



PREAMBLE

The students of the Northern Caribbean University have a common concern and believe that God is Ruler of all things. Unity in diversity makes us stronger, and unified student voice helps us all to encourage the Christian values that demonstrate the ethos of the University. We pledge to uphold and maintain the standards of the University, by practicing and promoting the use of one's body and time for God. We encourage student pride in our institution, and aim to increase unity and co-operation among the student body as we provide for the efficient operation of this organization and the fulfilment of its aims.

WE, THE DEMOCRACY OF SUCH A NOBLE INSTITUTION HEREBY

ESTABLISH **THE UNITED STUDENT MOVEMENT (USM)**

AS THE STUDENT GOVERNMENT OF

NORTHERN CARIBBEAN UNIVERSITY (NCU)



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ARTICLE I

NAME AND ESTABLISHMENT OF THE UNITED STUDENT MOVEMENT

Section 1

We, the students of the Northern Caribbean University (NCU), form the United Student Movement (USM) that will act in all our interests, abiding by the principles of the Seventh-day Adventist Church, which includes truth, fairness, goodwill and justice. This body arose out of the Working Policy of the Seventh-day Adventist Church and the University's Charter. Therefore this body will be the *Student Government* of the *said* University, and will be called the *United Student Movement (USM)*.

Section 2

The United Student Movement is a permanent and continuously organized body with authority vested in its representatives and elected officers and officials.

Section 3: Mission Statement

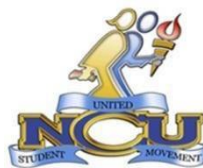
The United Student Movement exists to serve the students and to promote holistic development by engaging in advocacy on their behalf and initiating and facilitating opportunities for them to develop socially, academically and spiritually; thereby, fashioning accountable nation builders

Section 4

The United Student Movement shall empower an Executive, Legislative, Judicial and Standing Committee Division of the USM Governing Body. The supervision of these Committees will be the responsibility of the Executive Council.

Section 5

The official insignia of the USM is the Emblem symbol; along with the name used Crest. Below are the USM Emblem and Crest.



NORTHERN CARIBBEAN UNIVERSITY





Section 5.1: The United Student Movement Emblem shall be used as the logo on all official documents which are sent outside of the University. The logo of the University will appear on all documents circulated and sent out by the United Student Movement.

Section 5.2: The United Student Movement Crest, along with the University's logo, is to be used as the official insignia on internal documents, circulated by the United Student Movement. The University's letterhead will be used for all written communication that is circulated outside of the University.

Section 6

The Motto of the United Student Movement will read:

“Unite With Us... Together We Achieve”

Section 7

There will be four houses organized for the purpose of sporting activities. The House Emblems are the official symbols used in reference to the Houses. Below are the names and emblems for each house.



ARTICLE IB

DEFINITION OF TERMS USED IN THE CONSTITUTION

1. *USM* refers to the United Student's Movement.
2. *Standing Committee* refers to a “permanent committee meeting regularly (Concise Oxford Dictionary Tenth Edition, Revised)
3. *Academic Council* refers to a standing committee of the USM chaired by its VP of Academic Affairs.
4. *University Administrative Council* refers to that body of the Northern Caribbean University (NCU), chaired by the university's President, and having the following responsibilities:
 - a. “Participates in the planning and execution of major university matters
 - b. Advises the President on matters that he presents to it



- c. Acts on recommendation of cabinet.”
 (Northern Caribbean University Standing Committees 2013-2014. p3).
5. *Council* refers to the official executive body of the USM.
 6. *Freshman* refers to a first year NCU Student determined by the number of credits completed by the student.
 7. *The Hilltop Trumpet* refers to the official news publication of the USM.
 8. *Junior* refers to a third year NCU student determined by the number of credits completed by the student.
 9. *MO* refers to Member Organizations which are those bodies that are formed and considered to operate under the direction of the USM.
 10. *The Movement* refers to the USM.
 11. *The Palm Leaves* refers to a school yearbook publication of the USM.
 12. *Senior* refers to a fourth or final year NCU student determined by the number of credits completed by the student.
 13. *Sophomore* refers to a second year NCU student determined by the number of credits completed by the student.
 14. *USM Judiciary* refers to the body composed of the USM Student Senate with responsibility to judge disciplinary and other matters pertaining to the operations of the USM.
 15. *Assembly* refer to the entire student body

ARTICLE II

AUTHORITY OF THE UNITED STUDENT MOVEMENT CONSTITUTION

Section 1

This Constitution derives its validity from the Working Policy of the Seventh-day Adventist Church and of the Charter of the University.

Section 2

In Accordance with the University Charter, *Statue XV Ordinance No. 2*, the USM is 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, but no rule will be effective until it has been approved by the Council on the recommendation of the Student Senate or by the house through an assembly, if deemed necessary, and the University's Administrative Council.

Section 2.1. The USM may, through its Executive Body, known as the Council, by a two-thirds vote, adopt or amend by-laws. The Council may also establish temporary standing rules. Such rules are subject to full Council veto, in the form of a majority vote.



ARTICLE III

CODE OF ETHICS

Section 1: Purpose of the Code of Ethics

It is the intent of this Article to protect the integrity of the USM and Northern Caribbean University, as an Institution of Christian Education, by prescribing restrictions against conflicts of interest and unethical practices. The Code of Ethics is designed to be a binding guide for the elected and appointed members of the USM as they carry out their responsibilities as outlined in this Constitution and its by-laws. The specification of the Code of Ethics enables the Movement to clarify to current and future members, and to those affected by the actions of the USM, the nature of the ethical responsibilities held in common by its members.

Section 2: General Conduct

It is essential to the proper conduct of the USM that its Officers and Student Representatives be independent and impartial. Student Government Officers and Student Representatives hold their positions for the benefit of the Student Body. Such Officers and Student Representatives are bound to observe in their official acts, the highest standards of ethics consistent with NCU.

Section 3: Observation & Faithfulness to the Code of Ethics

By supporting and abiding by this Code of Ethics and the Code of Conduct in the Student Handbook, officers of the USM and its Member Organizations will demonstrate accountability and integrity in their behaviors and concern for students and towards Faculty and Staff.

Section 4: Esteemed Principle of the Code of Ethics

The USM Code of Ethics holds in the highest regard the principles of Christian Leadership, which encompass stewardship, service to humankind, and unto God and, in so doing, integrates Christian ethics into leadership.

Section 5: Servant Leadership

All leaders will conduct themselves at all times in a manner that promotes students' interest and public confidence in the integrity of the Movement as one is entrusted by the students to perform duty with dignity in the student's interest. The same by personal example and by admonition to colleagues, whose behavior may threaten the nobility of the Council, will watchfully guard the responsibility of his office and the responsibilities and duties placed on him by the Council mandated by the Student body.

**Section 6: Stewardship**

All officers of the USM, and its Member Organizations, are trusted to perform their duties of service with integrity in the interest of students, being entrusted with a duty of care to the office to which an officer may serve.

Section 7: Responsibility

Members will perform their duties with the upmost professionalism. This includes with Robert's Rules of Order, attending all scheduled meetings and lectures and maintaining an appropriate academic standing.

Section 8: Accountability

Each member will uphold and abide by the terms set out in the Code of Ethics. Failure to do so will result in disciplinary action as set out in the Constitution and its Bylaws. Members will also be obligated to report any infractions to the Code of Ethics to an Executive Member.

Section 9: Inclusivity

Each member will respect all cultures, ethnicities, religions, gender and people of any age. No member will segregate another individual based on any of the criteria mentioned

Section 10: Confidentiality

Information shared with members of the Council by students and workers that deals with private matters is to remain confidential. Minutes of Executive Meetings will therefore generally be considered public record and will be made available upon request of the Vice President of Student Services, to any member of the public, unless declared to be sealed records.

Section 11: Participation

Each member must familiarize himself with current campus activities and participate where necessary in such events.

Section 12: Prohibitions of the Code of Ethics

The USM Code of Ethics serves to guide the actions of the Movement and to hold Officers and Student Volunteers accountable to their ethical responsibilities. It also serves to protect those affected by the actions of the officers of the Movement.

Section 12.1: Misuse of Offices - No officer or Student Volunteer of The Student Movement should take advantage of the official capacity of their Office for their own personal gain or advantage, including any act beneficial to any person in whose welfare he or she has interest.



Section 12.2: Conflict of Interest - No Officer or Student Volunteer of The Student Movement should participate in any Student Government activity where there may be a conflict of interest.

- a. No Officer or Student Volunteer of The Movement should participate in any private, business or professional activity in which they have any direct or indirect financial interest that would place that person in conflict with the interests of the Student Body.

Section 12.3: Malicious Act - No Officer or Student Volunteer of The Movement should participate in any malicious act that may cause injury to the image or property of the University or to that of the Movement.

Section 12.4: Misuse of Resources - No Officer or Student Volunteer of The Movement should use or allow the use of Student Government property, facilities, vehicles, or personnel of any kind for any purpose other than Student Government business.

- a. No officer of the Movement or any Standing Committee of the Movement may contract or conspire to contract any business owned and/or operated, whether wholly or in part, by any officer of the Movement to render services for the Movement.

Section 12.5: Bribery - No Officer or Student Volunteer of The Movement should be involved in any agreement to accept a bribe or any gift, token or donation which may be considered as a bribe.

Section 12.6: Aiding - No Officer or Student Volunteer of The Movement should advise aid, encourage, or in any way induce another to act in violation of the USM Constitution and its bylaws, or otherwise specified Student Government policy, or the University's Code of Conduct.

Section 12.7: Unlawful Compensation - No Officer or Student Volunteer of The Movement should solicit or accept direct or indirect payment or otherwise unlawful compensation, for the performance or nonperformance of any act not specifically allowed for in the Student Government Constitution and its bylaws.

Section 12.7: Misrepresentation of evidence - No Officer or Student Volunteer of The Movement should cover up evidence or misrepresent a fact pertaining to a violation of the USM Constitution or the University's Code of Conduct or Ethos.

Section 12.8: Corruption - Officers or Student Volunteers of The Movement should disclose any knowledge or act of Student Government corruption within the established channels of NCU and the Jamaica Union of Seventh Day Adventists (JAMU) Officers and Student Volunteers shall not expose any such knowledge and/or related knowledge to the media or any other body external to NCU or JAMU.

Section 12.9: Handling of Breaches - Violations of the foregoing Code of Conduct will be dealt with as outlined in the Judicial Branch and the University's Code of Conduct.



ARTICLE IV

GENERAL POLICY

Section 1

General Objectives

The USM Council will pursue the objectives stated in the Preamble. Any matter propagated by or on behalf of a student, that can be decided or considered by an officer, office, or official body within the University, or that directly affects the quality of undergraduate education or life, falls within the Council's jurisdiction. The Council will be responsible for the selection of undergraduate delegates for official bodies with campus-wide representation.

Section 2

Purpose

1. The USM exists for three main purposes:
 - To serve the students' interests
 - To engage in advocacy on behalf of students
 - To promote spiritual development among students on campus.

2. The Roles of USM are:
 - 2.1. To advocate for students:
 - a. Increase direct contact and foster communication between the student body and others, including but not limited to the Administration, Faculty and Staff of the University and other tertiary institutions of higher learning.
 - b. Convey students' concerns to the University and to promote social relations and a spirit of unity among the university publics.
 - c. Maintain and improve the current relationship between students and alumni.

 - 2.2. To coordinate student services, including but not limited to:
 - a. Funding and supporting student organizations.
 - b. Organizing university and campus-wide functions.
 - c. Increasing communication between groups and the student body and serving as the central source of information about student activities.

 - 2.3. To facilitate spiritual needs and holistic student development:
 - a. By fostering the development of the spiritual, mental and social faculty of the students and in the process lead them to Jesus Christ.
 - b. By recognizing the cultural diversity of the university and maintaining it, by maximizing participation of all students and student groups.



Responsibility of Officers

All United Student Movement Council Members will be responsible for their actions to the Movement; all portfolio holders are expected to be able to manage their time efficiently and effectively and in doing so:

1. Abide by the USM Constitution and its bylaws; moreover be expected to uphold the integrity and consensus of the USM and by extension, Northern Caribbean University.
2. Be responsible for attending all official meetings of the USM with no more than two unexcused absences; the same will be applied to office hours as agreed upon by the USM Council.
3. Attend all specially called meetings held by the Executive Committee, Executive Council, the USM Council or any other divisions or branches of the USM at its request;
4. Be responsible for writing and submitting Monthly Reports to the Council, for the committee he/she chairs.
5. Be responsible for chairing and attending committees as laid down in the United Student Movement Constitution and as determined from time to time by the Council of Executives.
6. Be responsible for providing a written report at the time of transition to his/her successors. This report must include, but is not limited to, a description of all events, initiatives and programs undertaken by each member or sector during his/her term of office; inclusive of all financial information relating to the sector, e-mail account information, hard and soft copies of important documents and a review of the term in office.
7. Be responsible for performing other duties as may be deemed necessary within the scope of the job.
8. Perform other duties as assigned by the USM Council or the President of the USM



ARTICLE V – JURISDICTION AND RESPONSIBILITY OF THE USM

Without prejudice to the general authority of Northern Caribbean University over all its entities, the USM will have the following territorial bounds:

Section 1

The governing body of the United Student Movement will be the USM Council and will authorize all business transactions under the name of the United Student Movement, NCU.

Section 2

In keeping with the Charter of University's and Working Policy, the USM Council will have the power to manage its own affairs; subject to the provisions of the University's Ordinances.

Section 3

The United Student Movement Council will participate in democratic decision-making at all levels of the University by virtue of USM representation on all major (standing) committees of the Institution.

Section 4

The United Student Movement Council will regulate and control all Student Organizations, herein after called Member Organizations (Clubs/Societies/Associations etc.) within the jurisdiction of NCU and will ensure that all organized student activities be registered with the USM Student Senate if they are to receive the University's approval.

4.1 Subject to the aforementioned section of this Article, if any other Student Organization law is inconsistent with this Constitution, this Constitution will prevail and the other law of that student organization will, to the extent of the inconsistency, be void until put in conformity with this Constitution.

Section 5

The United Student Movement Council will have the power to set up Standing, and Ad hoc Committees; such Committees will be under the control of and make reports to the USM Council, except in the case of the USM Student Senate, and the USM Judiciary- Student Court Branch which will function in coordination with the mandate of USM Council, the USM Constitution and its bylaws and any other related policies of the Movement and will make reports to the USM Council as well as the student body. (Please see chart in Article 1).

Section 6



All other Committees set up by the USM Council or Division of the USM will be under the control of and make reports to the USM Council through the Chairperson at least thrice per semester. The first report will be within the first three (3) weeks, the second at mid-semester and the third within the last three (3) weeks of each Semester.

Section 7

To give approval to the Constitution, Rules and By Laws of any student organization (Clubs, Societies and Associations) through the Parliamentary Committee and or the Student Senate, within the jurisdiction of Northern Caribbean University. This may apply from time to time for recognition by the USM Council and NCU.

Section 8

To recommend Constitutional Amendments, Reviews/Reform of this constitution through the USM Student Senate as hereafter provided through the USM Student Senate; and to suspend subsections, sections, or chapters of the USM Constitution through an absolute majority of all branches of the Student Government or a vote of the house.

Section 9

To uphold the Constitution of the United Student Movement, its constitutionality, application or interpretation of Student Movement by-Laws and any other related policy of the USM and its M.O.s through the USM Judicial Branch subject to due consultation with USM Student Senate.

Section 10

To make, vary and terminate contracts for and on behalf of the USM within the parameters of the USM Finance and Accounting Bylaws.

Section 11

As far as community life in residence halls is concerned, (resident or nonresident), the USM Council will recognize a Student Hall Committee- Member Organization properly constituted within the framework of that Hall of Residence. This Hall Committee will be the representative organ of the USM Council of Students in that particular hall, provided that the Constitution of the Hall Committee- Member Organization is acceptable to the Council.

Section 12

Such other powers are not therein specifically conferred, but which are necessary for the good governance of the USM, its branches of student government and are not conferred by this Constitution on any other body.



ARTICLE VI

STRUCTURE OF THE USM

Section 1 – Branches of Government

1. The USM will consist of an Executive, a Legislative, a Judiciary (Disciplinary), and Standing Committees Divisions.

Section 2 – The Executive Division

The Executive Branch will be comprised of Executive Subdivisions. They are as follows:

1. **The Executive Committee** consists of the President, Vice Presidents, Chief Advisors and the Administrative Assistant with responsibility to review the current functions of the USM and make recommendations to the Executive Council. This body shall also have the responsibility of addressing student concerns duly logged using the Student Concern Log System. It shall also be responsible, under the direction of the USM President, for the mentoring of prospective USM executive members through the Mentorship Program.
2. **The Executive Council** consists of all Elected and appointed officers of the USM and the Chief Advisors. It shall be responsible for the day to day operations of the Movement.
3. **The USM Council** will comprise all USM Council(s) - Main Campus Mandeville, and USM on the Extension Sites - Kingston Campus, Salem/Runaway Bay and Montego Bay Campus collectively. Extension divisions will hold semi-autonomy over their operations as this constitution and it bylaws will be the governing principles relevant to all their operations.
4. **The House** shall consist of the Executive Council and the Student Senate with responsibility for the approval of the USM budget.

Section 3 – Legislative Division

1. All Legislative power will be vested in the Student Senate, which will consist of representatives-Club Presidents from each College and School and or Academic Clubs along with Established Conference Clubs as Social Religious Clubs, Social Clubs, and Service Clubs.
2. The USM Student Senate will be the regulatory framework for all Member Organizations and will ensure that they are functional.



- 31 There will be a maximum of one Student Senator from each undergraduate College or School (College Club Presidents).
- 32 There will be a maximum of one Student Senator representing each Conference Club.
- 33 There will be a maximum of one Student Senator from each of the other major Student Organizations formally registered with the Department of Student Services, NCU, through the USM Student Senate.

Section 4 – Judiciary Branch

1. This shall be comprised of the members of the Student Senate.
2. The role of the Judiciary, called the Student Court, shall be to receive recommendations to relieve duties and/or sanction USM executive officers and MO executive officers who have been accused of breaching procedures and protocol of the respective bodies, investigate the same, and accept or reject said recommendations based on its findings.
3. The chair of the Judiciary shall be the Dir. of Elections, Policies and Constitutional Affairs. In the event that he or she is the executive member in question, then the USM President shall assume role as chair of the body.

Section 5 – Standing Committee Division

1. Standing Committees will be planning and consultative in nature and from time to time assist in Coordination and Implementation of USM Business.
2. The Committees will be chaired by respective Executive Council officers as conferred by this constitution.
3. All standing Committees will comprise the respective officers from each MO duly registered with the USM.
4. All Standing Committees will include at least two students not otherwise affiliated with the Council appointed by the chair(s) of the respective committee(s).



ARTICLE VII

OFFICERS

Main Campus

The USM Executive Council

Officers of the United Student Movement Executive Council Main Campus will include:

I. Elected Officers

- A. President
- B. Vice-President of Academic Administration
- C. Vice President of Finance and Planning
- D. Vice-President of Student Services & Social Affairs
- E. Vice President of Spiritual Affairs.

II. Appointed Executive Officers will include:

- A. Administrative Assistant
- B. Director of Elections, Policy and Constitutional Affairs
- C. Director of Projects and Special Initiatives
- D. Female Director of Sports
- E. Male Director of Sports
- F. Director of Publications
- G. Public Relations Officer
- H. Treasurer

III. Runner up Elected, Appointed Executive Officers Declared as:

- A. Associate Director of Projects and Special Initiatives
- B. Associate Public Relations Officer
- C. Associate Administrative Assistant



ARTICLE VIII DUTIES OF USM OFFICERS

Main Campus

The duties of Executive Officers are as follows:

Section 1 – The President

The President is the Chief Servant and Principal Officer of the USM with responsibility for leading the USM Council and managing its operations in accordance with the policies and procedures of the Movement and these By-laws. The President is concerned with issues involving the general welfare of students, issues relating to the administration of institutions of higher learning and administrative planning for the NCU campuses.

