executive shall determine the content and format of the newspaper.
5. Promotion and advertisements for the newspaper shall be the responsibility of the Public Relations Officer in consultation with the executive.
6. The sponsor associated with the Editorial Committee shall be chosen specifically from the English department of the university.
7. The name of the official organ shall be the “Channel”.
8. The organ shall consist of the following sections:
 - a. Editorial,
 - b. Sports,
 - c. Upcoming events,
 - d. Health,
 - e. Advertisement,
 - f. Spiritual Nuggets and,
 - g. “something of interest”
9. Any name change shall be submitted to the executive who will present it to the general body for debate and vote.
10. A name change of the official organ requires a quorum to be entered into the constitution.



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ARTICLE XVIII

THE CONSTITUTION

1. This constitution was revised and rewritten by the members of the 2022– 2025 constitution committee and submitted to the executive for discussion.
2. The executive proposed this constitution to the 2024 – 2025 ASB for approval by a quorum vote. The students of the University of the Southern Caribbean ratified this constitution on 29th of January, 2025.
3. There shall be four (4) official copies of the constitution which shall be distributed as follows: a. One (1) copy shall be housed in the office of student services and enrollment management of the university. b. Two (2) copies shall be housed in the ASB office c. One (1) copy shall be kept on reserve in the university's library.
4. The constitution shall be reviewed each year by the constitution committee.
5. Access to the constitution shall not be denied to any member of the general body or the executive.
6. No unauthorized copy of the constitution shall be made by any member of the general body of the executive.
7. All amendments to the constitution requires two-thirds (2/3) majority vote of the ASB and general body.
8. Suggested amendments to the constitution shall be placed in the library, the ASB office, the men's and ladies' residence, and posted on relevant notice boards for the awareness of the general body no less than one week before the scheduled date for the assembly during such amendments shall be discussed and voted.
9. Suggested amendments shall be accompanied by a letter providing rationale for approval of such alterations.
10. Amendments to the constitution accepted by vote shall become effective immediately following its acceptance.



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ARTICLE XIX

THE GENERAL BODY

1. Assembly for interaction between the general body and the ASB executive shall be called thrice per semester at scheduled chapel sessions.
2. A quorum shall consist of twenty percent (20%) of the membership of the general body.
3. Time will be allotted at the first general assembly of the new school year for the ASB to present its budget.
4. Emergency meetings for amendments to the constitution and other business deemed important can be scheduled by the executive in consultation with the Vice-President for Student Services and Enrollment management of the university.
5. Time shall be allotted at each meeting as a public forum to air grievances.
6. Before any subject is open to debate it is necessary that:
 - a. A motion be made by a member who has obtained the floor.
 - b. The motion be seconded and,
 - c. It be stated by the presiding officer.
7. The fact that a motion has been made and seconded does not put it before the assembly.
 - a. Only the presiding officer can put a motion before the assembly.
 - b. When a motion has been made and seconded, it is the duty of the chair, unless he or she rules it out of order, to immediately state the exact motion that is before the assembly for its consideration and action.
8. All resolutions, reports of committees, communications to the assembly, and all amendments proposed to them, and all other motions except undebatable motions (outlined in 10 below) may be debated before final action is taken on them, by unless by a quorum the assembly decides to dispose of them without debate.
9. The following rules are applicable to original main motions:
 - a. Original main motions are debatable.
 - b. Debates must be confined to the immediately pending question.
 - c. Then can be amended.
 - d. All subsidiary motions can be applied to them.
 - e. They can be reconsidered.



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ARTICLE XIX Cont.

- f. They require only a majority vote for their adoption
 - g. They must be seconded and,
 - h. They are not in order when another main motion has the floor.
- 10. Disposal of main motion are accomplished by either calling question and voting, or by making the following motions to (listed in the order of precedence):
 - a. Fix the time to adjourn,
 - b. Adjourn,
 - c. Take a recess,
 - d. Lay on the table,
 - e. Previous question,
 - f. Limit or extend limits of debate,
 - g. Postpone to a certain time,
 - h. Amend and,
 - i. Post indefinitely
- 11. The following motions are undebatable:
 - a. Fix the time to adjourn,
 - b. To adjourn,,
 - c. To take a recess
 - d. Lay on the table,
 - e. Previous question and,
 - f. Limits or extend limits of debate.
- 12. Before a member can make a motion or address the assembly in debate he or she should obtain the floor. The following rules apply to obtaining the floor:
 - a. A member must rise after the floor has been yielded and address the presiding officer by his or her official title, thus saying “Mr. President” or “madam president” or other title where applicable.
 - b. The member should give his or her name after addressing the Chairperson.
 - c. The chairperson must recognize and assign that member to the floor by stating his or her name and indicating that he or she may speak before a member can assume rights to the floor.
 - d. If a member rises before the floor has been yielded, that member cannot obtain the floor provided someone else rises appropriately.
 - e. When two members rise about the same time, the member who rose first after the floor has been yielded and addresses the Chairperson is entitled to the floor.
 - f. When several people seemingly rise at once and attempt to address the Chair, the floor is assigned as follows:



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ARTICLE XIX Cont.

