

*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
1(868) 223-4888/642-8888

BYELAW 5 OF THE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO FINANCES 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*



Byelaw 5: Finances of the Student Guild at UTT (UTTSG).

This Byelaw does not disregard any other policy or guideline relating to Finances of the UTTSG.

1. This byelaw allows for governing the operations of the following:
 - 1.1 Membership fees.
 - 1.2 Allowances, Petty Cash Fund and Gratuity.
 - 1.3 Supplier/ Employee Payment.
 - 1.4 Auditing.
 - 1.5 Financial Request and Financial forms.
 - 1.6 Revenues other guild fees.
 - 1.7 Savings and Charity Fund.
 - 1.8 Accounts and storing monies.
 - 1.9 UTTSG financial allocations.
 - 1.10 Assets.
 - 1.11 Misappropriation and other financial misconduct

Membership Fees.

2. Membership fees are necessary for financing all operations of the UTTSG and to assist in the efficient representation of all its Members. Membership fees allows the UTTSG to provide its many services to the benefit of its Members whether directly or in kind. Membership Fees are non-refundable.
 - 2.1. Membership fees shall be determined by the ESG, based on advice from the SGFC, and projected to cover operational expenses of the UTTSG for at least three Academic years.
 - 2.2. Any change in the calculated membership fee shall require UTTBOG authorization before being implemented.
 - 2.3. The ESG may grant a waiver of payment of Membership fees at any time to any Member that may apply for such waiver. This decision requires SGFC approval and an Absolute majority vote by the ESG. Waivers may provide Members with limited access to the services offered by the UTT based on the discretion of the ESG.
 - 2.4. The Calculated Membership Fee shall be at TT\$175.00 per academic year due at registration for that academic year.

Allowances, Petty Cash Fund and Gratuity

3. UTTSG Allowances shall be provided in accordance to the UTTSG constitution. Allocation amounts of Allowances shall be determined by the ESG, based on advice from the SGFC.



Allowances are non-transferable and cannot roll over to another term if not allocated. This Byelaw provides for the following allowances:

3.1. Uniform Allowances.

- 3.1.1. Uniform Allowance shall be approved and provided to each Elected Officer of the UTTSG for their tenure. Approval by the SGFC is based on authorization by the ESG President or delegate of a submitted design proposal. Uniform designs shall be authorized based on use of dominant color, likeness to accepted business wear, and inclusion of respective badges.
- 3.1.2. An Elected Officer serving within the same Division of the UTTSG shall only be allowed Uniform Allowance once. Unless in the case where an Elected Officer may serve on a new Chapter Guild within the same Division of the UTTSG: that Elected Officer may be entitled to another allocation of Uniform Allowance.
- 3.1.3. Uniform Allowances for Elected Officers of the ESG shall be allocated to an amount not exceeding: TT\$1,000.00 for an Elected Officer identified as female; TT\$1,000.00 for an Elected Officer identified as binary; and TT\$2,000.00 for an Elected Officer identified as male.
- 3.1.4. Uniform Allowances for Elected Officers of the Chapter Guild shall be allocated to an amount not exceeding: TT\$500.00 for an Elected Officer identified as female; TT\$500.00 for an Elected Officer identified as binary; and TT\$1,500.00 for an Elected Officer identified as male.
- 3.1.5. The ESG reserves the right to restrict allocation amount of Uniform Allowances, and to allow provisions for additional allocations beyond the maximum amount set by this byelaw based on advice from the SGFC with respect to the financial standing of the UTTSG.

3.2. Traveling Allowance.

- 3.2.1. Traveling Allowance shall be approved and allocated to each Division of the UTTSG within a full term. Approval by the SGFC is required for allocation of Travelling Allowance based on the financial standing of the UTTSG.
- 3.2.2. Travel Allowance allocations shall be determined based on the interpretation by the ESG for regular traveling arrangements of the Divisions of the UTTSG whilst commute is being made in quest for active duty. This byelaw does not allow for any allocation of Traveling Allowance for commute interpreted to be in quest for private aims.



