

Adapted Excerpt from *University of the Southern Caribbean Club Handbook Bylaws* (pp. 30-31)

Section II Powers and Duties of Officers:

- a. ***The President*** shall serve as the chief executive officer of the club, shall preside at all meetings of the club and shall prepare the agenda for meetings. The President shall appoint all committees and committee chairs. The President shall have other powers and duties as may be prescribed by the club. The President shall participate in yearly President's Training offered by the Student Life Office.
- b. ***The Treasurer*** shall handle all financial affairs and budgeting of the club, maintain all necessary accounting records, and prepare financial reports for the membership. The Treasurer shall collect all dues (if applicable) and revenue and submit it to the Director of Student Life for deposit. The Treasurer shall work with the Director of Student Life to maintain the finances of the club. The President shall participate in the yearly Treasurer's Training offered by the Student Life Office.
- c. ***The Secretary*** shall take minutes at all meetings of the club, keep these on file, and submit copies to club members upon request. The Secretary shall be responsible for all club correspondence and shall keep copies on file. The Secretary shall maintain membership records for the club. E

Section III Qualifications necessary to hold offices ...are as follow:

- a. University of the Southern Caribbean policies require that to be eligible for office, candidates must be good in academic and disciplinary standing and regularly enrolled students at the University of the Southern Caribbean. Additionally, students must have at least a 2.5 G.P.A to be eligible to hold an office.
- b. No member may hold more than one office. No member may serve more than two years in the same office.