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ABOUT THE UNIVERSITY OF THE VIRGIN ISLANDS

MISSION

The University of the Virgin Islands (UVI), established in 1962 by public statute, is a comprehensive institution offering degrees in liberal arts and professional programs to meet the higher education needs of the people of the Virgin Islands, the wider Caribbean, and the U.S. mainland. It is a major provider of intellectual capital for the development of the region through integration of its teaching, research and public service activities.

The University offers undergraduate, graduate and continuing education programs for responsible citizenship and productive, fulfilling careers. The University is a land grant institution and a Historically Black University; therefore, it is committed to advancing knowledge through instruction, research, and public service, particularly in the areas that contribute to understanding and resolving issues and problems unique to the Virgin Islands and the Caribbean.

LOGO

The University of the Virgin Islands logo is representative of all three islands, St. Thomas, St. John and St. Croix: the royal palm trees found throughout the Virgin Islands; and the rays of the tropical sun. The open book represents knowledge. The logo may be used by University personnel in an official capacity and by student groups and organizations that are formally recognized, registered, and approved in accordance with University policies and procedures.

MOTTO

The University of the Virgin Islands
Historically American... Uniquely Caribbean... Globally Interactive...

ACCREDITATION

The University of the Virgin Islands is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools; it is also an equal opportunity, affirmative action, Title I X, Section 504, PL 101-542 educator and employer.
STUDENT GOVERNANCE AND LEADERSHIP

Student involvement and participation in the governance of the University of the Virgin Islands are provided through representation on the UVI Board of Trustees, membership on the UVI Senate, election/appointment to the Student Government Association (SGA) and membership on UVI standing committees. Student assignment to UVI standing committees and SGA standing committees are done through the SGA.

STUDENT REPRESENTATION ON THE BOARD OF TRUSTEES
Student Trustee: By act # 5360 Bill # 17-0194, the Legislature of the Virgin Islands provided for student and faculty participation on the Board of Trustees of the University of the Virgin Islands effective September 1, 1988. Students from both campuses participate in the election process, which is conducted by the Student Activities office annually. The student trustee must be:
* A resident of the Virgin Islands
* Enrolled full-time
* In good academic standing
* A junior or senior
* Elected alternately from each campus

UVI SENATE
The UVI Senate provides the opportunity for faculty, staff, students and administrators to participate in shared governance and make recommendations regarding decision making at the policy level for the university.

THE STUDENT GOVERNMENT ASSOCIATION (SGA)
SGA is concerned with improving the quality of student life through its many communication channels. SGA is recognized as the official representative of the student body and assists students by:
1. Providing opportunities for each student to participate in activities which develop and realize individual potentialities and leadership skills
2. Aiding in a meaningful interpretation of the concept of the “University Community”
The Student Activities Supervisor serves as the advisor to SGA.

UNIVERSITY STANDING COMMITTEES

ACADEMIC STANDARDS COMMITTEE – Monitors and makes recommendations on academic standards—such as grading, probation rules, attendance (1 student representative)

ACADEMIC TECHNOLOGY COMMITTEE – Plans for academic technology, solicits grant funding in order to pursue approved initiatives and plans for expansion of network resources to students on and off campus (1 student representative)

ATHLETIC COMMITTEE – Evaluates the Athletic program and makes recommendations for its improvement (2 student representatives)

CHARTER DAY COMMITTEE – Plans and expedites Charter Day activities (1 student representative)

PROGRAMS COMMITTEE – Plans ideas and issues seminars (2 student representatives)

DISCIPLINE COMMITTEE- Reviews cases in violation of UVI’s Code of Student Conduct or infractions of University regulations or behavior detrimental to the welfare of the University community (1 student representative from each class)

COMMENCEMENT COMMITTEE – Expedites all aspects of commencement activities (2 student representatives, 1 male and 1 female)
SGA ORGANIZATIONAL STRUCTURE

All students who have paid the $20.00 Student Government Association Fee are automatically members of the SGA. The Student Government Association’s governing body consists of the Executive Branch and the Legislative Branch. The Executive Branch is composed of the Executive Body and the Executive Cabinet. The Student Council comprises the Legislative Branch.

EXECUTIVE BRANCH

The members of the Executive Body shall be:

♦ President (elected)
♦ Vice-President (elected)
♦ Treasurer (elected)
♦ Secretary (appointed by the President)

The members of the Executive Cabinet are the chairpersons of the Student Government Association Standing Committees (listed below) along with the Executive Body, listed above.

♦ Black Heritage
♦ Elections
♦ Food
♦ Grievance
♦ Publications
♦ Queens
♦ Social and Cultural
♦ Sports

Each of the SGA Standing Committees is to elect a Faculty/Staff Advisor. This person is a UVI faculty or staff member, who has been invited by the committee to provide professional guidance and support. The person selected should be highly interested in the work of the committee and should be willing to attend meetings and be present at major activities that are sponsored by the organization.

LEGISLATIVE BRANCH

The Legislative Branch or Student Council is comprised of three members from each class (Freshman, Sophomore, Junior, Senior). All Legislative powers of SGA are vested in this body. The Student Council is convened by the Vice President of SGA, who works directly with the elected class representatives listed below:
GETTING STARTED

Organizing the Executive Branch

The OUTGOING ADMINISTRATION must by the end of the semester, and preferably before Study Day, complete all tasks relative to their year of service. This includes:

+ Paying outstanding debts
+ Collecting reports from SGA Standing Committee chairs
+ Preparing inventory of supplies and equipment
+ Submission of keys, reports, copying card and other outstanding items
+ Cleaning of the SGA Office

A TRANSITION MEETING should be held between the outgoing and incoming SGA executives. The experience of the outgoing SGA should be shared with the “new” incoming members of SGA. All of this, however, is dependent on SGA’s Elections taking place during the spring semester. At this time recommendations and other helpful hints should be exchanged.

The INCOMING ADMINISTRATION will have two (2) weeks prior to the beginning of classes in the fall to:

+ Outline goals for the academic year
+ Organize the Executive body
  * Update SGA account (900005) with the signatures of the incoming officers
  * Decide which committees are to be operated under a separate account number, establish parameters, and prepare signature cards for these accounts
  * Arrange for executive cabinet’s access to photocopying, computer use, phone use and basic operating supplies
+ Organize the SGA Office
+ Organize Freshman Elections
+ Prepare for Freshman Orientation

The incoming administration should then, be prepared to:

A. ☐ Participate in the Orientation Program for freshmen.
B. ☐ Establish a feasible date for Freshman Class Elections taking into consideration the receipt of the Freshman Class Listing. Ideally, it should occur during New Students Orientation.
C. ☐ Conduct Freshman Elections. According to the SGA Constitution, the Elections Committee is responsible for conducting all SGA elections. If however, the previous SGA Elections Committee is no longer operational, SGA elected officers, in conjunction with the Student Activities Supervisor, may assist in conducting freshman class elections.
D. ☐ Await word on the Swear In of officers. The Executive, in conjunction with the Student Activities determine the best date and time to hold the SGA Installation Ceremony. This ceremony must not be scheduled at a time when any member has scheduled classes or other commitments.
E. ☐ Review all SGA Officers and Class Representatives schedule of classes to determine the best time for SGA to hold its regular meetings.
F. ☐ Convene the First Student Council Meeting
G. ☐ Develop a SGA meeting calendar. Submit a Facilities Reservation Form for the entire semester to the Student Activities Office for approval of room. Post announcement(s) for meetings.
H. ☐ Decide on a mechanism for disclosing minutes of the Student Council Meetings.
Planning the SGA Installation Ceremony

The Student Activities Office strongly supports an Installation Ceremony for SGA Officers for the following reasons:

- The elected officers are introduced to the University Community.
- The installation ceremony is good public relations. It improves the image of the Student Government Association and heightens SGA’s visibility on campus.
- Having an installation ceremony helps to promote and emphasize the importance of student leadership.

The following is a checklist of **THINGS TO DO** in preparation for the SGA Installation Ceremony.

1. □ The Executive Body should prepare a budget for the event.

2. □ In conjunction with the Student Activities Office, and based on all SGA members academic class schedule, determine the best date and time to hold the SGA Installation Ceremony. The attire to be worn at the Student Government Association Installation Ceremony is navy blue and white. Men are expected to wear a tie, a jacket is optional.

3. □ Call platform guests, keynote speaker, or any person(s) expected to speak on the program and confirm their availability. Follow up with a confirmation/invitation letter and state briefly what is expected of the guests’ participation. Letters should be proofread by the SGA Advisor.

4. □ Reserve facilities and request arrangements preferably two (2) weeks in advance, especially if special arrangements are needed.

5. □ Consider if you want decorations? Who will do them? When will they be done? How much do you want? Is the price range within the budget?

6. □ Will refreshments be offered? Identify a menu. Make the necessary arrangements!

7. □ Advertise on campus at least two (2) weeks before the event will be held.

8. □ Invitations for guests of the inductees should be designed, proofed, produced and distributed at least a week in advance of the event. It is the responsibility of the inductees to remind their invited guests of the ceremony date and time. (*We especially would like to have parents attend this event.*)

9. □ Arrange to have pictures taken. Extend an invitation to UVI/sion (and the local media, if desired), so that the installation ceremony can have coverage.

10. □ Prepare program for proofing by the SGA Advisor.

11. □ Write Thank you letters to all platform guests, the keynote speaker, and anyone or department that assisted with the program in any way.