The President will:

1. Represent the USM on the NCU Administrative Council, the NCU Campus Family Life Council, and any other official committee or organizations of the institution.
 - 1.1 The President will have supervisory jurisdiction over all USM Extension Campus(es) Councils through the Executive Vice Presidents of the respective extensions.
2. Have Supervisory Jurisdiction over all USM extension Campus Councils through the Executive VP of the respected extensions.
3. The President will Coordinate and chair the meetings with the Executive Committee, the Executive Council, the USM Council, and the House. The President will assume Chair of the USM Student Senate in the absence of the Direction of Elections, Policies and Constitutional Affairs, if deemed necessary, and any other meetings of the USM that may be deemed necessary for him/her to chair from time to time.
4. Coordinate and collect all business pertinent to USM Official Meetings and prepare meeting agendas with the administrative assistance.
5. The President shall, through the Executive Committee, be responsible for the planning and execution of the USM Mentorship Program which is intended to mentor prospective USM executive officers.
6. The President will delegate unspecified executive responsibilities to the appropriate officer, directorate, officer, or committee.



7. Serve as the chairperson of the USM Executive Division, and will **ONLY** vote in the case of a tie or in the event that he wishes to make a tie as is supported by Robert's Rules of Order.
8. Carry out rulings handed down from the House, the Judiciary, the Student Senate and all other Standing and ad hoc committees of the USM.
9. Authorize all deposits and cheque requisitions, alongside the USM Vice President of Finance and Planning, the Treasurer, and the USM Vice President of Academic Administration, upon authority by the President, as may be necessary from time to time.
10. Promote student interests, particularly Student Advocacy, Work, Religious and Social issues, and Study and Living conditions.
11. Act as the primary liaison between the USM and bodies both internal and external to the Northern Caribbean University.
12. Act as a mediator in the event of possible conflicts between members, as necessary alongside the USM Vice President Spiritual Affairs and Sponsors.
13. Plan, coordinate, and implement at least one team building activity for the USM Council each semester alongside the Vice President of Student Services & Social Affairs, USM.
14. Make meeting appointments with the President of the University and meet with him every other month to update him on USM legislations, the Palm Leaves, other USM Initiatives, and meeting discussions.
15. Serve as the official representative from USM to the Northern Caribbean University Cabinet upon request.
16. Serve as the Student liaison to the local government and community.
17. Be a member of all U.S.M. Branches of Student Government and standing and ad-hoc committees and delegate other responsibilities to members as deemed necessary.

Section 2 – The Vice President for Academic Administration

The Vice President for Academic Administration will:

1. Assist with all presidential responsibilities at the President's request, but will focus particularly on those matters relating to students' academic affairs and the general educational quality at the University.



2. Be responsible for seeking out and responding to student attitudes, opinions and grievances relating to educational quality, academic affairs, educational policy, teaching improvement and other issues which become apparent.
3. Represent the President at and serve as the USM representative on the NCU Academic Board and liaison with the Academic Deans, Directors and Department Chairpersons. The same will work with the Academic Administration Vice President to facilitate cooperation with each School, Colleges and Departments.
4. Co-ordinate and direct the Student-Recommended Faculty Program on the advice of the USM Council, the USM Student Senate, and the Academic Affairs Committee program along with the appointed selection committee.
5. Be responsible for the planning and execution of the USM Academic Debates, and School Impact.
6. Initiate and develop new academically stimulating and enriching programs, chair the Academic Affairs Committee; and represent the USM at NCU Library Committee meetings and conduct meaningful projects that will amend the academic affairs of the student.
7. Appoint, with concurrence by a majority of the voting Council, commissioners who will be in charge of educational policy, lecture/teacher/instructor evaluations, Student Recommended Faculty Program, and others as created by a simple majority of the voting members of the Council.
8. Serve as the President and Chair to the NCU Debating Society with responsibility to formulate an NCU Debating Team from the USM Academic Debates Champions.
9. Chair of the Academic Council which consists of all Academic Club Vice Presidents of Academics.
10. Chair the meetings of the USM Council in the absence of the President.
11. Sit on the Curriculum Committee with direct liaison with the University Registrar and the Department Chairs.
12. Assume full presidential duties if the Office of President becomes vacant.

Section 3 – The Vice President for Finance and Planning

The Vice President for Finance and Planning will:

1. Represent the USM on the NCU Finance Committee; oversee, manage and maintain all the assets of the Movement and will effectively budget the non-liquid assets and liquid assets



of the Movement inclusive of investment-banking operations jurisdiction; along with the Treasurer and USM Finance Committee will prepare the Budget to be presented to the House.

2. Chair the USM Finance Committee: which will have sole advisory and planning jurisdiction over the USM Budgeting Process and managements of assets, this is inclusive of the development and implementation of operating and capital budgets, the setting up of income targets, the allocation of funds for USM financial operations and its Member Organizations (M.O.) with due consideration to the Movements current business transactions by means of the guiding principle of the USM Financial article.
3. Through the USM Finance Committee, alongside the Treasurer has responsibility for securing the properties of the USM as conferred by this Constitution; with assistance from the USM Finance Committee, prepare and submit financial reports to the Council and the House.
4. Be responsible for the progressive development and management of the annual operating and capital budgets: development of annual income targets, determine appropriate revenue recognition, ensure timely and accurate invoicing, and monitors receivables for projects and for follow up with clients, where necessary, regarding unpaid invoices.
5. Be responsible for financial analysis and management controls, budget and forecast financial modelling for income/expenditure, and variance analyses of the USM Council financial transactions: producing monthly financial tracking reports and a bi-annual internal audit report inclusive of all the Profit and Loss Accounts and present Balance Sheets at every Council meeting.
6. Consider and analyse the implications of proposed financial actions and decisions by individual areas on the whole of the council; and thus provide the USM Council and the President with insights regarding financial issues that might affect operations and growth: be responsible for the strategic planning of the Council's financial operation and is required to present information to the Council and the House as is necessary.
7. Foster and coordinate student activities by way of supporting student organizations, which promotes student interaction; provide meaningful services to NCU by means of funding for special projects; and involve undergraduates in the undertaking of these activities and services.



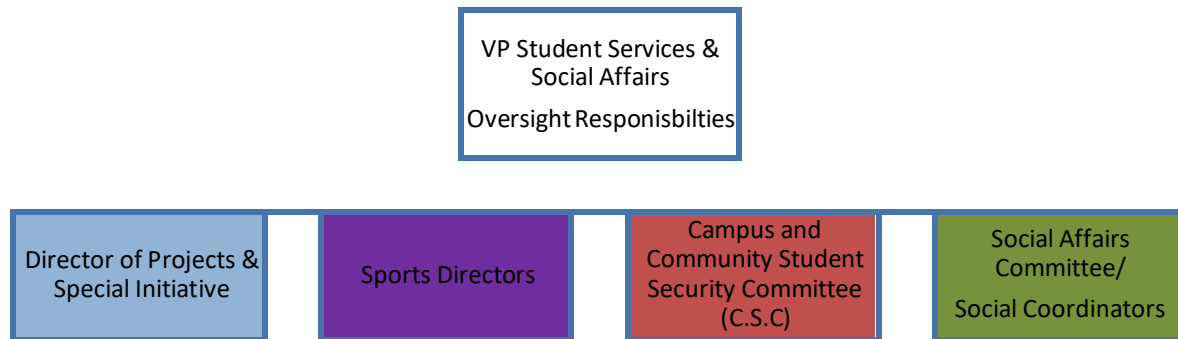
8. Effectively market the products of the USM (inclusive of The Hilltop Trumpet and Palm Leaves publications) and may raise funds henceforth: and be responsible for the planning and execution of the USM bi-annual Student Appreciation Day.
9. Maintain USM Scholarship/Grants Aid to needy students; ensure that all groups receiving grants apply according to the Finance Committee's rules, or guidelines set by the USM Council and or registered with the University Vice President of Student Services, as a working student or with the House.
10. Be responsible for cost proposal development and profit or business analysis; to create those files for the very large or complex cost proposals and review these cost proposals with the Finance Committee.
11. Be responsible, (along with the President and Treasurer) for signing all cheques and vouchers or the authorization of any financial document; for disbursement of USM Incentives to Council Members' student accounts for service.
12. Be responsible for general management of USM Projects and Portfolio Management oversight in the context of resource planning and manpower billing; i.e. Analysis of project profitability, revenue, margins, bill rates and utilization.
13. Be responsible to ensure that the Treasurer through oversight has custody and safety of all USM property and will take steps to ensure that such property be secured and insured through the property and asset committee.
14. Be responsible for allocating a percentage of the USM Council Budget to all Academic Clubs; other allocation of funds to member organizations is at the discretion of the Vice President of Finance and planning, on the advice of the Council and ensuring that these member organization are registered with the Office of the Vice President Students Services and the USM Student Senate.
15. Serve on the planning and policy-making committees of the USM; this can range from any standing or ad-hoc committee of the USM consistent with plans or policy concerning financial affairs.

Section 4 – The Vice President for Student Services and Social Affairs

The Vice-President for Student Services and Social Affairs will:



1. Assist with all Presidential responsibilities, but will focus particularly on all aspect of the students' services and social development.
2. Be responsible for dormitory issues, food and cafeteria concerns, and issues relating to students' security and safety and general school amenities.
3. Strategize to foster a good working relationship between the university community and the student body.
4. Initiate, develop and maintain socially stimulating and enriching programs, which includes recreational and cultural activities, as well as addressing student-related social issues.
5. In executing the function of providing recreational activities, will oversee the work of the Sports Directors. He/she will appoint a body of Social Coordinators on the advice of the Council to plan and carryout social activities. This will be done in conjunction with the Director of Projects & Special Initiatives and the University Social Development Director.
 - 5.1 Coordinate the planning and execution of Unleash, and all other major USM concerts, festivals or USM events.
 - 5.2 Develops and maintains all USM programs relating to cultural entertainment for the Students;
 - 5.3. Serve as the USM representative to the NCU Citizenship Awards (Banquet) Committee, the NCU Alumni Association Homecoming Committee and the NCU Department of Social Development Committee;
6. In his/her absence, represent the President on the N.C.U. Campus Family Life Council and perform other duties as assigned by the President. If the Presidential office becomes vacant, in the absence of the Vice-President of Academic Administration, the Vice President of Student Services and Social Affairs will assume full presidential duties.
7. Have oversight responsibility for the operations of the Director Projects & Special Initiatives and the Sport Directors. These offices will work together to strengthen the Social Affairs of the USM where it concerns student welfare, university culture, sport & games, Christian socials , in reach outreach activities of the USM.
8. Chair the Social Affairs Committee with responsibility for Planning, Oversight and implementation of all USM Social activities.
9. Function as the USM representative on the University Citizenship Committee.



Section 5 – The Vice President for Spiritual Affairs

The Vice President for Spiritual Affairs will:

1. Direct all U.S.M. Spiritual Exercises. The same will chair the USM Spiritual Affairs Committee.
2. Be the USM Representative to the University Church Pastor's Office and Campus Ministries.
3. Provide for the spiritual welfare of the student body by conducting regular prayer and fasting sessions, Bible studies, and consecratory services.
4. Be responsible alongside with the Department of Freshman Advisement, Recruitment for the planning and execution of the Freshmen Consecration Sabbath Program.
5. Work alongside the Spiritual Affairs Committee and the Division of Student Services, which plays a part in the planning and execution of the USM Chapel Day Program; NCU USM Church Impact, and the Bible Quiz Competition.

Section 6 – The Administrative Assistant

The Administrative Assistant will:

1. Provide high-level administrative support by means of preparing reports, handling information, requests, and performing administrative functions such as preparing correspondence, arranging conference calls, scheduling meetings and maintaining a calendar of USM meetings and campus activities.



2. Will conduct and process all official correspondence, in the form of memos, letters, emails, voice messages and faxes or other forms of communication and preserve all Communications, and record the proceedings of all U.S.M meetings.
3. Compile, transcribe, and distribute minutes of meetings to all Executive members and the Division of Students Services, NCU.
4. Open, sort and categorize all incoming information i.e. distribute incoming correspondence, including faxes and emails to the Movement and getting it to the appropriate individuals in a timely fashion.
5. Process all official outgoing communication read and analyse incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
6. Schedule appointments, meetings and personal appearances by the USM President.
7. Duplicate, file, record and log data shared between offices of the USM.
8. Provide information and process messages for Vice Presidents and Directors.
9. Supervise any support staff and ensure all office policies and procedures are being implemented.
10. File and retrieve corporate documents, records, and reports.
11. Prepare responses to correspondence containing routine inquiries.
12. Prepare agendas and make arrangements for Executive Council, Committee, and other USM related meetings.
13. Act as the secondary purchaser and administrator for all technology within the office included but not limited to projectors, desktop computers, laptops, routers, and printers.
14. Act in the role of Office Manager ensuring adequate supplies are purchased and USM Council members, and by extension office volunteer and or employee and or staff are scheduled to ensure the office is staffed during office hours.
15. Make travel arrangements for the Executives.
16. Prepare papers for consideration and general presentation by Executive Committee, to the USM Council.
17. Coordinate and direct office services, such as records and communiqués preparation, personnel, and housekeeping, in order to aid executives.
18. Manage and maintain office' schedules.



19. Be present at all types of USM Council meetings except in cases of emergencies.
20. Prepare monthly, quarterly and annual USM summary reports.
21. Write and maintain policies to govern the use of the USM office by both members and other individuals, in conjunction with the President.
22. Act as secondary liaison between the USM and outside organizations including but not limited to the, University of the West Indies Guild, University of Technology Student Union, JUTS and all other tertiary student governments and organizations.
23. Take roll and submit attendance to the Director of Elections Policy & Constitutional Affairs.

Section 7 – The Associate Administrative Assistant

The Associate Administrative Assistant will

1. Generally be responsible to the Administrative Assistant for the administration of the operations of the Movement along with providing back up support for the responsibilities of the Administrative Assistant.
2. Assist the administrative assistant in the coordination, administration, and preparation of the monthly and annual operations summary report for the jurisdiction including the preparation of periodic reports for the information of the Movement and perusal of individuals in University Division of Student Services.
3. Perform general office duties such as routine ordering of supplies, maintaining records management systems, and performing basic administrative work.
4. In the absence of the administrative assistant, prepare the agenda for all regular and special committee meetings and appropriate committee meetings, including distribution of the agenda and support documentation to the Council members sufficiently in advance of meetings.
5. In the absence of the administrative assistant, attends all Regular Council meetings and ensures preparation of all minutes and correspondence arising from actions and decisions of the Council.

Section 8 – The Director of Elections, Policy and Constitutional Affairs

The Director of Elections Policy and Constitutional Affairs will:

1. Direct the general elections of the USM and will oversee elections of the Clubs and Societies at the appropriate time(s); ensure, that all member organization are functional.



2. Be the Chairman of the USM Student Senate.
3. Present a report of the USM Meetings to Senate and present a copy of the minutes to the U.S.M. Executive Council and or the USM Council at the next official meeting; will forward to the Administrative Assistant for cataloguing.
4. Assist the President with the smooth and expeditious running of all official USM meetings- Executive Committee, Executive Council, Council, Unified Body USM meetings and will maintain protocol, order, and decorum during meetings of the House.
5. Control the order and placement of House and USM Executive Council and USM Council Meetings furnishings, and will be responsible for amenities during meetings.
6. Be the final authority on constitutional interpretation and will oversee any proposals for Constitutional amendment through the USM Student Senate.
7. Ensure that these (USM & M.O) Constitutions remain relevant and up to date by conducting research into the Constitutional reform process and to apply such to the United Student Movement Constitution and M.O, (Clubs and Society Constitutions).
8. Archive and track of the USM and its M.O Legislations. This will be in care of the President. A copy of such records should be placed in the USM Archive and referenced in the Hiram S. Walters Resource Centre (University Library).
9. Maintain a strong knowledge of the USM governing documents and a working knowledge of the University of the Policies of the University and Student Conduct Process.
10. Point out concerns with University policies and advocate for the amendment of said policies.
11. Represent the position of USM in discussions with the University or campus administration concerning student rights and responsibilities, campus rules, and other areas of student conduct.
12. Alongside the Vice President for Academic Administration, educate the student body about students' rights and responsibilities, University policies, regulations, and procedures, and promote awareness of the availability of advice and representation services offered by the USM pursuant to this section.
13. Represent the Vice President of Academic Administration at the Academic Council or Library Committee meetings, as designated by the Vice President.
14. Be available to advise students, but not to represent them unless requested by the USM President on his behalf to do so at the Citizenship Committee or any other University Committee. Advising entails giving the student the tools and information necessary to receive due process and remedy their situations.



15. Be available to accompany students to informal disciplinary meetings or hearings, where, they may not speak on behalf of the student but can only offer advice and assist them in preparing statements.
16. Alongside the Administrative Assistant, be responsible for the collection, documentation and retrieval-inclusive of all resources relevant to the history of the USM and cataloguing of all USM materials, and will maintain the USM Archive and Library.
17. Maintain an Audio Visual Library of USM related speeches and draft program/initiative proposals.
18. Chair the Parliamentary Committee, which is responsible for the oversight of all MO's Constitutional Amendments and Reviews, and the supervision and guiding of Member Organizations.
19. Propose policies and implement authorized policies and procedures that will result in the effective operation of the Movement and its Member Organizations.
20. Conduct a parliamentarian seminar with the USM Officers, MO Presidents and MO Parliamentarians in the fall semester of each school year.

Section 9 – The Director of Projects and Special Initiatives

The Director of Projects and Special Initiatives will:

1. Identify, plan and manage the implementation of beneficial and/or profit-making U.S.M. projects as well as charity base projects to be pursued by U.S.M. Council, in consultation with the Vice President for Student Services & Social Affairs &, the Vice President for Finance & Planning.
2. Be directly responsible for development of funding proposal and research of funding sources for special projects to be undertaken by the projects team that the USM Council has authorized.
3. Identify and contact potential funding agencies regarding proposed USM projects, in consultation with the Vice President for Finance & Planning, & the Vice President for Student Services & Social Affairs & the Department of Communications, Marketing & Publications.
4. Take full responsibility for overall quality and management of major projects or programs for which the USM Council has given responsibility.
5. Be the chair for the Projects Team and reserve the right to appoint a Projects Secretary, Projects Organizer, Projects Coordinator, Special Initiative Coordinator, Projects Chaplin, and Projects Treasurer. And additional projects team officers from time to time and; may have the projects team nominate and appoint such candidate by simple vote.



6. Direct and supervise the general activities of project personnel to ensure that:
 - 6.1 All projects progress on schedule, are completed on time and within prescribed Budget.
 - 6.2 Projects which require continuous funding are supported and maintained for the year.
 - 6.3 Regular projects development report is given to the U.S.M. Council.
 - 6.4 The incoming Projects Director receives a record of current projects with recommendations for plans that the next regime may consider continuing.
 - 6.5 The USM Projects team, supports, plans and implements all major USM events, such as, USM Academic Debates, Chapel day, Church Impact, Northern Caribbean University United Student Movement Sports day, Unleash and USM Elections.
 - 6.6 USM Projects Team fosters community relations through planning and implementation of community Projects and Special Initiatives.
 - 6.7 The Associate Director of Projects and Special Initiatives supervises the implementation of support services given to USM routine projects.
7. The incoming director and associate director of projects and special initiatives must be a current member of the USM Projects Team, or a previous member not surpassing one year of absence from the team.

