

THE CONSTITUTION OF THE CARIBBEAN STUDENT ASSOCIATION

MISSION

The Caribbean Student Association serves as an information and support center for students of all origins, with a special focus on Caribbean origins. As a student organization at Eastern, the Caribbean Student Association is committed to serving as a support group academically, culturally, and socially by providing activities and events to which its members and the Eastern community can relate.

ARTICLE I - NAME

The name of this club shall be The Caribbean Student Association of Eastern Connecticut State University.

ARTICLE II - PURPOSE

It shall be the purpose of this organization to

- * Promote understanding of the development, cultures and heritage of the Caribbean from a historical context, while fostering curiosity and passion for learning about other cultures.
- * Encourage students to come out of their comfort zone by experiencing at first hand the cultures of the Caribbean, and understanding how culture influences one's view of the world.
- * Provide effective leadership opportunities through events and programs, to assist Eastern students to act in an informed and ethical manner in our global society.
- * To cultivate the experiences of Eastern students through mentorship, service learning, domestic and international study, and enhance their social capital through networking, and professional growth.
- * To achieve academically and socially while integrating both components within the college/university campus, surrounding community and professional workplace.
- * Encourage a commitment to excellence in the daily operation of The Caribbean Student Association and uphold its members to the standard of excellence and dedication to the organization's mission.

ARTICLE III - MEMBERSHIP

Section 1: This organization will be open to all students currently registered at Eastern Connecticut State University.

Section 2: Voting membership - anyone who attends two consecutive meetings and delivers a short speech at the second meeting stating why they want to acquire membership and what they

can contribute to the organization, attend more than two Caribbean Student Association programs and events, complete 2 hours of community service, will be considered a voting member of the Caribbean Student Association.

Caribbean Student Association candidates must have at least a 2.0 cum GPA and be in good academic standing. However, anyone who has three inexcusable absences from regular meetings during the same semester will lose their voting privileges.

Section 3: Any voting member unable to attend a meeting for an excusable reason may vote by an absentee ballot. Anyone missing four consecutive meetings regardless of being excusable (based on how acceptable) or inexcusable shall lose Membership. E-board members and Advisors shall review all excused absences.

Section 4: Membership shall not be denied to any student because of ethnicities, race, religion, gender, color, ancestry, national origin, age, sexual orientation, disability or veteran status except as sanctioned by federal or state law.

Section 5: Any member of the organization who brings any dishonor or shame unto himself or any Caribbean Student Association members shall lose membership, which includes fighting, plagiarism, judicial and/or academic probation on the campus and or anywhere and anything else that would demean and diminish the name and the purpose of The Caribbean Student Association.

Section 6: Reinstatement of membership shall meet the following Criteria: The member seeking reinstatement must come to two consecutive meetings. They must provide a speech on why they left and why they came back. All Active members will vote on the reinstatement of membership. A letter will be sent to the individual stating their status in The Caribbean Student Association.

Section 7: Alumni/graduates members allowed to join group and allowed to vote

ARTICLE IV - EXECUTIVE BOARD & OFFICERS

Section 1: The membership of the Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Public Relations Officer, Sergeant of Arms, and Community Service Officer and other elected or non-elected officials depending on the need of the organization. The Faculty Advisor (s) shall serve as a non-voting ex-officio member of the Executive Board.

Section 2: The Executive Board shall have general supervision of the affairs of the organization between its regular business meetings and shall make policy recommendations to the organization. The Executive Board shall be subject to the rules of the organization and shall not act in conflict with actions taken by the organization.

Section 3: The Executive Board shall have the power to establish all standing and ad hoc committees of the organization. The President, with the advice and consent of the Executive Board, shall have the power to appoint the chairpersons of all standing and ad hoc committees.

Section 4: The Executive Board shall meet once a week during the academic year, or as is necessary. The President of the organization shall call meetings of the Executive Board.