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- 3.2.3. Traveling Allowance for the ESG shall be allocated to an amount not exceeding: TT\$1,000.00 for an Elected Officer as per full term.
 - 3.2.4. Traveling Allowance for the Chapter Guild shall be allocated to an amount not exceeding: TT\$500.00 for an Elected Officer as per full term.
 - 3.2.5. Travelling Allowance allocation for airfare in quest for active UTTSG duty would be determined by the ESG based on request. Approval by the SGFC is required for allocation of Travelling Allowance for airfare based on the financial standing of the UTTSG.
 - 3.2.6. Travelling Allowance request for refund shall adhere to all provisions of this byelaw and gain approval by the SGFC based on the financial standing of the UTTSG. Request for refund shall be made within 14days from the date commute was made.
 - 3.2.7. The ESG reserves the right to restrict allocation amount of Travelling Allowances, and to allow provisions for additional allocations beyond the maximum amount set by this byelaw based on advice from the SGFC with respect to the financial standing of the UTTSG.
- 3.3. Phone and Communication Allowances.
- 3.3.1. Phone and Communication Allowances shall be approved and allocated to each Division of the UTTSG within a full term. Approval by the SGFC is required for allocation of Phone and Communication Allowances based on the financial standing of the UTTSG.
 - 3.3.2. Communication Allowance allocations shall be determined based on the interpretation by the ESG for regular correspondence costs levied against the Divisions of the UTTSG whilst communication is being made in quest for active duty. This byelaw does not allow for any allocation of Communication Allowance for communication correspondence interpreted to be in quest for private aims.
 - 3.3.3. Phone Allowance for the ESG shall be allocated to an amount not exceeding: TT\$3,000.00 as per full term. Phone allowance shall be used to purchase, and upkeep of the mobile phone and accessories provided for use by the ESG.
 - 3.3.4. Communication Allowance for the ESG shall be allocated to an amount not exceeding: TT\$3,000.00 as per full term.
 - 3.3.5. Communication Allowance for the Chapter Guild shall be allocated to an amount not exceeding: TT\$500.00 as per full term.
 - 3.3.6. Communication Allowance request for refund shall adhere to all provisions of this byelaw and gain approval by the SGFC based on the



financial standing of the UTTSG. Request for refund shall must be made within 14days from the date cost of correspondence was incurred.

3.3.7. The ESG reserves the right to restrict allocation amount of Phone and Communication Allowances, and to allow provisions for additional allocations beyond the maximum amount set by this byelaw based on advice from the SGFC with respect to the financial standing of the UTTSG.

3.4. Gratuity.

3.4.1. Approval by the SGFC is required for allocation of Gratuity based on the financial standing of the UTTSG.

3.4.2. Gratuity shall be determined based on the UTTSG Constitutional provisions. Allocations shall be determined based on a calculation method approved by the ESG. This byelaw does not allow for any allocation of partial awards of Gratuity as incumbent must complete full term of office.

3.4.3. An Elected Officer who demits office prior to completion of regular term of office, by means of resigning, suspension, or removal shall not normally receive Gratuity.

3.4.4. An Elected Officer who may have matriculated to another Division of the UTTSG or matriculated to another Chapter within the same Division where that matriculation occurs within an incomplete term of the prior position the Award of Gratuity shall be calculated based on the Office served in for most of the regular term of office.

3.4.5. An Elected Officer who may have officially appointed to act full term in the capacity of another Elected Officer in another Division of the UTTSG or another Chapter within the same Division where that acting occurs outside the provisions of roles, responsibilities and duties outlined in the UTTSG Constitution or Byelaws the award of Gratuity shall be calculated based on the Office that has the higher allowable limit and not the two.

3.4.6. Gratuity for Elected Officers of the ESG shall be allocated to an amount not exceeding:

3.4.6.1. TT\$3,000.00 for ESG President.

3.4.6.2. TT\$2,500.00 for ESG Vice President.

3.4.6.3. TT\$2,500.00 for ESG Treasurer.

3.4.6.4. TT\$2,000.00 for other Elected Officers of the ESG.

3.4.7. Gratuity for Elected Officers of the Chapter Guild shall be allocated to an amount not exceeding:



- 3.4.7.1. TT\$2,000.00 for Chapter President.
- 3.4.7.2. TT\$1,500.00 for Chapter Vice President.
- 3.4.7.3. TT\$1,500.00 for Chapter Treasurer.
- 3.4.7.4. TT\$1,000.00 for other Elected Officers of the Chapter Guild.
- 3.4.8. The ESG reserves the right to restrict allocation amount of Gratuity based on advice from the SGFC with respect to the financial standing of the UTTSG.
- 3.5. Meal Allowance.
 - 3.5.1. Meal Allowance shall be approved and allocated to each Elected Officer of the UTTSG within a full term. Approval by the SGFC is required for allocation of Meal Allowance based on the financial standing of the UTTSG.
 - 3.5.2. Meal Allowance allocations shall be determined based on the interpretation by the ESG for regular meal costs levied against the Elected Officer of the UTTSG whilst on active duty. This byelaw does not allow for any allocation of Meal Allowance for meal cost interpreted to be for private aims.
 - 3.5.3. Meal Allowance for an Elected Officer of the ESG shall be allocated to an amount not exceeding: TT\$500.00 as per full term.
 - 3.5.4. Meal Allowance for an Elected Officer of the Chapter Guild shall be allocated to an amount not exceeding: TT\$300.00 as per full term.
 - 3.5.5. Meal Allowance request for refund shall adhere to all provisions of this byelaw and gain approval by the SGFC based on the financial standing of the UTTSG. Request for refund shall must be made within 14days from the date cost of meal was incurred.
 - 3.5.6. The ESG reserves the right to restrict allocation amount of Meal Allowances, and to allow provisions for additional allocations beyond the maximum amount set by this byelaw based on advice from the SGFC with respect to the financial standing of the UTTSG.
- 3.6. Petty Cash Fund.
 - 3.6.1. Petty Cash Fund shall be approved and allocated to each Division of the UTTSG within a full term. Approval by the SGFC is required for allocation of Petty Cash Fund based on the financial standing of the UTTSG.
 - 3.6.2. Petty Cash Fund for the ESG shall be allocated to an amount not exceeding TT\$6,000.00



