

*The Student Guild
at
The University of Trinidad and Tobago*



The Executive Student Guild at the University of Trinidad and Tobago
C/O Student Development Office
Lots #74-98
O'Meara Industrial Park, Arima.
Trinidad and Tobago W.I

BYELAW 3 OF THE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO

OFFICERS OF THE STUDENT GUILD

As per the Constitution of the Student Guild at the UTT Section 14.2
with effect from the 25th day of MARCH 2020

Strength in Unity, Truth & Tenacity
One University



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Byelaw 3: Officers of the Student Guild at UTT (UTTSG)

1. The Elected Officers of the UTTSG would be determined by the needs of the Divisions of the UTTSG:
 - 1.1 The Executive Student Guild (ESG)
 - 1.2 The Chapter Guild.

The ESG Officers

2. The Officers of the ESG shall be dependent on the dynamic needs of the UTT and the representation of all its Members. This Byelaw allows for the elected ESG Officers as follows:
 - 2.1 ESG President.
 - 2.2 ESG Vice President
 - 2.3 ESG Treasurer
 - 2.4 ESG Secretary
 - 2.5 ESG Public Relations Officer
 - 2.6 ESG Postgraduate Representative

The Chapter Guild Officers

3. The Officers of the Chapter Guild shall be dependent on the dynamic needs of the Membership population on the relevant UTT Campus, discipline and or facility. This Byelaw allows for Chapter Guild Officers as follows:
 - 3.1. For Campus Membership populations lower than 800:
 - 3.1.1. Chapter President.
 - 3.1.2. Chapter Vice President.
 - 3.1.3. Chapter Treasurer.
 - 3.1.4. Chapter Secretary.
 - 3.1.5. Chapter Public Relations Officer.
 - 3.2. For Campus Membership populations greater than 800, this byelaw allows for the addition of the following elected officers:
 - 3.2.1. Chapter Assistant Treasurer.
 - 3.2.2. Chapter Assistant Secretary.
 - 3.3. For Campus Membership populations residing on UTT Halls of Residence, this byelaw allows for the addition of the following elected officers:
 - 3.3.1. Hall Chairperson.
 - 3.4. For Campus Membership populations with need of specific Membership representation for discipline and or facility greater than 100, this byelaw allows for the addition of the following elected officers:
 - 3.4.1. Elected Representative.



The Roles, Duties and Responsibilities of ESG Officers

4. The Officers of the ESG shall perform any such duties that are necessary to effectively and efficiently execute the roles and responsibilities outlined as follows:

4.1. ESG President shall:

- 4.1.1. Plan for the effective functioning of the ESG and the UTTSG.
- 4.1.2. Preside over and chairs meetings of the ESG and the General Council of the UTTSG.
- 4.1.3. Preside over such meetings to which appointed Chair of the Standing Committees of the UTTSG.
- 4.1.4. Attend and perform applicable duties on other Standing Committees of the UTTSG and the UTT wherever appointed.
- 4.1.5. Acts as an official signatory for and on behalf of the ESG and the UTTSG.
- 4.1.6. Present all reports and findings to the UTT where applicable.
- 4.1.7. Approve and present financial report to the Student body prepared by the ESG Treasurer annually.

4.2. ESG Vice President shall:

- 4.2.1. Assist the ESG President in the execution of roles and responsibilities herein described.
- 4.2.2. Perform all roles and Responsibilities of the ESG President in the Absence of the ESG President or upon instruction.
- 4.2.3. Acts as an official co-signatory for and on behalf of the ESG and the UTTSG.
- 4.2.4. Chairs the Clubs Standing Committee and provide Committee reports to the ESG President.
- 4.2.5. Attend and perform applicable duties on other Standing Committees of the UTTSG and the UTT wherever appointed.
- 4.2.6. Provide other reports where deemed necessary by the ESG President prepared by other ESG Officers and Standing Committees of the UTTSG, except where otherwise directed.

4.3. ESG Treasurer shall:

- 4.3.1. Keep accurate and detailed records of all financial accounts and assets of the UTTSG.
- 4.3.2. Prepare quarterly reports on all UTTSG accounts and assets and present such reports to the ESG President.



