



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. The director for public relations
 - vi. The director for financial administration
 - 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
 - b. Ex-officio members:
 - i. The president of the University
 - ii. The vice-president for student development and services or the designee
 - iii. The president of the men's club
 - iv. President of the ladies club
 - v. The director for public relations
 - c. Faculty sponsors:
 - i. Chief sponsor
 - ii. Four (4) secondary sponsors.



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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
 - 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
 - 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 individuals to represent the ASB on committees as directed by the vice-president of student development and services of the university.
 - e. Promote student unity.
 - f. Maintain the standards of the university and promote such among students.



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 specifies 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.



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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.
 - 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.
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.
 - c. Present at each executive meeting minutes of the of the previous meetings.
 - d. Attend to all outgoing and incoming correspondence of the executive.
 - e. Serve written notices of meetings to members of the Executive.



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- f. Accompany the president and/or vice-president to official meetings for the purpose of record keeping.
 - g. Chair executive meetings in the absence of the president and vice-president or upon request of the president.
 - h. Receive and file all records forwarded by various standing committees.
 - i. Prepare and keep proper records of all official documents of the executive.
- 6. Duties of the director of public relations are to:
 - a. Act as the official liaison between the executive and the general body.
 - b. Act as advisor to the president on public relations issues.
 - c. Post all notices on behalf of the executive on relevant notice boards across the university's campus.
 - d. Be an ex-officio member of the year-book committee.
 - e. Be an ex-officio member of the editorial committee.
 - f. Liaise with the public relation officer of the university on issues involving the ASB.
 - g. Work with the director of financial administration on ASB fund-raising activities.
- 7. 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.



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- 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.
- 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 in input and benefit from programs organized by the executive
- 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 student 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 student who are non-native speakers of English have input in planning and benefit from programs organized by the executive
 - f. Liaise with the director of the English as a second language of the university on issues concerning the integration of students of the program into general university life.
- 15. Duties of the editor of the channel are to :



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- a. Chair the editorial committee
 - b. Ensure monthly publication of the ASB newspaper and magazine
 - c. Report at executive meetings on issues pertaining to the publication of the ASB newspaper and magazine
 - d. Report to the general body on issues pertaining to the publication of the ASB newspaper and magazine.
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 women's club are to :
- a. Chair women's club
 - 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 interest of the women's club at executive meetings