



STUDENT ASSOCIATION FOR NUTRITION AND DIETETICS (SAND)

CONSTITUTION AND BY LAWS

Department of Agricultural Economics and Extension,

Faculty of Food and Agriculture,

University of the West Indies, St. Augustine Campus

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1. NAME

The name of this organization shall be the Student Association for Nutrition and Dietetics (SAND)

2. MOTTO

It's not a diet. It's not a phase. It's a permanent lifestyle change.

3. MISSION STATEMENT

To be the primary student organization that stimulates interest in the profession of nutrition and dietetics while raising nutrition based awareness in UWI through student involvement at the University level and in the wider through relevant community projects.

4. VISION STATEMENT

We intend to provide students interested in nutrition opportunities to learn more about a career in dietetics, volunteer in the community, and educate the public about better health and nutrition.

5. OBJECTIVES

The objectives of the Association shall be to:

1. Promote sound nutrition information and practice to peers and to the public.
2. Raise awareness on health related issues particularly chronic non-communicable diseases and their prevention.

3. Coordinate activities that would encourage the adoption of healthy lifestyle changes among the university population and the public.
4. Provide an avenue for educational supplementation in regards to nutrition programs in UWI and the public.

In furtherance of the objects, but not otherwise, the Executive Committee may exercise the power to:

1. Promote nutritional-awareness among the UWI community and the public irrespective of age, sex, ability, ethnicity, religion or political view.
2. Promote health and wellness to the UWI community and the public by educating, encouraging and assisting the population in healthy lifestyle practices.
3. Invite, receive and raise funds willingly from members and relevant stakeholders to finance the work and initiatives of the Association's operations, and to open a bank account to be accessed by the executive committee to manage such funds.
4. Publicize and promote initiatives, events or seminars, general meetings, the operations of the Association and lend some form of assistance to students studying specific nutrition related courses.
5. Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and no statutory organizations.
6. Utilize members and volunteers of the organization (who shall not be members of the Executive Committee) as necessary to conduct activities to assist in implementing initiative and meeting the Association's goals and objectives.
7. Take any necessary form of action that is lawful within the parameters of the Association's constitution, which is necessary to achieve the objectives and goals of the Association.

6. MEMBERSHIP AND FEES

6.1. Membership

6.1.1. Membership in this organization is open to all students working toward a degree with a major or minor related to Food, Nutrition and Dietetics at the University of the West Indies, in accordance with university policy. Undergraduate, Postgraduate and Internship students are welcome. Membership is also open to past students who are not yet Registered Dietitians or eligible for membership in TTANDi.

6.1.2. The advisor(s) shall be named from the Faculty of Food and Agriculture, Department of Agricultural Economics and Extension. It shall be the duty of the advisor(s) to counsel, guide and support the officers and the Association as a whole.

6.1.3. All members joining the Association shall be deemed to accept the current and amended terms of the Association's Constitution and By-Laws published by the Association.

6.1.4. No person will be denied membership based on race, sex, age, colour, religious beliefs, sexual orientation or physical/ mental handicaps.

6.1.5. Any member of the Association may resign his/her membership by providing the Secretary with a brief written notice.

6.1.6. Where it is considered membership would be detrimental to the aims and activities of the Group, the Executive Committee and the Advisor(s) shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting. Members shall have the right to appeal via an independent adjudicator determined by mutual agreement of the management committee.

6.1.7. To stay a member of this organization, all members shall attend a minimum of two (2) member meetings and one (1) event per semester.

6.2. Fees

6.2.1. Registration: The Association shall have the power to collect fees for registration of members according to the regulations of the University of the West Indies and the Guild of Students. A schedule of fees, as follows, shall be fixed by the executive committee and shall be subject to annual review

<i>Initial Registration</i>	<i>\$100.00</i>
<i>Annual Membership Fee</i>	<i>\$50.00*</i>
<i>Additional Fee (for late payment of annual registration fee)</i>	<i>\$25.00</i>

* The Annual Membership Fee of the Association can be paid in full (\$50) at the beginning of the academic year or can be paid as a biannual membership fee paid at the beginning of each semester (\$25 per semester). However, a completed registration form is required upon entry along with the Initial Registration Fee.

6.2.2. All members will be required to pay any outstanding membership fees before one can participate in any of the Association sponsored activities.

6.2.3. If a person fails to pay fees for any year, all outstanding fees are payable when requesting reinstatement of registration status.

