

CONSTITUTION OF CARIBBEAN STUDENTS ASSOCIATION
DATE: 16 July 2012

Article I. Name

The name of the organization shall be the Caribbean Students Association (abbreviated CSA).

Article II. Statement of Purpose

The Caribbean Students Association at The University of Texas at Austin is an international student organization that functions as an educational and social connection for students, faculty, and staff at The University of Texas at Austin. CSA's purpose is to educate the University of Texas community about the Caribbean culture, as well as issues facing that region.

Article III. Membership

Membership for Caribbean Students Association is open to students of The University of Texas at Austin regardless of race, color, national origin, religion, sex, sexual orientation, age, disability or veteran status. Membership is limited to students, faculty and staff of The University of Texas at Austin.

Section 1. Definition of a Caribbean Students Association Member

A Caribbean Students Association member is defined as a student, faculty, or staff of The University of Texas at Austin who has paid membership dues of \$15.

Section 2. Privileges of Gaining Membership

A member of Caribbean Students Association reserves the right to vote for incoming officers, become nominated for an officer position, and receive discount event tickets.

Article IV. Executive Board

The Executive Board shall consist of the President, Vice President, Immediate Past President, Treasurer, Secretary, Historian, Public Relations Director, Social Director, Dance Team Director, Philanthropy and Community Service Director, Programming Director, Member Liaison, Advisor, and Webmaster.

Section 1. Voting members

Voting members are defined as all members of the Executive Board. Major CSA decisions require a $\frac{2}{3}$ vote of the voting members.

Section 2. Ex-officio members

Ex-officio members are defined as Executive Board officers who serve on all CSA committees. Caribbean Students Association ex-officio members are the President and Vice President. In the event that CSA committees hold separate committee meetings, at least one ex-officio member is required to be in attendance.

Article V. Officers

All CSA officers must be paid CSA members.

Section 1. Titles of Appointed Officers

The following officers shall be appointed to their position: President, Immediate Past President, and Advisor.

Section 2. Titles of Elected Officers

The following officers shall be elected to their position by a majority vote of the membership: Vice President, Treasurer, Secretary, Historian, Public Relations Director, Social Director, Dance Team Director, Philanthropy and Community Service Director, Programming Director, Member Liaison, and Webmaster.

Section 3. Officer Term and Determination

The term of an elected or appointed officer shall be one calendar year from the end of the school year in which they gained the position. In order to become an officer, a paid CSA member may nominate himself/herself or another paid CSA member to fill

the position. For an elected position, after nominations have been made, an election will take place to determine the new officer. A nominee will be elected to the position if he/she wins the majority vote of the membership. For an appointed position, the nominee must gain a $\frac{2}{3}$ vote of the current Executive Board. Elections and appointments shall occur on the second to last meeting of the school year.

Section 4. Officer Position Vacancies

In the event that there is a vacancy for an officer position, a paid CSA member may nominate himself/herself or another paid CSA member to fill the position. After nominations have been made, an election will take place to determine the new officer. A nominee will be elected to the position if he/she wins the majority vote of the membership. The term of an officer who is elected to their position while school is in session shall end when the current term of the Executive Board ends.

Section 5. Recall of officers

Officers may be removed from their position if (1) they fail to attend at least three CSA meetings each school semester, (2) they use their title to perform illegal activities, and/or (3) they fail to perform their defined officer duties. A $\frac{2}{3}$ vote of the remaining Executive Board is required to remove the officer from their position. The vacancy left by removing an officer shall be filled as stated in Section 4 of this Article.

Article VI. Officer Duties

All CSA officers must follow the guidelines and complete the duties of their position as stated below.

Section 1. President

The President shall:

1. Be the chief executive officer.
2. Appoint all committee chairpersons.
3. Direct the budget with approval of the executive board.
4. Fill vacancies in offices by appointment with approval of the general membership.
5. Convene and preside at all meetings.
6. Schedule and conduct regular meetings of the general body and Executive Board.
7. Represent CSA by attending necessary meetings or conventions within the financial capabilities of the organization.
8. Submit all necessary paperwork to the Student Organization Center and/or Dean of Students office in a timely and efficient manner.

Section 2. Vice President

The Vice President shall:

1. Be the parliamentarian for the organization.
2. Assume the duties of the president should the office become vacant, or in the absence of the president.
3. Keep and have available current copies of the constitution and bylaws.
4. Represent CSA by attending necessary meetings or conventions within the financial capabilities of the organization.
5. Take primary responsibility for the implementation of all community service projects and philanthropic efforts in the absence of an Philanthropy and Community Service Director.

Section 3. Immediate Past President

The Immediate Past President shall:

1. Assist the President as requested with duties and matters pertaining to CSA.
2. Share ideas, guidance, and expertise with the Executive Board.