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- 4.3.3. Prepare annually financial report of Account Statements of all UTTSG accounts and UTTSG assets to the ESG President.
 - 4.3.4. Acts as an official signatory and co-signatory for and on behalf of the ESG and the UTTSG.
 - 4.3.5. Chairs the Student Guild Finance Committee and provide Committee reports to the ESG President.
 - 4.3.6. Attend and perform applicable duties on other Standing Committees of the UTTSG and the UTT wherever appointed.
 - 4.3.7. Prepares and keep records of all official documents and correspondence of financial transactions of the ESG, that are in keeping of good accounting practices.
 - 4.3.8. Perform where necessary all other roles and responsibilities that may allow for the effective stewardship of funds and assets allocated to the UTTSG and various committees, clubs and or societies.
- 4.4.ESG Secretary shall:
- 4.4.1. Attend where possible and record accurate minutes of all meetings to which invited. Delegation of duties to fulfil this role must be made by the ESG Secretary if absent.
 - 4.4.2. Provide timely copies of minutes to be officiated by meeting chair, prior to commencement of next scheduled meeting.
 - 4.4.3. Prepares and keep records of all official documents and correspondence of the ESG, except where otherwise directed.
 - 4.4.4. Be informed of meetings of the ESG and general council and give notice of such meetings to the ESG and the UTTSG, and other invitees. This includes important events, dates, deadlines and usual occurrences associated with the ESG and the UTTSG.
 - 4.4.5. Co-chairs the Student Constitutional Committee and provide Committee reports to the ESG Vice President.
 - 4.4.6. Attend and perform applicable duties on other Standing Committees of the UTTSG and the UTT wherever appointed.
 - 4.4.7. Perform all other roles and responsibilities that are deemed appropriate for the effective functioning of clerical duties of the ESG.



- 4.4.8. Prepare and present all necessary reports as it relates to queries and grievances of Members, the UTTSG and any other necessary reports to the ESG Vice President.
- 4.5. ESG Public Relations Officer shall:
 - 4.5.1. Be the official liaison between the ESG and the Membership.
 - 4.5.2. Promote all activities of the UTTSG, the UTT and other UTT clubs, societies and groups to the Membership and general Public as Directed by the ESG.
 - 4.5.3. Manage all communication portals of the ESG and provide oversight to other communication portals of the UTTSG, keeping all communications in accordance to UTTSG and UTT policies.
 - 4.5.4. Promote to the Membership all activities and concerns of the Public as directed by the ESG.
 - 4.5.5. Chair the Marketing and Promotions Committee and provide Committee reports to the ESG Vice President.
 - 4.5.6. Act as the Student Social Responsibility and Engagement Officer of the ESG, and fulfil such duties as required.
 - 4.5.7. Provide Event reports on all ESG hosted Events, and any other reports as deemed necessary to the ESG Vice President.
- 4.6. ESG Postgraduate Representative shall:
 - 4.6.1. Plan for the effective representation of the UTT Postgraduate Membership.
 - 4.6.2. Chair the Postgraduate Committee and provide Committee reports to the ESG Vice President.
 - 4.6.3. Act as official liaison between the ESG and the UTT Postgraduate Membership.
 - 4.6.4. Prepare and present all necessary reports as it relates to queries and grievances of the UTT Postgraduate Members and any other necessary reports to the ESG Vice President.

The Roles, Duties and Responsibilities of Chapter Guild Officers.

5. The Officers of the Chapter Guild shall perform any such duties that are necessary to effectively and efficiently execute the roles and responsibilities outlined as follows:
 - 5.1. Chapter Presidents shall:
 - 5.1.1. Plan for the effective functioning of their Chapter Guild.
 - 5.1.2. Chair meetings of their Chapter Guild and Membership population.



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- 5.1.3. Attend and perform applicable duties on all other Standing Committees of the UTTSG and the UTT wherever appointed.
 - 5.1.4. Acts as an official signatory for and on behalf of their Chapter Guild.
 - 5.1.5. Present all reports and findings to the ESG President where applicable.
 - 5.1.6. Approve and present financial reports of their Chapter Guild to the Student Guild Finance Committee monthly.
- 5.2. Chapter Vice President shall:
- 5.2.1. Assist their Chapter President in the execution of roles and responsibilities herein described.
 - 5.2.2. Perform all roles and responsibilities of their Chapter President in the Absence of their Chapter President or upon instruction.
 - 5.2.3. Acts as an official co-signatory for and on behalf of their Chapter Guild.
 - 5.2.4. Acts as a liaison between Clubs or similar bodies of their Membership population and the Clubs Standing Committee and provide Committee reports to their Chapter President.
 - 5.2.5. Attend and perform applicable duties on all other Standing Committees of the UTTSG and the UTT wherever appointed.
 - 5.2.6. Provide other reports where deemed necessary by their Chapter President prepared by other Chapter Guild Officers of their Chapter, sitting on Standing Committees of the UTTSG, except where otherwise directed.
- 5.3. Chapter Guild Treasurer shall:
- 5.3.1. Keep accurate and detailed records of all financial accounts, and assets of their Chapter Guild.
 - 5.3.2. Prepare quarterly reports on all their Chapter Guild accounts, assets and present such reports to the Student Guild Finance Committee or similar office as directed by the ESG.
 - 5.3.3. Prepare annually financial reports of Account Statements of their Chapter Guild accounts, and their Chapter Guild assets to the to the Student Guild Finance Committee or similar office as directed by the ESG.
 - 5.3.4. Acts as an official signatory and co-signatory for and on behalf of their Chapter.



