

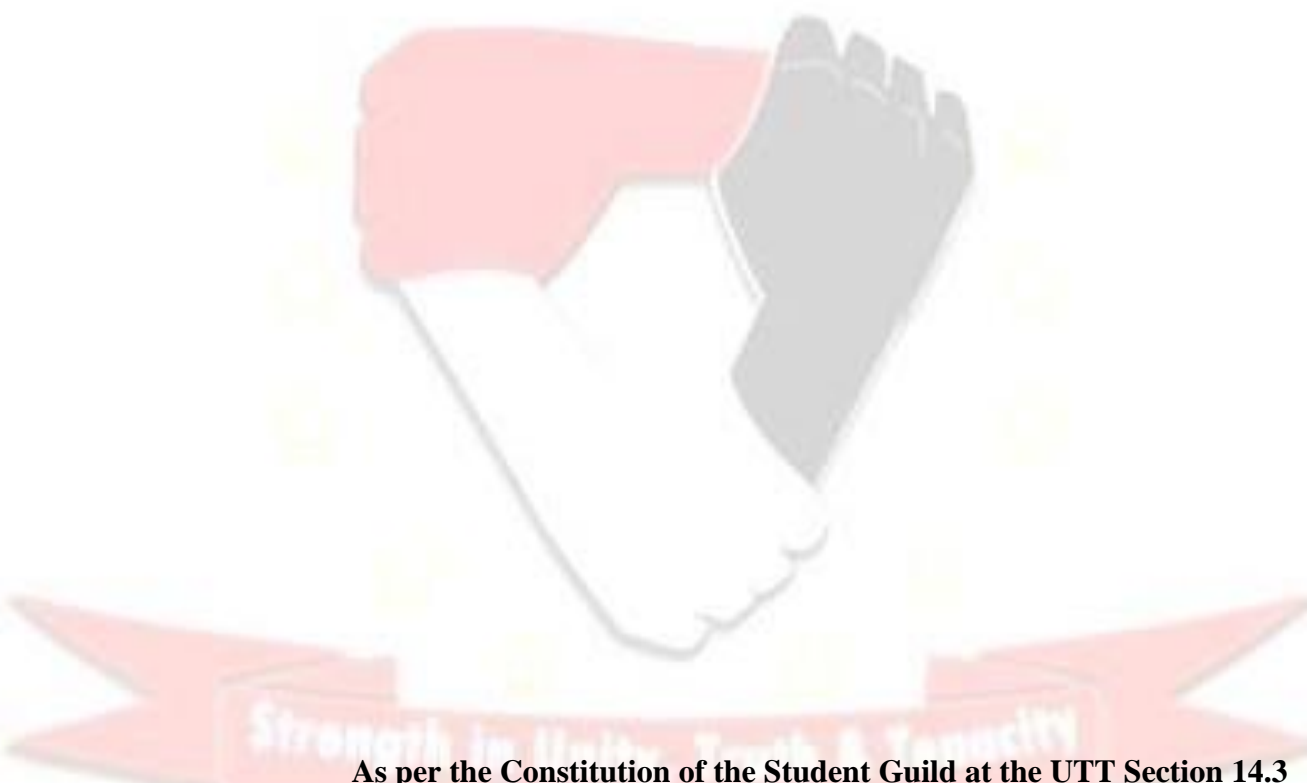


The Executive Student Guild at the University of Trinidad and Tobago
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THE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO

ELECTED OFFICER

REMOVAL POLICY



As per the Constitution of the Student Guild at the UTT Section 14.3
with effect from the 25th day of March 2020
Prepared by the PPC 2019-2020

Policy: UTTSG Elected Officer Removal from Office.

This policy guides the process as per UTTSG Constitution for the removal of an Elected Officer prior to the expiration of their normal Term of Office.

Fair Warning Procedures.

The following steps are the procedures set in place for offering a fair warning to an Elected Officer suspected to be guilty of any reason for removal as per the UTTSG Constitution.