7. FISCAL YEAR

The Association's fiscal year shall be determined in relation to the University academic calendar.

8. MANAGEMENT

8.1. Executive Committee

8.1.1. The affairs of the Associations shall be conducted by an Executive Committee which shall consist of the Officers of the Association plus two (2) other members.

8.1.2. The Officers of the Association who shall consist of the President, Vice-president, Public Relations Officer, Treasurer, Secretary, Activities Coordinator, and Webmaster who shall be elected annually at the Annual General Meeting. If the post of any officer or other committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy.

8.1.3. All Executive Committee members shall be members of the Association.

8.1.4. Executive Committee members Duties and Responsibilities:

All Officers are responsible to:

1. Take initiative to be active in events
2. Motivate
3. Assist in setting goals
4. Prepare for new officer transition
5. Maintain officer notebook and Dropbox
6. Attend all officer and general meetings
7. Perform all duties as assigned
8. Support other officers in tasks as needed
9. Take photos
10. Abide by the constitution bylaws
11. Committee member 1 and Committee member 2 to serve as the SAND student Liaisons

President (Executive)

1. Provide leadership
2. Build membership
3. Encourage participation
4. Provide relevant approval where necessary for association events and decisions.
5. Represent the Association in all faculty meetings.

6. Delegate tasks to association members.
7. Co-ordinate the planning of activities.
8. Enforce the constitution of the Association.
9. Preside over all meetings with an impartial demeanor.
10. Represent SAND on all public relations and official functions.
11. Responsible for overseeing of events.
12. Responsible for attending faculty meetings
13. Work with, and alongside executive officers.
14. Set goals
15. Evaluate association progress
16. Train new officers
17. Resolve conflict
18. Prepare agendas
19. Correspond with faculty advisor(s)

Vice president (Executive)

1. Assist president with duties.
2. Act as president in absence.
3. Liaise with president and provide the secretary with information to produce a type-written agenda for EACH meeting.
4. Assume all responsibilities of the president when necessary.
5. Responsible for overseeing of events.
6. Responsible for attending faculty meetings.
7. Responsible for filling out simple object protocols for all events.
8. Represent the Association on all public relations and official functions.
9. Provide orientation to new members
10. Encourage participation
11. Build membership
12. Supervise committee

Secretary (Executive)

1. Shall record minutes and make notes of the proceedings and the meetings of the Committee, as well as any resolutions and motions as are passed by the committee.
2. Resubmit the Association's constitution when amended, to the relevant parties.
3. Will preside over association meetings in the absence of the president and vice president.
4. Prepare and provide agenda and minutes of each meeting to the Webmaster.
5. Maintain accurate attendance and activity/event records including all association correspondence.
6. Responsible for registration and enrollment of new and incoming members.
7. Responsible for renewing or resigning of membership.
8. Provide updated information on incoming members and resigning of membership.
9. Collaborate with the Treasurer to create fundraising events and/or grant writing

Treasurer (Executive)

1. Collect dues and fees
2. Pay bills promptly
3. Deposit dues and fees
4. Handle reimbursements
5. Maintain lists of committee members
6. Take attendance
7. Collaborate with the Secretary to create fundraising events and/or grant writing

8. Prepare a biannual budget for the Association and its activities.
9. Manage funds for various events and activities.
10. Prepare biannual and annual financial statements for the Association.
11. Receive record and deposits and withdrawals of the Associations funds.
12. Be responsible for retaining all association receipts.
13. Maintain accurate fiscal records.
14. Shall authorize all payments from the funds of the committee on the direction of the committee; the president, vice president or the secretary.

Public Relations Officer

1. Promote the Association and its events and activities.
2. Prepare association bulletin board-including pictures and announcements.
3. Will work with all members of the Committee in the aim to achieve maximum awareness and participation of FFA/FST students in committee organized events.
4. Act as a liaison between Guild and all other campus offices and organizations and between TANDi and CANDi.
5. Collaborate with the Webmaster to maintain all applicable calendars and web information.
6. Assist in advertising, and promoting events – flyers, posters
7. Build membership
8. Establish community relationships on and off campus

Activities/project coordinator

1. Will work with all members of the faculty committee to ensure the effective, planning, coordination and execution of events.
2. Will be charged with the responsibility of determining the required budget and subsequent allocation of funds in tandem with the treasurer.