12. □ Obtain invoices and prepare check requisitions for payment to the decorator and the caterer for services rendered.
<table>
<thead>
<tr>
<th>MONTH</th>
<th>ACTIVITY</th>
<th>DATE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUGUST</td>
<td>Pick up and sign for SGA Office and mailbox keys from the Student Activities Office at least two weeks before New Student Orientation.</td>
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<tr>
<td></td>
<td>Check office and order supplies (<em>pens, legal pads, letterhead, paper, interdepartmental requisition forms, check requisitions, and purchase requisitions</em>) from the Bookstore. Update phone service. Check computers.</td>
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</tr>
<tr>
<td></td>
<td>Actively participate in the new student Orientation Program. Advertise, recruit, and conduct Freshman Class Elections.</td>
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<tr>
<td></td>
<td>Assist with the <em>Welcome Activity</em> for new and returning students in the Fall. (NOTE: SGA organizes the Spring welcome activity)</td>
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<tr>
<td>SEPTEMBER</td>
<td>Appoint Chairpersons for Standing Committees.</td>
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<td></td>
<td>Participate in the Standing Committee’s first meeting.</td>
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<td></td>
<td>Conduct the first Executive Cabinet Meeting to prepare the budget and to set operational guidelines.</td>
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<tr>
<td></td>
<td>Schedule the first SGA Student Council meeting to confirm chairperson appointments and approve budget.</td>
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<td></td>
<td>Assist chairpersons in the selection of advisors.</td>
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<tr>
<td></td>
<td>Prepare memo on all appointed officers &amp; advisors (Chairpersons and Standing Committee Representatives) to include: names, e-mail addresses and contact numbers.</td>
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<tr>
<td>OCTOBER</td>
<td>Prepare memorandum to Student Activities Supervisor outlining approved budget appropriations and a calendar of SGA Events as proposed via the Budget Approval Process.</td>
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<td></td>
<td>Submit student recommendations for the University Standing Committees.</td>
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<tr>
<td>NOVEMBER</td>
<td>Planning and implementation of SGA activities</td>
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<td>through April</td>
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<tr>
<td>APRIL</td>
<td>Conduct SGA Elections for the upcoming school year</td>
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<tr>
<td>MAY</td>
<td>Wrap-up school year activities/Transition Meeting</td>
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</table>
Student Government Association
Duties and Expectations
President

Duties:

A. To call and to preside over all meetings of the executive body
B. To be the official representative of the Student Government Association at public functions
C. To appoint and to disband special committees within the executive cabinet to perform executive functions
D. To appoint and/or remove chairpersons of standing committees with the approval of the Student Council.
E. To appoint committees, recommend advisors, etc., with the approval of the Student Council, as he/she deems necessary to carry out the functions of the Student Government Association.
F. To appoint the secretary of the Student Government Association
G. To be an ex-officio member of all Student Government Association committees
H. To serve as a member of the college’s Administrative Council.
I. To serve as a member of the college’s Conference Group
J. To appoint student representatives, with the approval of the student council to serve on standing college committees where necessary
K. To authorize payments of expenses, in conjunction with the Treasurer, within the budget approved by council
L. To attend meetings of the Student Council when formally requested to do so by the Council
M. To call and to preside at any special meeting of the Student Government Association

*H & I should be omitted, as the meeting groups referenced is no longer part of the Administrative Structure.

Expectations:

A. Organize the SGA Office for the academic year in which you are to serve.
B. Select Student Representative(s) for the following UVI Standing Committees:
   1. Commencement
   2. Athletic
   3. Charter Day
   4. Programs
   5. Academic Standards
   6. Academic Technology
   7. Discipline
C. Select persons to be the chairs of the SGA Standing Committees
   Work with prospective chairs in presenting program of activities and a budget.
D. Assist in organizing the SGA Installation of Offices Ceremony
E. Attend and participate in Leadership conferences and seminars
F. Perform other such duties as necessary
G. Complete the President’s report to include:
   - A complete SGA office inventory.
   - Copies of executive reports and any other feedback relative to the year
   - Comments for future SGA Executives.
   - A report from each SGA Standing committee; including events, event dates and budgets.
Student Government Association
Duties and Expectations
Vice President

Duties:

A. To call and to preside over all meetings of the Student Council.
B. To administer all regulations governing the Student Council.
C. To exercise all duties and powers of the President in his/her absence, and to perform any such duties delegated by the President.

Expectations:

A. Assist with the organization of the SGA office.
B. Assist in organizing SGA Installation of Officers Ceremony.
C. Convene the first student council meeting.
D. Submit a complete list of the names and contact numbers for the members of Student Council within two weeks of the beginning of the semester. This list is to be submitted to the SGA President who will then forward it to the Student Activities Office.
E. To attend and participate in leadership conferences and seminars.

Vice President Report:

The Vice President’s report should include, but not limited to:

- Copies of meeting agendas.
- Copies of meeting minutes.
- Other comments relative to the success of the SGA Student Council.
- Comments for future SGA Student Council members.
- Any other information deemed necessary.
RUNNING AN EFFECTIVE MEETING

Meetings have several functions. They give members a chance to discuss and achieve goals and objectives, and keep them updated on current events. Meetings provide a chance to communicate and keep the group cohesive. Most of all, meetings allow groups to pull together for decision-making purposes. If the process starts with careful planning and thorough follow-up, then the meeting will take its natural course. Following are some tips to make your meetings successful and productive.

BEFORE

1. Define the purpose of the meeting. If there is no agenda, DON’T call a meeting.

2. Have an Executive officer’s meeting a few days before the General meeting. Develop the meeting agenda at this time. Below is an example of an agenda format:

   More Than You’ll Know Committee
   Venue
   Date
   Time

   Agenda
   I. Call to Order
   II. Review of Agenda
   III. Correction(s) and approval of Minutes
   IV. Officers Report
   V. Committee Reports
   VI. Unfinished Business (Action Items)
   VII. New Business
   VIII. Announcements
   IX. Establish date, time and place of next the meeting
   X. Adjournment

3. Distribute the agenda and circulate background material, such as lengthy documents or articles, prior to the meeting so members will be prepared and feel involved. This should be done at least three (3) days prior to the meeting date.

4. Choose an appropriate meeting time. Set a time limit and stick to it. Remember that members and advisors have other commitments.

5. If possible, arrange members so they face each other. For larger groups, try U-shaped rows. A leader has better control when he/she is centrally located.

6. Choose a location suitable to group size. Small rooms with too many people can get stuffy and create tension. A larger room is more comfortable and encourages individual expression.

7. Use visual aides as appropriate, such as posters and charts.
8. Standardize meeting sites so that they are generally in the same room and meet on the same day and time. Post meeting schedules for the entire semester.

9. Complete the necessary facilities reservation form(s) to reserve the meeting site.

**DURING**

1. Greet members and make them feel welcomed.

2. Start and end all meetings on time. *Members need to get used to punctuality).*

3. Review the agenda and set priorities for the meeting.

4. Stick to the agenda.

5. Encourage group discussion to get all viewpoints and ideas. You will have better quality decisions as well as highly motivated members.

6. Encourage feedback. Ideas, activities and commitment to the organization improve when members see their impact in the decision-making process.

7. Keep the conversation on the topic. Feel free to ask for only constructive comments.

8. Delegate responsibilities and establish due dates. Give members a voice in the decision-making process.

9. Keep minutes of the meeting for future reference in case questions or problems arise.

10. The leader should act as a ROLE MODEL by listening, showing interest, appreciation and confidence in members. Admit mistakes when they are made.

11. Summarize agreements reached and end the meeting on a unifying or positive note.

12. Set a date and time for the next meeting and post reminder at least two (2) weeks prior to the meeting date.

**AFTER**

1. Prepare and distribute minutes within twenty-four (24) hours. Quick action reinforces importance of meeting and reduces error of memory.

2. Discuss problems during the meeting with officers, so improvements can be made.

3. Follow-up on delegation decisions. See that all members understand and carry out their responsibilities.

4. Give recognition and appreciation to excellent and timely progress.

5. Put unfinished business on the agenda for the next meeting.

6. Conduct a periodic evaluation of the meetings. Determine what areas can be analyzed and improved for more productive meetings.
Student Government Association

Duties and Expectations

Treasurer

Duties:

A. To be responsible for the financial administration and records of the Student Government Association.
B. To prepare a budget, in consultation with the executive cabinet, for approval by the Student Council. This shall be done within the first four weeks of each semester.
C. To authorize payments of such expenses, in conjunction with the President, within the budget approved by the Student Council.
D. To re-adjust the budget only after approval by the Student Council.
E. To submit a financial report to the Student Council when requested to do so by the Council.
F. To conduct an audit of the financial records of all standing committees of the Student Government Association and to present his/her findings to the Student Council by the end of each semester.
G. To serve as a member of the University’s Administrative Council.

*G should be omitted as the meeting groups referenced is no longer part of the Administrative Structure.

Expectations:

A. Number all Check and Interdepartmental Requisitions.
B. Create a log and list these requisitions based on numbers.
C. Create a folder for each SGA Standing Committee for copies of requisitions.
D. Assist with the organization of the SGA office.
E. Assist with SGA Installation of Officers Ceremony
F. Attend all Executive Committee, executive cabinet meetings and Council Meetings as requested.
G. Have a running up-to date balance of all accounts at all times.
H. Maintain a filing system of Student Government Association accounts
I. Complete other tasks as assigned by the SGA President.
J. Attend and participate in leadership conferences and seminars.
K. Prepare requisitions for the Executive committees
L. Prepare a file for all requisitions to facilitate the end of the semester process.
M. The Treasurer’s report should include, but not limited to:

- Listing of expenditure and revenues.
- Invoices and the necessary paper work for outstanding debts, if any.

(Please make sure that ALL requisitions are processed to limit or reduce outstanding debts. All payments for outstanding bills must be processed prior to Study Day.)

- Any other information deemed necessary.
REQUIRED SIGNATURES

Unless a Standing Committee has a separate account, all financial documents charged to Student Government Association or any of its Standing Committees account must be approved by the SGA President or Vice president, SGA Treasurer, the Student Activities Supervisor and the Campus Administrator for Student Affairs. This includes all check requisitions and interdepartmental requisitions. In addition to the above, if SGA Standing Committee must purchase goods, the signatures of the committee treasurer, chair and advisor are required as well.

CHECK REQUISITIONS

Check requisitions should be used to purchase items from companies. At least two weeks (10 working days) from the receipt of the requisition in the Accounting Department should be allowed for processing. REMEMBER to prepare all invoices needed, even price quotes from the company.

PROCEDURE

1. Complete the Form as indicated. In cases, where the check is made payable to an individual, the person’s complete mailing address and social security number is required. The organization’s account number and account description is also required.
2. Secure the necessary signatures. (Refer to REQUIRED SIGNATURES)
3. Make a copy of the check requisition, invoices and/or receipts for the office files.
4. Submit the original requisition.

INTERDEPARTMENTAL REQUISITION

The Interdepartmental Service Requisition is used to purchase items that are stored or sold in the University’s Central Receiving, Bookstore or Duplicating & Printing. Frequently used items including letterhead, envelopes, interdepartmental envelopes and printing of fliers in bulk are services provided by Duplicating and Printing. All materials and supplies can be purchased from the Bookstore.

PROCEDURE

1. Complete the form as indicated.
2. Forward the completed form for approval. (Refer to REQUIRED SIGNATURES)
3. Make a copy for the office file.
4. Submit the requisition to the Student Activities Office.

