



THE UNIVERSITY OF TRINIDAD AND TOBAGO



**THE
CONSTITUTION
OF
THE STUDENT GUILD
AT
THE UNIVERSITY OF TRINIDAD AND TOBAGO**

**First Drafted in 2005
Amended in 2007
Amended in 2009
Amended in 2013
Reformed in 2020**

Effective September 2010

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PROLOGUE

The University of Trinidad and Tobago (UTT) within recent times has experienced several drastic changes of its infrastructure and governance structure, both geared towards placing the UTT in par with global higher education institutions; making it a premier University of choice for research and student interest nationally, regionally and internationally.

The Student Guild at the UTT 2018- 2020, understanding its responsibility to enhance the overall University experience of UTT students and being the formal representatives of UTT student concerns and issues, must align themselves with futuristic plans of growth and strength within the Vision of the University. Considering this, the constitution which governs the operation of the Student Guild must be reformed to reflect the changes of the University. In reforming the constitution, at consultations with the Membership at UTT, it was noted that the constitution was long-winded and contained too much legal jargon that created several misunderstandings and interpretation issues. Therefore, ensuring that all bias is eliminated and total transparency, a committee was formed, to update the constitution in a format that allows the Membership to easily comprehend this guiding document.

The Student Guild Constitution Reform Committee oversees the process of amending the constitution and ensures all opinions are considered and the revision allows for continuity and growth of the Student Guild within the UTT. The committee comprises of representative personnel from: the University's Student Development, Legal, Finance and Procurement departments, as well as The ESG, Chapter Guild Presidents and Secretaries and External Advisors.

The Reform of the Student Guild Constitution includes the enshrined rights of the UTT Membership (all enrolled students), the UTTSG's financial operations, electoral process, the UTTSG Relationship with the UTT, UTTSG Byelaws & Policies, UTTSG Organizational Chart and appurtenant documentation.

Completing the document with the above mentioned will ensure all necessary guidelines and boundaries are available to the UTTSG and the UTT to ensure the

efficient operation and continued success of the UTTSG. This process is expected to take place over the 2018- 2020 tenure. However, the establishment of the committee aids in ensuring the continuation of the process after the stipulated tenure has concluded. Thus, facilitating further development of the constitution.

Berrold Joefield

President

The Executive Student Guild

2019 - 2020

2018 - 2019

PREAMBLE

Whereas the Elected Officers of “The Student Guild at The University of Trinidad and Tobago” do hereby establish this constitution to provide leadership and vision whilst promoting student unity, holistic development and the general welfare of the students.

Whereas the Elected Officers of the University of Trinidad and Tobago Student Guild hold these truths to be self-evident;

That all students of the University of Trinidad and Tobago are created equal and are endowed by their creator with certain inalienable rights, among these: the right to life, education, liberty and the pursuit of holistic growth and development.

To outline what the ideal University/student guild relationship should look like while examining all avenues of student life and the typical rights of a student.

The Student Guild was incorporated in February 2007 and was established through the power of the President of the UTT by the direction of the Board of Governors, through Section 17 of the UTT byelaws.

The Student Guild is therefore hereby authorized to make rules for its internal management and administration, the election of its officers, the alteration of its rules and all other matters requiring regulation. No rule shall be effective until it has been approved by the guidelines stipulated within this constitution and proclamation by the Executive Student Guild President or assigned authority.

INTERPRETATION/ DEFINITION

In this Constitution –

- i. “UTT” means management of The University of Trinidad and Tobago, including its various corporate departments, academic departments, subsidiaries and representatives.
- ii. “BOG” means the Board of Governors of the UTT.
- iii. “VP RASA” means the Vice President of Research, Academics, and Student Affairs.
- iv. “Guild/ UTTSG” means the Student Guild at The University of Trinidad and Tobago.
- v. “Member/ Student” means any person who is registered as a student for any Programme of The UTT and has paid the relevant Membership Fees, also commonly referred to as a registered Student at The UTT.
- vi. “Executives” means the elected officers of the UTTSG.
- vii. “Good Academic Standing” means the cumulative grade point average as prescribed to maintain good academic standing as a student at The UTT, defined in The UTT’s Academic Regulations.
- viii. “Elected Officer” means a person who has been duly elected by Members and appointed to serve on the UTTSG.
- ix. “Membership” means the Student population, Student Body or any part thereof of The UTT.
- x. “Quorum” means the minimum number of members required at a meeting to conduct or ratify the business of the meeting, which shall for all-purposes unless

otherwise mentioned be a two-thirds representation of the members invited to said meeting.