Section 4. Treasurer

The Treasurer shall:

1. Keep a current record of all financial transactions.
2. Be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
3. Have approval of the President and/or Executive Committee for all expenses.
4. Handle the collections/disbursements of any monies for CSA
5. Preside over any chapter fundraising events.
6. Perform other duties as directed by the President.
7. Act as President in the absence of the President and Vice President.

Section 5. Secretary

The Secretary shall:

1. Certify and keep an original or a copy of this Constitution as amended or otherwise altered to date
2. Be responsible for keeping the minutes of all meetings and the meetings of the Executive Board.
3. Provide a copy of the minutes for each officer and keep a master file.
4. Maintain a complete and accurate account of attendance and membership status.
5. Establish and maintain the membership list serve.
6. Have custody of all official books, records and papers of CSA including the Constitution.
7. Work with the President to prepare an agenda for all meetings.

Section 6. Historian

The Historian shall:

1. Document CSA events via photography, video, or any other medium.

Section 7. Public Relations Director

The Public Relations Director shall:

1. Supervise marketing for CSA: flyers, scrapbooks, posters, etc.
2. Send all members adequate publicity of all CSA events.
3. Work with the Member Liaison to ensure that a diverse group of students is attracted to CSA and that the Membership is increased throughout the year.

Section 8. Social Director

The Social Director shall:

1. Generate ideas for social events amongst CSA members.
2. Organize CSA social events, which involves reserving locations, applying for food permits, and fulfilling any other regulatory requirements needed for holding the social event.

Section 9. Dance Team Director

The Dance Team Director shall:

1. Choreograph dance performances for major CSA events and other events as approved by the President.
2. Organize CSA Dance Team practices, which involves reserving locations and fulfilling any other regulatory requirements needed for holding the practices.

Section 10. Philanthropy and Community Service Director

The Philanthropy and Community Service Director shall:

1. Plan and implement community service opportunities for CSA members, which involves reserving locations and fulfilling any other regulatory requirements needed for holding the event.
2. Maintain a philanthropic effort with a charity as determined at the beginning of the school year by the membership.

Section 11. Programming Director

The Programming Director shall:

1. Generate ideas for events which align with executing CSA's mission.
2. Organize major CSA events, which involves reserving locations, applying for food permits, and fulfilling any other regulatory requirements needed for holding the event.
3. Ensure the proper execution of an event plan on the day of the event.
4. When appropriate, organize an event committee for a major CSA event.

Section 12. Member Liaison

The Member Liaison shall:

1. Serve as Liaison with external campus organizations, alumni network and others outside of CSA who are interested in matters and activities pertaining to the organization.
2. Work with the Public Relations Director to ensure that a diverse group of students is attracted to CSA and that the Membership is increased throughout the year.
3. Attend all CSA meetings and lead ice-breaker activities.

Section 13. Webmaster

The Webmaster shall:

1. Maintain accurate and current information on the CSA website.

Section 14. Advisor

The Advisor shall:

1. Assist the group in their execution of roles and responsibilities.
2. Provide feedback to the organization regarding its operation and functioning.
3. Serve as a resource.
4. Provide advice upon request, and also should share knowledge, expertise, and experience with the group.

Article VII. Meetings

Section 1. Regular meetings

Caribbean Students Association will hold bi-weekly meetings on a weekday and time to be determined by a majority vote of the current organization members. Bi-weekly meetings will be one hour in length. Bi-weekly meetings will be run by the President who will provide a meeting agenda to the Executive Board prior to the meeting. The Secretary will take meeting minutes to keep a record of meeting business

Section 2. Special meetings

Special meetings may be called by a 2/3 vote of the Executive Board.

Article VIII. Method to Amend the Constitution

In the event that there is a need or desire to amend this constitution, the following procedure should be followed.

Section 1. Proposal of Amendments

A paid CSA member may propose a constitutional amendment. He/She must submit the proposal in writing to the Executive Board. The written proposal must include (1) a definition of, (2) reasons for, and (3) a thorough explanation of the proposed amendment.

Section 2. Voting for Amendments

Once a written proposal has been submitted to the Executive Board, voting shall begin. The proposed amendment must receive a $\frac{2}{3}$ vote of the Executive Board to be implemented.

Section 3. Official Change and Adoption of the New Constitution

If any constitutional amendment has been successfully voted into implementation, the current President shall make the official change to the constitution. The new constitution shall be adopted at the beginning of the next term of the Executive Board.

Article IX. Dissolution Clause

In the event that CSA cannot or will not continue as an organization at The University of Texas at Austin, the following procedures should be followed.

Section 1. Disbursement of Funds

Upon the termination, dissolution or final liquidation of CSA in any manner and for any reason, the Executive Board shall first pay or provide for the payment of all liabilities of CSA; all remaining assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Code (or the corresponding section of any future federal tax code), or shall be distributed to the federal government, or to state or local government, for a public purpose.