STUDENT TRAVEL AUTHORIZATIONS

Student Travel Authorizations are used when a student group is traveling off island on University oriented business. For recognized groups, the Application for Approval of Off Island Travel form must be accompanied by a list of local emergency contacts and a note of health conditions. Allow at least two weeks (10 working days) for processing.
FINANCIAL PROCEDURES

Funds collected by registered student organizations must be deposited in the University’s account. These funds should be deposited within 24 hours of receipt. Please make sure that the cashier gives you a receipt as proof of deposit. On the weekend, large collections are to be deposited directly into the safe on campus. The procedure for this process is outlined in the Treasurer’s orientation. Students should not keep large sums of money in their rooms or on their person, as they are personally liable in the event of theft or loss.

Funds can be removed from the organization’s account by a check requisition.

FINANCIAL RESPONSIBILITY

1. Do not obligate more than you have been allocated.

2. Except SGA, all groups must pay for supplies/services up front – Bookstore, printing, meals and cafeteria services. For small quantity copying, less than 30, the copier in the Student Activities Office can be used.

3. At the end of major functions, cash in a locked moneybag can be secured in a safe on campus. The group must identify an individual who will contact the UVI Security on duty at the function. The individual will accompany Security to the safe where Security will open the safe. The individual will deposit the locked bag and leave with the key to the bag. The organization must contact security by midday of the Monday following to pick up the bag with money. The key and bag are to be returned to the Student Activities Office once the cash has been deposited at Accounting. The University will not be responsible for money left in the safe over extended periods.

4. Student groups wishing to approach vendors and businesses in the community for contributions of any sort must complete the necessary request for external support. A list of these vendors and businesses must be submitted with the form. This request is submitted to the Campus Administrator for Student Affairs.

Chart of accounts commonly used by groups and organizations

<table>
<thead>
<tr>
<th>70310</th>
<th>Non USVI Transportation</th>
<th>70312</th>
<th>Non USVI Lodging &amp; Subsistence</th>
</tr>
</thead>
<tbody>
<tr>
<td>70313</td>
<td>Non USVI Other Travel Expenses</td>
<td>70351</td>
<td>USVI Travel-Transportation</td>
</tr>
<tr>
<td>70353</td>
<td>USVI Travel Expenses</td>
<td>70400</td>
<td>Hospitality</td>
</tr>
<tr>
<td>70630</td>
<td>Long Distance Phone Service</td>
<td>70670</td>
<td>Fax Charges</td>
</tr>
<tr>
<td>70820</td>
<td>Express Mail</td>
<td>70855</td>
<td>Other Postage</td>
</tr>
<tr>
<td>70920</td>
<td>Membership Dues</td>
<td>70940</td>
<td>Subscription</td>
</tr>
<tr>
<td>70980</td>
<td>Advertisement &amp; Promotion</td>
<td>72000</td>
<td>Printing Contracted</td>
</tr>
<tr>
<td>72020</td>
<td>Printing-In-House</td>
<td>72040</td>
<td>Consulting Fees &amp; Honoraria</td>
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<tr>
<td>70100</td>
<td>Security Services</td>
<td>70120</td>
<td>Custodial Services</td>
</tr>
<tr>
<td>70140</td>
<td>Food Services</td>
<td>70160</td>
<td>Data processing</td>
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<tr>
<td>70180</td>
<td>Performance/Entertainment</td>
<td>0199</td>
<td>Other Contractual Services</td>
</tr>
<tr>
<td>72520</td>
<td>Rentals of Equipment Expenses</td>
<td>72854</td>
<td>Prizes and Awards</td>
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<tr>
<td>72899</td>
<td>Other Miscellaneous Services</td>
<td>72950</td>
<td>Other Materials and Supplies</td>
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<td>73000</td>
<td>Stationary &amp; Forms</td>
<td>73020</td>
<td>Miscellaneous Office Supplies</td>
</tr>
</tbody>
</table>
Student Government Association

Duties and Expectations

Secretary

Duties:

A. To organize the office of S.G.A. in a business-like manner, including the maintenance of an appropriate filing system.

B. To be recording secretary at meetings of the Executive body, Executive cabinet, and Student Council.

C. To carry those duties and responsibilities as delegated by the Executive.

Expectations:

A. Order office supplies as needed.
B. Type or re-type labels and tags for the files and hanging folders.
C. Assist with the organization of the SGA office.
D. Develop filing and office management system.
E. To prepare minutes within three (3) school days of the meeting and forward to the Student Activities Supervisor.
F. Prepare and distribute agendas for meetings from 1 week to five (5) days before the meeting.
G. To prepare letters, memorandums, reports etc.
H. To attend and participate in leadership conferences and seminars.
I. To prepare the order forms for the Executive Committee.
J. To order office supplies and equipment as needed
K. To pick-up, distribute and drop-off all SGA related mail.
L. To attend and participate in leadership conferences and seminars.
M. Maintain a file of all the flyers, Thank you letters and notices to facilitate the end of the semester EXISTING PROCEDURES.
N. The Secretary/Public Relations Officer’s report should include, but is not limited to:
   - All notices or announcements relative to SGA (i.e. flyers, Thank you letters).
   - Any other information deemed necessary.

Secretary/Public Relations Officer (if applicable)

Wrap-Up Meeting Agenda

I. Call To Order
II. Review Reports
III. Discuss outstanding issues
   a. SGA Elections
   b. Yearbook
   c. Other (new student orientation)
IV. Check the inventory
V. Discuss other issues (as desired)
VI. Return of keys & report submission
VII. Adjournment
Student Government Association

Duties /Meetings/Regulations

Student Council

DUTIES:

A. To create such committees (in addition to standing committees) as it deems necessary for the proper conduct of its business providing that such committees are not in conflict with the standing committees.

B. To disband any Student Government Association committee that fails to comply with the rules of the Student Council.

C. To remove any Student Government Association committee chairperson as it deems necessary.

D. To review and to approve/disapprove the presidential appointments to the Student Government Association and University committees.

E. To make all regulations governing student elections.

F. To impeach the officers of the Student Government Association if necessary. Judgment shall not extend further than removal from office and disqualification to hold and enjoy any office in the Student Government Association.

(See Article VI of the Student Handbook)

MEETINGS AND REGULATIONS:

A. The Student Council shall meet at least twice a month.

B. Special meetings of the Student Government Association may be called on a written petition by the majority of the members of the Student Government or by a petition of twenty-five percent (25%) of the Student Government Association.

C. Basic parliamentary procedure shall be used at meetings of the Student Council.

D. Voting: Each member shall have one vote. There will be no voting by proxy.

E. In the case of a tie, the chairperson shall break the tie

STANDING COMMITTEES should schedule their first meeting within the first ten days of the Fall Semester.

The BUDGET for standing committees should be prepared jointly with the Chairperson, SGA President and SGA Treasurer and then presented to the Student Council by the chairperson in consultation with the President.

The STUDENT COUNCIL BUDGET MEETING should be scheduled within two months of the Fall semester. Advisors and chairpersons should be approved by the time the budget is approved.

The STUDENT COUNCIL is to focus on issues that would improve the quality of student life and lend support to clubs, organizations and committees. The Student Council should allow committees to organize their events.

The Student Council also needs to examine the most effective means of communicating with class members as well as the need, importance and frequency of class meetings. The term for Student Council should end on STUDY DAY of the Spring Semester.
The following will form the basis of the by-laws for SGA Student Council:

I. Pro-temp (when and if applicable) 1\textsuperscript{st} 2\textsuperscript{nd}

II. The meeting held by SGA Student Council should adhere to the following decorum:

\begin{itemize}
  \item [\ ] Public Announcements should be posted for the entire semester with REMINDER flyers going out at least two weeks in advance.
  \item [\ ] Posting of minutes on SGA Bulletin Board should be done once officially accepted.
  \item [\ ] The length of time before the Pro-tempo convenes meetings in Vice President’s absence.
  \item [\ ] The length of time before a meeting is canceled due to lack of quorum.
  \item [\ ] The length of time prior to Council meetings that agenda items must be submitted to the Vice President.
  \item [\ ] The length of time prior to a Council meeting that the agenda should be distributed to members. This should be done via E-mail or through direct pick up from the SGA Office.
\end{itemize}

III. Matters for Student Council Consideration
All requests for funds from SGA or any other matter for consideration should be in writing and addressed to the Student Council in care of the Vice President. Request For Funding Applications are available at the Student Activities Office. Mail can be left with the student mail clerk to be placed in SGA’s mailbox. The Vice President will then be responsible for making the copies to distribute with the agenda. Applicants will be notified of the scheduled meeting.

IV. Process for handling requisitions in the absence of an SGA Officer
Executive and Council members indisposed for more than five regular working days must forward a contact telephone and facsimile number to the Student Activities Supervisor and Vice President. Checks will then be processed based on initial contact. Distribution of checks, however, will not take place until the required officer returns to sign the document or an acceptable alternate arrangement is made.

The above SGA Student Council By-laws was considered and by simple majority approved.

\underline{SGA Secretary} ___________________________ \underline{Date} ___________________________

\underline{Vice-President} ___________________________ \underline{Date} ___________________________

\underline{Student Activities Supervisor} ___________________________ \underline{Date} ___________________________
### SGA REQUEST FOR FUNDING APPLICATION

**ORGANIZATION** | **Contact Person** | **e-mail address**
--- | --- | ---

**A.** Activity

**B.** Date of Activity: __________

**C.** Location: __________

**D.** PURPOSE:

- [ ] Fundraiser
- [ ] Informational
- [ ] Academic Enrichment
- [ ] Advocacy
- [ ] Civic
- [ ] Cultural Enrichment
- [ ] Religious
- [ ] Sports
- [ ] Other: __________

**E.** BRIEF DESCRIPTION OF THE ACTIVITY BEING PLANNED:

---

**F.** DETAILED EXPENDITURE:

<table>
<thead>
<tr>
<th>ITEMS and/or SERVICES</th>
<th>COST PER ITEM/SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Facilities</td>
<td>$__________</td>
</tr>
<tr>
<td>2. Security</td>
<td>$__________</td>
</tr>
<tr>
<td>3. Food</td>
<td>$__________</td>
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<tr>
<td>4. Speaker/Entertainment</td>
<td>$__________</td>
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<tr>
<td>5. Accommodations</td>
<td>$__________</td>
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<tr>
<td>6. Transportation</td>
<td>$__________</td>
</tr>
<tr>
<td>7. Decorations</td>
<td>$__________</td>
</tr>
<tr>
<td>8. Publicity</td>
<td>$__________</td>
</tr>
<tr>
<td>9. Invitations/Printing &amp; Duplicating</td>
<td>$__________</td>
</tr>
<tr>
<td>10. Prizes</td>
<td>$__________</td>
</tr>
<tr>
<td>11. Other (describe)</td>
<td>$__________</td>
</tr>
</tbody>
</table>

