



**THE UNIVERSITY COLLEGE OF  
THE CAYMAN ISLANDS**

**STUDENT REPRESENTATIVE  
COUNCIL (THE “SRC”)**

**BYLAWS**

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**Preamble:**

The goals of the UCCI SRC are as follows:

1. To serve as the voice of the student body.
2. To serve as a liaison between the student body and the UCCI Administrations.
3. To foster student unity.
4. To provide financial support of events, projects, and organizations that benefits the total education of the student body.
5. To coordinate student representation to the various intramural committees and extramural organizations requesting such representation.
6. To have representation on the UCCI discipline committee to ensure fair just consideration for all students.

**Definitions**

UCCI	Means University College of the Cayman Islands;
SRC	Means Student Representative Council;
Board	Means the President, Vice President, Secretary and Treasurer collectively;
Council	Means the entire membership of the Student Representative Council;
Committee	Means a named group having specific responsibilities;
SRC Advisor	Means the member of the UCCI staff appointed as the SRC advisor or their nominee.

## **Membership and Organization**

1. The SRC's organizational structure consists of a Board comprised of the President; Vice President; Treasurer; and Secretary who are elected from the Council and responsible for the strategic management of the SRC. The Council includes the Board who are active on the various Committees of the organization. The Board helps setting direction and focus, ensures resources, and provides oversight.
2. The membership of the SRC shall consist of up to twelve members. The Council shall elect four persons from within to serve as: President; Vice President; Treasurer; and Secretary. Meetings of the Board and the Council shall be conducted under the guidance of the SRC advisor.
3. In the event that a vacancy in the membership of the Council occurs, the President and SRC Advisor will seek a replacement.

## **Meetings of the Council**

4. All meetings of the Council shall be open to any member of the UCCI student body, faculty and staff. The Council reserves the right to conduct portions of its business in Executive Session as required by any provisions of the Bylaws or at the request of any member of the council with the consent of a majority of the members present.
5. The Student Council year shall run from 15 October to 14 October. Regular meetings of the Council will be held at least once a month throughout the year except in June, July and August. Special meetings of the Council may be called at any time at the request of the Council President or at least three members of the Council.
6. The President shall notify the members of the Council of regular meetings at least one week before the date of the meeting. The Representatives will be notified through e-mail; text; or phone call. In case of special meeting of the Council, notification to all parties should be made at least twenty-four hours before said meetings are to be held.
7. The President shall set the agenda for meetings of the Council. Any student who wishes to raise an issue or question before the Council should notify a member of the Council prior to a meeting for inclusion in the agenda.
8. The order of business for all meetings of the council shall be as follows:
  - 8.1. Call to order by the presiding officer;
  - 8.2. Approval of Minutes from the last meeting;
  - 8.3. Old Business;
  - 8.4. New Business;
  - 8.5. Reports of Committees/Representatives; and
  - 8.6. Any other business.
9. This order of business may only be changed by unanimous consent of the Council members present.
10. A quorum shall be required for the Council to conduct business. A quorum shall consist of at least four Council members which must include at least two Board members. For any Council meeting that takes place from the time of Commencement, in July to the seating

of new Council members in October, a quorum shall consist of three members with mandatory presence of the SRC advisor.

11. The majority vote of a quorum shall be required for approval of any business conducted by the Council. In the absence of a quorum, no business requiring a vote of the Council shall take place, and all such business being postponed until the next meeting of the Council or the presence of a quorum is obtained as outlined in Article 10.
12. The Council reserves the right to conduct such business as it deems necessary to fulfill its goals as outlined in the Preamble to these Bylaws.