Section 5: A majority of the membership of the Executive Board shall constitute a quorum. All decisions made by the Executive Board shall be by a majority vote of the members present and voting.

Section 6: The President has the power to impeach any Executive Board officer who is tardy more than three times or misses more the two general or E-board meetings per semester or fails to fulfill their constitutional responsibilities.

ARTICLE V - ENUMERATION OF POWERS AND DUTIES OF OFFICERS

Officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the organization. Duties shall include but shall not be limited to the following.

Section 1 The President shall:

- a) Prepare the meeting agendas;
- b) Have the power to call executive board meetings and all regular and special meetings of the organization;
- c) Sign all official papers related to the club (including financial paperwork in the absence of the treasurer);
- d) Have the power, with the advice and consent of the Executive Board, to appoint the chairpersons of all standing and ad hoc committees;
- e) Appoint a temporary secretary to take minutes when the secretary is absent;
- f) Act as the spokesperson for the organization;
- g) Be an ex-officio member of all standing and ad hoc committees except the nominating committee.

Section 2 The Vice-President shall:

- a) Assist the president with responsibilities as needed;
- b) Carry out the duties of the president in the absence of the president;
- c) Automatically assume the powers and duties of the President if the President resigns, if the office of President becomes vacant, or if the President is impeached;

- d) Coordinate social functions of the organization;
- e) Serve as coordinator of all standing and ad hoc committees;
- f) Be an ex-officio member of all standing and ad hoc committees.

Section 3 The Treasurer shall:

- a) Expend funds as authorized by the membership of the organization as indicated in the organization's minutes;
- b) Keep an accurate account of all receipts, membership dues, and expenditures of the organization;
- c) Complete, sign, and submit all financial paperwork;
- d) Submit a financial report;
- e) Keep track of the club's accounts, income, and expenditures;
- f) Give a Treasurer statement of balance at every meeting;
- g) Request financial assistance from the Student Government Association and Budget and Management Committee if needed;
- h) Be responsible for the organization complying with the policies and procedures set forth by the Student Activities office.

Section 4 The Secretary shall:

- a) Keep a proper record of all activities of the club, including the minutes of every meeting;
- b) Take attendance at all business meetings of the organization;
- c) Prepare a roll call of members and call it when necessary;
- d) Authenticate by his/her signature all records and documents of the organization;
- e) Carry on the official correspondence of the club; which will be signed by the president;
- f) Give 72 hours of notice of all meetings;
- g) Distribute minutes within 48 hours of the meeting in accordance with the procedure set by the Student Activities Office.

Section 5 The Public Relations Officer shall:

- a) Schedule events in their proper location.
- b) Set up all promotional items and disburse them among the members two weeks in advance.
- c) Appoint and lead a promotions team, and assistant officer(s).
- d) Keep and record the history and achievements of The Caribbean Student Association.
- e) The Public Relations Officer is the voice of The Caribbean Student Association to the outside community. He/she answers all questions pertaining to or reflecting on The Caribbean Student Association.
- f) Carry out all duties as assigned.

Section 6 The Community Service Officer shall:

- a) Develop community service partnerships.
- b) Be responsible for all community service programs.
- c) Develop a spreadsheet of organizational community hours.
- d) Secure at least 2-3 (20 hours or more) community service projects for the organization per semester
- e) Develop a network between The Caribbean Student Association and the community, including Willimantic community.
- f) Plan and implement activities for organizational bonding to strengthen of The Caribbean Student Association.

Section 7 The Sergeant of Arms:

- a) Keep an accurate track of the constitution, Robert's rule of order, attendance to The Caribbean Student Association's functions, and membership.
- b) Enforce rules stated in constitution.
- c) Inform the President/Vice President and Advisors of anyone breaking the rules.
- d) Be appointed by the President with the E-board's consent.
- e) Keep and record the history and achievements of The Caribbean Student Association.
- f) Carry out all duties as assigned.