Total Anticipated Expenditures $*__________

**G.** Describe your revenue source(s) for this activity

Committee/Organization Contribution: Total Anticipated Revenues $*__________

**TOTAL AMOUNT OF SGA FUNDS REQUESTED:** $ _________

---

**APPROVED /DENIED**

Signature of SGA’s Vice-President | Date | Total Amount
--- | --- | ---

Provisions/Reason

---

20
SGA REQUEST FOR FUNDING–part 2

**ACTIVITY REPORT**

*(This form is to be completed at the end of the event before the requisition can be processed.)*

Activity Name: ______________________                Organization:____________________

Date: ___________  Time: ____________  Location:  ____________

1. Rate the success of the event:

   - [ ] Excellent
   - [ ] Very Good
   - [ ] Good
   - [ ] Fair
   - [ ] Poor

   Explain___________________________________________________________________
   _______________________________________________________________________

2. Was it well attended by the students?  

   - [ ] Yes  
   - [ ] No

3. Was it well attended by faculty?  

   - [ ] Yes  
   - [ ] No

4. Would you recommend that this activity/program be offered again?  

   - [ ] Yes  
   - [ ] No

5. Were there any last minute changes?  If yes, what were they?

   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

6. Were there any budgetary changes to the estimates submitted?  If yes, what were they?

<table>
<thead>
<tr>
<th>Item/Service</th>
<th>Projected Cost</th>
<th>Actual Cost</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

   Comments_________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

Head of Organization (Signature) ___________________  Faculty/Staff Advisor (Signature) ___________________

Please attach *invoices* totaling the amount approved along with a prepared check requisition and proof that the provisions stipulated were met. Submit the enclosed to the Vice President of SGA via student mail for Student Government Association.
Student Government Association

Duties and Expectations

Committee Chairperson

Duties:

A. To be the coordinator of the committee
B. To preside at all meetings of the committee
C. To lead the committee in the formulation of plans and programs for the Student Government Association
D. To delegate responsibilities such as those of a secretary, treasurer, etc. and make certain that members perform their duties
E. To report to the executive body when formally requested to do so by the executive body
F. To report to the Council when formally requested to do so by the council or executive body
G. To forward a copy of all official correspondence and copies of all committee minutes to the President
H. To create such sub-committees as are necessary for the execution of committee plans
I. To execute the authority vested in them by the President, to the best of their ability and shall use such authority wisely
J. To provide the treasurer with a record of all financial undertakings
K. To appoint all members of his/her committee from within the Student Government Association

Expectations:

A. To forward the names and contact numbers of executive officers to the SGA President and SGA Advisor/Student Activities Supervisor within one (1) week of your approval by the Student Council
B. To attend ALL executive cabinet meetings
C. To develop activities and related budget recommendations for the academic year for submission to the Student Council for approval
D. To prepare and submit an end of the year committee report
E. To attend and participate in leadership conferences and seminars
F. To complete other tasks or projects as assigned by the SGA President
**SGA STANDING COMMITTEE PROPOSAL**

**Committee______________________ Budget Request $_________**

**OFFICERS**
Chairperson: ___________________________ Vice-Chairperson: ___________________________
Treasurer: ___________________________ Secretary: ___________________________
Advisor: ___________________________

**ACTIVITY** | **DATE** | **EXPENSES** | **PROJECTED REVENUES**
--- | --- | --- | ---
1. | | | 
2. | | | 
3. | | | 
4. | | |

**DETAILED EXPENDITURE:**

**ACTIVITY #1 COST PER ITEM/SERVICE**
1. Facilities $__________
2. Security $__________
3. Food $__________
4. Speaker/Entertainment $__________
5. Accommodations $__________
6. Transportation $__________
7. Decorations $__________
8. Publicity $__________
9. Invitations/Printing $__________
10. Prizes $__________
11. Other (describe) $__________

**Total Anticipated Expenditure $*__________**

**ACTIVITY #2 COST PER ITEM/SERVICE**
1. Facilities $__________
2. Security $__________
3. Food $__________
4. Speaker/Entertainment $__________
5. Accommodations $__________
6. Transportation $__________
7. Decorations $__________
8. Publicity $__________
9. Invitations/Printing $__________
10. Prizes $__________
11. Other (describe) $__________

**Total Anticipated Expenditure $*__________**

**ACTIVITY #3 COST PER ITEM/SERVICE**
1. Facilities $__________
2. Security $__________
3. Food $__________
4. Speaker/Entertainment $__________
5. Accommodations $__________
6. Transportation $__________
7. Decorations $__________
8. Publicity $__________
9. Invitations/Printing $__________
10. Prizes $__________
11. Other (describe) $__________

**Total Anticipated Expenditure $*__________**

**ACTIVITY #4 COST PER ITEM/SERVICE**
1. Facilities $__________
2. Security $__________
3. Food $__________
4. Speaker/Entertainment $__________
5. Accommodations $__________
6. Transportation $__________
7. Decorations $__________
8. Publicity $__________
9. Invitations/Printing $__________
10. Prizes $__________
11. Other (describe) $__________

**Total Anticipated Expenditure $*__________**

Respectfully submitted by:

Chairperson’s Signature ___________________________ Date ___________
Advisor’s Signature ___________________________ Date ___________
ACTIVITY PROCEDURES

PROCEDURES FOR APPLYING TO HOLD ACTIVITY

The Office of Student Activities is responsible for coordinating campus activities. Student organizations/groups that wish to sponsor an activity must first discuss their proposal with the Student Activities Supervisor.

Application for Activity Approval are to be completed and signed by the organization’s Advisor, President and the person in charge of the activity at least two (2) weeks in advance for major activities, such as parties, shows, and off-island travel (see guide sheet) and one week for all others.

After careful examination of the application to ensure that all requirements have been met, consideration will be given. No activity is to be held without confirmation from the Student Activities Office via a signed approved copy of the application.

Organization leaders are expected to submit a report of any unexpected event occurring during the course of an activity held on or off campus. In any such event, the first person to contact is campus security (DIAL 0 for campus security on intercampus phone or dial 776-9200 or 693-1532). Security personnel will take the necessary precautions and contact appropriate officials based on the nature of the incident.

Reservation of Facilities

To facilitate the process for clubs and organizations, reservation of classrooms will be made through the Student Activities Office. Reservation of the new Sports and Fitness Center is done through the Athletics Department at extension 1199. Group representatives must travel with the Activity Approval Form or facilities reservation form. Also, it is wise to call Security (693-1530) to remind them to open the venue. It is the organization’s responsibility to contact Security at the events’ end to secure the site.

Classrooms: Contact Ms. Denisa Wattley at (693-1159)

Recreational facilities: Athletics Department at (693-1199)
Recreational facilities include Brewers Bay Beach, the golf course, the tennis court, the gymnasium, the Recreation Center, the softball and soccer fields.

Activities Center: Contact Ms. Junie Violenes at 693-1111

Cafeteria: Contact Aneka Francis at 693-1110
This site requires a $100.00 security deposit for major activities in the form of a check requisition that is returned if conditions are satisfactory.

Resources Available to Organizations

-Xerox Services (30 or less) -Mailboxes -Liaison to Physical Plant/Food Services/Security
-Reservation Forms for campus facilities and other approval/requisition forms
-Equipment and supplies for campus-related events to include: coolers, cash pans, tables, entrance stamps, popcorn machine, extension cords, games, cameras, developmental/motivational videos, metal scanner, money bags, access to a safe, access to changing facilities for shows.

*Please note that UVI Student Groups cannot use UVI’s official letterhead. Groups are encouraged to create their own individual letterhead.
Policies Affecting Major Events - Parties, Variety Shows, Programs and Off Island Travel

1. Parties must end at 3:00am
2. Parties cannot be held more than once on the same weekend.
3. Groups are responsible for hiring additional security for parties and dances.
4. All materials should be checked out of the Student Activities by 4:00pm on a regular working day and must be returned by the next working day.
5. All monies collected should be deposited in the Accounting area of the Business Office by midday of the next working day, to reduce the security risk to student holding money on their person.
6. Travel outside the VI may require two forms of identification. Students traveling should walk with their validated UVI I.D. and medical card.

STUDENT ACTIVITIES PUBLICATIONS

The Student Activities website is located on the UVI website with the following information:

*SGA
- Executive Officer
- Student Council
- Chairpersons
- Application & Handbook
- Elections

*Student Organizations
- Registered Student Organization information
- Forms and brochure
- Handbook

*Miss UVI
- Profile
- Show Segments
- Reign & Prize
- Past Royalty

*Campus Activities Board

The Master Calendar is a calendar of major University events. Student sponsored events are updated regularly on the calendar which is located in the Student Activities office.

STUDENT ACTIVITIES BULLETIN BOARD

The Student Activities Bulletin Board is located in the Student Activities Center. Information and articles of interest to students are posted. All signs must be neat and complete with accurate details. Notices must indicate the organization/group responsible for the activity with information on date, time and place or a contact name and number. Clubs and Organizations are expected to remove signs/posters when their activity/event has ended. Notices can also be posted on bulletin boards around campus.
ORGANIZING SUCCESSFUL EVENTS

This step by step guide will reduce the number of last minute setbacks and ensure a successful program.

STEP ONE  Determine Program Goals and Objectives
Identifying the purpose of the activity will help provide direction in planning. What are the goals associated with the program or activity?

Is the activity or program to:

☐ Raise money?
☐ Provide entertainment?
☐ Educate and inform the community?
☐ Provide an experience from which members develop certain skills?

STEP TWO  Determine Your Event/Program Budget
Program event planners should consider the following:

1. What are the estimated program expenses?
2. Do you have enough money to fund the program? Will funds have to be raised in advance?
3. Will you need to charge an admission fee or sell concession to subsidize the program? If so, do you have a contingency plan prepared if sales are below your expectations?
4. Will you seek funding from outside your group or organization? Often there are other groups, departments and academic units who are willing to co-sponsor the program. It never hurts to research the possibilities. Unless your organization has enough money to cover all of the program expenses, DO NOT get too deep into program planning until your finances are in order. Get firm financial commitment from the co-sponsoring organization or group or you risk having to cancel the program last minute because of lack of funds. This can jeopardize your organization’s financial and professional integrity.