Section 10 – The Associate Director of Projects and Special Initiatives

The Associate Director of Projects and Special Initiatives will:

1. Assist in planning, direction, and coordination of activities of designated projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters.
2. Provide administrative support to complete projects and upon directives from the Director of Projects and Special Initiatives, will confer with project team special officers and regular staff or members to outline work plan and to assign duties, responsibilities, and scope of authority; to ensure efficiency and team collaboration in implementation projects.
3. Reviews project proposals or plans with The Director of Projects and Special initiatives before presentation to the Council, to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements (i.e. projects team members), and allowance of available resources to various phases of projects.
4. Assist the Director of Projects and Special Initiatives in the development of funding



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proposals and research of funding sources for special projects to be undertaken by the projects team that the USM Council has authorized.



5. Review status reports prepared by Projects personnel and modify schedules on USM projects support or plans as required: Prepares project reports for each project completed to be submitted to the Director of Projects and Special Initiatives for compilation in monthly report.
6. Be the deputy chair for the project team and in the absence of The Director of Projects and Special Initiatives will assume the chair and responsibility of the Projects Team.
7. Take first line responsibility for support services for USM on campus projects and events, these include but are not limited to USM Routine Projects and events such as Unleash, USM Elections, Impacts and USM Student Appreciation Day.

Section 11 – The Treasurer

The Treasurer will:

1. Assist the Vice President of Finance and Planning (V.P.F.P) in the supervision of the management of the financial affairs of the USM jurisdictions and USM Extensions, including jurisdiction banking operations.
2. Record all USM financial transactions, in accordance with financial standards filing mode and will present a financial report to the Executive Council at least once per semester which is subject to Executive Council approval, is set forth for debate and motion to be voted at the council level.
3. Assist the Vice President of Finance & Planning along with Finance Committee to prepare a budget by the fourth week of the first semester, and to present a financial statement to the House, a copy of which will be kept on permanent file.
4. Assist the Vice President of Finance & Planning, in the establishment and maintenance of proper and adequate records and books of accounts as required by general financial standards.
5. Assist the Vice President of Finance & Planning, in maintaining the currency of all financial accounting systems, which include but are not limited to hardware/software, information requirements and financial statement and report formats.
6. Be responsible for the oversight, custody and safety of all USM property and will take steps to ensure that such property are secured and insured through the Property and Asset Committee.
7. Ensure the compilation, maintenance and administration of the fixed asset inventory and will analyse USM projects profitability, revenue, margins, bill rates and utilization.
8. In the unavailability or absence of the Vice President of Finance & Planning or President, assists in signing all Cheques and vouchers or the authorization any of financial document



needing approval and is directly responsible for the collection of cash from fund raising activities and for the accounting and disbursement of petty cash to USM sector officers.

9. Assists the Vice President of Finance & Planning, in the administration of the accounting and trust account funds.
10. Assist the Vice President of Finance & Planning, in the provision for the bi-annual internal audit of all non-liquid and liquid assets according to financial regulations.
11. Assume responsibilities, consistent with the role Vice President of Finance & Planning, as may be assigned from time to time by the Vice President of Finance & Planning.
12. Assume the responsibility and authority of the role of Vice President of Finance & Planning in matters affecting the financial operations of the Movement.

Section 12 – The Public Relations Officer

The Public Relations Officer will:

1. Be responsible for all matters relating to the Public Relations of the USM Council.
2. Maintain the public image of the United Student Movement. He or She will provide the House and the public with relevant information regarding projects and other U.S.M-sponsored activities.
3. Be responsible to publicize the Movement events, activities and initiatives, assisted by all other Elected USM members.
4. Prepare and supervise the production of publicity brochures, hand-outs, direct mail leaflets, promotional videos, photographs, films and multimedia programs.
5. Be responsible for the maintenance of the USM Website; be in charge of all social media (e.g. Face book).
6. Co-Chair the Public Relations Committee/Team.
7. Seek to ensure approved special broadcasting through facilities in national media.
 - 7.1 This includes publicizing by the utilization of the electronic media (by television, by radio, by cell phones, by Internet), the print media (all national newspapers, magazines, newsletters), all official USM Publications.
8. Source and manage speaking and sponsorship opportunities.
9. Recommend subcommittees for the effective functioning of Publications committee and team.



10. Responsible for marketing the USM as the premier student government body of the University during orientation of freshmen.
11. Be responsible for providing a semesterly report to the student population updating them on the effectively executed initiatives and activities carried out by the USM regime (e.g. One Voice Magazine and podcasts).
12. Maintain a good rapport with the students, listening to their concerns through creative initiatives (e.g. Under the Gazebo, Town Hall meetings, Air Your Concerns, and U-scope).

Section 13 – The Associate Public Relations Officer

The Associate Public Relations Officer will:

1. Be responsible for planning, developing and implementing new Public Relations strategies.
2. Research, write and distribute press releases to targeted media; collate and analyse media coverage and the effectiveness of USM Public Relations strategies.
3. Be responsible for maintenance and upkeep of the Designated USM bulletin board(s) and white board(s).
4. Be responsible for the construction and distribution of posters, flyers, notices and all information paraphernalia (miscellaneous articles) that are geared at transmitting information from the USM Council to the student body (the House).
5. Co-Chair the Public Relations Committee/Team.
6. Foster community relations through events such as Sports Day, open days and through involvement in community initiatives.
7. Liaise with and answer enquiries from media, individuals and other organizations, often via telephone and email.
- 7.1 Track and monitor all USM postings;
8. In the absence of the PRO will assume all roles and responsibilities of the Public Relations Officer.

Section 14 – The Male and Female Sports Directors

The Male and Female Sports Director will:

1. In conjunction with the Vice President of Student Services & Social Affairs and The University Director of Social Development plan, organize, coordinate, the Annual NCU Sports Day and assist in overseeing all other sporting and gaming activities/events of Northern Caribbean University.



2. Through the Sports Committee maintain a scheduled system of sports activities throughout the year, will direct all such events, and will be an executive member of all sports teams.
3. Work in collaboration with the University Director of Social Development through the Sports Committee; while being the main liaison officer between the USM and the University Department Social Development.
4. Chair and Co-Chair the Sports Committee and through the Sports Committee is responsible for the planning and organizing Sporting and Gaming competitions among all the various types of Departments of the University and Clubs.
5. See to the efficient running of intra sporting activities through the Associate Sport Directors.
6. Represent the interests of the USM at meetings convened by the University Department Social Development where it concerns all sporting and gaming activities.
7. In conjunction with the Office of Freshmen Advisement and Retention and Social Development Department, coordinate the sporting activities during the University's orientation program.
8. Receive copies of all correspondence sent to the Sports Department from the Movement.
9. Submit two (2) reports per semester to the Vice President of Finance and Planning.
10. Perform all other related duties assigned by the President and other functions as may be necessary from time to time be conferred on him by the Constitution or its bylaws.

Section 15 – The Director of Publications

The Director of Publications will:

1. Be responsible for all USM publications and will be the Editor in Chief of such publications.
2. Be responsible for ensuring that all written publication leaving the USM are of the highest quality standard.
3. Chair the Palm Leaves and Hilltop Trumpet Committees.
4. Be responsible for the drafting and publication of the Palm Leaves and the Hilltop trumpet.
5. Preserve permanent records of the year's activities through the publication of the Palm Leaves or year book as its annual publication
6. Meet all deadlines as established specifically for the Palm Leaves Year book and the Hilltop Trumpet.
7. Will report to the USM Council on the progress of the Palm leaves and the Hilltop Trumpet.



8. Be responsible for coordinating and scheduling photo shoots for the student populace and Executives of Member Organization to be placed in the Palm Leaves.
9. Be responsible for editing in-house magazines, the Hilltop Trumpet, the President's Speeches, articles and quarterly reports, programs, leaflets; and passing on to sponsors to ensure proper editing.
10. Be responsible for producing a news and current affairs vidcast (e.g. Topics on the Hill). The program should span between both Fall and Spring semester with a host and co-host with journalism background, good communication and oral skills, and a nose for news.

The program may be done during an appropriate time span with the discretion of the Director and have a minimum of 3 episodes. Topics discussed on the program should be left to the discretion of the Director and his/her committee in keeping with the USM constitution and the university's ethos.

Article IX -USM Officers Extension Campus The United Student Movement Executive Extension Council

The Officers of the United Student Movement Extension Campus Councils will include:

I. Elected Officers:

- Executive Vice President of Extension
- Director of Academic Administration
- Director of Finance and Planning
- Director of Social Affairs and Projects
- Director of Spiritual Affairs

II. Appointed Officers will include:

- Administrative Assistant
- Public Relations Officer
- Associate Justice

Section 1- The Executive Vice President of Extension

The Executive Vice President of Extension will:

1. Represent the President on all extension campuses and chair the meeting of the USM Extension Council, serving as the official liaison to the USM President; and governing of their respective extension council.
2. In his position have his vote cast as a deciding vote in the case of a tie during elections or bi-elections of members.



3. Authorize all deposits and cheque requisitions, alongside the Director of Finance and the Director of Academic Administration upon authority by the Executive Vice President.
4. Delegate unspecified executive responsibilities to the appropriate officer, directorate, commissioner, or committee, as authorized by the President.



5. Perform other duties as assigned by the President.

Section 2- The Director of Academic Administration

The Director of Academic Administration will:

1. Be responsible for seeking out and responding to student attitudes, opinions and grievances relating to educational quality and academic affairs by means channelling such issues through the appropriate medium for clarification or remedy.
2. Initiate and develop academically stimulating and enriching programs to inform and improve academic policies on the extension campuses.
3. Perform other duties as assigned by the Executive Vice President.
4. Assume full Executive Vice Presidential duties should the office of the Executive Vice President of extensions become vacant.

Section 3- The Director of Finance and Planning.

The Director of Finance and Planning will:

1. Be responsible for the management of the financial affairs of the USM Extension Council.
2. Effectively budget the non-liquid assets and liquid assets of the USM Extension Council.
3. Prepare the budget, implement an operating and capital budget on the authority of the USM Extension Council, allocate funds for USM extension financial operations with due consideration to current business transactions by means of the guiding principle of the USM Financial article.
4. Along with the Executive Vice President, be responsible for signing all cheques and vouchers.
5. Be responsible for the disbursement of USM incentives to Council member students' accounts for service.
6. Perform other duties as assigned by the Executive Vice President.

Section 4-The Director of Social Affairs and Projects:

The Director of Social Affairs and Projects will:



1. Initiate and develop socially stimulating and enriching programs.
2. Identify, plan and manage the implementation of U.S.M. Extension socials, concerts and projects, as well as charity based outreach projects to be pursued by U.S.M. Extension Council.
3. Be directly responsible for development of potential projects and socials and have responsibility for overall quality and management of these projects which the USM Extension Council has authorized.
4. Perform other duties as assigned by the Executive Vice President.

Section 5-The Director of Spiritual Affairs

The Director of Spiritual Affairs will:

1. Direct all U.S.M. extension spiritual exercises.
2. Be the USM representative to the University Church Pastor and Director of Chaplaincy.
3. Provide for the spiritual and psychological welfare of the students of the USM Extension by conducting regular prayer and fasting sessions, counselling sessions, Bible studies, and consecratory services.

Section 6- The Administrative Assistant

The Administrative Assistant will:

1. Conduct all official correspondence, preserve all communications, and record the proceedings of all USM meetings and the will maintain a calendar of meetings and activities.
2. Compile, transcribe, and distribute agenda and minutes of meetings to all executive members on the extension site and forward a copy of each minute to the USM Administrative Assistant the Main Campus.
3. File and retrieve all documents, records, and reports of the USM Extension Council.

Section 7- The Public Relations Officer

The Public Relation Officer will:

1. Be responsible for all matters relating to the Public Relations of the USM Extension Council.
2. Provide students on extension campuses with relevant information regarding projects and other activities.



- Promote the events, activities and initiatives of the USM Extension Council.

Section 8- The Associate Justice

The Associate Justice will:

- Be responsible for the execution of extension campus elections under the supervision of the Director of Elections, Policies & Constitutional Affairs, Main Campus and will appoint deputies, where necessary, for the efficient conduct of their respective USM Extension elections.
- Collect the student voter's list for elections from the NCU Extension Administration on written authorization of the USM Extension Council.
- Act as the parliamentarian for USM Extension Council meeting by assisting the chair in enforcing parliamentary rules during USM meetings.
- Perform other duties as assigned by the Executive Vice President.

Article X- Membership

Section 1- Active membership

- All students of the Northern Caribbean University duly registered in a programme of study constitute the United Student Movement.
- This is inclusive of the students of all Extension Campuses, namely Kingston, Montego Bay and Salem/Runaway Bay, also, any other campus and or extension that may be established by the University.

Section 2 - Associate Membership

- Subject to a student body decision, persons who have performed outstanding service for NCU students or alumni who have been outstanding in their fields may be granted honorary membership.

Section 3 – Representation

All Elected and appointed members of the USM Council will serve for one (1) academic year that is from August to August of the following year, subject to recall by his/her constituents. Such persons can reapply for office, subject to section 5, for a maximum of two (2) terms, provided commendable work is done by the /individuals in their last posts in the outgoing regime (Commendable here is subject to the discretion of the outgoing USM Council).

Section 4 – Tenure- Year of Office



An elected representative will take office at the first official meeting after the election, and will serve until the first unofficial meeting after the next election unless he or she resigns, leaves the university, is expelled for non-performance, non-attendance or misconduct, or transfers out of the office from which he or she was originally elected.

The tenure of the elected President, Vice Presidents, and Administrative Assistant, however, will continue until the first official meeting for the New Regime is convened.

Section 5 - Maximum Term

1. Directors- Any Director may be re-appointed at the end of his first term but may not serve for more than two (2) terms in such capacity. However, they may serve a third term in an elected office.
2. Vice Presidents- Any Vice President may be re-elected at the end of his first tenure but may not serve for more than two (2) terms in such capacity. However, they may serve a third term in an appointed office.
3. President- Any President may be re-elected at the end of his/her first term for one (1) additional term but must not serve as President for more than one (2) term, and may not serve for more than three (3) terms on the Executive Committee, at least one of which must be an appointed office.

Section 6- Immediate Past President

Immediate Past President (IPP): Within the limitation of the Constitution and its Bylaws, the standing rules and policies established by the same, the Immediate Past President is responsible for and has commensurate authority to carry out the following:

1. The Immediate Past President (IPP) shall work most closely with the president, passing on records of activities and timelines relevant to his/her position during that individual's term as President and supplies the Incoming President with those records to ensure a smooth transition.
2. The IPP shall support and provide continuity to the President's work of fulfilling the envisioned future, strategic plan, and policies established by the USM.
3. The IPP may serve as a full member of the USM Council if the same is still a student, and thus may chair and coordinate ad hoc committees and activities of the USM Council as assigned.
4. The IPP may assist the President/USM, as requested, with duties and matter pertaining to the USM, and will be available for assistance, and council on USM business. The same will make his/her knowledge and skill gained in the highest office available to USM.



5. The IPP, upon request by the President, shall communicate with and be the chief liaison with the USM Alumni Chapter members, the USM Past Presidents Association (USMPPA), as appropriate.
6. The IPP shall perform additional duties as delegated and authorized by the President.

Article XI - Rights and Responsibilities of Students

Section 1

All members of the United Student Movement as described by Article VI of the Constitution, like any other individual, are created equal and were endowed by the Creator with certain unalienable rights, among these, the right to life, liberty, education and humane treatment, and whereas a united voice helps us all, we the students of Northern Caribbean University will have the right to:

1. Associate thus constituting the USM as the Student Government which will represent and guard the welfare of students. All members of the USM are also eligible for:
 - a. Appointment to the USM Council's appointed posts.
 - b. Appeals to the United Student Movement Council regarding any decision taken by the University Administration that may affect the welfare of the general student body or any one student.

Section 2

1. To organize and join registered Student Organizations to promote their common interests consistent with the purposes and policies of NCU; thereby encouraging students to participate in activities which complement classroom instruction, so as to broaden an



strengthen students' abilities and interests while enriching the campus culture and promoting an ethic of service and thus developing leadership skills.

On this basis:

- 1.1 **Admission to student organizations shall be open to all students** without respect to race, colour, gender (excepting for Residence Hall clubs), national origin, religion, age, disability or any other legally protected characteristic.
- 1.2 **Organizations may establish membership requirements** as long as these are made public and do not:
 - a) Discriminate against any legally protected characteristic,
 - b) Deny a student's rights as outlined in this Article or the **Student Guide** or;
 - c) Place an undue hardship on a student's ability to maintain academic success and progress.
- 1.3 **Membership is the right of any student** who meets an organization's membership requirements, and may not be determined by organizational vote or come solely at the invitation of an organization. Officers, however, may be elected by an organization, as outlined in an organization's Constitution and By-laws.
- 1.4 **Membership is to be granted only to currently enrolled students.** Former students and alumni may maintain a connection to a student organization (as they would to the University), but may not participate as full members or hold voting privileges. The same goes for students on Sabbatical.
- 1.5 **Students have the right to full disclosure of student organization's** existence, purpose, policies and procedures so as to make an informed choice for or against membership. Likewise, organizations must conduct their business and activities in a transparent fashion, with the full knowledge and participation of their Advisor.
- 1.6 **Students seeking to resolve differences within a student organization** should do so through the established channels of the organization. However, **a student always has the right to seek assistance from University personnel**, especially in cases of misconduct and, threatening or harassing behaviour.
- 1.7 **Commitment to active membership in a student organization is voluntary** in nature and may be withdrawn by a student at any time without consequence.

Section 3- Individual Student Rights and Responsibilities

Students play an essential role in University life and as such, they need to be aware of their rights and responsibilities, while not violating the rights of others. It is the students' **RESPONSIBILITY** to ensure that they take advantage of these rights. These rights include, but may not be limited to, the



right to learn, discuss, inquire and express; the right to be free from discrimination or harassment; and the right to petition and appeal.

RIGHTS:

- a. The RIGHT of full disclosure to receive information regarding all courses including marking, grading and evaluation.
- b. The RIGHT to have academic work judged solely on its merits.
- c. The RIGHT to appeal and or petition final grades.
- d. The RIGHT to confidentiality of student records.
- e. The RIGHT to defend his/her rights without being victimized
- f. The RIGHT to participate in University activities
- g. The RIGHT to respectful freedom of expression
- h. The RIGHT to vote in USM elections.
- i. The RIGHT to representation by the UNITED STUDENT MOVEMENT OF NCU.
- j. The RIGHT to Due Process.
- k. The RIGHT to respectfully challenge, by way of prescribed channels, decisions made by the administration, in circumstances where he/she feels he has been mistreated or undermined.

RESPONSIBILITIES

Upon the payment of the relevant fees, an identification card that entitles one to access certain special facilities as a registered student of NCU shall be given to such student.

- a. It is the students' RESPONSIBILITY not to use an expired ID card or one that is altered, false, cancelled or stolen. It is the students' passport and hence authorizes students of this noble institution.
- b. It is the students' RESPONSIBILITY not to engage in any activities that will violate the rights of others or that of the institution or the laws of the land.
- c. It is the students' RESPONSIBILITY to ensure that they seek to be honest and ethical in their voting practices.
- d. The University has a no smoking, alcohol, use of illegal drugs, stealing, premarital or same sex activities, loitering, carrying or keeping illegal firearms or any lethal weapons



policy. It is the students' RESPONSIBILITY to ensure that they obey and observe these guiding principles and by extension all other related policies of NCU.

- e. It is the students' RESPONSIBILITY to observe and cooperate with the policies outlined in the NCU Students' Guide.