1. Any Elected Officer that may be suspected of an offence under the UTTSG Constitution that satisfies the reasons for removal shall be entitled to a fair warning.
2. A meeting must be held with the Elected Officer suspected to be guilty, any witness or witnesses, a Student Development Officer or advisor to the UTTSG Division and chaired by the Division's President.
 - 2.1. If the Elected Officer that is suspected to be guilty is the ESG President, then the VP RASA or delegate shall chair the meeting.
 - 2.2. If the Elected Officer that is suspected to be guilty is a Chapter Guild President, then the ESG President or delegate shall chair the meeting
3. A verbal warning documented only by the meeting minutes shall be given to the Elected Officer suspected to be guilty. The verbal warning shall:
 - 3.1. Give notice of, no less than fourteen (14) calendar days, pending actions that may be taken against the suspected guilty Elected Officer.
 - 3.2. Be disregarded if within the timeframe stipulated the said Elected Officer proves without doubt that the offence was not committed, is no longer valid, or has been corrected.

Ethics, Discipline and Integrity Committee.

4. Following the expiration of the timeframe stipulated via a Fair Warning, the Division's Secretary, on direction from the Division's President shall prepare a Memorandum to said Elected Officer, and to the ESG President informing them of:
 - 4.1. The Offence.
 - 4.2. Prior actions taken to correct offence.
 - 4.3. Date for written response from said Elected Officer.
5. The ESG President would convene the EDIC within five (5) working days, from the Memorandum and forward to them all relevant documentation and evidence submitted regarding the suspected Offence.
 - 5.1. If the Elected Officer is the ESG President, then the VP RASA shall convene the EDIC.
 - 5.2. The ESG President shall give the proposed date of EDIC hearing.
6. The EDIC shall allow the said Elected Officer to attend hearing in the company of either:
 - 6.1. Necessary witness.
 - 6.2. Legal advisory.



7. The said Elected Officer must inform the EDIC of any company expected to attend hearing, failure to do so may result in the company being barred from the hearing.
8. Once a hearing has been held, the EDIC would submit within 72 hours its recommendation to the ESG President or delegated authority.
9. The ESG President or delegated authority, upon recommendation from the EDIC, shall:
 - 9.1. prepare a written decision on the matter.
 - 9.2. give the written decision to the said Elected Officer within 72 hours of receiving the recommendation notice.
 - 9.3. If guilty, any such decision held by the ESG President or delegated authority must be given in writing to the Membership to which the Elected Officer represents after seven (7) working days of the written decision being received by the guilty Elected Officer.

Appeals.

10. Any Elected Officer that may have been found guilty of an offence is entitled to an appeal.
11. An appeal must be submitted in writing within five (5) working days from receiving the written decision by the ESG President.
12. An Appeal may be written to the VP RASA and the ESG President.
 - 12.1. If the guilty Elected Officer is the ESG President then the Appeal shall be submitted to The UTT BOG, UTT President, and the VP RASA.
13. Response to appeal must be made in writing within five (5) working days of receiving the appeal and may either be:
 - 13.1. To uphold the prior decision.
 - 13.2. To overturn the prior decision.
14. Any response to an appeal is considered final on that matter.

Note:

15. Any Elected Officer that was found to be innocent of an Offence or may have had a decision overturned shall be reinstated without prejudice and said offence shall not be used in anyway against the records of said Elected Officer.
16. If an Elected Officer suspected of an offence fails to adhere to any procedure within this policy, a hearing can be held, and the recommendations and decisions made shall be final.
17. If an Elected Officer suspected of an offence waiver the right to any procedure within this policy, any recommendations and decisions made are final.
18. If an Elected Officer suspected of an offence fails to stand before the EDIC, the EDIC may hold a hearing in their absence to which any recommendations and decisions made are final

This Policy and all its procedures 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.
ESG President.

Name in Full.

witness) _____

Signature.
Standing Committee Chair.