STEP THREE  Check Organizational File for Information
Was this event or program done before? Was a similar program or event done before? Use past information to your benefit, so you are not “Reinventing the wheel”.

STEP FOUR  Develop An Event “To Do” List
The following items should be a part of your list:

1. Select the event date and time.
   a. Make sure it is convenient for those who will attend.
   b. Check to see that it does not conflict with other events targeting the same population.
   c. Check all necessary calendars (academic, activities, community, etc.) so that the event does not conflict with exams, breaks, holidays and/or other major events.
   d. If your event includes performers or artists, check the dates of their availability also.

2. Reserve the location.
   a. If the event is on campus, a Student Clubs/Organizations On-Campus Activity Approval Form must be completed. This form can be obtained from the Student Activities Office.
   b. Choose a location that is accessible to ALL participants. (i.e. persons with disabilities)
   c. Make sure the location has the equipment and the space necessary for the event.
   d. When planning an event outdoors, it is important to have a plan (Plan B and C) in case of inclement weather.

3. Plan and initiate promotion/publicity.
a. Brainstorm publicity strategies and select those to implement.
b. Develop a promotion/publicity time line (i.e. what should be done when, in what order and by whom).
c. Begin your publicity campaign early and increase activity as the event date approaches.

4. **Make arrangements for any food or beverages needed.**
a. Do you want food or beverages at your event?
b. If your event is on campus, you can make food arrangements with the University food service provider (Snack Bar) or an outside vendor.

5. **Determine the staffing needed for the event.**
a. You will probably need people to assist with the following tasks:
   - Set-up
   - Clean-up
   - Hospitality
   - Door management (tickets, programs, ushers and security)

**STEP FIVE Delegate Responsibility**
To sponsor a large program/event, many organizations find it easy and efficient to form a special committee to plan and implement the activity. Each committee should have a chairperson who then should delegate the items on the event “To Do” list to the committee members. Follow up is crucial to delegation. The committee chairperson must check with committee members to monitor progress and offer ideas and assistance in carrying out the program tasks. Likewise, the organization’s leaders should keep in contact with committee chairperson.

**STEP SIX Confirm EVERYTHING!**
A few days before the event, the person in charge of the program should make sure everything is done in order. Some items to pay particular attention to are:

1. Confirm all reservations, set-up arrangements and equipment needs.
2. Make sure all supplies and materials are acquired, reserved and organized.
3. Check that all event workers are trained or prepared to meet their responsibilities and that they will be there.
4. Have the financial aspects of the program in order (i.e., billing agreements, artist fees, admission fees/ticket sale procedure, etc.).
5. Check the site in advance to examine particulars (i.e. lighting).

**STEP SEVEN Implement**
To have a safe and efficient program, be sure to do the following:

1. Arrive early and allow for enough set-up time.
2. The person in charge of the event should introduce him/herself to the facility manager, technician or other related personnel.
3. Always be calm, friendly and courteous.
4. Be visible and accessible throughout the program.
5. Bring all pertinent information to the program, especially important phone numbers and copies if contracts and agreements receipt forms, etc.

**STEP EIGHT Evaluate**
Evaluating the program is important to future success. Meet with the program planners and analyze each aspect of the program. Review the “To Do” List. What went well and what needed to be improved? Make note of the tips and pointers and file all information regarding the program with the other organization files.
ACTIVITY CHECKLIST

ADMISSION
Will admission be charged? □ Yes □ No
Student rate: ________________ General rate: ________________

FACILITIES
What facilities will be used? ________________ Have the facilities been reserved? □ Yes □ No

SECURITY
What is the cost for security services? $ ________________ per ____________ security officers

FOOD
Will food be provided at this activity? □ Yes □ No
Where will the food be purchased from? ________________
Who will be preparing the food? ________________
What is the cost of catering services? $ ________________

SPEAKER/ENTERTAINMENT
Who is/are the speaker(s)/entertainment? ________________
Type of service to be provided? ________________ Cost for honorarium/entertainment services? ________________
Have you received a service contract? □ Yes □ No

ACCOMMODATIONS
Will accommodations for off-island guests be needed? □ Yes □ No
How many people must be accommodated? ______ How many days will they be accommodated? ______
Will guests be residing on-campus? □ Yes □ No How much will it cost? ________________

PUBLICITY
Set dates for (1) posters ______ 2) verbal communication ______ 3) newspaper ______ 4) radio ______
What type of publicity will be used on campus? ________________
What type of publicity will be used off-campus? ________________
How much will publicity cost? ________________

INVITATION/PRINTING & Duplicating
Will invitations, tickets or programs need to be printed? □ Yes □ No How much will it cost? ______

ARRIVALS
If guests are coming from off-island, who will greet them at the airport? ________________

DECORATIONS
What type of decorations will be needed & at what cost? ________________

TRANSPORTATION
Who will provide transportation? ________________
According to Article VIII Section 11 letter F of the SGA Constitution, the Black Heritage Committee shall be responsible for planning and implementing programs of Black Cultural awareness primarily during Black History celebrations in February of every year. This committee will work closely with the Student Council and Director of Student Activities to plan and implement meaningful programs for Black History.

NOTE:
Black History Committee has operated on a year round basis as opposed to only in February. Thus it has become known as the “Black Heritage” committee. The constitution outlines, in addition to the above purpose, a list of Sub-Committees, Membership and Responsibility of Officers that have not been used over the years.

Black History is observed nationally and in the Virgin Islands throughout the month of February. Here at the University of the Virgin Islands, several cultural, intellectual and social programs sponsored by the Black Heritage Committee are held primarily in celebration of Black History Month, but is encouraged to be held throughout the academic year. These programs and activities are often co-sponsored with other Divisions and community organizations as well.

STUDENT GOVERNMENT ASSOCIATION ELECTIONS COMMITTEE

According to Article VIII Section II letter C of the Student Government Constitution, the Elections Committee shall:

1. Be responsible for working closely with the Student Council and for carrying out general and special student elections.
2. Be responsible for certifying candidates for elections.
3. Work closely with the Student Activities Supervisor or his/her representative in the supervision of elections.

NOTE: The following GUIDE was prepared to assist the committee with planning and preparations for election. This document has not yet been approved by Student Council.

ELECTIONS COMMITTEE AUTHORITY

The SGA Elections Committee shall:

A. Publicize all elections, referendums and recalls
B. Distribute all petitions and declarations of candidacy (Optional)
C. Notify candidates of their certification
D. Establish campaign rules and other regulations affecting elections
E. Conduct and certify elections, referendums and recalls
F. Hear and act upon election complaints and violations
G. Report to the Executive body and Student Council on the actions of the Elections Committee

The Student Activities Office shall:

A. Certify all candidates.
B. Certify all petitions. (If applicable)
C. Supervise the Election Day Process, along with the Advisor
No member of the Elections Committee may work or campaign on behalf of any candidate or any referendum issue while being a member of the Elections Committee. The Elections Committee shall be empowered to establish by February 1st, the dates for the election time line which should include the following: Decision on the declaration of candidacy & petition submission, Meeting dates for candidates, Meet the Candidates Forum(s), Campaigning, Election Date, Time/Location of Polling areas, Posting of results, Deadline to file grievances, and Certification results.

The Elections Committee, in conjunction with the Student Activities Supervisor, shall be the arbitrator of all penalties and reserves the right to change any penalty based on the magnitude of the offense. Interpretations of rules and penalties may be appealed to the Student Council.

The Elections Committee has within its authority the ability to propose additional regulations to the Student Council. If necessary, the chairperson, with the approval of the SGA Elections committee Advisor and the SGA President has the authority to take immediate action on special regulations.

CANDIDATE RESPONSIBILITIES AND PROCEDURES

In order for a student to be eligible for election to any Student Government representative position, the student must meet the qualifications outlined in Section I of Article VII of the Student Government Association Constitution. Following are the candidates and procedures:

A. Students wishing to declare their candidacy shall file with the Student Activities Office an application including their full name, social security number, the number of credit hours completed, the number of credit hours presently enrolled in, their name as they wish it to appear on the ballot, party/group name (if any), the office they are seeking, and their signature to certify the data given is accurate.

B. If applicable, students must also file a petition with the Declaration of Candidacy to include 25 signatures of eligible students to vote in class/SGA elections.

C. If applicable, the Candidate shall be given a notice which indicates the time and date of filing.

D. At the first meeting of the candidates, all rules and regulations shall be discussed.

E. No student shall be permitted to simultaneously hold more than one seat on SGA.

F. Campaigning shall be held over a period of two weeks. Campaigning consists of any public contact for the solicitation of votes. Personal appearances, placement of posters, etc.

G. Candidates are expected to behave ethically at ALL TIMES. Examples of unethical behavior include monopolization of space, misconduct towards any elected officer, covering or defaming of any other candidates material to include, but not limited to, posters, flyers, etc.

H. Balloting areas must be kept clear of all campaign literature or campaigning.

I. No campaigning within a 25 feet radius of the ballot box.

J. Candidates shall be held responsible for the behavior of their supporters.

K. Persons running unopposed shall be expected to make a formal presentation at the “Meet the Candidates” forum.

L. If, by the end of the semester of candidacy, an elected candidate for any office does not have the required credits, he/she will be required to relinquish his/her position to the next highest runner-up who is qualified for the office.
THE BALLOTS

A. Each ballot shall have a definite place where the voters may indicate their choice for each office as well as a place for write-in votes for each office.

B. The names of all candidates seeking any one office shall be grouped alphabetically.

C. If a candidate desires, an indicator of group affiliation shall be placed beside his/her name.

D. There shall be three (3) color ballots for the Spring election specifying the Sophomore Class, the Junior Class and the Senior Class and one ballot for the Fall Freshman Elections. The SGA Executive candidates’ name shall appear on all three (3) Student Council ballots.

VOTING PROCESS

A. Matriculated UVI students who can show proof of payment of the SGA and Student Activities Fees may vote.

B. A student is eligible to vote only once. All eligible students waiting to vote at the same time that the polls close shall be permitted to vote.

C. The student voting shall locate his/her name on the UVI Registration print out and sign the document upon receiving a ballot. The student voting will put the completed ballot in the ballot box.

D. At least three (3) SGA Elections committee members- two (2) neutral attendants and the Advisor or a Staff representative must be present whenever ballots are removed and transported from the ballot box prior to the official tallying of votes.