ARTICLE VI – ADVISOR (S)

Section 1: The advisor shall be chosen by the membership at a duly constituted meeting of the organization by majority vote.

Section 2: The faculty advisor shall serve as a non-voting ex-officio member of the Executive Board.

Section 3: The advisors shall give advice for the better performance of the organization.

Section 4: The advisor shall meet his/her responsibilities to the organization as stated in written directives issued by the Student Activities Office and in the Club Advisor's Operating Manual located on the Student Activities Website.

Section 5: The advisor shall serve at the discretion of the University.

ARTICLE VII - NOMINATION AND ELECTION OF OFFICERS

Section 1: Elections shall be held for all offices, including those that are filled temporarily.

Section 2: Officers shall be elected for a term of one (1) year or until their successors, are elected. They shall hold office until April when their successors shall assume office.

Section 3: Elections shall be held during the spring semester. Elections shall take place no earlier than March and no later than April of each year.

Section 4: Only active members shall be allowed to vote. Voting shall be by secret ballot unless there is only one candidate for an office in which case election may be by voice vote.

Section 5: Officers shall be elected by a majority of those members voting in the election. If no candidate receives a majority vote on the first ballot, a revote will occur with the President casting a vote.

Section 6: Notification of elections and nominations must be given a week's notice prior to voting.

ARTICLE VIII - VACANCIES

Section 1: In the event of the vacancy of the office of President, the duties will be carried out by the Vice-President. The office of Vice-President will be offered to the Secretary and/or Treasurer. If neither officer wishes to fill the Vice Presidency an election for the position will be held. If an existing officer does accept the Vice Presidency an election will be held for the vacant position.

Section 2: In the event of the vacancy of any other offices, the President will appoint a temporary officer and an election will be held as per the provision of Article VI Section 1.

ARTICLE IX - IMPEACHMENT AND/OR RECALL

Section 1: Any officer is subject to impeachment and /or recall and removal from the office for failing to fulfill his/her constitutional responsibilities. The President also has the ability to impeach an E-board member for failure to fulfill their constitutional responsibilities.

Section 2: In the event that someone other than the President submits an impeachment request, the request must be given at least a week in advance of the actual impeachment voting. Both the request and the voting must take place during regular meetings.

Section 3: Upon conclusion of the discussion and arguments for and against impeaching the officer, a vote shall be taken. No officer shall be impeached except by a two-thirds (2/3) vote. Voting shall be by secret ballot.

Section 4: An officer who is impeached shall immediately relinquish his/her office but shall be allowed to maintain active membership in the organization unless his/her actions have brought discredit to the organization.

Section 5: If an officer is impeached the organization shall fill the position following the procedures outlined under Vacancies.

ARTICLE X - MEETINGS

Section 1: Meetings of the organization shall be held weekly during the academic year. There must be 48 hours of notice of all emergency meetings.

Section 2: Quorum... a quorum shall be defined as 50% + 1 member of the club's total voting membership. A quorum must be present for any action to take place by membership.

Section 3: A quorum shall be required to conduct any official business of the organization except to adjourn.

Section 4: If voting results in a tie a re-vote will take place with the President casting a vote.

ARTICLE XI - AMENDMENTS

Section 1: Amendments to this constitution must be approved by a 2/3 majority of the voting membership present.

Section 2: Proposed amendments to the constitution shall be automatically tabled until the next scheduled meeting of the organization.

Section 3: Prior written notice of the proposed change(s) and the date of the meeting at which the proposed change(s) shall be voted on shall be provided to all members of the organization.

Section 4: The constitution may be amended at a duly constituted meeting of the organization by a two-thirds (2/3) vote provided that prior notice has been given.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rule of Order, Newly Revised shall act as the Parliamentary authority for all meetings of the club.

ARTICLE XIII - RATIFICATION

This constitution must be ratified by a majority vote at a regular meeting and approved by the Student Government Association, Budget and Management Committee.