- 3.6.3. Petty Cash Fund for the Chapter Guild shall be allocated to an amount not exceeding TT\$5,000.00.
- 3.6.4. The SGFC shall declare a policy to manage the request and reimbursement of the Petty Cash. This policy shall also direct the expenditure of Petty Cash by the divisions of the UTTSG.
- 3.6.5. The ESG reserves the right to restrict allocation amount of Petty Cash Fund based on advice from the SGFC with respect to the financial standing of the UTTSG.

Supplier/ Employee Payment.

4. UTTSG shall follow the guidelines as stated within its UTTSG Constitution, its Byelaws and policies as it pertains to expenditure involving Supplier/ Employee Payment based on advice from the SGFC. This Byelaw provides guidelines for the following Supplier/ Employee Payments that are contracted by the UTTSG:
 - 4.1. Payments must be made via cheque, Bank Transfers and Credit Card. Except payments made through Petty Cash, or cash flow kept at approved holdings of the UTTSG.
 - 4.2. Payments must be made payable in the name of the supplier or employee unless otherwise stated on the supplier's invoice or contract of service.
 - 4.3. Payments involving cash transactions should not normally exceed TT\$3,000.00.
 - 4.4. Payments involving V.A.T. or other taxes must accompany a company's V.A.T. registration number clearly stated on the supplier's invoice or contract of service.
 - 4.5. Payments made in excess of TT\$50,000.00 shall only be made in the name of a company.
 - 4.6. Payments to be made for an advance on products and or services to be provided to the UTTSG shall not exceed a deposit of 60% prior to delivery and the final payment issued no more than thirty (30) days after delivery.
 - 4.7. Products and or Services provided to the UTTSG on Credit shall normally be paid in Full.
 - 4.8. Credit purchases shall not normally exceed TT\$50,000.00 by the ESG and TT\$10,000.00 by any Chapter Guilds
 - 4.9. Fees applicable for payments to be made via bank Transfer or Certified Cheque shall be charged to the respective account of the UTTSG.

Auditing.

5. UTTSG shall provide its accounts and financial statements to be audited in accordance with the UTTSG constitution. This Byelaw provides for the guidelines for such Auditing.



5.1. Internal Audits.

- 5.1.1. All UTTSO accounts and financial statements prepared by the SGFC shall be submitted to the UTT Internal Audit Manager or similar office for annual review and audit as directed by the ESG President. Submitted at least once within the ESG Tenure.
- 5.1.2. Reports and Recommendations made by the Audit Report shall be submitted to the SGFC as guidance to operational enhancements.
- 5.1.3. Audited Financial Statements should be made available to the Membership in addition to any other provision made possible by the UTTSO Constitution and Byelaws.
- 5.1.4. Any Cost associated with undertaking an Internal Audit Report may be negotiated between the UTTSO and the UTT.

5.2. External Audits.

- 5.2.1. The ESG President on advice from the SGFC/ ESG Treasurer may direct that in lieu of an Internal Audit that all UTTSO accounts and financial statements prepared by the SGFC shall be submitted to a recognized and credible external Auditor. This may also be done in supplement or in compliment to an Internal Audit.
- 5.2.2. Reports and Recommendations made by the Audit Report shall be submitted to the SGFC as guidance to operational enhancements.
- 5.2.3. Audited Financial Statements should be made available to the Membership in addition to any other provision made possible by the UTTSO Constitution and Byelaws.
- 5.2.4. Any Cost associated with undertaking an External Audit Report must be fitted by the UTTSO.

Financial Request and Financial forms.