TABULATION

A. Ballots are to be tabulated immediately following the closing of the polls. The results are to be posted within 24 hours of the closing of the polls. The ballots are to be secured by the Associate Chancellor up to the swear-in ceremony for the elected candidates.

B. Candidates have the right to have a representative at the counting of the ballots. The name of the representative must be submitted to the Elections committee chair 24 hours before the polls open.

C. The Slate of Candidates will be posted after write-in candidates have been verified.

CERTIFICATION

An official certification of the election shall be submitted to the Student Council, Executive Body and the Associate Chancellor by the Elections Committee within twenty-four (24) hours of deadline for the filing of grievances. Certification must include:

1. Total number of votes by class of each candidate
2. A clear indication of those who were victorious
3. Note on discrepancies between ballot count and signatures
4. Grievance reports and decisions
5. Signature of tabulators, observers, and Elections committee members reviewing grievances.

If a grievance has been filed, the Elections Committee shall submit its certification or denial with recommendation within twenty-four (24) hours of reviewing the grievance.
GRIEVANCE/APPEALS

A. Any UVI student will have until 4:00 p.m. (two working days) after the polls close in which to file a grievance concerning conduct or elements of the Election to the SGA Elections committee.

B. Within one week (5 working days) after the polls close, the Elections committee must meet and resolve any existing grievance.

C. If the grievance is not resolved to the student’s satisfaction he/she has two (2) school days to submit an appeal request to the SGA Grievance committee. The request must be specific, outline specifically where the SGA Elections Committee erred in their judgment. The SGA has five school days from the receipt of an appeal to render a decision. The decision must be either for or against the Elections committee. If the decision is for the Elections committee decision, the result remains unchanged. If the decision is against the Elections committee decision, the Grievance committee will then have five (5) school days to make the necessary adjustments.

D. All complaints must be submitted in writing, signed and dated to the Election Committee. Complaints received after forty-eight hours of the infraction will not be considered.

E. **CANDIDATE INFRACTIONS:** Types of disciplinary action resulting from complaints and outright violations will consist of an order to remove a candidate’s name from the ballot, the issuance of a warning, and/or disqualification from the election.

RIGHTS OF THE ACCUSED CANDIDATES

A. The accused shall be presumed innocent until guilt is proven by clear and convincing evidence.

B. The accused shall not be deprived of any rights, privileges, benefits or enjoyments that he/she possessed prior to his/her alleged violation without due process.

C. The accused shall have the option to appeal to the Student Council.

D. The accused shall be able to have any member of the University Community as his/her assistant or spokesperson.
# ELECTIONS COMMITTEE TIME LINE

<table>
<thead>
<tr>
<th>MONTH</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY/ FEBRUARY</td>
<td>Recruit candidates, set dates for Election Time Line</td>
</tr>
<tr>
<td>MARCH</td>
<td>Declaration and Petitions (optional)</td>
</tr>
<tr>
<td></td>
<td>Available as of:</td>
</tr>
<tr>
<td></td>
<td>Submission Deadline:</td>
</tr>
<tr>
<td></td>
<td>Certification of Candidates by the Student Activities Supervisor</td>
</tr>
<tr>
<td></td>
<td>Mandatory Meeting for Candidates</td>
</tr>
<tr>
<td></td>
<td>Candidates Forum: “Meet the Candidates”</td>
</tr>
<tr>
<td>MARCH-APRIL</td>
<td>Campaigning by candidates</td>
</tr>
<tr>
<td></td>
<td>Committee:</td>
</tr>
<tr>
<td></td>
<td>-Secure Voter’s Listing from the Student Activities Office</td>
</tr>
<tr>
<td></td>
<td>-Post voting sites and time around campus</td>
</tr>
<tr>
<td></td>
<td>-Prepare committees polling schedule</td>
</tr>
<tr>
<td>APRIL</td>
<td>Election Date</td>
</tr>
<tr>
<td></td>
<td>Student Government Association and Board of Trustees</td>
</tr>
<tr>
<td></td>
<td>Counting of the Ballots</td>
</tr>
<tr>
<td></td>
<td>Posting of Results</td>
</tr>
<tr>
<td></td>
<td>Verification of Write-in</td>
</tr>
<tr>
<td></td>
<td>Deadline to file Election Day Grievance(s)</td>
</tr>
<tr>
<td></td>
<td>Certification of results</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>Conduct Freshman Class Representative Elections</td>
</tr>
<tr>
<td></td>
<td>Installation of elected officers</td>
</tr>
</tbody>
</table>
(SAMPLE BALLOT)
STUDENT GOVERNMENT ASSOCIATION (SGA)
SOPHOMORE (JUNIOR/ SENIOR) BALLOT

**EXECUTIVE**

President – Vote for one only!

NAME (Last name first in alphabetical order)
ξ 1.
ξ 2.
If you are not pleased with the candidate(s) above, write in your choice below.
WRITE-IN_____________________________________________________

Vice-President – Vote for one only!

NAME (Last name first in alphabetical order)
ξ 1.
ξ 2.
If you are not pleased with the candidate(s) above, write in your choice below.
WRITE-IN_____________________________________________________

Treasurer – Vote for one only!

NAME (Last name first in alphabetical order)
ξ 1.
ξ 2.
If you are not pleased with the candidate(s) above, write in your choice below.
WRITE-IN_____________________________________________________

(Freshman ballots would contain this information only as they do not vote for the Executive.)

**STUDENT COUNCIL** Vote for **three** only!

NAME (Last name first in alphabetical order)
ξ 1.
ξ 2.
ξ 3.
ξ 4.
If you are not pleased with the candidate(s) above, write in your choice below. Remember your total cannot exceed three choices!
WRITE-IN________________ WRITE-IN________________ WRITE-IN________________
Preparations for Elections
Elections Supervision Guide

Role of Advisor-
Overssees set up, Observes the Elections Process and Supervises the Counting of Ballots
½ hour before polling site opens: The Advisor meets members of the Elections Committee at polling site with the student roster and the ballot box (opened and unlocked) for verification. Ballot box is then locked and the key forwarded to Dr. Battiste, who must be notified of the time and place of ballot counting in order to return with the key.

Role of Elections Committee-
Plan/implement elections and schedule workers for the polling sites & ballot counting
Supplies that the Elections Committee must have on site:
Extra pens for signage,
extra pencils for voting,
(2) Tables - 1 for the ballot box, student rosters etc. and 1 for students to use for voting
Table Cloth

What happens when the Voting Polls open?
Students wishing to vote will approach the table and give their class status & name. Elections representative will locate name on the list, have student sign next to their name, and hand the student both SGA & Board of Trustees Ballots. Students voting cannot leave the area with the ballot. They are expected to stay at the table until voting is completed. Voting is completed when the ballot is deposited in the ballot box.

Look out for: 1. Persons whose names are not on the roster – contact is maintained with the Registrar’s Office during the day for clarifications 2. Unruly/large gathering 3. Excessive noise 4. Canvassing by candidates within 25 feet of polls.

What happens when the Voting Polls close?
The ballot box is always secured, The advisor removes the ballot box and returns it for the next polling time to the scheduled station and then at the end for the counting of the ballots.

Ballot counting by Elections Committee with the following duties:
1. Tallier (on a visible board) 2. Observer of tally written by tallier.
3. Announcer 4. Observer of ballot read by announcer
Sample Senior Ballot Synopsis

- **# of Signatures**: ___________  # of Senior Ballots: ___________

**President**
- # 1 Candidate:  
  Total ___________
- #2 Candidate:  
  Total ___________

  Name of write-ins for President
  ___________  ___________  ___________
  ___________  ___________  ___________

**Vice/President**
- # 1 Candidate:  
  Total ___________
- #2 Candidate:  
  Total ___________

  Name of write-ins for Vice President
  ___________  ___________  ___________
  ___________  ___________  ___________

**Treasurer**
- # 1 Candidate:  
  Total ___________
- #2 Candidate:  
  Total ___________

  Name of write-ins for Treasurer
  ___________  ___________  ___________
  ___________  ___________  ___________

**Senior Senator**
- # 1 Candidate:  
  Total ___________
- #2 Candidate:  
  Total ___________
- #3 Candidate:  
  Total ___________

  Name of write-ins for Senior Senator
  ___________  ___________  ___________
  ___________  ___________  ___________
According to letter E of Section 11 under Article VIII of the SGA Constitution, the Food Committee, working closely with the Cafeteria Management and Student Affairs office, shall be responsible for recommending improvements in the operations of and meals served by the Cafeteria and Snack Bar.

NOTE: There is no longer a Student Affairs Office or Division. The Housing Supervisor, who is the University official responsible for campus food services, has served on this committee along with the University’s nurse.

Student Government Association Publications Committee

According to Article VIII Section 11 letter E of the SGA Constitution, the Publications Committee, working closely with a faculty advisor shall:

1. Be responsible for encouraging greater participation in and improving the quality of student publications.

2. Consist of:
   1. The Editor of the Student Newspaper and
   2. The Editor and Staff of the Student Yearbook

NOTE: As a result of the printing of the Journalism Newspaper under the Humanities Division, and the separation of the Student Activities Fees from SGA to the Student Activities Office, it became necessary to make operational adjustments. The following notes provide some information on past practice. The Yearbook guide provides recommendations to assist the graduating class and others, if there is interest in pursuing this project. Other options for the class include a class book or a soft cover publication.

STUDENT NEWSPAPER

There has not been a “Student Newspaper” since 1995. UVISION is an institutional publication under the auspices of the Journalism Department. The SGA Executive has published various publications in an attempt to keep students informed of SGA events. The “Explosion” has been one such publication.

STUDENT YEARBOOK

The organization of the Yearbook has been left to the Graduating Class since the Fall of 1995. In 1996, the Yearbook was funded by the Graduating Class with a small contribution from the Student Activities Fees. In 1997, it was funded by SGA with again, a small contribution from the Student Activities Fees. From 1998 to 2001, this project has been left to the Graduating Class with varying funding contributions from SGA. Because a yearbook is such a huge and costly endeavor ($7,000.00 -11, 000.00) plans must begin early in the Fall semester. The following information outlines time lines recommended for publishing a yearbook.
A. The Yearbook is to be sent out to bid through the bidding proposal process. The project becomes competitive resulting in the best possible price. Listed below are Yearbook vendors attached for consideration.

B. There must be a vigorous advertisement sale campaign to help defray the cost of the book. September, October and early November are crucial for ad solicitation to avoid the Thanksgiving and Christmas holidays, as well as competition by the public and private schools.

C. There should be a comprehensive marketing plan that extends to parents of the graduates, employers of the graduates, faculty, staff, students and others.