Section 5- Prohibition of University Policies Regarding Exams (Cheating)

No Student Will:

- a. Represent another student for the purpose of sitting an examination or test or by allowing oneself to be represented by another for the same.
- b. Use material not authorized by the person administering the test or examination.
- c. Collaborate with another student orally or written in/or during the examination without permission.
- d. Take papers into the examination or remove materials from the examination room; all papers used, including rough work, MUST be given to the invigilators before leaving the examination room.
- e. Directly or indirectly assist another student during the examination whether by allowing the student to copy from one's paper or passing notes or any other means.
- f. Accept assistance from another student during an examination.
- g. For Examination policies and procedures, please consult the NCU Bulletin and/or Students' Guide.

Article XII - Sponsors as Advisors

Section 1- Appointment of Advisors

1. Following recommendations from The USM Executive Council, the Campus Family Life Council, in conjunction the University Administrative Council and the University Cabinet will countersign sponsors as advisors to formulate the U.S.M. Council.

Section 2- General Roles and Responsibilities of Advisors

1. Advisor will be Ex Officio officer of the USM Council, its division or branches of student government and its Member Organizations.



2. Advisors will act in an advisory role to the USM Officers, thereby providing guidance to the USM.
3. At least one advisor will be in attendance at every Executive Committee and Council meeting, Senate meeting, Judiciary/Student Court meeting and Standing and ad hoc Committee Meetings.
4. Advisors will provide the USM with general information about University Policies, events, programs, or activities that are affecting or will affect the students of Northern Caribbean University;
5. Advisors will perform any other duties as agreed to by him/her and the USM; and act as a neutral third party member.

Section 3 Chief Advisors:

There will be a male and a female chief advisor appointed as the chief advisors of the USM Council. They will serve in dual roles operating as both the portfolio advisor for the President and the Council's chief male and female advisors below the Office of the President.

Section 3 Portfolio Advisors:

1. The Portfolio Advisors will lend expertise to respective USM Officers and Committees to which he or she is appointed to guide.

Article XIII -Election and Appointment of Officers

Section 1- USM Elections General Guidelines

1. The USM general election will be conducted by the Director of Elections Policy and Constitutional Affairs, who will call the general election within two months of the commencement of the spring semester; The Director will collect the list of students eligible to vote in the election from the NCU Administration on written authorization of the USM Council.
 - 1.1 Elections of Officers for the ensuing year will take place in March of each year to facilitate the Elections of Member Organization and will follow the following procedure:
 - a. All students interested in becoming officers of the USM must complete an Application Form and meet all necessary criteria. This process will occur in the first week of January to the first week of February of the spring semester.
 2. Such elections will be open and fair, and the USM will strive to maximize participation by the student body.



3. The results of the general election will be published within a one-week period. If this is not done, the results of the election will be null and void. In such a case another election has to be conducted. If there is suspicion of foul play, the matter must be investigated by the Director of Elections, Policies & Constitutional Affairs. If evidence of foul play is found, the polling results will be rendered null and void.
- 3.1 Should there be evidence of bribery or use of violence in a Candidate's election campaign, such a candidate will be barred from participating in the USM election or in that of any other Member Organization.
 - 3.1a The Election Rules Committee comprises of USM Student S e n a t o r s , non-council members and advisors will identify, assess and declare such a judgment.
4. Elections on Extension Campuses and that of Member Organizations, will be in keeping with the section of this Constitution and the USM Elections and Appointment of Officers, and where necessary, be conducted under the guidance of the Director of Elections Policy and Constitutional Affairs.

Section 2 -The Electoral Planning and Oversight Committee (EPOC)

2.1 Composition of Committee

The EPOC will be comprised of: Director of Elections Policies and Constitutional Affairs as Chairperson, Two Independent Student Senators, Two Student Senators and advisors.

2.2. Function of Committee

To give oversight on all matters relating to elections, facilitate free and fair elections, enforce the election rules and recommend appropriate sanctions for violations to the USM Executive Council.

2.3. Responsibility of Committee

It is EPOC's duty to interview all applicants prior to approval from student service to ensure that they are qualified to serve in the capacity they applied for. Applicants can only be denied by EPOC if they do not have any leadership experience whatsoever and/or they lack the necessary knowledge of the applied office and duties. This denial must be agreed upon by the entire committee, inclusive of the advisor to the Director of Elections.



Section 3: Qualification and Eligibility of Candidates

A candidate is eligible to participate in the USM general elections on the following bases:

1. Be registered in a full-time programme on the main campus or a part time student of any Extension Campus, at the time of the general election;
2. Should have completed one (1) year at NCU, have good citizenship standing and have a Grade Point Average (G.P.A) of at least 3.0, for the offices of President and Vice Presidents; 2.5 or above for all other offices on the 4.0 scale.



3. Be sophomore, junior or senior at the start of tenure, and should possess leadership experience or potential.
 - a) They should not preside over any other organization, run for any other executive office, or hold any other major position subsequent to appointment or election.
 - b) These candidates will be supported by the majority vote of the Executive and the Student Senate.
 - c) Each Candidate will have prior experience and or relating knowledge for the office to which he/she applies or are active members of a club on campus or have gained leadership experience in some other organization.
 - d) Each applicant should have undergone mentorship from the current executive.
4. If no candidate submits application for any elected position(s) during the period for applications, candidacy will reopen for all elected USM positions.
 - 4.1 No election should proceed with only one candidate vying for any position. The election period should be extended, and those particular positions be specifically advertised until we have a minimum of two candidates. Whereafter the extended period has elapsed, and no other candidate is forthcoming, a No Confidence should be placed on the ballot of the office in question. Should the no confidence win at the polls, an election runoff should be done within 5 days as stipulated by the constitution and the losing candidate will not be able to run for that position until the following year.
 - 4.2 Candidates should not hold the same position for more than one term unless:
 - a. no other candidate submitted Application of Candidacy
 - b. A member, who previously held this position and has moved on to another, can serve in an interim capacity in the previously held position.
5. Students who will be on internship or practicum will only be eligible for nomination if the internship does not exceed 8-10 weeks or 300 hours.
 - a. If the student's internship or practicum exceeds the time period, the potential candidate may decide to delay internship to be eligible for the position. Consultations will then proceed with the Vice President of Student Services along with the USM President and the Director of Elections, Policies and Constitutional Affairs.
6. Candidates are eligible for only one position.

Section 4- Presentation of Candidates



UNITED STUDENT MOVEMENT

1. The Electoral Planning and Oversight Committee (EPOC) will vet the names of applicants in consultation with the Office of Student Services.
2. The first presentation of names will be made to the house by the Electoral Planning and Oversight Committee. The first list of nominees will be posted and announced during general assembly.
3. If there are concerns raised by members of the House, member(s) should send these concerns in writing to the Electoral Planning and Oversight Committee (EPOC) or the Director of Elections, Policies and Constitutional Affairs to have same addressed.



After review the EPOC will present any relevant recommendation to the House. These individuals should not be seeking to be elected.

4. Acceptance of this list will be indicated by a majority vote of the EPOC. A second list of the nominees for office will be posted, and applicants will begin campaigning.
5. The names of all candidates will then be presented to the House to be voted on by secret ballot.

Section 5 - Endorsement of Candidates:

1. No exclusive privileges should be granted to any candidate on the University campus.
2. No employee (Faculty, Staff, or Administration) or student worker of the University may campaign during working hours.
3. Candidates may receive assistance from external business entities, provided these entities do not violate the principles which govern the Seventh-day Adventist Church. These entities must subscribe to the ethos of the university. Additionally, no candidate may receive financial or material assistance from any political organization
4. No individual from a Club, Association or Society may use the resources of that Club, Association or Society to further the political ambition of a candidate.
5. No candidate may use the letterhead of the University, USM or its Member Organization for campaigning purposes.

Section 6 - Rules for Candidates:

1. All Candidates must adhere to the rules of the USM Constitution, the decisions of Elections Rules Committee and the Electoral Planning and Oversight Committee.
2. All Candidates must read Rules governing the USM Elections before the first Candidates Meeting.
3. All Candidates must attend the Candidates Meeting or send a representative, failing which, leave of absence should be requested and permission granted by the Director of Elections, Policies & Constitutional Affairs or Returning Officer of respective Member organization.
4. Candidates will be responsible for outlining the election rules to all persons assisting in their campaigns and will be held liable for the actions of anyone acting on their behalf.



5. All Candidates will abide by the Movement's policy, in particular Equal Opportunities Policy and Poster Policy.
6. Any candidate intending to suspend his or her internship or practicum for a semester to take up a position in the USM must communicate this to the Office of the Vice President, Student Services prior to nomination process. Candidates should also get approval from his or her department and provide written confirmation of same.
7. Incumbent candidates must not use the resources of their current position for campaigning purposes.
8. Candidates who choose to withdraw should do so in writing and submit same to the Electoral Planning and Oversight Committee.

Section 7 – Manifestos:

1. Manifestos must:
 - a. Abide by USM regulations and must not defame or libel any other candidate or individual.
 - b. Not include any personal graphics, images, etc. or the university or USM logo.
 - c. Be submitted with application forms in the agreed format and must be a minimum of 500 words.
2. Candidates may not refer to any posts held by their proposer, seconded or other supporters.
3. Candidates must provide electronic copy of their motivations statement to the Electoral Planning and Oversight Committee before the first candidates' meeting.

Section 8 – Campaigning

1. No candidate's campaign expenses may exceed J\$50,000 inclusive of all contributions.
2. Each candidate must complete and submit a budget showing income and expenditure for the campaign. The candidate must complete and submit the Return Expense Form which should be submitted no later than 5:00 p.m. on the first working day following the close of campaign.
3. Candidates may not start campaigning before 8.00 a.m. on the day campaign commences.
4. Candidates may be held accountable for the actions of their supporters.



5. Candidates and their supporters will not place, remove or deface posters or other elections material so as to exclude or obliterate the material of any other party.
6. Each Candidate is limited to a maximum of two (2), size A4 posters or one (1) A3 poster per notice board.
7. In accordance with University Regulations there will be no office (on campus) or door to door canvassing in the Residence Halls Lobby and Public spaces.
8. No election material will be distributed via the Service Area Residence Hall's.
9. After an application is accepted until the close of voting candidates should not be involved in any media publicity without prior consent of the Electoral Planning and Oversight Committee or unless equal opportunity is given to all candidates.
10. All election materials used, including the free allowance, additional expenditure and anything borrowed, solicited or otherwise received, must be accounted for and each candidate must submit a statement to the Electoral Planning and Oversight Committee.
11. Campaigning will close on the night before Election Day at 12:00 midnight. No public gatherings, mass meeting, motorcades or distribution of campaign material will be permitted after the time mentioned.



Section 9 – Publicity, Posters and Electronic Publication Policy

1. Candidates should not engage in negative campaigning which will damage or defame the character of another candidate.
2. Any candidate who wishes to use a survey for campaign purposes must present the questions to EPOC for approval before it is sent out (online, on social media, through WhatsApp or any other medium). Failure to do so will result in the following:
 - a. The candidate in question will be pulled from the current election and will be prevented from vying for any office in the movement for one year.
3. Flyer must be no larger than 8.5” x 11”.
4. All flyers must identify the candidate who is being supported and the organization, if any, that has endorsed him or her. Flyers must be stamped indicating approval by the Offices of The United Student Movement and Student Services.
 - a. Flyers must be placed on designated bulletin boards only.
 - b. A maximum of two A4 or one A3 per poster board is allowed.
 - c. All material must display the date of polling and the date on which it was produced.
5. On the Parade, boards larger than 1m squared are not normally suitable. Free standing objects are not permitted.
6. Publicity material may be removed by the Election Rules Committee if it has become damaged, contravenes any rule or is deemed to be unsafe.
7. Any candidate who proposes to provide food to others from their home as part of an election exercise or election publicity, should advise the University Food Services, however the candidate should also be aware that the University cannot be held liable for



anything that occurs in the private dwelling place of another, including any candidate who should provide food to others in their private residence.

8. Posters are to be removed immediately after the close of poll and should be properly disposed of.
9. The following will complement the publicity and poster policy,; (Users of Websites must also comply with these Rules):
 - a. Electronic campaigning material must not be made visible before the start of the campaign. .
 - b. Computer usage must be in line with NCU regulations.
 - c. The NCU Intranet or Internet web pages and mailing lists should not be used to further an individual's campaign.
 - d. Candidates should not use e-mail mailing lists or group e-mails regarding the election for any other purpose than communication with their campaign teams.
 - e. Candidates who purchase domain names for the use of their campaign must include these expenses in their final expense report, unless they can demonstrate a previous use for the domain name they own.
 - f. Candidates and their supporters may use Face book or other forms of Web- based social network.
 - g. Candidates may be responsible for the actions of any member of their campaign teams who uses mailing lists or group e-mails to promote a candidate. Candidates are responsible for monitoring and policing the actions of their supporters in these forums. Failure to do so may lead to a candidate being disqualified.
10. Use of banners is permitted in moderation, provided they are appropriately anchored.
11. Neither candidates nor their supporters may participate in closed USM events in campaigning clothing or other publicity material. They may, however, wear these items if they are part of the audience. This rule does not apply to open USM events.
12. No 'negative campaigning' i.e. action likely either intentionally or unintentionally to damage another candidate's campaign or defame their character, is allowed. All campaigning must conform to standards that comply with the ethos of the University.
13. The Electoral Planning and Oversight Committee's ruling is final. If the candidates for any reason are in doubt about the Publicity Policy, it is their responsibility to contact the



Electoral Planning and Oversight Committee before either producing or displaying publicity material.

Section 10 - Attendance of Candidates at Meetings and Debates

1. All Presidential and Vice Presidential Candidates are required to attend USM Elections Debates and relevant meetings, unless prior leave is given by the Electoral Planning and Oversight Committee
2. Candidates with special circumstances that prohibit their personal appearance may, with prior approval of the Electoral Planning and Oversight Committee, nominate a deputy to speak on their behalf or submit an Audio and or Visual at USM Election Debates.

Section 11- USM Presidential and Vice Presidential Debates

1. The USM will facilitate two (2) Presidential and Vice Presidential debates which will be held one in the month of February and the second in the month of March, the Presidential Debate will be the last debate.
 - 1.1 The first debate will be conducted in a speech presentation, where the judges will direct questions to each candidate;
 - 1.2 The second debate will be conducted in a town hall format, where an entire session will be allotted for the students to direct their questions to the candidates.
2. The Presidential debate will take place at a meeting of the House during a designated general assembly.
3. All Presidential and Vice Presidential candidates will present their manifestos to the House.

Section 12- Election Violations

1. If campaigning material is found to be illegally placed, the committee members have the right to remove the material in the presence of any student; sign and date the time and place of the violation on the material, as well as request the witnessing student's signature and ID number as proof.
2. No person may be fined more than once for each violation (e.g. if he or she has one poster in an illegal place, he or she cannot be fined 4 times for that poster. He or she can, however, be fined 4 times for 4 illegal posters). The candidate is to be notified in writing for the specific violations which he or she committed and the amount of fines which he must pay.



- a. The candidate should be informed that he or she has the options of paying his or her fines to the USM Administrative Assistant, to be placed in the Contingency Account, or appealing the fines to the Election Rules Committee.

- b. If the Election Rules Committee upholds the fines, the decision may be appealed to the Director of Elections, Policies & Constitutional Affairs.



3. Written notification of violations must be mailed (or e-mailed) within three (3) business days. This applies to any person who is not a member of the USM council.
4. All campaign violations for flyers, banners, and sheet signs will be \$100, except in situations where nails have been used, which will be a \$500 fine.
5. All campaign violations for flyers, banners, and sheet signs will range between \$500jmd and \$1000jmd. The fine will be left to the discretion of EPOC.
6. Every effort must be made to verbally notify the candidate of disqualification within forty-eight (48) hours of the time of disqualification.
7. No member of the Election Rules Committee, including the Chair of the Senate may be involved in any committee during any election which he or she is running for office.
8. The Election Rules Committee will expand the rules regarding campaign publicity in the bylaws as is necessary on advice the USM Council and or EOJ and by extension, the Cabinet of the institution, if necessary.
9. It is the responsibility of the Elections Rules Committee to make available to all candidates at the time of the candidate registration deadline a copy of the expanded rules.

Section 13 - Responsibilities

1. All parties concerned will undertake to act in the interests of a fair election.
2. The Senate is the Election Rules Committee and is mandated with exclusive responsibility with the exception of the Director of Elections, Policies & Constitutional Affairs for interpretation, amendments, and application of election rules for violation of election rules in accordance with the Bylaws laid in this constitution under Article Election and Appointment.

Section 14 - Polling Stations and Balloting

1. Individuals will have the option of casting votes through any or all of the following:
 - a. A paper ballot system, approved by the USM Council on the Advice of the Director of Elections, Policies & Constitutional Affairs.
 - b. Computerized system for verification, approved by USM Council on the advice of the Director of Elections, Policies & Constitutional Affairs.
 - c. An email based system, approved by the USM Council on the Advice of the Director of Elections, Policies & Constitutional Affairs.



2. Cast secret ballots for general elections and referenda.
3. Individuals will have signed paper ballots by the person(s) operating the station.
4. Polling Stations must be secluded so as to encourage private vote unless otherwise approved by USM or Electoral Organization of Jamaica standards;
5. The Director of Elections, Policies & Constitutional Affairs is required to design a schedule for the polling station, which will include dates, times and names of those operating the station and present it to the USM Council and Senate at least one week prior to the voting period;
6. Candidates will not stand within a ten meter radius of the polling stations, for more than five minutes, unless they are voting.
7. No campaigning (including distribution of material) will be conducted by candidates or their representatives within 300m in any direction of any polling station.
 - i) Candidates who violate this regulation will receive an infraction and can be disqualified at the discretion of the Director of Elections, Policies & Constitutional Affairs and Election Rules Committee or USM Council;

The USM EPOC:

1. Requires that candidates avoid entering the USM office during the voting period, whether it is before, during and after business hours;
2. Requires all members of the Elections Sub/Committees to not discuss the candidates or referendum question with voters while working at the stations.
3. Requires the USM Elections Officials, and the Elections Sub/Committee to sign a statement of confidentiality, collected by the Director of Elections, Policies & Constitutional Affairs and presented to the USM Council and or the Election Rules Committee-i.e. the Senate, prior to assuming their position;
4. Provides paper ballots for voters who request it if the USM Council uses a computerized voting system;
5. Requires the maintenance of a professional atmosphere.
6. Will accommodate Campaign Managers or any person appointed by candidates to check at intervals on the elections polling proceedings.
7. It is the duty of the Director of EPCA, EPOC, and the Election Rules Committee to ensure that in the event of a completely virtual election period:
 - a. All applications are submitted via email only.
 - b. Campaigning is strictly virtual. There will be no physical posters. The appropriate use of social media platforms and other digital applications is encouraged in accordance with the University's standards and ethos.



- c. Both debate series should be livestreamed on appropriate platforms which allows student access and participation.
- d. Voting should be accommodated by a platform approved by the University Information System Services (UNISS). This platform must enable a fair voting process.
 - I. an update of the polls should be announced every two hours after polls are opened. The last update should be announced one hour before the closing of the polls.
 - II. The updates will be shared in a whatsapp group comprising of the PRO and Associate, Publications Director, Director of EPCA or the head of EPOC in the event that the Director is vying for an office, Director of EPCA advisor.
- e. The e-vote link should be prepared at least one week prior to the election date.
- f. The results announcing the members of the new regime should be disseminated with use of the Hilltop Trumpet, USM social media accounts, and a Press Release.
- g. All appointed candidates' interviews should be done using a reliable virtual platform.
- h. All original protocols must still be observed. These are additional rules that can facilitate a smoother virtual election process.