xi. “Chapter” means a branch of the UTTSG on each campus.

xii. “ESG” means The Executive Student Guild.

xiii. “Singular” means plural and vice versa.

xiv. “Masculine” means feminine and vice versa and includes any other gender identity.

xv. “May” is used to imply that the power so conferred may be exercised at the discretion of the exercising party.

xvi. “Shall” is used to imply that the power so conferred must be exercised by the exercising party.

xvii. “General Election” means the annual elections that are held to install the UTTSG divisions.

xviii. “Petty Cash Allocation” refers to the total amount of petty cash allotted to a division within a term of office.

xix. “Petty Cash Fund” refers to the total amount of petty cash held by a division at any given point in time.

SECTION 1. NAME

The registered name of this organization shall be The Student Guild at The University of Trinidad and Tobago hereby referred to as UTTSG.

SECTION 2. PURPOSE & GOALS

The UTTSG is the officially recognized body, which represents Members at The UTT. In theory and practice, the UTTSG has almost complete autonomy in the running and management of its own affairs and premises with guidance from the office of the Student Development Unit, Student Support Services at The UTT. This includes the ability to employ staff, enter into contracts, and hold investment, as well as the running and management of our own facilities, finances, Guild Fees and the generation of income through sources other than the Guild Fees.

The UTTSG's primary function is to support and represent the Membership and fulfill our mission to 'enhance the student experience'. We ensure that Members get effective representation at The UTT in the following ways: Elected Officers and Members sitting on the University's decision-making Committees; and the Chapter Guild Representation System ensures that every Member's voice is heard consequently throughout The UTT.

The UTTSG abides by and supports the established UTT policies, rules and regulations. The UTT and by extension the UTTSG does not discriminate based on race, colour, religion, geographic origin, age, gender, sexual orientation, marital status, political affiliation or disability.

SECTION 2.1. THE PURPOSE OF THE UTTSG

(a) To provide leadership and vision whilst promoting student unity, holistic student development, and the general welfare of students without prejudice.

SECTION 2.2. THE GOALS OF THE UTTSG

(b) To plan and execute activities for the entire Membership throughout the Academic Year that ensures that all Members at The UTT are positive role models to The UTT Community, the Nation of Trinidad and Tobago and the world at large.

(c) To assist in the integration and assimilation process of the various cultures within the Membership.

(d) To heed and voice the concerns, grievances, and recommendations of the Members and to provide active representation throughout all levels of The UTT.

(e) To facilitate the Members' quest for personal growth and development.

(f) To promote the general welfare and further educational needs of the Membership.

(g) To select Members to sit on various committees as required and/or needed by the Membership or The UTT.

(h) To carry out any such duty that is necessary to the effective operation of the UTTSG.

SECTION 3. MEMBER RIGHTS AND REQUIREMENTS

SECTION 3.1. MEMBER DEFINITION

Every student of The UTT, having paid the fees prescribed in the relevant section of this constitution shall be considered a Member.

SECTION 3.2. STATEMENT OF NON-DISCRIMINATION

The UTT and by extension the UTTSg does not discriminate based on race, colour, religion, geographic origin, age, gender, sexual orientation, marital status, political affiliation or disability.

SECTION 3.3. MEMBER STATUS

(a) An Active Member will include any Member who is enrolled and registered for any UTT Programme approved by the Academic Council or applicable body of The UTT.

(b) An Honorary Member status may be conferred by the UTTSg or UTT Policy on any person who does not satisfy the requirement of a Member and has not paid fees as determined in the relevant section of the byelaw “Byelaw 5 – Finances of the Student Guild”. Honorary Member status may be awarded to any person under a contract of employment.

Honorary Member Status shall:

(1) Normally not allow such person to vote or hold an office in the UTTSg.

(2) Be approved by a Quorum of the UTTSg.

(3) Be entitled to having their fees waived at the discretion of the ESG.

SECTION 3.3. RIGHTS OF A MEMBER

Within any establishment there are rights afforded to those who are active participants

of the organization. As in the constitution of Trinidad and Tobago which outlines the rights of a citizen, this constitution shall outline the rights of a Member not withstanding any such rights afforded by The UTT.

(a) Freedom of Expression:

(1) Members shall reserve the right to freely express their views.

