



UNIVERSITY *of the*
SOUTHERN CARIBBEAN

Senior Class Organization



THE ROLE OF THE SENIOR CLASS

A. Rationale

Whereas the University of the Southern Caribbean is committed to the concept of developing new interpersonal skills among students, expanding the individual's sense of community service and the improvement of leadership skills, and

whereas there is a need for the class to cultivate life-long friendships, expand their sense of community service by contributing to the alumni association and developing loyalty to their alma mater, and

whereas it is intended that the graduation exercise be a grand and memorable experience, be it resolved that every member of the senior class has the responsibility for ensuring that he/she participates fully to ensure excellence in the functioning of the class, and team spirit in achieving goals and objectives of the class.

B. Membership in the Senior Class

To be eligible for membership in the senior class, the student must have, by the calendar deadline:

- a) Submitted a completed graduation application and contract, which demonstrated that all remaining requirements may be reasonably completed before the Commencement exercise of the desired year and month of graduation.
- b) Secured the signature of the appropriate faculty dean for the major and minor on the application and contract.
- c) Earned a satisfactory Citizenship Grade from the Office of Student Development
- d) Secured financial clearance from the Director of Student Finance
- e) Submitted all petitions for substitutions and waivers of courses and credits, credit by examination, transfer credits and re-evaluation of transfer credits and regularization of admission status.
- f) Had official admission to the degree major and minor under which he/she plans to graduate.
- g) Selected courses on the graduation application and contract from the published current class schedule or otherwise had approval by the Provost for taking such courses.

Election of Class Officers:

The Office of the Provost is responsible for the publication of the date for the Senior Class organization as well as the election of class officers for the following offices:

- | | |
|---------------------------------|---------------------|
| ✓ President | ✓ Sergeant-at-Arms |
| ✓ Vice President | ✓ Poet |
| ✓ Secretary | ✓ Historian |
| ✓ Assistant Secretary/Treasurer | ✓ Floor Members (2) |
| ✓ Pastor | ✓ Sponsors (2) |
| ✓ Public Relations Officer | |

FUNCTIONS OF CLASS OFFICERS:

President:

1. Chairs executive and class meetings under the direction of the sponsors
2. Oversees the functions of the other committees
3. Attends graduation steering committees
4. Acts as facilitator and mediator to communicate all decisions and encourage participation, unity and commitment to the class projects, goals and objectives.
5. Responds on behalf of the class at class functions and receptions/banquets.
6. Submits recommended names of speakers for the graduation Friday evening Consecration Service to the Office of the Provost.
7. Submits a copy of the class song to the Music Department and fosters cordial relationships with the music department, including seeking advice from the chair of the music department.
8. Develops and defines in consultation with the class and submits to the Office of the Provost, the Class Aim, Motto, Text, Colours by the published calendar date.
9. Conducts the Class selection of the following committees to function for the duration of the Senior Class:
 - Social Activities Committee
 - Gift to the School Committee
 - Fundraising Committee
 - Sabbath School Planning Committee
 - Committee to work with the President's Secretary for planning the AY – Honouring parents/guardians program
 - Class Memorabilia Purchases [includes year-dated class stoles for Commencement]
 - Committee to work with Graduate Records on Class Recruitment Brochure

The Vice President:

Assists the President in organizing and planning the activities of the class.

The Secretary:

1. Records and prepares minutes for each class meeting
2. Prepares and delivers necessary correspondence
3. Keeps an accurate record of the names and email addresses of all class members
4. Submits a list of names and email addresses of class members to the Alumni Association.
5. Posts dates, times and venues for Class meetings on campus bulletin boards and newsletter via the Communications Department

Assistant Secretary/ Treasurer:

1. Records and keeps an accurate account of the financial information of the class
2. Prepares and presents the voted class budget to the Office of the Provost for the Graduation Steering Committee.
3. Assists the Secretary in their duties.

The Public Relations Officer

Is responsible for all communication between the admission, the senior class executive and all senior class members. This would include, but not limited to:

- Notices of meetings
- Announcements for deadlines & other important senior class information
- Creation and running of the senior class Facebook page, the school's website, as well as emails to all senior class members.

The Pastor:

1. Plans spiritual activities for the class
2. Sets the spiritual tone for the class
3. Presents a short response to the Homily at the Consecration Service.

Sergeant-at-Arms:

Ensures that parliamentary procedures are followed at all times.

Poet:

1. Writes lyrics for the class song
2. Captures class activities in poetry
3. Prepares and compiles poetic works from other class members for inclusion in a Class Recruitment Brochure or Class Yearbook

Historian:

1. Records significant contributions, works, awards, scholarships, academic achievements, community works or projects involving members of the class.
2. Records significant academic or professional conferences attended by class members.
3. Conducts and records results of exit interviews with class members, and indicates how each member perceived their degree programs may have been structured differently to provide them with additional skills or any other items which they felt their programs lacked.

Floor Members (2 Positions):

Represents the interests of other class members on the executive or other committees.

Relationship of Senior Class to Graduating Class:

After a complete check and approval of the class members for candidacy by the administration, the senior class is then titled "The Graduating Class," comprising all prospective graduating candidates. Not all members of the senior class become members of the graduating class.

The Senior Class Sponsors

The senior class sponsors are the official representatives of both the faculty and administration and, as such, speak in the name of the entire faculty and with its authority.

The system is set up to be advisory with a view of placing large responsibility upon students for the management of student activities.

As far as possible, sponsors should seek by wise counsel to integrate the program of extra-curricular activities with the academic programme of the institution.

Relation to Administration

The sponsors of the Senior Class are responsible to the Office of the Provost.

Responsibility of the Sponsors:

1. To determine that meetings are not scheduled during worship periods unless approved by residence hall deans.
2. To be present at all meetings of the senior class
3. To assist in the planning of class activities, which are in accordance with the university's philosophy and policy.
4. To serve as ex-officio members of all committees of the class.
5. To seek approval for all campus activities.
6. To inform the Provost of activities planned, and plan class activities at a time that will not conflict with other planned programs on campus.
7. To serve as liaison between the Senior Class and the Administration, representing the interests of the class at the graduation steering committee.