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- 5.3.5. Attend and perform applicable duties on any Standing Committees of the UTTSG and the UTT wherever appointed.
 - 5.3.6. Prepares and keep records of all official documents and correspondence of financial transactions of their Chapter Guild, that are in keeping of good accounting practices.
 - 5.3.7. Perform where necessary all other roles and responsibilities that may allow for the effective stewardship of funds and assets allocated to their Chapter Guild and various committees, clubs and or societies of their Membership population.
- 5.4. Chapter Guild Secretary shall:
- 5.4.1. Attend where possible and record accurate minutes of all their Chapter Guild meetings to which invited. Delegation of duties to fulfil this role must be made by the Chapter Guild Secretary if absent.
 - 5.4.2. Provide timely copies of minutes to be officiated by meeting Chair, prior to commencement of next scheduled meeting.
 - 5.4.3. Prepares and keep records of all official documents and correspondence of their Chapter Guild, except where otherwise directed.
 - 5.4.4. Be informed of meetings of their Chapter Guild and UTTSG general council and give notice of such meetings to their Chapter Guild and any other invitees of their Membership population. Notices includes important events, dates, deadlines and usual occurrences associated with their Chapter Guild.
 - 5.4.5. Attend and perform applicable duties on any other Standing Committees of the UTTSG and the UTT wherever appointed.
 - 5.4.6. Perform all other roles and responsibilities that are deemed appropriate for the effective functioning of clerical duties of their Chapter Guild.
 - 5.4.7. Prepare and present all necessary reports as it relates to queries and grievances of their Membership, Chapter Guild and any other necessary reports to their Chapter Vice President.



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5.5. Chapter Public Relations Officer shall:

- 5.5.1. Be the official liaison between their Chapter Guild and their Membership.
- 5.5.2. Promote all activities of their Membership, the UTT and other UTT clubs, societies and groups to the Membership and general Public as Directed by their Chapter Guild and the ESG.
- 5.5.3. Manage all communication portals of their Chapter Guild, keeping all communications in accordance to UTTSG and UTT policies.
- 5.5.4. Promote to the Membership activities and concerns of the Public as directed by the ESG.
- 5.5.5. Act as the Civil outreach and engagement officer of their Chapter Guild and fulfil such duties as required.
- 5.5.6. Provide Event reports on all their Chapter Guild hosted Events, and any other reports as deemed necessary to their Chapter Vice President.

5.6. Chapter Guild Assistant Treasurer shall:

- 5.6.1. Assist their Chapter Treasurer in the execution of all roles and responsibilities herein described.
- 5.6.2. Perform all roles and Responsibilities of their Chapter Treasurer in the Absence of their Chapter Treasurer or upon instruction.
- 5.6.3. Provide Clerical assistance to their Chapter Treasurer.

5.7. Chapter Guild Assistant Secretary shall:

- 5.7.1. Assist their Chapter Secretary in the execution of all roles and responsibilities herein described.
- 5.7.2. Perform all roles and Responsibilities of their Chapter Secretary in the Absence of their Chapter Secretary or upon instruction from their Chapter Secretary.
- 5.7.3. Provide Clerical assistance to their Chapter Secretary.

5.8. Chapter Guild Hall Chairperson shall:

- 5.8.1. Be a resident on the Hall to which they represent.
- 5.8.2. Plan for the effective representation of their UTT Halls of Residence Membership.
- 5.8.3. Chair, alongside with their UTT Residence Assistants or similar office, meetings of their UTT Halls of Residence Membership and provide meeting reports to their Chapter Vice President.



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- 5.8.4. Act as official liaison between their Chapter Guild and their UTT Halls of Residence Membership.
- 5.8.5. Prepare and present all necessary reports as it relates to queries and grievances of the UTT Halls of Residence Membership and any other necessary reports to the Chapter Vice President.
- 5.9. Chapter Guild Elected Representative shall:
 - 5.9.1. Plan for the effective representation of the specific group of their UTT Membership to which duly elected.
 - 5.9.2. Chair meetings of the specific group of their UTT Membership to which duly elected and provide meeting reports to their Chapter Vice President.
 - 5.9.3. Act as official liaison between their Chapter Guild and their UTT Membership to which duly elected.
 - 5.9.4. Prepare and present all necessary reports as it relates to queries and grievances of their UTT membership to which duly elected and any other necessary reports to their Chapter Vice President.



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This Byelaw and all its provisions detailed within has been approved and is in effect from the _____ Day of the _____ Month, in the year of our Lord _____.

In the presence of the following Authorities:

Name in Full.

witness) _____

Signature.
UTT VP RASA.

Name in Full.

witness) _____

Signature.
ESG President.