6. All parties requesting allocation of UTTSO finances must do so using the official forms of the UTTSO. Available online via MYPortal or any UTTSO office, and SDU office.
 - 6.1. The SGFC shall declare a policy to manage the request and reimbursement of the UTTSO finances. This policy shall also direct the expenditure of finances by the parties requesting allocation.
 - 6.2. The Official financial documents of the UTTSO are as follows, copies are provided in the appendix of this Byelaw:
 - 6.2.1. Event Proposal Form – an event is anything that requires financial allocation from the UTTSO e.g. goods, services, or party. This form is mandatory for any request for financial allocation by the UTTSO. The



form provides for the party to detail their event and its consideration made towards its success. It allows the party to describe the event, its budgetary allocation, suppliers to the event and consideration to choosing suppliers, and an event checklist etc.

- 6.2.2. Purchase Order Form – an approved event can use a purchase order as proof that payment would be issued to a supplier by the UTTSO. Purchase Order Forms must be filled out for each supplier for an event and must correspond to a supplier's proof of sale document, e.g. invoice, or sales receipt.
- 6.2.3. Service Order Form - an approved event can use a service order as proof that payment would be issued to a supplier by the UTTSO. Service Order Forms must be filled out for each service provider for an event and must correspond to a service provider's proof of service document, e.g. invoice, or sales receipt.
- 6.2.4. Expenditure Reimbursement Form – this form is available for events that were approved but finances were not made available at the time of the event, however suppliers/ service providers to the event were paid via alternative arrangements authorized by the ESG. Note, this nor any provision made in this Byelaw, other Byelaws or the UTTSO Constitution allows for the use of personal funds being used to fulfil any approved purchases.
- 6.2.5. Petty Cash Reimbursement Form – this form is available for request to replenish the Petty Cash Fund allocations for the Divisions of the UTTSO. The form provides for the Division to document details of a brief statement of the Petty Cash Books, and the reimbursement amount.

Assets.

7. In accordance to the UTTSO Constitution all assets owned by the UTTSO shall be governed by the provisions of this Byelaw. Nothing in this Byelaw restricts any provisions set in governing the Assets of the UTTSO.
 - 7.1.Assets includes any property, items, or space owned by or under the control of the UTTSO. For example, merchandise, furniture, office supplies, computers, Student Activity Rooms, vehicles etc.
 - 7.2.Proof of ownership of all Assets owned by the UTTSO, shall be documented by the SGFC and records of which held by the ESG Treasurer.
 - 7.3.UTTSO Assets shall not be used for personal gain or for the benefit of Non – Members.



- 7.4.UTTSG Assets transferred between divisions or membership, whether temporary, on loan, or permanent shall be documented using the Asset Transfer form (see Appendix). All Transfers must be approved by the ESG and reviewed by the SGFC.
- 7.5.UTTSG Assents that are being transferred for revenue, such transfers shall be approved by the SGFC.
- 7.6.Transfers on loan shall not normally be beyond 60 days continuously.
- 7.7.Movement or relocation of UTTSG assets must be recorded using the Asset Transfer Form and submitted to the ESG Treasurer.
- 7.8.Where UTTSG Assets are in personal possession off campus outside of approved transfer (loan) period, every attempt must be made to return assets to the nearest UTTSG office within 14days after which the party on the Transfer form would be made to pay cost for the replacement of the Asset.

Financial Misconduct.

8. In accordance to the UTTSG Constitution Financial Misconduct shall include any act by a Member or Non-Member that has been entitled any allocation of UTTSG Finance and uses that allocation besides its intended purpose.
 - 8.1.The SGFC shall call any Member or Non-Member on suspicion of Financial Misconduct to a preliminary hearing. Following which the SGFC shall advise the ESG President on the actions or recommendations to be taken.
 - 8.2.Actions/ Recommendations to a Member or Non-Member suspected to be guilty of Financial Misconduct may include:
 - 8.2.1. Member, if an Elected UTTSG Officer, sent to UTTSG Discipline Committee for further investigations.
 - 8.2.2. Guilty Member be referred to the UTT Student Misconduct Panel.
 - 8.2.3. Guilty Member/ Non-Member made to repay the UTTSG including interest or any expenses incurred in recovering the funds.
 - 8.2.4. Non – Member referred to the UTT Legal department for appropriate action on behalf of the UTTSG.
 - 8.3.The ESG President reserves the right to defer an action or recommendation made in relation to a Financial Misconduct matter under extenuating circumstances involving the case.
 - 8.4.In any event if the member under suspicion of financial misconduct is the ESG President the SGFC shall call a preliminary hearing. Following which the SGFC shall advise the Senior Manager of Student Support Services or similar office on the actions or recommendations to be taken.



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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.