3. Must keep a record of all plans, and information pertaining to the Association's activities.
4. Will work directly with the Association committee, in the Planning, Co-ordination and Execution of Events.
5. To be present at all events, activities and fund raisers.
6. Oversee and maintain control and progression during the Association events.
7. Provide synopsis of the Associations events at executive meetings

Webmaster

1. Maintain the Association calendar and web information in collaboration with the Public relations office
2. Maintain the Association's website
3. Maintain list of members
4. Send emails about updates on website
5. Answer questions about joining SAND – forwarding questions to appropriate persons
6. Assist in advertising events
7. Posting photos and relevant articles to the website.

Committee member 1

1. Fill or assume positions when elected officers are not present.
2. Assist other officers in carrying out specific duties when called upon.
3. Work alongside the Treasurer or secretary.
4. Will act in a supporting role to members of the committee, who occupy the positions detailed above
5. Additional Committee members will act in accordance and under their respective faculty committee members to achieve the goals stated above.

Committee member 2

1. Fill or assume positions when elected officers are not present.
2. Assist other officers in carrying out specific duties when called upon.
3. Work alongside the Treasurer or secretary.
4. Will act in a supporting role to members of the committee, who occupy the positions detailed above
5. Additional Committee members will act in accordance and under their respective faculty committee members to achieve the goals stated above.

8.2. New officers

New officers when elected shall work with outgoing officers to learn the skills needed to take over the office. The new officers shall assume full duties at the last official meeting of the school year.

8.3. Terms of office

8.3.1. One term of office for each executive board member, shall be for one academic year.

8.3.2. There shall be no limit imposed on the number of terms any member may serve.

8.4. Vacancies of office

If a vacancy exists for position, then a special election shall be held for the vacant position. In the interim, succession of office will be used to fill the position until elections can be held for the position. Succession of office is as follows: President, Vice President, Secretary and Treasurer.

8.5. Impeachment

Impeachment charges may be initiated against any officer by any member of the Association in writing to the President and the Advisor(s) stating the charges:

1. Violation of the constitution.
2. Abuse of powers

3. Neglect of duties
4. Violation of faculty and campus rules.

8.5.1. The charges shall be read by the presiding officer at the next meeting, which must be held within seven school days following the submission of charges.

8.5.2. The recommendation for impeachment shall be taken up as the first item of new business.

8.5.3. The officer being impeached shall be removed from office if fifty percent (50%) or more than fifty percent (50%) of the current membership votes for the removal of the said officer.

8.6. Advisor(s) Responsibilities

1. Attend at least 2 meetings a semester
2. To act as a resource person to share terms of interest from the professional community and to identify professionals in the community.
3. To advise the Association on planning and executing projects that will be good experiences for the individuals within the Association.
4. To assist the executive commit in whatever way possible.

9. MEETINGS

9.1. General Meetings

9.1.1. Meetings will be planned at the discretion of the executive committee based on availability of a location, the advisor, guest speakers, and what best fits the Association as a whole and is in keeping with its goals and objectives.

9.1.2. Members will be notified in advance as the place, date, and time of the meeting.

9.2. Committee Meeting

The Association shall hold one meeting each month to:

1. Approve the minutes of the previous meeting.

2. Receive reports from the President and Secretary (Annual meeting).
3. Receive a report from the Treasurer and approve the Accounts (Annual meeting).
4. Receive a report from the Auditors (Annual meeting).
5. Elect the Executive Committee (Annual meeting).
6. Consider changes to the Constitution.
7. Appoint auditors for the Association's accounts.
8. Deal with other relevant business and come to decisions.
9. Plan fundraisers.
10. Plan projects and activities and delegate responsibility.
11. Plan the date and venue for next meeting.

9.3. Emergency meeting

9.3.1. An emergency Meeting shall be called by an application in writing to the Secretary supported by at least 5 members of the Association. The Executive Committee shall also have the power to call an emergency meeting by decision of a simple majority of its members.

9.3.2. Any executive member or officer can call a meeting to raise an issue or matter of the Association or any of its events after liaising with the President.

9.4 Notices

9.4.1. At least five (5) days' notice shall be given to all voting members of any committee Meeting.

9.4.2. At least three (3) days' notice shall be given to all executive committee members on executive meetings.

9.4.3. At least twenty-four (24) hours' notice shall be given to all members of any emergency meeting.

9.4.4. Notices shall be posted on the Association's website; Facebook page; Blackberry Messenger broadcast messages, What's app group message and electronic mail.