(2) Members may actively support any group be it political, social or otherwise.

(3) Members may openly express their support through garments or speech once the portrayed text and or graphics, are in alignment with The UTT code of conduct.

(b) Differently abled:

(1) Members shall have the same opportunities afforded to them despite their differently able capabilities.

(2) Members are to be allowed equal access to academic courses, field trips, extracurricular activities, school technology, and health services as well as the necessary accommodations are to be made for them granted The UTT was made aware of their abilities.

(c) Safety and wellbeing:

(1) Members shall always feel safe when on any UTT campus or facility. This right may be afforded to them through proper security and availability of the necessary services to ensure their wellbeing while being a Member of The UTT.

(2) Accessibility to the protective services including fire and ambulance shall be afforded by The UTT to any Member whilst on a UTT campus facility.

(d) Information and Privacy:

(1) Members must be afforded privacy and access to information if this does not encroach on the rights to information and privacy of other Members.

(e) Technology:

(1) Members shall have the right to access the necessary technology for completing their course of study at The UTT.

(2) Shall any Member be unable to acquire such technologies on their own The UTT may make these available measures through its provisions and guidelines.

(f) Diversity and inclusivity:

(1) Members shall have the right to be themselves and express such on any UTT campus despite their race, religion, sexual orientation, physical and mental capabilities, ethnicity, class, or any such similar items.

(2) Members shall have the right to actively participate in campus life without being excluded.

(g) Fair assessment:

(1) Members shall have the right to be assessed fairly without any personal bias or prejudice on work submitted.

(2) A Member must be provided the opportunity to be assessed under conditions that are on par with other higher-level education institutes similar to The UTT.

(h) Education:

(1) Members shall have access to education that includes on par faculty, academic technology, classrooms, libraries, and other resources necessary for the learning process.

(2) Members shall also be given the right to affordable education. This does not only entail tuition, but all the necessary tools required to excel in their field of study be it equipment, PPE or the necessary technologies to complete course of study.

SECTION 4. THE UTT AND UTTSG RELATIONSHIP

SECTION 4.1. UTT EXPECTATIONS

The UTT Shall:

- (a)** Provide a supportive, stimulating and effective learning environment technology, and facilities for Members, that are in accordance with good quality learning and teaching practice.
- (b)** Provide accurate, timely and useful information to Members in relation to their course of study, enrolments, policies, services, assessments and processes.
- (c)** Provide an environment free from discrimination and harassment in accordance with Commonwealth and State legislation UNHCR policies, the Trinidad and Tobago Constitution and the associated UTT policy.
- (d)** Ensure all assessment criteria and techniques used are fair and free of bias.
- (e)** Provide fair, transparent and efficient complaints, grievances and appeals procedures such that students can voice their concerns using avenues such as the UTTSG. In that, The UTT shall ensure the UTTSG is well informed and invited to sit on panels which involve students and their need for representation.

SECTION 4.2. MEMBERSHIP EXPECTATIONS

Members shall:

- (a)** Actively Participate in the educational, social and cultural life of The UTT and assist with making The UTT space and life, something they want to be a part of.
- (b)** Commit fully to their own learning including taking responsibility for monitoring their own progress.
- (c)** Respect all Members, staff, property, and facilities of the UTT community and support an environment free from discrimination and harassment in accordance with UNHCR, The Trinidad and Tobago Constitution and all UTT policies.

- (d) Acknowledge that The UTT is the National University of Trinidad and Tobago and strive to upkeep a standard fit to that of the National University.
- (e) Provide honest and constructive feedback about their academic programs and participate in the continuous quality assurance processes of The UTT.
- (f) Acquaint themselves with UTT policies and procedures relevant to their enrolments and course of study and adhere to the rules and regulations of The UTT as they apply to students.
- (g) Take full responsibility for meeting reasonable attendance requirements as well as uphold academic honesty and ensure all work presented is unique and belongs solely to them as determined by The UTT.

SECTION 4.3. THE UTT, UTTSG RELATIONSHIP

SECTION 4.3.1. THE UTT AGREEMENT.