Section 15: USM General Elections Quorum

1. Quorum for a general election and/or referendum will be twenty per cent of eligible voters for the general election and/or referendum to be considered valid.
2. The quorum should be verified and published prior to the elections.



Section 16: Qualification of Voters.

Qualifications of voters are students who:

1. Are registered students enrolled in a full-time program at NCU.
 - a. Any full-time registered student providing their valid student identification card.
 - b. A student with a disability who is taking a reduced course load and opts-in to full time Student Club Fees.
 - c. Student workers enrolled in a full-time program and are registered for the current semester;
 - d. For USM extension Campus Elections, a student who is enrolled in a module program and is currently registered in a term or module.

Section 17 - General Vote Requirement of Elections and or Referendum

The vote requirement of elections and referendum will:

1. Require a candidate to obtain the most votes in his/her favour out of the candidates to be elected.
2. Require the question posed to obtain a majority vote in its favour to pass a referendum. Each voter, as an indication of his/her preference, will use an X;

Section 18 - The Voting Process for Elections Specific Requirement

1. Each voter will sign a register/poll book before recording his vote.
3. A voter may vote for as many candidates as there are vacancies.
4. A voter may give only one vote for any one vacancy.
5. Any infringement of subsections (2), (3), or (1) will invalidate the balloting irrespective of which the infringement occurs.

Section 19 - Closing of the Poll

At the time, of the Closing of the poll, the counterfoils of the ballot papers and the register will be sealed and not opened except by an order on the Advice of the Director of Elections, Policies & Constitutional Affairs for a scrutiny of the vote.

Section 20 – Counting of Ballots, Tabulation of Votes and Announcement of Results

The Counting of Ballots, Tabulation of votes and Announcement will proceed as follows:



1. Commence immediately upon the closing of the balloting period by the Director of Elections, Policies & Constitutional Affairs a minimum of one member of the Election Sub-Committee;
2. Allow all candidates running to have one scrutinizer at the time vote tabulation.
3. Not to allow the scrutinizer to be an active participant in the elections.
4. Ballots with fields missing or which contain more than one selection
5. For a particular post, will be considered null and void and will therefore not be counted as a vote
6. In cases where there are assistant positions the candidate with the most votes and the runner-up will be elected for the positions.
7. The newly elected members will be presented to the school population at a designated chapel exercise. (Refer to USM Inauguration)
8. The Director of Elections, Policies & Constitutional Affairs will announce the results to all candidates and then to the house immediately upon completion of the counting of ballots and the tabulation of votes;
9. The Director of Elections, Policies & Constitutional Affairs will announce the election results to the general public within forty-eight hours of the closing of the poll after the announcement to the candidates and newly elected USM Executive Council members.
10. In the event of a tie in voting, a new poll will be taken within five days between the hours of 10 am and 6:00 p.m.

Section 21- Inquires Appeals, Recounts

All questions relating to the validity of an election will be determined by the Director of Elections, Policies & Constitutional Affairs in conjunction with the relevant Elections Committee in consultation with the USM Council, all such questions will be raised in writing within two weeks of the election.

Appeals and recounts will be handled by the Director of Elections, Policies & Constitutional Affairs in conjunction with the relevant Elections Committee in consultation with the USM Council as follows:

1. Outline the reasons for the appeal in the form of a letter.
2. Appeals will be accepted in writing to the Director of Elections, Policies & Constitutional Affairs within forty-eight hours of the announcement of results of the general election.



3. Upon receiving an appeal, the Elections Sub-Committee will be empowered to uphold, retract, or alter the decision in question, in accordance with constitutional provision in this article.
4. Make the decisions of the Election final; subject only to a Judicial Review. A Petition can be made to the Judicial Branch regarding the ruling/ verdict.
6. The Elections Sub-Committee will make the decisions of the Elections final;
7. When an appeal is received, the Elections sub committees is required to count the ballots.
8. Any candidate can request a re-tabulation of the votes or, in the case of a referendum, any student, can request a re-tabulation of the votes.
9. Recount requests are granted in accordance with the above articles.
10. A recount can be requested with new parties thus eliminating individuals such as the Director of Elections, Policies & Constitutional Affairs, members of the Elections Sub-Committee and any scrutinizers.

Section 22- Elections Run Off

1. Voting papers will not be destroyed before the lapse of two weeks after the result of the elections has been finally resolved.
2. Candidates must remove their election materials after the close of voting on the final day or Run off; candidates have seventy-two (72) hours to remove all campaign materials.
3. Failure to do so will result in a fine of \$500 for each day.

Section 23 - Appointment of Officers (Directors)

1. Immediately following the election of elected officers for the USM Executive Committee the Outgoing Executive Committee will meet the Incoming Executive Committee to appoint the Appointed Officers who will constitute the Executive Council.
2. Additional Members of this Committee will be
 - a. The Director of Elections, Policies & Constitutional Affairs Chairperson



- b. Respective USM Executive Council Members- (at time Candidates for that office are being interviewed)
 - c. At least two Student Senators
 - d. At least three Ordinary Students
 - e. Chief Advisors (Ex-Officio)
 - f. University Division of Student Services Representative (s) (Ex-Officio)
3. The Committee will determine its own rules and procedure for the appoint process but is bound to observe the Constitutional guidelines for appointment.

Section 24-The USM Council Transition Period & Joint Meetings

1. The USM Council Transition Period can begin immediately after the USM Elections and Appointment of Officers. This is a period when the incoming USM Council will prepare for officially taking over office in September, upon inauguration. The outgoing USM Council is required to guide the incoming USM Council as it relates to all the business and operation of the USM Council for the last year, through the Transition Period.
2. The newly Elected Executive Council will meet at least once with the out-going officers. The out-going President will call and direct the joint meetings.

Section 25- The USM Official Handing Over Ceremony

1. The handing over ceremony should be done at least three weeks to one month following the USM's election. This ceremony should be held during an assembly session or streamed using appropriate medium whereby the student population would be able to join. Kindly see Appendix E for the program sequence for the ceremony.
2. The Outgoing regime will prepare a handing over report to pass on to the incoming regime at the handing over ceremony, in order to assist with the transition of the latter group, into office. Each sector officer will also hand over a physical report to his/her successor.
3. Notwithstanding this Article, the Outgoing Executive Officers will retain voting privileges on the USM Council and all University Standing Committee until the new Academic year commences.

Section 26 - Vacancy & Bi- Elections General Guidelines



1. The USM Council, on the advice of the Director of Elections, Policy and Constitutional Affairs must call a bi election in the case of a member's resignation, removal or dismissal from office;
2. Following the resignation or expulsion of a member, the vacancy must be announced during the next Council meeting and be published to the House.
3. The USM Council's has the right to fill a vacancy in one of following ways;
 - a. Elect a new member based on a school wide bi-election or
 - b. Elect a new member by a majority vote of the USM Council, during an official meeting elect and or appoint such a representative to office.
4. This is done in order to fill all the positions that were not filled during the general election to be filled within the first two months of the Fall Semester;
5. Or due to vacancy within Fall Semester to be filled within the same semester of the school year or two – three weeks of the vacant office and for any purpose will not be held after the Fall Semester of the Academic School year;

The House or the USM Council (if the position being filled is an appointed one) in an official meeting will vote on these names and the candidate receiving the most votes will be appointed to the post.

- i) If the candidate who placed second in the elections seeks the vacated seat, then that candidate will automatically be seated, unless the USM Council, by an absolute majority vote, declines to seat him or her.

If there are additional candidates or individuals who are interested, then one of these persons may fill the vacancy; otherwise the vacancy must be filled by a bi-election

Section 27- Presentation of Candidates at Official Meeting Bi Election.

The presentation of candidates at an official meeting will be based on a majority vote of the USM Council and will:

- (1) Be held in an open session at an official meeting;
- (2) Be addressed to the house for no more than five minutes before voting begins; and
- (3) Be questioned by the USM before voting occurs.

Section 28 - Bi Election Balloting:

Bi –Election balloting will:



- a) Be cast by secret ballots;
- b) Be collected by the Director of Elections, Policy and Constitutional Affairs;
- c) Follow Section 13.8, if a school wide vote is decided upon by the House or Council-in case it is an appointed office;
- d) Occur at an official USM Council meeting in a closed session if a vote within the USM Council is decided on by the USM Council.

Section 29- Quorum and Qualifications of Voters

If a vote is:

- (1) Within the USM Council, it must be at an official USM Council meeting or a Joint meeting with the Senate.
- (2) A school wide vote is decided upon by the house, it must follow the general regulations stated in generality of this article.

Section 30- Filling Vacant Office(s) Within Spring Semester

In the case of a vacancy occurring in the Spring Semester, the functions of such Office is to be absorbed within the executive or will be assumed by the subordinate if such office carries an Assistant/Associate Position.

In the case of no such Constitutional Provision, the Council may vote on the most suitable personnel to absorb such decisions or some other means to be provided by the Council.

Article XIV -USM Oaths of Office

Section 1: Procedures



1. *The following Oath must be affirmed by all new Student Representatives and Officers duly elected and appointed to USM Council as they take office:*
2. *This Oath may be administered by any officer authorized to take the acknowledgment of the execution of a vow, diktat, decree, declaration, proclamation, pronouncement or deed of real property, or by the outgoing USM Director of Elections & Constitutional Affairs in whose office the Oath is required to be filed.*
3. *The Oath will be administered to the President by the Vice President of Student Services and to the other student representatives by the Associate Vice President of Student Services.*
4. *The Oath or statement of every duly elected and or appointed officers of the USM must be filed in the office of the Director of Election, Policy and Constitutional Affairs. Every USM officer must file with the clerk thereof.*

Section 1- Oath for the due execution of the office of President (Clubs and Societies)

I _____ do solemnly affirm by the grace of God that I will faithfully execute the Office of President United Student Movement, and will to the best of my ability, preserve, protect and defend the Constitution of my club and by extension United Student Movement so help me God.

Subscribed and sworn to before me this _____ day of _____, 20 ____.

USM Director of Elections, Policy and Constitutional Affairs

My commission expires: _____, 20 ____.

Section 1- Oath for the Due Execution of the Office of Executive Committee (Clubs and Societies).

We, being the duly elected executive committee of the United Student Movement, of Northern Caribbean University, do solemnly affirm that we will faithfully execute the duties of our respective offices as provided in these By-laws; that we will dutifully uphold and preserve the Constitution of our Club. We will strive to establish representative student government, maintain academic freedom and defend the members' rights and



their welfare. With these thoughts in mind, we will set as our final goals the advancement of Northern Caribbean University and ultimately the United Student Movement, through the divine leadership of God; so help us God.

Subscribed and affirmed to before me this _____ day of _____, 20 ____.

USM Director of Elections, Policy and Constitutional Affairs

Signature of Student Representative

My commission expires: _____, 20 ____.

Section 2- Oath for the Due Execution of the Office of President

I _____ do hereby solemnly affirm, by the grace of God, that I will faithfully execute the Office of Presidency of the United Student Movement. I will dutifully uphold and preserve the Constitution of the United Student Movement, as provided in the Bylaws. I will strive to foster and strengthen the spiritual, physical and mental faculty of the students, by maximizing the



participation of all students, student groups and organizations, as provided in the United Student Movement Constitution and its Bylaws, so help me God.

Subscribed and affirmed to before me this _____ day of _____, 20____.

Vice President of Student Services

Signature of President

Signature of Justice of the Peace

My commission expires: _____, 20____.

Section 2 - Oaths for Due Execution of the Office of Executive Committee

We, being the duly elected executive committee of the United Student Movement, of Northern Caribbean University, do solemnly affirm that we will faithfully execute the duties of our respective offices as provided in these Bylaws; that we will dutifully uphold and preserve the Constitution of the United Student Movement. We will strive to establish representative student government, maintain academic freedom and defend student rights and their welfare and to such extent as may be required for the good management of the affairs of the United Students' Movement Council, directly or indirectly, reveal the business or proceedings of the United Student Movement Council or the nature or contents of any documents communicated to us as USM officials. We will work towards the strengthening of the cooperation between the United Student Movement Council and the university administration and work toward bettering student development, qualities and scholastic standards. With these thoughts in mind, we will set as our



final goals the advancement of Northern Caribbean University through the divine leadership of God; so help us God,

Subscribed and affirmed to before me this _____ day of _____, 20____.

Vice President Student Services

Signature of Student Representative

Signature of Justice of the Peace

My commission expires: _____, 20____.

Section 3- Oath for the Due Execution of the Portfolio of Appointed member.

I do solemnly affirm that I will diligently execute the Office Appointed as provided in the Constitution and its Bylaws and will, to the best of my ability, uphold, promote, and support and implement student lead activities to foster the up building of holistic Christian education. To such I will serve as a positive role model, leader and voice for the United Student Movement of Northern Caribbean University, so help me God.

Subscribed and sworn to before me this _____ day of _____, 20____.

Vice President, Student Services

Signature of Student Representative

Signature of Justice of the Peace



My commission expires: _____, 20____.

Section 4- Oath for the Due Execution of the Portfolio of Appointed member (Dir. of Elections, Policy & Constitutional Affairs)

I do solemnly affirm that I will uphold the Constitution of the United Student Movement and that I will faithfully discharge, according to the best of my ability, the duties of the Office as provided in the Constitution and its Bylaws, I will respect and serve the duties of my job description outline in the same. I will do right to all members of the United Student Movement, Council, Senate, and Member Organizations and to such execute, and adhere to policies and regulations of the Student Movement Constitution and Bylaws without fear or favour, affection or ill will, so help me God.

Subscribed and affirmed to before me this _____day of _____, 20____.

Signature of Justice of the Peace

Signature of Director of Election, Policy and Constitutional Affairs

Signature of Justice of the Peace

My commission expires: _____, 20____.

Section 5- Oath for the due execution of the office of Executive Council

We the members of the United Student Movement Council do solemnly affirm by the grace of God that we will faithfully execute the duties of this office as provided in the By-laws of the Constitution; that we will dutifully uphold and preserve the Constitution of the United Student



Movement. We will strive to establish representative student government, maintain academic freedom and defend student's rights and their welfare. So help us God.

Subscribed and sworn to before me this _____ day of _____, 20____.

Witness (Student)

Signature of Justice of the Peace

My commission expires: _____, 20____.

Article –XV Internal Management and Responsibility of the USM Council Operations

The United Student Movement Council will acknowledge full responsibility for general coordination of the Council's sector, activities, and will take responsibility for all legal and financial transactions resulting from the activities of any previous regime. The USM Council, and or Unified body will ensure that all members of the Council;

1. Uphold and stand by the constitution of the USM, and where a member violates such, will ensure that the proper sanctions are taken in that regard, or in accordance with the Constitution
2. Are registered in a program at NCU as a student during both the Fall and Spring Semesters of the individual's term of office.
3. Serve in only one position of the USM during his/her term of office, with the exception of:
 - a. USM Committee chair, Senate chair or any other representation required by the Constitution and its Bylaws or by a vote of the council to chair a special committee.



- b. a member who previously held a position and has moved on to another, has the opportunity to tentatively hold an interim position if in the immediately following term served in office, the position has no representation. The member will only be granted one vote at an official meeting or during a motion;
4. Maintain consistent office hours as agreed upon by the USM Council through a majority vote.
5. Be familiar with Robert's Rules of Order.
7. Undertake all events and activities on a break even or profit basis unless designated as a special event or activity to address a specific student issue or concern; adhere to proper archiving of emails, documents, minutes and notes for future USM members as governed by the current USM Archiving Policy, revised and maintained by the USM Librarian.
8. Create a transition report which includes, but is not limited to, a description of all events, initiatives and programs run by the council during the term of office. The report must also include all financial information relating to the member's position, e-mail account information, hard and soft copies of important documents and a review of the term in office.
9. The transition report should be half-way completed by the beginning of the Spring Semester. The fully completed document will be presented to the incoming regime(s) during the handing over ceremony; or no later than two weeks before the end of their term in office or no later than one week before the end of classes in the Spring Semester, whichever is sooner;
10. Collectively call and attend at least one Bi-Annual Joint meeting of the Unified Body (Joint Council meeting of USM Council Main Campus and USM Extension Council).
11. All officers are expected to provide mentorship to at least two potential candidates for their respective sectors. These mentees are to be selected by the current officer in the Fall semester and be mentored in preparation for election season in the following Spring semester. They should receive advice and training on how to serve in the office if they were to be elected.

This mentorship should be provided to all interested students, whether selected or volunteered.

Article XVI–USM Democratic Initiatives & Constitutional Amendments

Section 1 Democratic Initiatives

1. The United Student Movement of Northern Caribbean University's' Constitution, is a body of

fundamental laws and principles according to which the Student Movement is governed. It determines the organizational structure of the Student Movement, functions, powers and

responsibilities of the United Student Movement branches of Government, its Member Organisations and how these functions and powers are exercised. It is the ordinance made for the regulation of its own local internal affairs and for its dealings with others and the governance of its officers and non-council members.



2. Any item may be brought before the USM Council for consideration upon presentation to that body of a petition to that effect signed by at least ten per cent of the student body.
3. A referendum vote will be called upon presentation to the USM Council of a petition to that effect signed by at least ten percent of the student body.
4. Any representative will be required to stand in a recall election, as set forth in the By-Laws, upon the presentation to the USM Council of a petition signed by at least ten percent of the particular representative's constituency.
5. Any decision made by the USM Council must be made known to its sponsor and the Division of Student Services.

Section 2 Constitution and Constitutional Amendments

Section 2.1 The Constitution of the United Student Movement may not be amended prior to the passing of two (2) academic years following the last regime in which the most recent voted amendment(s) was/were made.

Section 2.2 Amendments to this Constitution may be introduced upon:

1. A decree for the amendment of the Constitution and or its Bylaws will be made to the house, provided that a notice with details of the proposed amendments in duplicate is given to the USM Council and USM Student Senate at least seventy-two (72) hours before the meeting of the USM Student Senate, and supported by two-thirds (2/3) majority of the USM Student Senate.
2. Or a presentation to a general assembly of a petition to that effect signed by ten per cent of the student body
3. Proposed(s) amendment will not be entertained unless the draft proposal is signed by at least ten per cent (10%) of the total membership of the Student Movement or by an absolute voting majority (2/3) of the USM Student Senate.
4. Copies of the proposed amendments are placed on the regular bulletin boards at least seventy-two (72) hours before the meeting at which the proposal is to be considered.
5. A proposed amendment will be accepted with at least two-third (2/3) of the USM Students Senate members present and voting, vote for its acceptance, provided that those voting in favour of the motion constitute at least one-half (1/2) of the total membership.
6. Amendments that meet the aforesaid requirement will be placed on the ballot for the ratification if there is a division in the House/Assembly provided such amendments require a referendum.



7. In observation of the aforementioned Section, Amendments to the Constitution will be adopted upon approval by a two-thirds majority of voting students.
8. Such introduction or removal of amendments must be conducted through the USM Student Senate under the advisory of Sponsor(s).
9. At least one weeks' notice must be given before presentations or votes can be made.
10. Amendments to the Constitution will be of effect and binding on all members of the United Student Movement and NCU immediately upon receiving the approval of the University, in accordance with its Charters, Statutes and Working Policies.
11. Recommendation(s) for constitutional amendment(s) made by active USM officers must be taken to the USM Executive Council for revision before they are published to the student body and brought to the **USM HOUSE** of representatives to be voted:
 - a) USM Executive Council cannot prevent recommendation(s) for constitutional amendment(s) from going to the USM House of Representatives.