D. There should be a **COMMITTED** group of individuals, including photographers, who are willing to go the extra mile in ensuring the success of the project.

It is very important that the planning phase of the yearbook begin early in the Fall semester in order to prepare the purchase requisitions for the proposal process. Once a company has been selected, it is recommended that a marketing plan be developed to determine if the project is financially viable. This plan should incorporate revenues that will come from ads, faculty/staff/student purchases and other fundraisers. In addition, the Student Activities Supervisor will not sign the necessary documents/contracts until the marketing plan is in place for the yearbook. The contract for the Yearbook MUST have the signature of the committee’s Advisor and President as well as the Student Activities Supervisor. The Graduating Class or Yearbook Committee, on its own, cannot financially bind the Student Government Association or the University of the Virgin Islands. Likewise, one SGA Administration cannot financially commit another if funds were not utilized or the committee fall short of expected revenues. Each administration/class is responsible for covering their own yearbook expenses, once they have initiated the process.

### Possible Yearbook Printing Companies

<table>
<thead>
<tr>
<th>Representative</th>
<th>Company</th>
<th>Address</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Delmar Company</td>
<td>9601 Monroes Road; P.O. Box 220025 Charlotte, NC 28205</td>
<td>(704) 847-9801</td>
</tr>
<tr>
<td></td>
<td>Inter-Collegiate Press, Inc.</td>
<td>6015 Travis Lane; P.O. Box 10 Shawnee Mission, KS 66202</td>
<td>(913) 432-8100</td>
</tr>
<tr>
<td></td>
<td>Hennington Publishing Co.</td>
<td>P.O. Box N; Wolfe City, TX 75496</td>
<td>(214) 496-2226</td>
</tr>
<tr>
<td></td>
<td>Josten$</td>
<td>4000 S. Adams; Topeka KS 66609</td>
<td>(913) 266-3300</td>
</tr>
<tr>
<td></td>
<td>Herff Jones</td>
<td>4501 West 62nd St. Indianapolis, IN 46268</td>
<td>(317) 297-37740</td>
</tr>
<tr>
<td></td>
<td>Hunter Publishing</td>
<td>P.O. Box 5867 Winston Salem, NC 27103</td>
<td>(919) 765-0070</td>
</tr>
<tr>
<td></td>
<td>Taylor Publishing</td>
<td>P.O. Box 730601; Dallas, TX 75373-0601</td>
<td></td>
</tr>
</tbody>
</table>

You are encouraged to use the Internet to research other Yearbook Publishing Companies.
### SGA Yearbook Time Table

<table>
<thead>
<tr>
<th>MONTH</th>
<th>ACTIVITY</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>The Yearbook should be sent out to bid. Picture taking should begin with the first orientation activity.</td>
<td></td>
</tr>
<tr>
<td>August – November</td>
<td>Committee Organization, photography training &amp; scheduling, Yearbook layout plan and budget completion.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Begin a vigorous ad sale campaign.</td>
<td></td>
</tr>
<tr>
<td>November – December</td>
<td>Develop the marketing campaign.</td>
<td></td>
</tr>
<tr>
<td>January – February</td>
<td>Picture taking wrap-up and editing. As students must apply for graduation, pictures of graduates can only be obtained after this list is complied.</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>Last submission schedule date (The date should be mutually agreed to between all parties involved.)</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>The Yearbook should be available on campus. (If requested, some companies will hold off printing if pictures of Commencement are desired.)</td>
<td></td>
</tr>
</tbody>
</table>

In the event that the SGA Executives are not in place, the Student Activities Office will begin the process based on the timeline. This information will be adjusted once the committee is in place. A professional photographer may also be engaged for senior pictures/packets that the students pay for and submit one (1) wallet size for the yearbook. The Student Activities Office has a camera, which can be signed out, that may be utilized in the picture taking process.

### Student Government Association

**Grievance Committee**

According to Article V111 Section 11 letter G of the SGA Constitution, the Academic Grievance Committee shall receive all student academic grievances and assist the student(s) to prepare evidence for presentation to the division grievance committee of the University.

**NOTE:** By practice, this committee has operated more as a general grievance committee as opposed to dealing with only academic grievances.
SGA GRIEVANCE FORM

Name of Complainant_________________________ e-mail address_______________________
Mailing Address_____________________________ Phone #___________________________

1. Please describe your grievance with specific details as to when, where, who was involved.

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

2. Were there other witnesses? _______No _______Yes If yes, complete the following:
Name of witness__________________ email address_______________ phone #___________
Name of witness__________________ email address_______________ phone #___________

3. What have you done thus far in resolving this issue
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

4. How will this be satisfactorily resolved for you
__________________________________________________________________________________
__________________________________________________________________________________

----------------------------------------------     --------------------
Signature of complainant                 Date

DO NOT WRITE BELOW THIS LINE

____________________Date of Grievance Committee Meeting

Committee Recommendation:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Follow Up Required ______ Yes ______ No ____________________________
Committee Representative
According to Article VIII Section F of the Student Government Association Constitution, the Queens Committee shall:

1. Be responsible for the selection of the "Miss UVI".
2. Solicit contestants and plan the entire program for the selection of the queen.
3. Work closely with the Student Activities Supervisor or his/her representative.

NOTE: The following guide was prepared to better assist the committee with planning and preparing for the Miss UVI pageant. This guide has been approved by Student Council

QUEENS COMMITTEE AUTHORITY

The SGA Queens Committee shall:

A. Publicize the Miss UVI Ambassadorial Pageant and the participating contestants.
B. Distribute Miss UVI Ambassadorial Pageant Applications.
C. Notify the candidates of their eligibility.
D. Conduct training sessions.
E. Report to the Executive body and the Student Council on the actions of the Queens Committee.

The Student Activities Office shall:

A. Set the date of the pageant with recommendations from the SGA Queens Committee
B. Confirm the qualifications for Miss UVI contestants
C. Certify all contestants.
D. Give input on pageant formats

CONTESTANT QUALIFICATIONS

To be eligible to participate in the Miss UVI Ambassadorial Pageant, the student must meet the following qualifications:

1. Be a matriculated female.
2. Not be on social or academic probation.
3. Not be married.
4. Never having or had children.
5. Have 2.50 GPA or better.
6. Complete at least 12.5 credits.

Contestants should expect to:

1. Have a high visibility around campus and on the sister campus
2. Have visibility in community events.
3. Attend all meetings and functions as indicated by the Queens Committee.
4. Notify the necessary committee member(s) in advance in the event she is unable to attend a meeting or function.
5. Be present at all scheduled rehearsals and remain for the entire duration.
6. Be prepared to run through the entire performance IN FULL, at the final technical rehearsal.
MISS UVI FORMAT AND JUDGING SYSTEM

The Miss UVI Pageant will consist of five appearances during which the contestants will be judged. All appearances - Business Wear/Introduction, Ambassadorial Presentation, Performing Talent and Evening Wear/Question and Answer will take place on the night of the pageant. The other appearance, the Personal Interview, will be staged prior to the others.

**PRE-PAGEANT APPEARANCE**

**PERSONAL INTERVIEW**

Contestants will participate in an interview not exceeding 30 minutes, with three (3) judges during which they will be asked questions about themselves, their goals in life and any other questions which the judges deem to be relevant. Contestants should approach this in the same manner as a job interview where the job to be filled is that of Miss UVI. This interview is designed to examine the contestant’s personality, intellect and communication skills.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum # of points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content/Intellect</td>
<td>30</td>
</tr>
<tr>
<td>Language usage</td>
<td>20</td>
</tr>
<tr>
<td>Fluency/Spontaneity</td>
<td>10</td>
</tr>
<tr>
<td>Physical presentation</td>
<td>10</td>
</tr>
<tr>
<td>Audibility/Clarity</td>
<td>5</td>
</tr>
<tr>
<td>Intonation</td>
<td>5</td>
</tr>
</tbody>
</table>

Subtotal: 80 points

**ORDER OF APPEARANCE ON THE NIGHT OF THE PAGEANT**

**FIRST APPEARANCE: BUSINESS WEAR/INTRODUCTION**

Contestants will appear in outfits that are considered to be contemporary business or work wear. Contestants will also give an introductory speech, not exceeding one-minute, during which they will relay any information about themselves that they deem to be relevant.

**Part 1: Business Wear**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum # of points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deportment</td>
<td>15</td>
</tr>
<tr>
<td>Appearance</td>
<td>15</td>
</tr>
<tr>
<td>Appropriateness</td>
<td>5</td>
</tr>
</tbody>
</table>

Subtotal: 35 points

**Part 2: Introduction**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum # of points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>15</td>
</tr>
<tr>
<td>Language usage</td>
<td>15</td>
</tr>
<tr>
<td>Fluency/Spontaneity</td>
<td>5</td>
</tr>
<tr>
<td>Audibility/Clarity</td>
<td>5</td>
</tr>
<tr>
<td>Intonation</td>
<td>5</td>
</tr>
</tbody>
</table>

Subtotal: 45 points
SECOND APPEARANCE:  AMBASSADORIAL PRESENTATION

Contestants will make a presentation not exceeding three (3) minutes, in a format of their choice, designed to provide information that promotes the university. The contestants will identify a target audience such as high school or international students, new and transfer students, a radio or television audience, and prospective contributors to the institution and any other audience of their choice. However, it must be noted that the message of the presentation must be directed at a target audience.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum # of points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>20</td>
</tr>
<tr>
<td>Language usage</td>
<td>20</td>
</tr>
<tr>
<td>Creativity</td>
<td>10</td>
</tr>
<tr>
<td>Intonation</td>
<td>10</td>
</tr>
<tr>
<td>Audibility/Clarity</td>
<td>5</td>
</tr>
<tr>
<td>Fluency/Spontaneity</td>
<td>5</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>70 points</strong></td>
</tr>
</tbody>
</table>

THIRD APPEARANCE: PERFORMING TALENT

Contestants will present a performance, not exceeding seven minutes, designed to display any innate abilities, skills and special attributes that they possess and consider to be entertaining.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum # of points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expression/Natural ability</td>
<td>30</td>
</tr>
<tr>
<td>Uniqueness</td>
<td>15</td>
</tr>
<tr>
<td>Cohesion and flow</td>
<td>10</td>
</tr>
<tr>
<td><strong>Impact</strong></td>
<td><strong>10 points</strong></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>65 points</strong></td>
</tr>
</tbody>
</table>

FOURTH APPEARANCE: EVENING WEAR/QUESTION & ANSWER

Contestants will appear in formal evening gowns of their choice in order to display their natural physical and personal attributes. Contestants will also answer a question designed to solicit their views on a topical social, political, economic or philosophical issue.