The UTT hereby agrees that the UTTSG will reasonably make all arrangements to:

- (a) Acknowledge the UTTSG as the formal representative body of the Members at the UTT.
- (b) Fully endorse the UTTSG and aid its functioning in all capacities if it provides for such under the policies of The UTT.
- (c) Give right to actions and hearing of motions passed by its Members to the relevant offices of The UTT within the policies of The UTT.
- (d) Provide necessary services to the UTTSG as it would with any other internal unit of The UTT. These services include but are not limited to:
 - (1) Oversight and the necessary guidance in its affairs.
 - (2) Legal Aid.
 - (3) Financial advice and accounting services.
 - (4) Operating facilities.
 - (5) Technologies.
 - (6) Stationery and printing.
- (e) Support all major UTTSG events and initiatives providing

necessary resources within the guidelines of The UTT Policies.

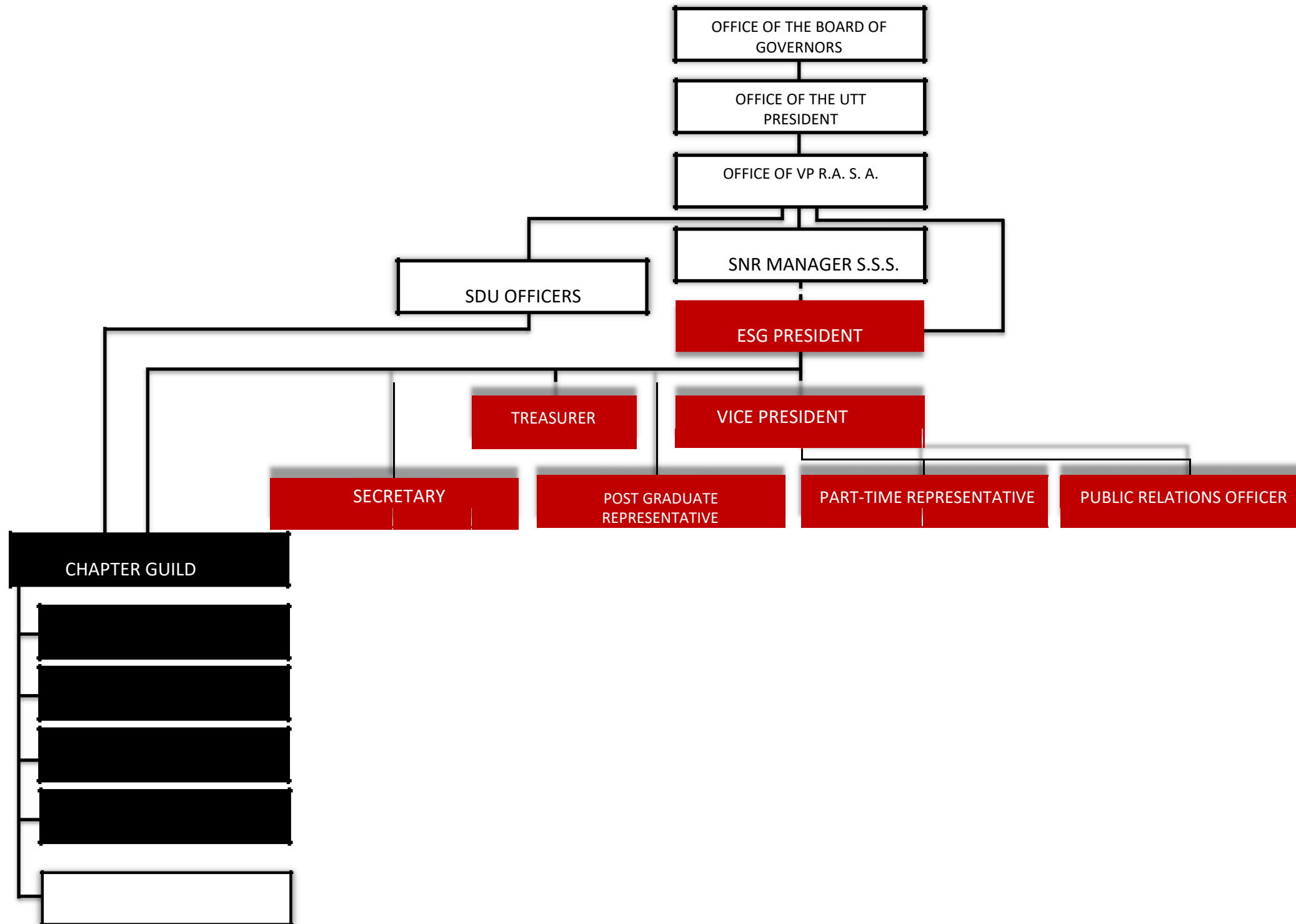
SECTION 4.3.2. THE UTTSG AGREEMENT.