Section 3: Referendum & Referendum Initiation

A referendum initiation will:

1. Only be initiated through a motion or petition presented to the USM Council to be initiated through the USM Student Senate, as explained in the Constitution and its Bylaws (refer to USM Student Senate).
2. Be motioned to forward a question to the United Student Movement Council and the USM Senate through:
 - a) an official meeting of the United Student Movement Council by any member of the Council; or
 - b) A petition signed by ten percent (10%) of the Northern Caribbean University student body.
3. Include the proposed referendum question in the motion or petition.



Article XVII- Ratification

Section 1-Debate and Ratification of Referendum Question(s)

Debate and ratification of referendum question(s) will:

1. Be after a motion or petition to initiate a referendum is presented, require the mover and second, or the petitioner, to have the opportunity to explain their motivation for initiating the referendum.
2. Debate the motion after the mover and second, or the petitioner, has had the opportunity to explain their motivation for initiating the referendum.
3. Require a vote of the USM-the House, to determine the acceptance or rejection of the motion after debate of the motion has concluded in accordance with Article X.

Section 2-Ratification of this Constitution

A plurality of votes will be sufficient to establish this Constitution (refer to Democratic Initiative and USM Student Senate Article).

Article XVIII Codification

1. For the proper arrangement and logical –step by step interpretation of this Constitution and its Bylaws, this article hereby serves a guiding instrument to preserve codification procedure employed therein.
2. Each Article is subdivided by means of a point (dot) arrangement carried out three point places.
3. The first point place will represent an Article’s section.



4. The second point will represent a section's subsection. If used, a third point will represent a subsection's subsection. For example, Article 15 would begin with section 1.-with the potential subsection 1.1and potential sub-subsection 1.1.1.
5. Subsections will relate back to the previous Section. Sub-subsections will relate back to the previous subsection.
6. Subsections and sub-subsections may be codified with letters of the alphabet should the lines exceed ten (10) in any given subsection or sub-subsection; **or** if such requires listing of criteria, condition, and composition.
7. Each Article will have printed with it a history giving the Legislative Session and Bill number in which it was amended. For example, if Article 15 was amended in the 2nd session with USM-SS 08-13, the bottom of Article 15 will read "LS 2, USM SS 08-13 as part of the chapter history.
8. Only the most recent five (3) amendments to an Article or Bylaw will be printed with the Article/Bylaw with less recent amendments archived according to University Library policies and available for reference.
9. All legislation and resolutions presented to the Student Senate, the USM Council or the House will be retained and archived according to University Library policies at the end of each legislative session.

Article XIX USM Standing Committees & Their Roles

Section 1 - Standing Rules for Meetings of Standing Committees

1. There will be twelve major standing committees:, the Academic Affairs Committee, the Finance & Planning Committee, the Social Affairs & Student Support Services Committee-this committee may be split in two distinct committee at times, the Religious Affairs Committee, the USM Projects & Special Initiative team, the Parliamentary Committee, the Property & Assets Committee, the Publications Committee, the Hilltop Trumpet Committee, the Public Relations Committee, the Sports Committee, the USM



Alumni Chapter Planning Committee. All issues and policy matters will fall into the appropriate committee (and consequent subcommittee) jurisdiction/portfolio.

2. Meetings of the Standing Committee will be presided over by the Chairperson of that committee as indicated under the section governing the functionality of that committee; and, in his/her absence, the Co-Chair, who is normally a member of the USM Executive Council as stipulated by respective committee regulation or most senior member of that committee present and selected by the Committee, will chair the meeting.
3. Each Chairperson will have the responsibility of selecting and recommending all constituting members of each of these Committees.
4. A committee must be formed at most three weeks after the new regime is officially in office and will meet at least five times per semester for one year in office.
5. At least two (2) student members of the House must be on each Committee. Members of the House may apply for a position to sit on a Committee if that Committee requires such. The applicant's Curriculum Vitae will be assessed and eligible personnel will be installed in office.
6. The President sits on all committee of the USM; and must present all major decisions reached by the said committee through the chairperson to the USM Council which must be approved by two-thirds voting ("yes" or "no.") and will notify the Unified Body and the House.
7. Emergency meetings of the Committees will be called by the administrative assistant on the instructions of the Chairperson or at the written request of at least five members of the Committee.
8. At least seventy two (72) hours' notice must be given before the holding of ordinary meetings of the Committees and twenty four hours, or less, notice for emergency meetings.
9. Minutes of the proceedings of meetings will be kept and submitted to the USM Secretariat for filing
10. The quorum will constitute one fifth of the total active membership of the Committees. Upon removal of an officer from a Committee, reapplication may be done within one (1) to two (2) weeks of the time of removal. In addition, a delegate may petition the USM student court to remain on a committee of which he was formerly a member.

Section 2 -The Academic Affairs Committee

1. The Academic affairs Committee will be a standing Committee of the USM and will be subject to the directions and control of the USM Council;



2. The Academic Affairs Committee will be composed of:
 - a) The Vice President of Academic affairs who will be the chairperson
 - b) Executive Director Co-Chair
 - c) Director of Elections Policy & Constitutional Affairs
 - d) Academic/College Vice Presidents Academic or corresponding position
 - e) Student
 - f) Three other members appointed by the USM Executive Council
3. The Academic Affairs Committee will:
 - 3.1 Serve as defenders of the academic welfare of students of NCU
 - 3.2 Serve as support group to all duties of the Vice President of Academic Affairs.
 - 3.3 Assist in the planning and execution of USM School Impact and all other major initiatives taken on by the Vice President Academic Affairs.

Section 3 -The Finance Committee

1. The Finance Committee will be a standing Committee of the USM and will be subject to the directions and control of the USM Council; this committee is with ADVISORY jurisdiction over the USM budget where it concerns the budgeting and accounting process.
2. The Finance Committee will consist of, but is not limited to the following:
 - a) The Vice President of Finance chairperson
 - b) The USM Treasurer liaisons with all officers of the USM regarding their budgets, Co-chairperson
 - c) Clubs' Vice President of Finance
 - d) At least seven (7) Student Treasurers from College or School/Academic Clubs
 - e) At least two students of the House

Section 4 -The Student Services &Social Affairs Committee

1. The Social Affairs Committee will be a standing Committee of the USM and will be subject to the directions and control of the USM Council. This Committee is responsible for the planning and organizing of all USM social activities such as the USM Socials,



Concerts for example: Unleashed & USM Image, with oversight responsibility for the Student Services Committee.

2. The Student Services and Social Affairs Committee will be composed of the following:
 - (a) The Vice-President, Student Services & Social Affairs as the Chairperson
 - (b) The USM Treasurer who will be Treasurer of the Committee
 - (c) The President
 - (d) The Residence Hall Club Presidents [Excelsior and Philmelodia]
 - (e) Projects Team Directorate or designate
 - (f) Sports Directorate, or designate from the Sports Committee
 - (g) Public Relations Officers or Members from the Public Relations Committee
 - (h) Social Vice Presidents or Directors from the various Clubs
 - (i) Students appointed as Social Coordinators
 - (j) Three other members appointed by the USM Executive Council.
 - (k) The Committee will elect a Secretary from among its members

Section 5 - The Spiritual Affairs Committee

The Spiritual Affairs Committee will be a standing Committee of the USM and will be subject to the directions and control of the USM Council. The Committee will provide for the spiritual and psychological welfare of the student body by conducting regular prayer and fasting sessions, counseling sessions, Bible studies, and consecratory services.

Composition

The Spiritual Affairs Committee will be composed of the following members:

- (a) The Vice President, Religious Affairs as Chair person
- (b) Chaplin/ Religious Directors all other Member Organisations
- (c) The Public Relations Officer or designate
- (d) Faculty Representative from the School of Religion and Theology
- (e) Portfolio Sponsor
- (f) Two (2) other members appointed by the USM Executive Council

Section 6 - The USM Projects Special Initiatives Team

The USM Projects & Special Initiatives Team, also known as the USM Projects Team, is established so as to enable the USM Council to properly and effectively implement and monitor all USM Projects-(events) and Special Initiatives proposed and undertaken by the USM Council.

The Projects Team will be composed of the following members:

- (a) The Director of Projects and Special Initiative as the Chairperson,
- (b) The Associate Director Project and Special Projects Co-Chairperson
- (c) Projects Secretary,



- (d) Projects Organizer,
- (e) Projects Coordinator,
- (f) Special Initiative Coordinator,
- (g) Projects Chaplin,
- (h) Projects Treasurer,
- (i) Public Relations Officer or designate
- (j) Portfolio Sponsor

Section 7 The Parliamentary Committee

The Parliamentary Committee will be a standing Committee of the USM and will be subject to the directions and control of the USM Council. The committee has responsibility for the orientation of Member Organisation Parliamentarians and oversight responsibility for execution of student organisation elections.

The Parliamentary Committee will consist of the following members:

- (a) Director of Elections, Policy & Constitutional Affairs as Chairperson
- (b) Parliamentarian of Member Organisations
- (c) Associate Justice (These are USM Representatives on the Extension Sites who work in collaboration with the Director of Election on the main campus)
- (d) A Secretary nominated by the Committee
- (e) Portfolio Sponsor
- (f) Three other members appointed by the Chairperson for the efficient running of the Committee.

Section 8- Campus and Community Student Security Committee

The Campus and Community Student Security Committee will be a standing Committee of the USM and will be subject to the directions and control of the USM Council.

This Committee will be composed of:

- (a) The Vice President of Student Services & Social Affairs, Chairperson
- (b) Residence Hall Presidents or Designate
- (c) Member of the Department of Loss Prevention and Risk Management (nominated by the Council)
- (d) OSH office
- (e) A secretary nominated by the committee
- (f) Commuting Student Representative
- (g) Portfolio Sponsor
- (h) Three other members appointed by the USM Executive Council should ensure that workshops and programs, that are planned to enhance, security and safety awareness, amongst students on campus and within the neighbouring communities, are effective and informative.



The Campus and Community Student Security Committee is responsible to maintain a good working relationship with the University's Loss Prevention and Risk Management Officers.

The Committee should seek to maintain a safe, friendly and secure environment for all dormitory and commuting students.

This Committee shall seek to provide feedback on security related concerns and issues, of the Dormitory and commuting students to the administration or the Department of Loss Prevention and Risk Management.

Should conduct research into crime mapping and statistical data generated by Area 3 Police Station in relation to the different communities that surround Northern Caribbean University, where students normally seek residence in. By making this information available to all students, the committee will ensure that they are better equipped to make safer living decisions.

Section 9 - The Properties and Assets

These matters will be addressed by the Finance Committee

Section 10 - The Public Relations Committee

The USM Public Relations Committee will be a Standing Committee of the USM and will be subject to the directions and control of the USM Council.

The Public Relations Committee will be composed of:

- (a) The Associate Public Relations Officer as Chairperson
- (b) The Vice President of Student Services & Social Affairs
- (c) A secretary nominated by the committee
- (d) The Publications Director
- (e) Member Organizations Public Relations Officers
- (f) USM Photographers who will be appointed by the USM Council on their commendation of the Committee
- (g) A specialized Web Master and video graphics designer.
- (h) A Staff member from Corporate Communications Marketing and Public Relations
- (i) Three other members recognized by the USM Executive Council to be beneficial to the operation of the Committee
- (j) Student appointee to the Committee

The Team will focus on:

- a) Media/Communication that is used to boost the image of USM Events by Public Relations
- b) Fostering good relations between the USM Member Organisations and USM; and by extension, the N.C.U



- c) Maintaining the USM Website and the Designated U.S.M. bulletin board.
- d) Maintain communications with the Hilltop Trumpet Committee

Section 11- The Sports Committee

The Sports Committee will be a standing Committee of the USM and will be subject to the direction and control of the USM Council.

The Sports Committee will be composed of:

- a) The Sports Directorate will decide the Chairperson of said committee.
- b) The Male or Female Sports Director as the Deputy Chairperson and chair for a Sports Subcommittee
- c) The Associate Female Sports Director who will Chair a Sport Subcommittee
- d) The University Director of Social Development who will act as an Advisor for the committee
- e) Faculty and Staff Representatives
- f) Residence Halls' Club Sports Representatives
- g) All Official Sports Club Presidents
- h) House Captains and Team Captains
- i) Any other members that the Committee deems fit for the adequate performance of its duties.

The Sports Committee will:

Reserve the right to authorize the following Subcommittees:

- a) **Sports Promotion Subcommittee**- with responsibility for promoting sports events, including the community students, promoting sports day, jerseys, and persuading students to involve themselves by employing various tactic and tools.
- b) **Sports Research Subcommittee**- with responsibility for exploring, collecting, organizing, analysing and conveyance of data infer to sports committee with recommendation to make necessary decisions subject to the USM Council.
- c) **Sports Maintenance Subcommittee**- with responsibility to ensure proper issuance and inventory of USM Sports equipment, and maintenance and or repairs of the same, and update the Sports Committee, USM Finance & Treasury as requested from time to time.

Section 12 -The Publications Committee



The Publications Committee will be a standing Committee of the USM and will be subject to the directions and control of the USM Council; The Publications Committee will produce and market the official yearbook of the school-“The Palm Leaves” and The official USM Newspaper – “The Hilltop Trumpet.”

The Palm Leaves and Hilltop Trumpet Committee, a student-run year book, will be governed by the following principles:

The President, with the agreement of 2/3 of the USM Council, will appoint a Chief Editor for the production of the Palm Leaves

Members of the Palm Leaves Committee will include:

- a) The Director, Palm Leaves
- b) Assistant Graphics Editor
- c) Assistant Scripts Editor
- d) Business Manager
- e) Photographer(s)
- f) Sponsors
- g) Layout Artist(s)
- h) Circulation Manager
- i) Editor
- j) The Public Relations Officer or a designate
- k) The Hilltop Trumpet Publications Chairperson

Section 13-The USM Alumni Association will:

Be a source of mentorship and guidance for the current USM regime.

The USM Alumni Association will be comprised of the following:

- a) The Immediate Past President as Chair, if a he or she is a returning student
- b) The President as the Chairperson if Immediate Past President is unavailable



- c) The Vice-President, Academic Administration
- d) The Vice-President, Student Services & Social Affairs
- e) The Director Elections, Policy and Constitutional Affairs.
- f) The USM Administrative Assistant
- g) University Director/Coordinator Special Events
- h) University Director Alumni Relations
- i) Public Relations Directorate/ Member from the Public Relations Committee
- j) Projects and Special Initiatives Directorate and or member from Projects Team
- k) At least one Student appointed
- l) Three other members appointed by the USM Executive Council.
- m) Any other Appointee the Committee may deem necessary

The USM Alumni Chapter Committee will:

Meet within the first two (2) weeks of the first Semester. The Committee may be convened at any time by the chair person, if he/she deems it necessary.

The USM Alumni Chapter Committee will, plan, coordinate and manage all schedule activities of the USM Alumni Chapter Committee, inclusive of the annual USM Alumni Homecoming which will be in conjunction with the University Homecoming Weekend. More specifically, this Committee will assist Student Services in the planning of the Annual Banquet, and Northern Caribbean University Ambassadors Award (NCUA Awards).

Work closely with the University Alumni Relations, to promote USM Alumni Homecoming in conjunction with that of the University Homecoming weekend.

Liaise with the various USM Alumni Chapters to plan, coordinate and execute the activities of all the chapters, with an aim to support initiatives of the Movement

Allow in the absence of the Chairperson, the Deputy Chair to convene a meeting of the Committee.

Meetings of The USM Alumni Chapter Committee notwithstanding what is contained in *Section I* will meet within three (3) weeks of the first semester and thereafter at least twice per semester.



Bylaw 1 - Operations of the USM Council

Section 1 Meetings

The U.S.M. Council will meet once per month to consider the efficiency of the regime.

Ordinary meetings of the USM Council will be called by the authority of the President.

At least three (3) days' notice will be given to every member of the USM Council.

Notwithstanding the above, the President may call extraordinary meetings of the USM Council and a minimum of twenty four (24) hours' notice of such meetings will be given to every member of the Guild Council.

One half of the members of the USM Council will constitute a quorum.

The meetings of the USM Council will be held in accordance with the Bylaw Section of the Constitution.

Section 2- Voting Guidelines

There will be three (3) responses in which a member of the USM Council may vote:

- a. For, In favor of the motion or legislation.
 - b. Against, Opposed to the motion or legislation.
 - c. Abstention, neither for nor against the motion or legislation.
- 2.0 Members must abstain only if there is a distinct conflict of interest, other than voting for one's self in a Legislative Nomination.
- 3.0 At all meetings of USM Council there will be two types of votes.



3.1 a. Roll call voting –

3.1b. Roll call voting is done by calling out the name of each member of The Student Senate.

Each Member will then vote

For, against, or Abstain by saying “Yes,” “No,” or “Abstain” respectively. Only roll call voting will be used when there are bills and amendments to be passed.

3.1c. Vote by unanimous consent -

1. Parliamentary motions may be done by the raise of the right hand, signifying either for, against, or abstentions. These motions will include, but not be limited to. The motion for unanimous consent, motion to adjourn the meeting, and motion to pass resolutions.

All voting will be recorded in the Meeting Minutes.

Proxy Voting – The use of Proxy voting will be subject to the consensus of the Council.

Parliamentary Procedure(s)

Robert’s Rules of Order, Newly Revised, will be the authority only over those questions that have not been specified by general law, University regulations, or by the Constitution of the United Student Movement.

Section 3- Presidential Appointment Procedures

1. The USM President will have the privilege of making Presidential appointments on the advice/recommendation of the Council, requiring a confirmation by the Student Senate; such appointment must be read into the minutes.
 - 1a. Presidential appointees are considered the appointment of ex officio officer such as Student, Staff or Faculty on the advice of the USM Council.
2. All Presidential appointees recommended must be present and available for questioning at the meeting of USM Council in which they are to be considered.



3. The USM Council will allow the candidate adequate time to answer questions as well as to address the Council on issues pertinent to the office which his or her office is called to do before going to the floor for confirmation.
4. The USM Council upon formal appointment of Presidential Appointee will submit to the Student Senate the appointment to follow through on confirmation procedures where duties and responsibilities will be vested upon such an individual.
5. The USM President may not remove appointees to legislative or judicial office, such as the Disciplinary Committee. This may be done only through regular impeachment or recall procedures.

Section 4 - Conduct and Debate on the Floor of the USM Council

1. Any person who is not a Council Member will not be recognized to speak before the Council unless the USM Council votes by majority to allow such a speaker.
2. Only Council members will be allowed on the floor of the USM Council while the Council is meeting, except for the USM Justice (s).
3. The USM Chief Advisor/Sponsors and Vice President Finance or Director of Elections Policy and Constitutional Affairs, will be allowed to speak during debate, other Rules of Procedures notwithstanding, in order to provide information or advice to Council members.

The aforementioned subsections (1), (2) and (3) will not apply to individuals invited to address the Student Senate whose name or purpose of address appears on the Senate Agenda.

4. A Council member who wishes to gain the floor will raise his/her hand and wait for recognition by the Chair/ President.
5. Any member recognized by the chair, will rise to address the USM Council.
6. No member will speak a second time unless all other members wishing recognition for the same side of debate (pro/con) have had an opportunity to address the Council. No member will speak more than twice, unless recognized by the Chair Officer at his/her discretion.