#### **Duties of the Officers and Members of the Council**

13. The President of the Council shall preside at all meetings of the Council and shall supervise and liaise with the SRC Advisor, in a general way, all the functions of the Council. The President shall serve as the official spokesperson and representative of the student body. The President shall be responsible for training and mentoring the president (elect); to be elected in January.
14. The Vice President shall preside at any council meeting in the absence of the President and shall assume such duties and responsibilities as requested by the President. The Vice President shall be responsible for training and mentoring the Vice President (elect); to be elected in January.
15. The Treasurer shall:
  - 15.1. Be responsible and accountable for the Council's account.
  - 15.2. Be responsible for keeping an up-to-date record of all financial transactions of the Council.
  - 15.3. Will make available to any Council member upon request, and to any other interested party with the approval of majority of the council, all financial records.
  - 15.4. Fulfill any and all requirements regarding Council finances as required in other sections of the Bylaws
  - 15.5. Liaise with the SRC Advisor on all matters requiring funding.
  - 15.6. Assume such responsibilities and duties as requested by the President or majority of the Council.
  - 15.7. Be responsible for training and mentoring the Treasurer (elect); to be elected in January.
16. The Secretary shall:
  - 16.1. Keep a written record of all meeting in the form of minutes including attendance, business discussed and voted upon, reports of committees, and future meetings. This responsibility may be delegated to other members of the Council at the Secretary's discretion, with the approval of the Council.: Post said minutes by a date no more than two weeks after the meeting, and distribute copies to Council members before the following meeting.

- 16.2. Provide the Director of Student Service's office, SRC Advisor and Council Members with a list of names, addresses, and telephone numbers of all members and representatives of the Council.
- 16.3. Conduct such correspondence as needed to conduct the Council's business.
- 16.4. Assume such duties and responsibilities as requested by the President or a majority of the Council.
- 16.5. Be responsible for training and mentoring the Secretary (elect); to be elected in January.
17. The Board member shall:
  - 17.1. Attend every meeting
  - 17.2. Be the liaison between his or her committee and the Board.
18. The Members of the Council shall:
  - 18.1. Attend all meetings of the Council or its committees to which the member is assigned.
  - 18.2. Absenteeism from more than three meetings may be grounds for dismissal upon review and approval of such action by the Council.
  - 18.3. Make a report to their programme of the business discussed at Council meetings. (Easily/effectively done when student UCCI e-mails come on stream)
  - 18.4. Define issues and opinions of their programme for presentation to the Council.
  - 18.5. Act as a liaison between their programme and the UCCI Director of Student Services as requested by their class.
  - 18.6. Assume such duties and responsibilities as requested by the President, a majority the Council, or the members of their class.
  - 18.7. Facilitate training of incoming Student Council members/officers.
19. Any other UCCI committee that requires SRC participation, any board or council member may provide SRC representation. Any decision made by such representation shall not bind the SRC unless approved or ratified by the SRC Board.

## **Election Process**

20. Once the council has been formed, an internal election will take place to determine the positions of President, Vice President, Secretary and Treasurer. Upon commencement of the second semester, an internal election will take place to determine the positions of President (elect), Vice President (elect), Secretary (elect) and Treasurer (elect) from the existing council. The following academic school year, the four elected officers will remain on the council. Council members may serve a minimum of two terms (two academic school years).

## **Operating Guidelines of Committees**

21. According to interest the Council members will select one of four committees (Activity, Fundraising, Special Projects or Advocacy). One of the board members will sit on this committee and attend all meetings, to be held weekly.
22. Through nominations and votes a Chairperson and Deputy Chairperson will be selected for each committee.

## **Duties of Committee Chairperson/Deputy Chairperson**

23. The Chairperson shall:
  - 23.1. Be responsible for chairing and setting the agenda for his or her committee meeting
  - 23.2. Liaise with the board member responsible for the committee to obtain an agenda.
24. The Deputy Chairperson shall:
  - 24.1. In the Chairperson's absence fulfill the above duties.
  - 24.2. Take minutes, which will be submitted to the secretary prior to the general meeting.

## **Student Council Bylaws Committee Policy**

25. Student Council Bylaws Committee Policy  
Shall consist of the President and one other board member, along with two members from the council who will be selected at the discretion of the President and the advisor. This committee will meet on a regular basis to update and review the bylaws.

## **Deputy Officers**

26. Deputy Officers serve as:
  - 26.1. Public Relations Officer(s): Maintain a favourable image of SRC within campus and community. Publicize events sponsored by SRC.