The UTTSG hereby agrees that The UTT will reasonably make all arrangements to:

- (a) Be the formal representative body and provide advocacy to its Members and to do so within guidelines of The UTT policies.
- (b) Provide avenues for the holistic development of its Members and to enhance the overall University life and experience of its Members through its various events, activities and initiatives.
- (c) Collaborate with The UTT to implement policies and reform existing policies to ensure the best interest of its Members and to support various initiatives of The UTT within the constraints of the UTTSG.
- (d) Provide to The UTT the necessary reports of its operations as directed to the designated authority within The UTT.

SECTION 4.3.3. THE ORGANIZATIONAL RELATIONSHIP OF UTTSG AND THE UTT.

**THE UNIVERSITY OF TRINIDAD & TOBAGO STUDENT GUILD (UTTSG)
ORGANIZATIONAL STRUCTURE**



SECTION 5. ESTABLISHMENTS OF THE UTTSG DIVISIONS

SECTION 5.1. ESTABLISHMENT OF THE ESG

The government, control and administration of the UTTSG, shall be entrusted to a body of Elected Officers which shall be known as the Executive Student Guild at The University of Trinidad and Tobago hereby referred to as the ESG.

The ESG shall:

- (a)** Promote, foster and develop the educational, social, cultural, political and economic interests of its Members to the UTT, the national and international community.
- (b)** Set up Standing, Special or Advisory Committees. Such Committees shall be under the control of and make reports to the ESG at times directed by the ESG.
- (c)** Give approval to the Constitution, Policies and Byelaws of the UTTSG and any such club or society in the UTT which may apply from time to time for recognition and/or funding by the UTTSG.
- (d)** Make Byelaws as hereafter provided.
- (e)** Have the authority to make, vary and terminate contracts for and on behalf of the UTTSG within the parameters of The UTT and UTTSG financial policies or any other applicable rules or guidelines.
- (f)** Have such other powers as are not therein specifically conferred, but which are necessary for the good performance of the UTTSG and are not conferred by this Constitution on any other body.

SECTION 5.2. ESTABLISHMENT OF THE CHAPTER GUILD

The management of the daily affairs and operations of the UTTSG at all UTT main Campuses and or its Programme groupings shall be entrusted to bodies of Elected Officers which shall be known as the Chapter Guilds.

The Chapter Guild Shall:

- (a)** Represent the views and situation of the Members to the ESG and to The UTT where applicable.
- (b)** Create petitions and submit motions and/or proposals to the ESG in accordance with Section 2 of this constitution.
- (c)** Fulfill directives and decisions made by the ESG.
- (d)** Host on behalf of the UTTSG its Membership meetings.

SECTION 6. ESTABLISHMENT OF THE ELECTED OFFICERS OF THE UTTS

The Divisions of the UTTS shall have Elected Officers as deemed necessary to lead the direction of the UTTS and assist in its effective functioning.

SECTION 6.1. ELIGIBILITY CRITERIA FOR ELECTED OFFICERS OF THE UTTS.

- a) Must be in good academic standing as prescribed by the UTT, in addition to the following:
 - (1) An Elected Officer of the ESG must have and maintain a cumulative GPA of equal to or greater than 2.7.
 - (2) An Elected Officer of the Chapter Guild must have and maintain a cumulative GPA of equal to or greater than 2.3.
 - (3) An Elected Officer that may have matriculate into another program, their last known cumulative GPA may be considered.
- b) Must be an Active Member.
 - (1) In the case of an Elected Officer of the Chapter Guild: An Elected Officer must be enrolled on the Campus in which they ought to represent.
- c) Must not have been found in breach of any UTT regulations determined by the UTT Disciplinary Committee.
- d) Must not have been found in breach of any UTTS Constitutional guidelines determined by the relevant UTTS Disciplinary Committee/ Body.
- e) Shall not be Graduating within their tenure, except where they have

been accepted into another approved UTT academic program and is expected to matriculate into that program within said tenure.

f) Members who hold office in any student club or student organization that may constitute a conflict of interest within the UTTSG cannot hold office as an Elected Officer of the UTTSG and must resign from former office once appointed as an Elected Officer.

(1) The above also applies to an Elected Officer serving within a Division of the UTTSG and is appointed as an Elected Officer within another Division of the UTTSG.