Part 1: Evening Wear

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum # of points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deportment</td>
<td>20</td>
</tr>
<tr>
<td>Appearance</td>
<td>15</td>
</tr>
<tr>
<td>Design of outfit</td>
<td>15</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>50 points</strong></td>
</tr>
</tbody>
</table>

Part 2: Question and Answer

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum # of points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content/Intellect</td>
<td>25</td>
</tr>
<tr>
<td>Language usage</td>
<td>25</td>
</tr>
<tr>
<td>Fluency/spontaneity</td>
<td>10</td>
</tr>
<tr>
<td>Intonation</td>
<td>10</td>
</tr>
<tr>
<td>Audibility</td>
<td>10</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>80 points</strong></td>
</tr>
</tbody>
</table>

**TOTAL NUMBER OF POINTS 405**
TIME LIMIT VIOLATIONS

The number of penalty points which are deducted for a time limit violation from any of the contestants by the judges are as follows:

1. **Introduction:** One half (.5) point deduction for every five seconds over the time limit of one (1) minute.

2. **Ambassadorial Presentation:** One (1) point deduction for every ten seconds over the time limit of three (3) minutes.

3. **Talent:** One (1) point deduction for every 10 seconds over the time limit of seven (7) minutes.

INCENTIVE AWARDS

In addition to the awards for Miss Congeniality, Miss Popularity and Miss Photogenic, the following prizes will be distributed based on the judges’ scores:

*Most Eloquent/Intellectual Speaker:* This prize will be given to the contestant who receives the highest cumulative score from the Personal Interview, Introduction, and Question and Answer segments.

*Best Ambassadorial Presentation:* This prize will be given to the contestant who receives the highest cumulative score in the Ambassadorial Presentation segment.

*Best Performing Talent:* This prize will be given to the contestant who received the highest cumulative score in the Performing Talent segment.

*Best Evening Wear:* This prize will be given to the contestant who receives the highest cumulative score in the Evening Wear segment.

JUDGING PANEL

The selection of Miss UVI will be made by a panel of twelve adjudicators distributed equally between the different judging segments as follows:

- Three (3) judges - The Business and Evening Wear segments
- Three (3) judges - The Introduction and Ambassadorial Presentation segment
- Three (3) judges - The Performing Talent segment
- Three (3) judges - The Personal Interview and Question and Answer segments

Two independent timekeepers will be appointed to time each contestant’s performance. The computation of the judges’ scores will be made by independent representatives of the University or an outside accounting firm to ensure accuracy.
DEFINITIONS & TERMS FOR JUDGING

**Appearance**: the extent to which the contestant’s physical attributes and outfit are complimented.

**Appropriateness**: the extent to which the contestant’s outfit, in the opinion of the judges, adheres to what is generally considered and accepted as contemporary business wear.

**Audibility/Clarity**: the extent to which the contestant can be heard properly and clearly throughout her performances.

**Cohesion**: the extent to which the contestant’s performances are executed in a smooth, cohesive manner without any unnecessary pauses so as to effectively convey the entire message.

**Content**: the extent to which the information given by the contestant is relevant to the purpose of the segment, including the volume of the information communicated by the contestant.

**Creativity**: the extent to which the formats of the contestant’s presentations exhibit uniqueness, originality, and creativity.

**Deportment**: the extent to which the contestant displays poise, elegance, charm, gracefulness, and self-confidence through the use of her face, natural style of walk and poise.

**Design of outfit**: the extent to which the craftsmanship, style, design and make of the outfit is appropriate, beautiful and creative.

**Expression**: the extent to which the contestant makes use of her face, voice and entire body to convey her inner feelings and the overall message of the performances.

**Fluency/Spontaneity**: the extent to which the contestant is able to speak in a smooth, cohesive manner without unnecessary pauses.

**Impact**: the extent to which the contestant’s performance positively impresses the judges.

**Intelect**: the extent to which the contestant exhibits natural intelligence and her ability to think logically and analytically throughout her presentations.

**Intonation**: the extent to which the contestant makes appropriate use of her tone of voice through its modulation in order to convey her message.

**Language usage**: the extent to which the contestant makes use of correct English in terms of grammar, punctuation, pronunciation, sentence construction, diction or choice of words and all other aspects of the language. The organizational style in which the information is presented must be logical and properly sequenced.

**Natural ability**: the extent to which the contestant displays her own ideas and innate abilities throughout her performances.

**Physical presentation**: the extent to which the contestant exhibits self-confidence, composure (i.e. no signs of nervousness) and charm throughout the interview.

**Uniqueness**: the degree of difficulty, amount of skill and the unique, creative or original nature of the contestant’s presentation.
# SGA Queens Committee Timeline

*for Spring Pageant  
**for Fall Pageant

<table>
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<tr>
<th>MONTH</th>
<th>ACTIVITY</th>
<th>DATE</th>
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| *SEPTEMBER  
**JANUARY | Committee member recruitment and establishment of meeting dates and times. |      |
| *OCTOBER  
**FEBRUARY | Advertisement for contestants posted on the St. Croix & St. Thomas campuses |      |
| *NOVEMBER  
**FEBRUARY-MAY | Heavy recruitment for contestants  
Planning phases for the pageant |      |
| *DECEMBER-JANUARY  
**MAY | Deadline for the applications  
Certification of Applicants |      |
| *JANUARY  
**MAY-AUGUST | Contestant training begins  
Deadline for contestant to receive funds  
Pageant advertisement begins |      |
| *FEBRUARY  
**SEPTEMBER | Official presentations on the St. Croix and St. Thomas campuses |      |
| *MARCH  
**OCTOBER | Miss UVI Ambassadorial pageant |      |
GENERAL SGA GUIDELINES GOVERNING THE “MISS UVI PAGEANT”

- As stated in the Student Handbook Section II of Article VIII, SGA is responsible for selecting “Miss UVI”, solicit contestants, plan the entire program for selection of the queen, and work closely with the Student Activities Supervisor or his/her representative.

- The SGA Queens Committee as stipulated by the administration of the University of the Virgin Islands will adhere to specific eligibility criteria.

- The Student Activities Supervisor will approve activities in preparation for the pageant.

- The winner reports to the SGA Queens Committee until one week after the pageant. At the end of that week she will sign a contract with the University of the Virgin Islands, that officially makes her their responsibility.

- Contestants have the right to request a review of their own scores during the one week time period after the night of the pageant.

- Absolutely no request can be made by a contestant to review or recount scores of another contestant or that of all contestants.

- Any request from a contestant is forfeited after one week of the pageant.

- Appeals are directed to the Queens Committee and referred to the Student Government Association by contestants within one week of the pageant.

- Further and final appeals are directed to the UVI administration.

- Contestants are to be reminded prior to the pageant of the clause in the contract that clearly stipulates the judges’ decision as being final.
“Miss University of the Virgin Islands”

SERVICES

The contestant crowned Miss UVI will:

1. Participate in official University events.
2. Participate in the USVI Carnival activities and other community events.
3. Represent the University overseas, if funding is available.

BENEFITS

The University of the Virgin Islands shall provide and Miss UVI shall receive:

1. Waiver of tuition for one (1) academic year (Excluding Summer)
2. Waiver of room and board.

TERMS

Miss UVI will loose her title under the following circumstances:

* Official resignation
* Academic, disciplinary and/or social probation
* Withdrawal or dismissal
* Pregnancy or marriage
* Conviction of criminal offenses
* Behavior that is not in accordance with the University’s Code of Student Conduct

Miss UVI will transmit in writing via the Miss UVI request form, all requests for the presence of Miss UVI at functions, workshops, meetings or activities as well as requests for use of the crown to the Student Activities Supervisor.

Miss UVI’s reign will begin on the date signed on the contract and terminate on the date of the next competition or the end of the Spring term, if there is no competition.

CHAPERONE (If preferred by the contestant)

The chaperone is responsible for:

1. Preparing Miss UVI for all public appearances. All appearances requested through the Student Activities Supervisor are considered public appearances.
2. Accompany Miss UVI to public appearances (when necessary).
3. Solicit, receive, process and record contributions from donors.
4. Submit to the Student Activities Supervisor drafts of all print material regarding Miss UVI to include, but not limited to, copies of receipts, checks, thank you letters, solicitation requests etc.

The Student Activities Supervisor’s responsibilities to the chaperone:

1. Identify the primary chaperone.
2. Copy the chaperone on correspondences, applications or contracts relating to Miss UVI.
3. Consult with the chaperone on all matters relating to Miss UVI.
4. Review preparation timetable for major events.
5. Draft Miss UVI proposed budget based on the amount allocated.
According to Article VII Section 11 letter A of the SGA Constitution, the Social and Cultural Affairs Committee, working closely with the Director of Student Activities or his/her representative shall assume the responsibility for:

1. Programming, sponsoring, and encouraging recognized organizations on campus to sponsor a variety of cultural and social activities during a year.
2. Coordinating all Student Government Association social and cultural activities.
3. Creating social solidarity and cultural awareness among the student body.
4. Reporting all activities of the committee to the SGA President and keep him/her informed of all upcoming events on campus.

According to Article VII Section 11 letter B of the SGA Constitution, the Sports Committee, working closely with the Athletics Committee and others involved in the administration of intramural sports, shall:

1. Be responsible for encouraging greater student participation in intercollegiate and intramural athletics, and for recommending improvements in the overall athletic program of the college.
2. Initiate programs which contribute to the above.

INTRAMURALS

Intramurals are coordinated under the auspices of the Athletics Office in conjunction with the Student Government Association Sports Committee. The main objective of the program is to promote organized activities in an atmosphere of good sportsmanship while, encouraging health and physical fitness. Participation in Intramurals is open to all members of the University community and is developed in accordance with student, faculty and staff interests. Involvement in Intramurals tends to:

- Foster interpersonal relationships
- Enhance school spirit
- Develop camaraderie among all segments of the University community.

Some intramural sports include volleyball, softball, basketball, tennis, track and field, and various table games.

RECREATIONAL ACTIVITIES

Recreational activities are open to University students, faculty and staff interested in learning new individual skills, polishing old ones and competing in local leagues or against other clubs, groups or organizations. These activities may include netball, soccer, volleyball, flag football, aerobics, jogging and/or hiking, just to name a few. The name “Bucs” cannot be used at any time or place and may not represent the University.