9.5. Elections

9.5.1. Elections would be held at the time of or around the time of the universities guild elections. Special elections would be held when needed.

9.5.2. All voting would be done by casting secret ballots, i.e., making association decisions and elections of new officers.

9.5.3. Each nomination must receive a second by another member of the Association who is not being considered for election.

9.5.4.1. Only the Association members shall vote at association elections or on association issues.

9.5.4.2. The person with the simple majority of the vote will be declared the winner.

9.5.5. Ballots would be counted by 2 randomly selected members and officiated by the advisor(s).

9.5.6. The term for office shall consist of one fiscal year following association elections.

9.5.7. No member shall hold more than one elected position per fiscal year

9.5.8. Any elected association members will not take office until the new fiscal year, but will have the opportunity to participate in the Executive Committee meetings held after the Association's elections

9.6. Quorum

The quorum for Committee Meetings shall be 5 members in addition to the entire executive committee and the advisor(s).

9.7. Changes to the Constitution

9.7.1. Any change to the Constitution shall require a two thirds majority of those present and eligible to vote at a General Meeting.

9.7.2. Notice shall be given to all voting members of any General Meeting and then any proposal to change the Constitution shall be submitted in writing to the Secretary at least 15 days prior to the meeting.

9.7.3. All proposals for changes to the Constitution shall be signed by two members eligible to vote at a Meeting.

10. FINANCE AND ACCOUNTS

1. The financial year shall run from the beginning of semester one to the end of semester two each academic year.
2. The Treasurer shall be responsible for the preparation of biannual (each semester) and annual accounts (at the end of each academic year) of the Association.
3. There shall be both a soft and hard copy of all financial records and documents including receipts.
4. All financial documents, receipts and invoices shall be scanned and a copy distributed by the treasurer to one other nominated office-bearer.
5. Bank accounts shall be opened in the name of the Association. The accounts shall be audited by the other members of the executive committee, three (3) randomly selected members, and an independent person elected biannually and annually at the Annual General meeting. Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the Association.
6. All monies withdrawn and deposited shall be signed by the Treasurer and one other nominated office-bearer.
7. Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilized effectively and that the Group stays within budget.

8. Any money acquired by the Association, including donations, contributions and bequests, shall be paid into an account operated by the executive Committee in the name of the Association.
9. All funds must be applied to the objects of the Group and for no other purpose.
10. All executive members of the Association shall be considered to be jointly responsible for the financial liabilities of the Association.
11. All funds obtained from the Association through membership fees, profits from events or activities and initiatives.

11. BY-LAWS

The Executive Committee shall have the power to publish and enforce such by-laws as the membership feels necessary to govern the activities of the Association.

12. EXPULSION OF MEMBERS

1. The Executive committee shall operate a fair system for deciding upon the expulsion of a member in concordance with university policy.
2. Members that do not attend a total of two (2) meetings and one (1) event per semester after becoming a member will automatically be disband from the Association.
3. Where it is considered a member's behavior(s) is detrimental to the image, objectives and activities of the Association, the Executive Committee along with the advisor(s) shall have the power to terminate or suspend the membership of any member by resolution passed at a meeting.
4. Members that fail to contribute in any way to meeting the objectives of the Association, (i.e. giving of their time, suggestions, being present at meetings, projects, fund-raisers, monetary contributions, on-time payment of membership fees, team work, etc.), the

executive committee and the advisor(s) shall have the power to terminate or suspend the membership of said individual by resolution passed at a meeting.

5. Sound evidence of theft shall result in automatic expulsion from the Association.
6. Members shall have the right to appeal via an independent adjudicator determined by mutual agreement of the executive committee. The adjudicator may be a member of the student guild or a lecturer of the University of the West Indies.

13. DISSOLUTION

1. The Association may be dissolved if deemed necessary by the members in a majority vote at a special meeting.
2. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to similar groups at the discretion of the Executive Committee.
3. In the event of the dissolution of the Association, any assets thereof shall not be distributed amongst the members of the Association in any way whatsoever.

14. RATIFICATION

This Constitution of the Student Association for Nutrition and Dietetics (SAND) is hereby unanimously ratified by the membership on this the Twenty-Second Day of September Two Thousand and fourteen.

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President

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Treasurer

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Vice President

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Public Relations Officer

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Secretary

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Activities/Project coordinator

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Advisor