SECTION 7. UTTSB TERMS OF OFFICES

SECTION 7.1. ELECTIONS

- (a) The UTTSB, through the direction of the ESG President shall call for Elections for vacant positions within the Divisions of the UTTSB.
- (b) The ESG shall establish an Elections Authority who shall have the responsibility of managing all matters of Elections called by the ESG President.
- (c) General Elections shall be called to fill vacant positions within Divisions of the UTTSB annually from the date of the last known General Elections.
- (d) Any other Elections may be called based on the requirements of the UTTSB but shall not be within four (4) months before nor after the General Elections due date.
- (e) An Elected Officer is duly appointed after securing the majority of votes casted in an Election and have been trained and duly inaugurated.

SECTION 7.2. VACANT POSITION.

An Elected Officer position may be deemed vacant if the holder of that position:

- (a) Has passed away.
- (b) Is permanently incapacitated by mental or physical ill health.
- (c) Resigns in accordance with the UTTSB Constitution.
- (d) Is removed from Office in accordance with the UTTSB Constitution.
- (e) Is no longer eligible to hold a position on the UTTSB.

SECTION 7.3. FILLING VACANT POSITIONS.

- (a) If an Elected Officer position is deemed vacant within four months of that position being filled by an Election the ESG President may:
 - (1) Appoint a member eligible to hold an Elected Officer position into that position.
 - (2) Call for an election for that position to be held.
- (b) If the Elected Officer position deemed vacant is that of the ESG President:
 - (1) The ESG Vice President is automatically appointed to the position.
 - (2) If, however, the ESG Vice President position is also vacant then

the ESG Treasurer automatically fills the vacant position of ESG President.

(3) It can however, be decided by an absolute majority vote of the UTTSG to call an Election to fill the vacant position of ESG President in lieu of the above.

SECTION 7.4 TERMS OF OFFICE

(a) The term of office for each Elected Officer position appointed following a General Election shall be 12 months from the date of appointment.

(b) The term of office for an Elected Officer appointed to fill a vacant position following any other election or appointment other than a General Election shall be up until the due date of the next appointment following the next General Elections to be held.

SECTION 7.5. RESIGNATIONS

(a) An Elected Officer may tender their resignation from a position by notifying the ESG President in writing.

(b) A resignation becomes effective the day after it is acknowledged by the ESG President, or on a date nominated by the person resigning.

(c) If the resignation is from the ESG President, then the VP R.A.S.A. or similar office must be notified in writing.

SECTION 7.6. REMOVAL FROM OFFICE

(a) An Elected Officer may be removed from office before the expiration of their term of office for any of the following:

(1) Commits an Offence under the UTTSG Constitution, Byelaws, and Policies.

(2) Commits an Offence under the UTT rules and regulations.

(3) Is absent for more than three UTTSG Meetings in the same year, of which he or she has received notice, without tendering a reasonable excuse to the Chair at each of those UTTSG Meetings.

(4) By Membership petition for removal submitted to the ESG

President or assigned authority where applicable.

(5) Shows blatant disregard for office characterized by:

i. Misconduct, both in actions and words.

ii. Non-performance graded by appropriate measure of performance appraisal decided on by the ESG.

(b) Removal from office shall follow a policy to be established by the ESG President.

(c) Removal from office shall imply that a Member automatically waives all rights usually afforded to an Elected Officer of the UTTSG, but not the rights of a Member.

SECTION 8. UTTSG ADVISORS

- (a)** The UTTSG shall contract advisors to assist in guidance in its operations where deemed necessary by the ESG. An Advisor shall provide service that is not normally possessed within the UTTSG and is necessary towards its efficient operations.
- (b)** An Advisor may be:
- (1)** A full-time faculty, senior administrative staff member, Unit or department of The UTT.
 - (2)** Any person or company contracted by the ESG to provide advisory services to the UTTSG.
 - (3)** Any unit or department of The UTT that provides a specialty service, that is, where this service is not commonly available within The UTT.
 - (4)** Contracted over a period no less than one (1) year – not exceeding five (5) years.
- (c)** An Advisor may attend meetings to which their services are deemed necessary by the ESG, but not allowed to vote.