7. A member who moves a measure will have the option of both opening debate and closing debate. Opening debate will be limited to five minutes. Closing debate will be limited to two minutes.
8. The mover of a measure will have the option of closing debate in all cases including when a motion passes to cease debate. In such cases, the mover of the measure will have closing debate after the vote to call the question and prior to the putting of the question to the body.
9. Each round of debate other than closing and opening will be limited to three (3) minutes.
10. Any member may yield his/her remaining time to any other member except on closing debate. By sitting down after speaking, the Council waives the remaining debate time.
11. The remaining time on any side of debate (pro/con) on a main or secondary motion will be returned to that side of the debate upon completion of any amendment considered unfriendly by the primary sponsor or the completion of any motion and continue to the next side of debate.
12. The chair may reduce debate time limits for speakers and/or limit debate on the entire question, whenever necessary. Such a decision of the Chair may be overturned by a majority vote of the Council.
13. All individuals in attendance at a USM Council meeting will demonstrate the proper respect for the business and procedures of the Council and all other individuals in attendance.
14. All council members will refrain from creating disturbances, especially loud conversation and noise, during official proceedings.
15. Members of the council will conduct himself/herself at all times in a manner that promotes courtesy and professionalism in council meetings, free from discrimination, favoritism, and prejudice of resolution, motion, agenda, or plan of action accepting nothing which reasonably may be construed to improperly influence his official act, decision or vote.

Section 5 Records of the USM Council.



1. All regular or special meetings of the USM Student Senate will be recorded and filed by the USM Secretariat employing appropriate systems to store the same approve the USM Executive Council.
2. All such recordings maybe transferred to a CD/DVD format and labelled for USM Permanent archive, according to University Library policies and practices.
3. Written transcripts/summarization of meeting Minutes/major decisions by the Council may be posted to the USM website for public consumption.

Section 6 - Motion for Censure and/or No Confidence

At least two weeks prior to a motion of Censure and/or No Confidence, correspondence is to be sent to the USM Alumni Chapter outlining the reason(s) for the proposed Motion of Censure and/or No Confidence. A mediation meeting will then be called by the President of the Alumni and the USM Director of Elections, Policy and Constitutional Affairs.

1. Motions leading to votes of censure against and/or no confidence in members of the USM Council or any Committee of the USM will be considered at any General Meeting of the USM as long as such motions arise from the business of the meeting.
2. Such motions will be introduced at a meeting of the USM Council which has a minimum of fifteen (15) members in attendance.
3. The motion will be passed by a two third majority of the members present and voting at the meeting.
4. Points of procedure not mentioned in these Standing Orders will be ruled upon by the Chairperson of the meeting in consultation with the Director of Elections Policy and Constitutional Affairs, in accordance with Bylaw Section 6, the Rules of Procedure Conduct of Debate of Motion for Dismissal
5. Questions relating to the validity of proceedings will be directed by the Chairperson to the Judiciary/ if questions are posed by at least ten (10) USM Council members.

Section 7 – Mentorship

1. All officers are expected to provide mentorship to at least two potential candidates for their respective sectors. These mentees are to be selected by the current officer in the Fall semester and be mentored in preparation for election season in the following Spring semester.
2. They should receive advice and training on how to serve in the office if they were to be elected.
3. This mentorship should be provided to all interested students, whether selected or volunteered.



By-Law 2 General Meeting Guidelines

1. The USM Council as the Executive Division of the USM must meet at least once per month.
2. All meetings should be conducted in the presence of a Sponsor and cannot be deemed official if a Sponsor is not present.



3. A Chief Sponsor must be present at a meeting, if official decisions and ratifications are being made
4. The meeting of the Council must be managed by a Chairperson-which will be the President or a Vice President in the Absence of the President.
5. Meetings should be held on time and should be conducted in an orderly manner.
6. The USM Student Senate Meetings must be held at least once per month but in cases of emergency bimonthly.
7. The Director Elections Policy and Constitutional Affairs will be the Chairman of the USM Student Senate and should report to the President of the USM.
8. The Student Senate Meeting cannot be official if at least 5% of the members of the Student Senate are not present. This includes the Chairman, Secretary, Sponsor, and three Presidents from the Member Organizations.
9. Each Member of the Senate will present a report of the undertaking of their individual Member Organizations to the Chairperson at each Senate Meeting.
10. The Chairperson, as the Director of Elections Policy and Constitutional Affairs will present a report of each Student Senate Meeting to the USM Council at each meeting, which follows that Senate Meeting.
11. The USM Standing Committees Division must be chaired by an Executive Council Member as conferred by this Constitution.
12. Reports of such meetings must be given to the USM Council Secretariat for each meeting held.

By-law 3 Quorum

The quorum is the minimum number of members permissible for a Constitutional vote.

Section 1

The quorum of the USM Council will consist of seven members including the President, but not including sponsors.

Section 2

The Senate quorum will be according to the number of active Member Organizations



Section 3

The House quorum will be a majority of the House.

Article 1 – Leaving the USM Council

Section 1: Leave of Absence Reason

A member of the USM Council may request a leave of absence for the following reasons:

- a. religious
- b. scholastic
- c. personal
- d. traumatic
- e. health
- f. reasons justified and accepted by the USM Council

Section 2: Acceptance of the Leave of Absence

A member's leave of absence may be accepted if:

1. The member presents the reason for the leave of absence and the estimated time of the leave, as soon as possible to the President and Director of Elections Policy and Constitutional Affairs
2. If the member is unable to return to their regular duties within the estimated time, the USM Council on the advice of the Director of Elections Policy and Constitutional Affairs may choose to take appropriate action, including but not limited to requesting further explanation, extending the leave of absence or dismissal from office in accordance with Article 19; and
3. Distribution of Duties: It is the elected USM Council Member's responsibility to have their daily tasks distributed to other members of the Association before leave is taken.

Section 3 - Resignation Letter and Date of Effect



If a member chooses to resign he/she will:

4. Present a Letter of Resignation to the entire USM Council specifying the:
 - a) Date at which the resignation will take effect; and
 - b) Details of the resignation;
3. Present the Letter of Resignation to the Executive at least two weeks prior to the date of resignation;
4. Return all USM Council property and money
5. Provide an updated transitional report before the date of resignation.
6. Ensure that the letter is copied to NCU's Vice President, Student Services

Section 4: Acknowledgement of Resignation

After receiving the Letter of Resignation:

The President, or in the case of the President's resignation the Vice President of Academic Affairs or Director of Elections Policy and Constitutional Affairs, will forward the Letter of Resignation to the USM Council to motion the acknowledgement of the resignation.

Section 5: Bi-Elections after a Resignation

A bi-election after a resignation will:

1. Fill a position left vacant as a result of a resignation in accordance with Article 24 "bi-elections."
2. Be optional, at the discretion of the USM, if more than two thirds of the term in the office has already passed.

Section 6- Distribution of Duties after Resignation

The distribution of duties after a resignation will:

1. Be the member's responsibilities to have their daily responsibilities distributed to other members of council, if this is to occur after bi-elections.

Section 7 Grounds for Dismissal

A member of the USM council may be dismissed for committing one of the following acts:



- A. Failing to uphold the NCU student code of ethics and by extension, the USM code of ethics. This may include but is not limited to the following;
 - i. Financial wrong-doing
 - ii. Making slanderous, threatening or harassing remarks toward any person.
- B. Violating NCU policies and USM Constitution policies in any way or form including failing to perform his/hers duties as laid down in this Constitution.
- C. Consistently failing to attend three (3) or more meetings of the USM without notice or cause.
- D. A breach of leave of absence contract

Section 7: Motion for Dismissal

A motion for dismissal of a member of the USM Council will:

1. Only be initiated by a formal motion presented at an official meeting with the member who is named in the motion referred to as the primary' subject
2. Outline the complaints that warrant the primary subject's removal from office
3. Follow after a notice of a motion for dismissal is presented to the USM Council at an official meeting and to the primary subject at least seven (7) days before the meeting at which the motion will arise. A notice of motion will include the motion to be proposed.
4. Require an elected or appointed member of the Council to be present to make a motion or present a petition, signed by a minimum of two per cent (2%) of the students enrolled in full-time programmes at the Northern Caribbean University to make a motion against any council member of the USM.

Section 8 Conduct of Debate of Motion for Dismissal

Conduct of debate of motions for dismissal will require the following:

1. Chair of a meeting at which a motion for dismissal is presented may not be
 - A. The primary subject of the motion
 - B. The mover of the motion
 - C. The person who seconds the motion
 - D. A witness of the motion



2. The mover and person who second the motion will have an opportunity to present evidence and a witness to justify their motion immediately after the motion is read.
3. The primary subject will have the opportunity to question the mover and person who seconds, and their witnesses, if applicable, in that order, after the mover and person who seconds presentation.
4. The USM council may pose their own questions to the mover, the seconder and witnesses when the primary subject has had that opportunity to make their presentation.
5. The Primary Subject will have an opportunity to respond to the complaints listed in the motion, and to present his/her own evidence and witnesses.
6. The mover and the seconder will have the opportunity to question the primary subject and his/her witnesses, in that order, after his/her response.
7. A debate of the motion for dismissal will ensue after the primary subject has presented his/her case, and there are no other questions of him/her.
8. The mover, seconder, and primary subject will lose speaking rights during the debate of the motion for dismissal.
9. All present members of the USM Council will vote by indication of a Secret Ballot, to determine the acceptance or rejection of a motion for dismissal after debate of the motion has concluded.

Upon the handing down of the decision, the USM Council member may wish to appeal the decision. If so, the individual shall make an application for appeal of the decision in writing to the Administrative Council. The Administrative Council will be the final body of appeal in this matter.

Prior to a Motion of Dismissal a meeting of the Sponsors/staff advisor and USM Alumni Chapter must be held to discuss the dismissal of a member of the USM Council.

Article 2 USM Member Organizations

Section 1: Establishment of Member Organizations

1. Any application for recognition of a Club/Society/Association (Student Organisation) will be addressed in writing to the USM Director Elections Policy and Constitutional Affairs and to the University Vice President, Student Services.



2. Membership of any such Club/Society/ Association must be no less than 15 full members of the Movement.
 - 2.1 A faculty and or staff member will be appointed as acting Chief Sponsor of club being proposed for establishment.
 - 2.2. The Executive of all Clubs or Societies will include at least the following positions:
 - A. President/Chairperson
 - B. Vice President/Executive Secretary
 - C. Secretary/Treasurer or
 - D. Treasurer,
 - E. Parliamentarian
3. Notification of request for recognition will be accompanied by a copy of the proposed Constitution of the Club/Society containing the AIMS/OBJECTIVES of such Club/Society, as well as the REGISTER/PETITION FORM for the Club/Society SIGNED BY MEMBERS.
 - 3.1 Student organizations should exist:
 - a. To broaden and strengthen students' abilities and interests;
 - b. To enrich the campus culture and promote an ethic of service;
 - c. To offer students opportunities to develop leadership skills and;
 - d. To encourage students to engage in activities which complement classroom instructions
4. The Director of Elections Policy and Constitutional Affairs will ensure that the proposed aims and objectives of the Clubs/Society in no way conflict with the Constitution of the USM and the working Policies and Ethos of NCU.
5. The Director of Elections Policy and Constitutional Affairs upon approval of Member Organisation will communicate in writing the formal recognition of Club.
 - 5.1 Subject to the above clause the Director of Elections Policy and Constitutional Affairs can indicate to the proposed Club, Society, or Association to function as Steering Committee not subject to the below mentioned clause.



6. Upon endorsement of the Division of Student Services Campus Family Life Council and the University Administrative Council; that student organisation will be adopted as Member Organisation of the USM functioning within the framework of NCU.
- 6.1 Subject to the above a formal notification will be communicated to the proposed Club Association or Steering Committee of the adoption or failure to adopt such proposed Club, Association, and Society.
- 6.2 Provided that a proposed Club, Society, or Association has been denied establishment, proposed Club, Association, or Society can resubmit or appeal the declined establishment of that Club, Society, Association.

Section 2 - Membership of Recognized Member Organizations

1. Any full member of the Movement (the House) is eligible for membership in any club/society. Such Clubs/Societies may admit to membership such associate members of the Movement as they choose or any other person subject to the approval of the USM Student Senate.
2. Any external member of the Movement, provided he/she is financially contributing to the USM, will be entitled to all privileges of full members of any recognized Club/Society upon signing the register, except that of holding office. Academic staff may only become full members of recognized Clubs/Societies upon obtaining membership of the Movement/House.
3. The year of office of the USM Member Organization will begin and end with the year of office of the USM Council

Section 3 Privileges of Registered/Recognized Member Organizations

The privileges conferred by recognition are as follows:

1. The right to have a notice in the appropriate publication of the USM.
2. The right to use the Notice Boards of the USM and Notice Board open for Student Organizations.
3. The right to use the name and registered trademark of the Northern Caribbean University or the Letters NCU in the title of the Club/Society.
4. The right to student organization representation on the USM Student Senate.



5. The right to funding for student activity/event subject to registration with the USM Student Senate and Club Activity.
6. The right to request Notice Boards or any other Sign deemed worthy subject to the approval, of the University Division Finance and Industries through the USM Council.
7. The right to the use of University facilities subject to approval from the Division of Finance and Industries meeting and social events i.e. concerts, seminars and fund raisers implemented by that Club.

Section 4 Autonomy of Member Organizations

1. Member Organizations are considered as subdivision extensions and or constituent organs of the Student Government (USM) through which the USM Council facilitate representation by means of the USM Student Senate and relevant standing committees thus informing policies and planning to better student life on and off campus for the widest cross section of the student body.
2. Subdivisions Extensions will hold semi-autonomy over their operations; this constitution and provisions relevant to subdivisions will govern all their operations in its generality.
3. Individual Subdivisions extensions (Clubs/Societies/Association) may make rules for their management and efficient operation of their administration.
4. Constitutional amendment of subdivision constituent is subject to the approval of the USM Student Senate and Parliamentary Committee upon authority of the USM Student Senate.
5. USM Council recognition will not imply any financial liability. Any such liability will be subject to special agreement with the USM Council.

Section 5: Meetings of Recognized Student Organisation (USM M.O.)

1. Recognized Clubs and Societies will hold meetings as they see fit, except in special circumstances when such meetings are not approved by the USM Student Senate, or by the discretion of the Director of Elections ,Policy and Constitutional Affairs.
2. All Clubs and Societies will have at least three (3) meetings per semester.

Section 6 – Sponsorship Procedure for Member Organisations



1. All Member Organizations duly registered with the USM Student Senate and the Division of Student Services shall not seek sponsorship from Corporate Jamaica for special initiatives or projects proposed to be undertaken by that Member Organization. All sponsorship requests are done through Corporate Communications Marketing and Public Relations (CCMPR).
2. Subsection 1 of this section will be subject to the procedure laid down through the Finance and Accounting Bylaws Section 2 Subsection 1.3.1 through to 1.3.3.

Section 7 - Uses of USM Properties and Assets by Member Organizations, Groups or Individuals of the House

1. Request for use of USM property and premises should normally be made at least three (3) days in advance.
 - a. Arrangements for the function must be to the satisfaction of the Vice President Finance through USM Finance Committee with responsibility for Properties and Assets.
2. The organizer or host of the function will be responsible for any damage, breakage or loss of property and must indemnify the Properties and Assets Committee Subcommittee against such loss, breakage or damage.
3. If such an organizer or host fails to indemnify the USM, the charge will be applied to the Member Organization's financial accounts or the host with responsibility for safe usage.
4. Waiver of the fee may be permitted by the Properties and Assets Committee in special circumstances with the approval of USM Council on the advice of the Finance Committee.
5. The USM Vice President, Finance & Planning will ensure that stipends, equipment and related materials allocated by the USM Council to clubs, societies and relevant standing committees are accounted for.

Section 8 Property of Recognized Clubs/Societies

The Administrative Assistant/Treasurer of each Club or Society will be required, each year, before the end of the first Semester to furnish the USM Treasurer with a complete inventory of the property of his/her Club, which will be forwarded to the Vice President of Finance and Planning, who has responsibilities for Properties and Assets of the Movement.

The Vice-President of Finance will arrange for the insurance of valuable equipment in the possession of various Clubs and Societies.



The Officers of Clubs and Societies will be responsible for the proper custody and safety of all Club property and will take steps to ensure that such property is properly secured.

Section 9 Reports and Budgets

1. Reports and Budgets of recognized Clubs/Societies will be submitted through the USM Student Senate or Finance Committee to the USM Vice President, Finance & Planning at the during the USM Transition Period or latest first two weeks at the beginning of the Academic year , the report should include :
 - a. The name of the Club/Society
 - b. The total number of executive members
 - c. The total numbers of members of the Club/Society
 - d. The contact information of officers of the Club/Society
 - e. The contact number and address of the Club/Society
 - f. The activities of the Club/Society since the last report
 - g. The proposed activities of the Club/Society i.e. inclusive of a budget and calendar of events.
2. Alterations to this schedule of activities should be conveyed to the same, as far as possible, in advance.
3. The Outgoing Executive of all Clubs and Societies will submit their exit annual reports and proposed to the USM Secretariat by the last Business day in May and or by a cut-off date stipulated by the USM Council
4. The Vice President, Finance and Planning will, in consultation with the recognized Clubs/Societies (via the USM Finance Committee), prepare estimates of income and expenditure for presentation to the USM Council by the middle of October latest.
5. The USM Finance Committee, on the advice of the USM Council and or the Student Senate will allocate the Grant made by the USM Council among Clubs/Societies and exercise general control over its expenditure.
6. All Clubs/Societies affiliated with USM Member Organization or the USM Student Senate must submit general Annual reports inclusive of financial statements to the USM



Treasurer (USM Finance Committee) at the end of every Semester. No grant will be issued by the USM Council to any Club or Society, which does not comply with this regulation.

7. The Vice President, of Finance & Planning will prepare a report, which will include, in summary form, a report of the activities of the recognized Clubs and Societies and a statement of their income and expenditure to be presented at the bi-Annual Meeting of the House, during the first four (4-6) weeks of Semester 1 and last meeting of the house in Semester 2.

Section 10 -Election of Member Organizations

1. All Presidents and Parliamentarians through assistance of respective Executive Officers of all Member Organizations must ensure that they have an election at least one month before the end of the semester. They must plan all details of the election and may do so with the help of the Associate Director of Elections Policy and Constitutional Affairs, through the parliamentary committee with oversight responsibility of Subdivision constituency's election (Clubs/Societies/Association).
2. The Director Elections, Policy and Constitutional Affairs, through the Parliamentary Committee/ Elections Committee, must oversee all elections of all Member Organizations, which includes Academic, Social, and Religious/Conference Clubs.
3. If for some reason a Club/Organization is not able to carry out the election as is stipulated in this Constitution, the Director of Elections, Policy and constitutional Affairs must be notified no less than one week prior to date that was proposed for election. He therefore will ensure that, election is held before the end of Spring Semester.
4. In the event that a Member Organization fails to execute an election in the Spring Semester for the next academic year, the outgoing President or Parliamentarian will notify the incoming Director of Elections Policy and Constitutional Affairs, who will ensure that an election is held within the first four (4) weeks of the Fall semester; if this is not possible the Council will commence an appointment process.
5. If by chance the regime of any Member Organization did not make any arrangement for election or if the Organization is not functioning as it should, at least fifteen (15) persons who are interested in reviving the Club and wants to be a part of the new regime must submit their names and resumes along with a written constitution to the Director of Elections Policy and Constitutional Affairs. If the Division of Student Services passes names and Constitution, candidates will be appointed or can begin their campaigns for office.

Section 11-Submission &Approval of Amendment for Member Organisation Constitution



1. The Director of Elections, Policy and Constitutional Affairs must ensure that all Clubs submit their Constitution to the Student Senate or Parliamentary Committee. All Constitutions must be in keeping with the University and the USM Polices laid in this Constitution.
2. The Director of Elections through the Parliamentary Committee must assist and or guide, where necessary, those Clubs that may not have a Constitution to govern their particular Club or Organization.
3. No recognized Club/Society may alter its Constitution without the approval of the USM Council through the Parliamentary Committee.
4. Any organization not having their Constitution on file in the USM Office within the custody of the Director of Elections Policy and Constitutional Affairs will not be allowed to participate in Student Senate. The Director of Elections Policy and Constitutional Affairs and Administrative Assistants will keep a list of all organizations and Constitution status, as well as all Senators' names. It is the responsibility of the Administrative Assistant to alert the Director of Elections, Policy and Constitutional Affairs of any ineligible speakers/organizations in Senate.