- i. The member upon whose motion the immediately pending debatable question was brought before the assembly is entitled to be recognized as having the floor if he or she has not already spoken on the question, even though another has risen first and addressed the chair.
 - ii. No member who has already had the floor in debate on the immediately pending question is again entitled to it for debate on the same question.
 - iii. When the immediately pending question is undebatable, its mover has no preference to the floor.
 - iv. When one of a series of motions has been disposed of and there is no pending question, the chair should recognize the person who introduced the series to make the next motion, even though another has risen first and addressed the chair.
 - v. Where the chair is in doubt as to who is entitled to the floor, he or she may allow the assembly to decide by vote whom should proceed.
 - vi. Except by general consent, a motion cannot be made by an individual who has not been recognized by the Chairperson as having the floor. If it is made it, should not be recognized by the chairperson.
- 13. A member or an officer submitting a report from a committee or offering a resolution and submit it to the secretary to read, does not thereby yield his or her right to the floor. When the reading is finished, the chairperson states the question no one else can make a motion until the member submitting the report or offering the resolution has had reasonable opportunity to claim the floor to which he or she is entitled and has not availed himself or herself of his or her privilege.
- 14. After reading a report or resolution, the member who has submitted it should resume the floor as soon as the report is read and make a proper motion to adopt the recommendations or resolutions.
- 15. After a member has been assigned the floor, he or she cannot be interrupted by any member or the chairman except by a:
 - a. Motion to reconsider,
 - b. Point of order and,
 - c. Call for the order of the day when they are not being conformed to
 - d. Request or demand that the question he or she divided when it consist of more than one independent resolution on different subjects.



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ARTICLE XIX Cont.

- e. Parliamentary inquiry or a request for information that requires immediate answer. these cannot interrupt the member after he or she has commenced speaking unless the urgency is so great as to justify it.
- 16. Business is brought before the assembly by the motion of a member or by the presentation of a communication to the assembly.
- 17. When making a motion a member needs to obtain the floor as outlined in item and say: "I move that", and then state the action he or she proposes to have taken.
- 18. All resolutions should be in writing and the presiding officer has a right to require any main motion, amendment, or instruction to a committee to be in writing.
- 19. As a general rule, no member can make two motions at a time except by general consent, but a member may offer a resolution and at the same time move to make it a special for a specified time.
- 20. After a motion is made, the member of the general body may suggest modifications to it before it is ruled out of order, or before it is stated as a question.
 - a. The member making the motion has the right to make modifications as he or she pleases or even to withdraw the motion entirely without the consent of the seconder.
 - b. The seconder has a right to withdraw the second after modifications have been made to a motion if so desired.
 - c. Once a question is called no modifications can be made without the consent of the assembly in which case a subsidiary motion is made.
 - d. Once a question is called a member can make an incidental motion to deal with matters arising out of the main motion before action is taken on the main motion.
- 21. During the debate on a question, no one can speak longer than ten minutes without permission of the assembly.
- 22. Speakers must address their remarks to the presiding officer, be courteous in their language and deportment, never alluding to the officers or other members by name, where possible to avoid it.
- 23. When the debate appears to have closed, the chairperson must ask "are you ready for the question?" If after sufficient pause no one rises he proceeds to put



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ARTICLE XIX Cont.

the question, which ends the debate.

24. In putting the question the chairperson must make perfectly clear what the questions are that the assembly is to decide upon, then call first for the “Yeas” and the “Nays”.
25. Voting at the assembly can be accomplished by the raising of hands or ballot. The Chairperson decides in consultation with the Parliamentarian.
26. The chairperson should announce every vote and state what the next business in order is immediately after the announcement.
27. If the vote is by raising the right hand, then any member has the right to require a division of assembly in which instance the voters supporting the motion are asked to do so by raising their right hand first, while those opposing are asked to cast their vote second using the same form of indication.
28. If the vote is by ballot, the chairperson should announce, “has everyone voted who wished to vote?” if after a 30 second pause there is no response, then the announcement, “ the ballots are closed” ends the voting period and votes are counted.
29. When a question has not been voted on but has been laid on the table, a majority may take it from the table and consider it at any time when no other question is before the assembly.



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ARTICLE XX

CONSULTATION WITH THE ADMINISTRATION

1. The executive shall meet with members of the President's Cabinet, as a group once per semester.
2. All relevant information gained at meeting with individual members of the executive and members of the administration shall be reported at executive meetings.
3. All significant information gained by the executive in meetings with the administration whether as a group or as individuals shall be reported to the general body at assemblies.



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ARTICLE XXI

DISSOLUTION OF THE ASB

1. In the event that ASB is disbanded, all property and funds owned thereby will be giving to the university, to be used for student assistance.
2. The ASB shall be dissolved and the constitution nullified in the event of the folding of the university.



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“

And whatsoever ye do, do it heartily,
as to the Lord, and not unto men.

Colossians 3:23 (KJV)

”



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