SECTION 9. UTTSG MEETINGS

- (a)** The UTTSG shall host meetings within its Divisions that are necessary towards keeping with its purpose and goals.
- (b)** Meetings shall follow a procedure set by the ESG including frequencies, terms of references and agenda.
- (c)** Members must be given at least 72hours notice of meeting's including date, time, location, and agenda.
- (d)** The UTTSG shall provide opportunities of no less than once per semester for Membership meetings on each campus, for Members to put forward its resolutions.
 - (1)** Mass Membership Meetings involving multiple Campuses of the UTT shall be afforded no less than once per Academic Year.
 - (2)** Membership meetings may be called by a petition submitted to the Chapter Secretary signed by 60% of that Chapter Guild's Campus Membership.
 - (3)** Mass Membership meetings may be called by a petition submitted to the ESG Secretary signed by 60% of the UTT Membership.
- (e)** Meetings are only official if it meets an attendance quorum of 30% of its Membership, unless otherwise indicated by the chair of that meeting.
- (f)** The UTTSG shall make available official minutes of all meetings held and make available these minutes to those invited.

SECTION 10. ESTABLISHMENT OF STANDING COMMITTEES

- (a)** The UTTSG shall form select Standing Committees of Elected Officers with the purpose of effectively managing a constitutional purpose that aids in the efficient functioning of the UTTSG.
- (b)** The ESG shall establish Standing Committees as it deems necessary.
- (c)** All Standing Committees shall have:
 - (1)** An appointed Chair.
 - (2)** No less than one (1) appointed Advisor.
 - (3)** Scheduled meetings in accordance with this constitution.
- (d)** All Standing Committees shall be accountable to the ESG and shall submit reports of their activities to the ESG, as directed by the ESG President.
- (e)** Nothing within this provision allows for any Standing Committees to act independently or on behalf of the UTTSG.

SECTION 11. FINANCES

The UTTSO is required as reasonably possible to adopt and comply with accounting and procurement standards under any national statute.

SECTION 11.1. MEMBERSHIP FEES

- (a)** Membership Fees shall be collected by The UTT on behalf of the UTTSO upon enrollment of its Members.
- (b)** Membership Fees shall be used to cover the operational expenses of the UTTSO as it aims to fulfil its purpose & goals.
- (c)** The UTTSO shall advise the BOG on the specified fee amount to be set and collected on its behalf.
 - (1)** The amount shall be determined by the ESG on advice from the Standing Committee granted with such task.

SECTION 11.2. UTTSO ACCOUNTS

- (a)** All monies belonging to the UTTSO shall be:
 - (1)** Deposited into approved storage and financial holdings such as:
 - i.UTT control account.
 - ii.UTTSO established bank accounts.
 - iii.UTTSO Safe.
 - (2)** Disbursed by the authorized account signatories:
 - i.The main signatory shall be the ESG Treasurer.
 - ii.The secondary signatory shall be ESG President.
 - iii.The supplementary signatory shall be the ESG Vice President or an authorized signatory of The UTT agreed upon by the ESG.
- (b)** All accounts of the UTTSO shall be presented to the office of the UTT Financial Controller or similar office at least once per Academic year unless otherwise directed by the ESG.

(c) The UTTSG shall establish a Standing Committee tasked with the management of its financial affairs, including approving all financial transactions of the UTTSG, reports and budgets.

SECTION 12. PROPERTY

(a) Property of the UTTSOG shall include all assets that have been procured through finances belonging to the UTTSOG including all property under its control and those acquired through donation or lease.

(b) Responsibility for property of the UTTSOG shall be conferred on the ESG Treasurer, or any other Elected Officer deemed responsible by the ESG.

(1) The responsible Elected Officer shall:

i. keep and record an inventory of all UTTSOG properties.

ii. provide a report on the inventory to the ESG at least once per academic year.

(c) All the property of the UTTSOG shall be stored on a UTT Campus.

(d) No property of the UTTSOG shall in whole or in part be distributed or appropriated by the Membership and The UTT without the consent of the ESG.

SECTION 12.1. USE OF PROPERTY

(a) UTTSOG property shall be used for the furtherance of the goals and purpose of the UTTSOG.

(b) The ESG shall establish a procedure through a Standing Committee responsible for the management of its properties, including leasing, maintenance, repairs and sales of its property.

(c) Misuse of UTTSOG Property shall be considered as a financial misconduct and the procedures stipulated by the byelaw "Byelaw 5 – Finances of the Student Guild." Misuse includes damages, loss, theft etc.