Section 12: Collaborations

For collaborations between clubs and USM, a Memorandum of Understanding (MOU) must be drafted and signed by all parties involved before any planning takes place to ensure expectations are understood. Please see Appendix B for the layout of this MOU.

By-Law 4 – Scholarship Incentive for USM Officers and Senators

This constitutes the assistance given to United Student Movement Executive Council Officers. If an individual is no longer functioning in an office, the amount(s) will be refunded to the USM Account.

1. No more than 20% of legitimate USM funds Main Campus (USM General or total Budget) may be used to remunerate the Organizations Officers (Main Campus).
 - a. Of that 20% allotment to USM Officers, the USM has exclusive rights to use the overflow at their discretion, within the confines of the University.
2. The Office of the USM President shall receive scholarship incentive fee of 50% of the total credits for the semester; the same shall receive a 100% Scholarship incentive fee for Dormitory accommodation.



- 2.1 The office of the USM Vice Presidents shall receive scholarship incentive fee of 40% of the total credits for the semester.

- 2.2 All other officers within the USM shall receive a scholarship incentive fee of 35% of a total of 16 credits per semester. The USM will not be responsible credits outside of this margin.



2.3 Provisions must be made from the previous USM budget to purchase Uniforms for the incoming regime.

- a. Request/ Requisition for aforementioned provision must be entered one (1) week from the date of the USM election for both elected and appointed officers.

All Registered Member Organization Presidents will receive:



1. A two thousand dollar Jamaican (\$2000.00 J) meal incentive fee from the total club allocations presented by USM.
2. A scholarship incentive fee of 10% of the total credit for the semester (16 credit load). This should be calculated from the total funds allocated from USM to the Club/Society.

By-Law 5 – Trademark rights & Use of the USM Crest & Logo

The USM Logo will be the official seal and emblem of the USM and will be attached or affixed to all documents or property belonging to the USM. This seal (original copy) will be kept in safe custody by the Director of Elections Policy and Constitutional Affairs for safe keeping.

Appendix A

TERMS OF REFERENCE & CONSTITUTIONAL LAYOUT FOR USM MO ASSOCIATIONS

ABBREVIATIONS

1. MO – Member Organization
2. USM – United Student Movement
3. NCU – Northern Caribbean University
4. GM – General Meeting
5. BM – Budget Meeting
6. Admin. Asst. – Administrative Assistant
7. Dir. - Director

OVERVIEW



This document serves as the Terms of Reference for the proposed association of Member Organizations (MO) which formerly functioned under the official college club of a college of the university, but for whatever reason have disbanded and formed a *departmental club*. The ‘departmental club’ is not an official term; it has been coined by the President of the 2014-2015 USM regime, Kevonn Grant, but its definition is understood by many, if not all, in principle. It may be defined as a club organized to meet the specific social, academic and spiritual needs of the students of department of a college of the Northern Caribbean University.

WHY THIS DOCUMENT?

The formation of the associations is necessary for the following reasons:

1. To remedy the level of disunity and rivalry existent amongst some MOs, a rivalry that is the result of the formation of these MOs by students who once were members of and represented by the official college club.
2. To remedy the issue of the USM allocating club fees to MOs which are not college clubs. This is an issue because club fees are paid by students and are to be directed to their respective college clubs.
3. To assist the USM in fairly allocating funds to MOs.
4. To create a structure wherein USM committees may function smoother having had:
 - a) A smaller committee.
 - b) The existence of a body which meets to decide upon activities, budgets, and initiatives at the micro level to be presented to a body responsible for the same at the macro level.
 - c) All MOs will be more effectively represented since each MOs activities, initiatives and interests are the business of the association and have been democratically protected by that body.
 - d) Less competition for the support of the USM and the university’s administration as it relates to the calendar of events.

SPECIAL STIPULATIONS

1. No college may have more than one official college club.



2. The USM and the college club must by diplomacy and discussion and resolution of issues limit or inhibit the formation of MOs for other departments.
3. All MOs subsequently formed, having observed stipulation 2. must be formed as a departmental club and function according to the all the statutes of this document.
 - 3.1 The college club will automatically become an association and must adjust their constitutions to reflect the stipulations of this document as referred to under the heading 'FORMAT FOR CONSTITUTION AND BYLAWS.'

SCOPE OF INFLUENCE

This terms of reference is limited only to the following colleges (the names of the said colleges may be changed as the university alters them) of NCU:

1. College of Natural and Applied Sciences
2. College of Humanities, Behavioural and Social Sciences
3. College of Business and Hospitality Management

The following are important to note:

1. By virtue of their affiliation to the aforementioned colleges, all MOs that fall within those colleges are affected and subjected to the authority of this document.
2. Any other MO which in the future is formed to serve the interests of students of a department within a college, by virtue of their existence, are subjected also to this document and its authority.

FORMAT FOR CONSTITUTION AND BYLAWS

Constitution

1. PREAMBLE
These will remain as they appear in the original constitutions.
2. MISSION STATEMENT
These will remain as they appear in the original constitutions.
3. NAME OF THE ORGANIZATION



These will remain as they appear in the original constitutions.

4. TERRITORY

These will remain as they appear in the original constitutions.

5. PURPOSE/OBJECTIVES

These will remain as they appear in the original constitutions. A necessary addition will be:

1. To receive and manage USM monetary allocations to all member organizations within the association.
2. To collectively organize the calendar of the association in such a way that all member organizations are fully or satisfactorily supported by club members of each organization, and that funds are amiably and agreeably distributed.
3. To coordinate and plan the activities for the General Meetings of the Association with special consideration for students of departments which do not have a MO specific to their department.

6. MEMBERSHIP

These will remain as they appear in the original constitutions with the exception of the insertion of clauses and/or phrases that unambiguously indicate that ALL registered students within the affiliated College of the association are legally automatic members of the association.

7. OFFICERS

These will remain as they appear in the original constitutions with the exception of the following additions: a) Asst. Chairman(s) who is/are President(s) from the department or member organization which does not currently have their president as the Chairman of the association; b) President will become Chairman; c) the dissolution of the VP Academics position, except in the case where the association did not originally have a club designated to serve a specific department in which case a VP of Academics for that



department (dubbed: VP Academics for *Name of Department* Students) is necessary; d) the dissolution of sports co-ordinators and their replacement by a Social Director.

Bylaws (Describes and prescribes the functions of the Constitution)

1. FINANCE

1. By virtue of the association functioning as the official student club for registered students within its affiliate university College, the association's primary funding source is the United Student Movement which is responsible for the disbursement of funds received from club fees paid by students and which is to be directed to their college club.

- a. These funds must be fairly distributed amongst all member organizations within the association at a duly called budget meeting, taking into consideration the plans, projections and budgets presented by each member organization's president who function as either Chairman or one of the Asst. Chairmen of the association.
- b. Once the distribution of the funds has been decided upon by the committee members of the budget meeting, allocations to respective member clubs' NCU accounts must be made according to the decided figures or ratio.
- c. No MO within the association may make claims to funds placed in another MO's NCU account except that a suspected breach of agreement and/or protocol as stipulated by this constitution and bylaws becomes apparent. Following that, the USM's Finance Committee, with the presence of the USM Dir. Elections, Policy, and Constitutional Affairs, must subsequently perform an investigation and/or audit to determine the course of action to take which may only include either:
 - i. Honouring the claim of the MO
 - ii. Dishonouring the claim of the MO on the grounds that no breaches have been identified

2. MEETINGS



1. General Meeting (GM)

1.1 This is a meeting of all the members of the association.

1.2 Activities and businesses for these meetings are planned by the executive members of the association.

1.3 Though emphasis **MUST NOT** be placed - to the extent that the other purposes of the association are not fulfilled - on students who are members of a department within the association but do not have a MO to represent them specifically, these members should still be given special consideration when GMs are being planned and executed.

2. Budget Meeting (BM)

2.1 This is a meeting of the executive members of the association with the intention of planning, assessing and deciding upon the financial affairs of the association, inclusive of the disbursement of funds received from the USM to all the departments and/or MOs within the association.

2.2 A budget meeting is duly called if and only if the Chairman and all Assistant Chairmen are duly informed of and invited to the said meeting and that they are all in attendance, except in the case where they may not be able to attend and are to be represented by their Treasurer/VP Finance or they consent to the conducting of the meeting without the requisite representation of their member organization.

3. OFFICERS

1.1 These will remain as they appear in the original constitutions with the exception of the insertion of clauses and/or phrases that unambiguously indicate that **ALL** registered students within the affiliated College of the association are legally eligible for nominations and/or elections within the association and that their executive



involvement in another Member Organization within the association does not inhibit their eligibility.

- a) The Chairman will represent the students of the respective college at USM House meetings.
- b) Social Directors will have the responsibilities of VP Social Affairs and Sports Directors.
- c) VP Academics (inserted post) will have the responsibilities of the VP of Academics with duties limited to representation of the students of the departments which do not have a uniquely affiliated MO.

1.2 Election of the officers of the association will follow the following procedure:

- a) Each MO which function in the association will have their duly called elections as stipulated in the constitution and bylaws and the USM Constitution.
- b) The members elected to serve their MO, along with two (2) students from each department within the college who are selected by the administrators of those departments, will comprise the list of delegates to be present at an election of the officers of the association to be called and directed by the Dir. Elections, Policy and Constitutional Affairs of the USM. ALL delegates have voting rights and are eligible for nominations to function in any of the offices of the association. ALL delegates must be invited to this meeting but may opt to abscond with or without notification of their decision. Should a member be challenged with attending the election, due notification must be communicated either directly or through another officer of the USM to the USM's Dir. Elections, Policy and Constitutional Affairs. Otherwise, their absence will be counted as absconding. The recording secretary of this sitting will be one of the Admin Assts. of the USM.
- c) Nominees for the offices of the association will be taken by the Dir. Elections, Policy and Constitutional Affairs of USM at the sitting referred to in Section 1.2 subsection b) of this article.
- d) Voting of each position will be done immediately after closing the nominations for the respective positions. Each nominee must tender their vote by secret ballot prior



to being escorted outside of the room by the Admin Asst. of the USM who is an ex-officio member of the sitting with parliamentary responsibility limited by the duties of Election Day workers of the USM elections at the sitting.

- e) Voting may be done by following any of the formats authorized by the Robert's Rules of Order or the General Conference Rules of Order, which are the parliamentary authorities of the USM.
- f) The results of the elections will not be officially and publicly communicated to the delegates until ALL offices have elected officers. Following this, the results will be communicated by the Dir. Elections, Policy and Constitutional Affairs of USM, having received the record of the elections from the recording secretary.

4. COMMITTEES

These will remain as they appear in the original constitutions.

5. QUORUM

These will remain as they appear in the original constitutions.

6. PARLIAMENTARY AUTHORITY

The parliamentary authorities of the association will be:

- a. Robert's Rules of Order (Primary)
- b. General Conference Rules of Order (where the primary authority is not applicable)

7. RESIGNATION

These will remain as they appear in the original constitutions.

8. AMENDMENTS

These will remain as they appear in the original constitutions.

9. DISSOLUTION

These will remain as they appear in the original constitutions.



10. HOLDINGS OF THE ORGANIZATION

These will remain as they appear in the original constitutions.

APPENDIX B

Forms



USM Projects and Special Initiatives Team

APPLICATION FORM

General Information

The Projects and Special Initiatives Team of the United Student Movement, is a dedicated and hardworking sector that undertakes all projects of the USM.

Membership Requirements:

- Members are required to attend all meetings on a regular basis, which outlines the on-going objectives and plans for the team.
- Meetings are scheduled on **Wednesdays at 2:00 p.m. sharp, Venue: Field View3.**

NOTE: Three absences from these important meetings will result in dismissal of membership from the team. Therefore, the USM Projects Director or Assistant Director should be notified of any absence with a valid reason prior to the meeting.

- Members are required to actively take part in all activities which serve the purpose of membership.



- Membership to the team requires the attributes of dedication, willingness, and reliance.

Please Print in Full Block Letters CAPS (except email address)

Name:

Student ID#:

Telephone Number: Home _____

Mobile _____

Email Address:

Address while at

NCU _____

Major: _____ Emphasis: _____ Minor:

Prospective Goal(s)/Career:

Academic Status at August of prior year:

Freshman Sophomore Junior Senior

Religious Affiliation:

Are you currently apart of any other Executive Offices/ Working Experience?

Yes No If yes, please state:



UNITED STUDENT MOVEMENT

Please recommend at least Three (3) Projects you think the Team could undertake:

1. _____

2. _____

3. _____

Please state your reasons for requesting membership in the USM Projects Team?

Do you have any illnesses?

Yes

No

If yes, please state where:

Thank You for Applying!



United Student Movement of Northern Caribbean University

2018

MAIN CAMPUS APPLICATION FOR CANDIDACY

INSTRUCTIONS

16. Check the box beside the title of the Office of the USM for which you wish to vie.
17. Where you are required to enter information in writing, please do so in script and all CAPS.
18. Submit two passport size pictures or (Digital format Via Email) to, Dir. of Elections, Policies and Constitutional Affairs, USM. (@stu.ncu.edu.jm).
19. State your cumulative G.P.A on the application form.
20. Submit a brief profile of no more than a hundred and fifty words and your reason for applying for the particular office.
21. Submit a brief description of your involvement thus far on campus or any experience that you had which might increase your likelihood of eligibility.
22. Submit the completed Application Form to the USM President's Office on or before the deadline.

NB. Applications for appointed offices should be handed in on or before February....



UNITED STUDENT MOVEMENT

**DEADLINE FOR SUBMISSION
FOR ELECTED OFFICES:**

February, 2018

**NOTE: No late application will
be accepted.**

**PLACE
PHOTOGRAPH
HERE**

NB. PLEASE PLACE A TICK INSIDE THE BOX, BESIDE THE ELECTED POSITION TO WHICH YOU ARE MAKING THE APPLICATION.

ELECTED OFFICES

- President
- Vice President of Academic Administration
- Vice President of Finance and Planning
- Vice President of Student Services and Social Affairs
- Vice President of Spiritual Affairs

APPOINTED OFFICES

- Administrative Assistant
- Director of Elections, Policies & Constitutional Affairs
- Treasurer
- Director of Projects & Special Initiatives
- Male Sports Director
- Female Sports Director
- Public Relations Officer
- Director of Publications



Profile Information

Please print in CAPS (with the exception of email address)

Name: _____

Student I.D. #: _____

Telephone Number: Home _____ Mobile _____

NCU Email Address: _____

Other Email Address: _____

Mailing Address: _____

Address while at NCU: _____

Course of Study: _____

Cumulative G.P.A.: _____ Current G.P.A.: _____

Prospective Goal(s)/Career: _____

Academic status as of August 2017 (check one): Sophomore () Junior () or Senior ()

Religious Affiliation: _____

- a. Are you currently running for any other executive office other than the USM?

Yes _____ No _____ If yes, please state which one:

- b. Please indicate if you will be leaving for internship or practicum while serving on the USM if duly elected or appointed to office. Yes _____ No _____

- c. If yes, what are the required hours to be completed? _____

4. Please indicate if you are a working student. Yes _____ No _____

If yes, what are the required hours to be completed during the semester and do you intend to continue if duly elected or appointed to office?

N.B. If there is a need to explain your response to the aforementioned questions, do so on a separate sheet. Same should be typewritten.



My signature below denotes that I have read and understood the following statements: -

I understand that:

- b. For candidates to be eligible for U.S.M office(s), the candidate must be a registered student in a full-time program. For students to be eligible for USM candidature, the student should have completed one (1) year at NCU, have good citizenship standing and a Grade Point Average (G.P.A) of at least 3.0 for the offices of President, Vice Presidents and Executive Secretary and a 2.5 or above GPA for all other offices.
- c. Presidential, Vice-Presidential, Secretarial, and Director Projects & Special Initiative candidates should submit their Manifestos to the Incumbent USM Executive Council.
- d. all Candidates for appointment should submit to the Incumbent USM Executive Council a Draft Proposal of Plans & Projections for the office to which they apply.
- e. Candidates for the Office of President must be Seventh-day Adventists.
- f. Vice Presidential Candidates for V.P. of Religious Affairs must be Seventh-day Adventists.
- g. this application for candidacy will be checked for verification purposes by personnel at the Office of the Vice President of Student Services.
- h. by violating any of the established rules and regulations for the upcoming election this will result in a penalty to be assessed by the United Student Movement Elections Rules Committee or the Director Elections Policy Constitutional Affairs, at the discretion of the Movement.
- i. if I give false information or violate the set of laws governing the USM Elections as provided in the bylaws, I will promptly accept the requisite penalties assessed, including punishment fines, and/ or request to withdraw my candidacy.
- j. Candidates for (President and Vice President) must be in their Junior or Senior years, as of August 2017.
- k. all Candidates who are working students and students leaving for Internship, Practicum or any work-related experience who are required to complete a minimum of 300 hundred hours for the semester and a maximum exceeding 600 hundred hours for the academic year of the new regime, will be conditionally accepted for candidature but otherwise is ineligible to vie for any USM office.



UNITED STUDENT MOVEMENT

1. the information declared is to the best of my knowledge a true representation of my profile description and qualification as a potential candidate for the USM Elections or Appointment of Officers.

Signature of Candidate

Date



Appendix C

USM Sports Jerseys





UNITED STUDENT MOVEMENT

SPORTS JERSEY

2013-2014



BRODIE

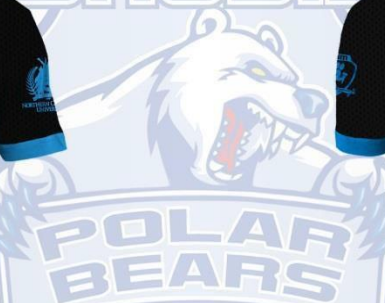


SPORTS JERSEY

2013-2014



BRODIE





UNITED STUDENT MOVEMENT

SPORTS JERSEY 2013-2014

BEAUMONT



SPORTS JERSEY 2013-2014

BEAUMONT





UNITED STUDENT MOVEMENT

SPORTS JERSEY 2013-2014

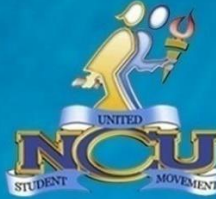


SPORTS JERSEY 2013-2014





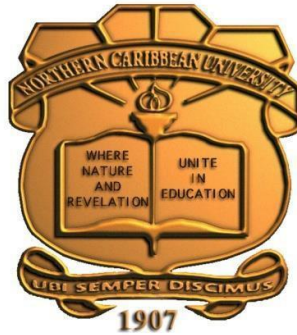
Northern Caribbean
University



CORE VALUES

NCU

- **C** - CHRIST CENTREDNESS
- **A** - AFFIRMATION
- **R** - RESPECT
- **E** - EXCELLENCE
- **S** - STEWARDSHIP



MISSION STATEMENT

Northern Caribbean University,
a Seventh-day Adventist institution,
has as its mission “quality Christ-centred education,
achieved through academic excellence, social interaction,
physical, and spiritual development and a strong work ethic,
thereby fitting each student for committed professional
service to country and to God.”

VISION STATEMENT

Strategically located, Northern Caribbean University aspires to
be the centre of wholistic higher education, upholding Christian
values in an intellectually stimulating environment

VALUE STATEMENT

Ubi Semper Discimus
. . . Where Learning Never Ends