SECTION 13. DISSOLUTION OF THE UTTSG

(a) If for varying reasons the Membership resolves that there is a lack of confidence in the ability of the UTTSG or any of its divisions to fulfil its purpose and goal, for any term of office, a resolution to dissolve the UTTSG or relevant division can be submitted by a petition signed by 65% of the relevant Membership.

(b) The submission must be made to the ESG except in the case where the resolution is brought about to dissolve the ESG or the UTTSG then it must be submitted to the office of the VP R.A.S.A.

(1) The ESG or VP R.A.S.A. shall arrange the necessary meetings with the Membership to discuss the resolution.

(2) If the resolution has been passed with an absolute majority at relevant meetings, the dissolution would take effect immediately.

(c) If the UTTSG is dissolved its Property and Finances shall be temporarily transferred under the control of The UTT until a new UTTSG has been installed.

SECTION 14. AMENDMENTS

Amendments approved by the applicable authority shall be made available to the relevant voting bodies no less than Seven (7) calendar days before an actual vote can be convened on said amendment.

SECTION 14.1. THE UTTSG CONSTITUTION

The UTTSG reserves the right to make amendments to its constitution as it deems necessary in accordance with The UTT byelaw.

(a) Any Elected Officer of the UTTSG may submit a proposed amendment in writing to the ESG President for consideration by the Standing Committee tasked with managing amendments to the UTTSG.

(b) A proposed amendment to the UTTSG Constitution, submitted by a Member, must accompany a signed petition of at least 5% of the entire Membership in writing to the ESG President for consideration.

(c) An amendment to the UTTSG Constitution must:

1. Be passed by a vote of 65% in favor by the Elected Officers of the UTTSG.
2. Be presented to The UTT BOG for proclamation of its effective date of implementation.
3. Be in effect by the date agreed upon by the ESG President.
4. Remain in effect and shall not be revised within three (3) years from date of effect, unless repealed.

(d) A repeal must follow all requirements as an amendment and shall take effect immediately.

SECTION 14.2. UTTSG BYELAWS.

(a) The ESG shall create and make amendments to its Byelaws as it deems necessary. Byelaws are created to guide the operations of the UTTSG as required by the UTTSG Constitution.

(b) A Byelaw cannot contradict any provision provided within the UTTSG Constitution or the UTT Regulations or Byelaws. Any section of a Byelaw that contradicts any of the above shall be null and void.

(c) A proposed amendment to any UTTSG Byelaw, submitted by an Elected Officer of the ESG, must accompany a signed petition of at least 5% of the UTTSG in writing to the ESG President for consideration.

(d) A new UTTSG Byelaw or an amendment to an existing UTTSG Byelaw must:

1. Be passed by a vote of 65% in favor by the Elected Officers of the ESG.
2. Be presented to The UTT VP RASA or similar office for proclamation of its effective date of implementation.
3. Be in effect by the date agreed upon by the ESG President.
4. Remain in effect and shall not be revised within two (2) years from date of effect, unless repealed.

(e) A repeal must follow all requirements as an amendment and shall take effect immediately.

SECTION 14.3. UTTSG POLICIES

(a) The UTTSG through its various standing committees shall create and make amendments to its Policies as it deems necessary. Policies are created to provide procedures set forth by duties required by the UTTSG Constitution and Byelaws.

(b) A Policy cannot contradict any provision provided within the UTTSG Constitution or the UTT Regulations or Byelaws. Any section of a Policy that contradicts any of the above shall be null and void.

(c) A proposed amendment to any UTTSB Policy, submitted by an Elected Officer appointed to the relevant UTTSB Standing Committee, must accompany a signed petition of at least 5% of the relevant UTTSB Standing Committee in writing to the ESG President for consideration.

(d) A new UTTSB Policy or an amendment to an existing UTTSB Policy must:

1. Be passed by a vote of 65% in favor by the Elected Officers appointed to the relevant UTTSB Standing Committee.
2. Be presented to the ESG President for proclamation of its effective date of implementation.
3. Be in effect by the date agreed upon by the ESG President.
4. Remain in effect and shall not be revised within one (1) year from date of effect, unless repealed.

(e) A repeal must follow all requirements as an amendment and shall take effect immediately.

This Constitution 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 Board of Governors.

Name in Full.

witness) _____

Signature.
UTT President.

Name in Full.

witness) _____

Signature.
UTT VP RASA.

Name in Full.

witness) _____

Signature.
ESG President.