

CONSTITUTION & BYLAWS
OF
FISK UNIVERSITY'S
CARIBBEAN STUDENTS ASSOCIATION

Nashville, Tennessee

Revised 09/7/19

CONSTITUTION AND BYLAWS

Revised 09/07/2018

ARTICLE I: Name and Purpose

Section 1. The name of this organization shall be the Caribbean Students Association hereafter referred to as CSA.

Section 2. The purpose of CSA will include the following:

- A. To foster the academic, social, cultural, and intellectual development of students from the Caribbean, students of Caribbean descent, and students who are interested in the Caribbean.
- B. To develop interaction with other Caribbean Students Associations and other organizations with similar objectives.
- C. To unify students from the Caribbean, students of Caribbean descent, and students who are interested in the Caribbean at Fisk University.
- D. To provide orientation services to Caribbean students entering Fisk University.
- E. To educate Caribbean students, Fisk University at large and the greater Nashville community about Caribbean culture.

ARTICLE II: Membership and Dues

Section 1. Membership is open to any students at Fisk University, that are (1) applying for membership in CSA (2) willing to abide by the constitution and bylaws of CSA and the membership contract, and (3) in good standing with CSA and the University.

Section 2. Semester membership fees will be an amount approved by a majority vote of the executive board.

Section 3. A person becomes a member after completing a membership contract and paying

membership fees for the semester.

ARTICLE III: The Executive Board and Officers

Section 1. Composition

- A. CSA shall be composed of the Executive Board, Members, and Committees with assigned Committee Chairpersons, Parliamentarian, and all other independent agencies specified in the Constitution and Bylaws (i.e. Advisors).
- B. The Executive Board shall consist of President, Vice-President, Treasurer, Secretary, Social Media and Marketing Director, Diversity Coordinator, Junior Executive Officer, Parliamentarian, Ms. CSA and Mr. CSA. All board members shall have full voting rights. Quorum of the executive board shall consist of at least fifty one percent (51%) of voting members present at that point in time. In the event of a tie, there shall be a revote. In the event of a second tie, the president shall cast the deciding vote.

Section 2. Tenure of office for elected and appointed officers shall be one fiscal year (April – March) limited to (2) consecutive terms of office.

Section 3. Duties of the Executive Board

The Executive Board shall have the following duties:

- A. Make decisions in the best interest of CSA that do not conflict with its Constitution and Bylaws;
- B. Meet at least once per week or as needed to assess the progress of CSA;
- C. Set the goals and objectives for CSA;
- D. Set the agenda for General Body Meetings;
- E. Remove Executive Board members from office, without the benefit of

impeachment for the

following reasons:

Absenteeism – missing two (2) CSA functions per month, including meetings; without prior notice to the president in writing.

- b. Remaining out of communication with the Executive Board for a period of time exceeding two weeks.
- c. Nonfeasance of office, based on the duties specified in Article 3, Section 9 of this Constitution.
- d. Operating against the best interest of the organization, by, but not limited to embezzlement, slander, libel, fraud, malice or any other type of discord.

Note: See Article 4, Section 2 of this Constitution for exact removal procedures.

Section 4. The Executive Board shall gather nomination applications for the President, Vice-President, Treasurer, Secretary, Social Media and Marketing Director, Diversity Coordinator, Junior Executive Officer, Parliamentarian, Ms. CSA and Mr. CSA.

The Board must present, on the day of elections, the top nominees for each position who will be voted on by the General Body.

Section 5. Create nominations and voting criteria for elections.

Section 6. The vacancy of an office shall happen upon the creation of a new office, the physical inability of an officer to serve, and the removal and/or resignation of an officer. When this occurs, the vacancy is to be posted within CSA.

Section 7. If either the President or the Vice-President(s) of the Association resigns or is removed from office, the Executive Board shall elect a new President and/or Vice-President from the remaining members of the Executive Board, within two weeks of resignation.

Section 8. Special elections shall be conducted if there are more than (3) vacancies in the Executive Board, and the General Body chooses by a majority vote of fifty-one percent (51%) whom are present at that point in time to fill those vacancies.

Section 9. Executive Board Requirements:

The Executive Board members shall meet the following requirements:

- A. Each officer shall be an official student at Fisk University.
- B. Preference will be given for an active member of CSA for at least one (1) year, excluding there be a case where there are no other candidates.
- C. Shall be knowledgeable of parliamentary procedures as prescribed by Roberts Rules and Order.
- D. Shall have a minimum 2.75 overall GPA*.
- E. Align with CSA's missions and goals while working for the advancement of CSA.

Section 10. The Duties of the Executive Board are as follows:

A. The President shall:

- a. Be a primary spokesperson for CSA;
- b. Oversee the implementation of relevant programs and projects approved by the Executive Board for the benefit of CSA;
- c. Call and preside at Executive Board meetings and General Body meetings;
- d. Cast decision-making vote in the event of two consecutive draws;
- e. Manage the day-to-day operations of CSA;
- f. Foster the attainment of the goals and the purposes of CSA;
- g. Approve along with the Treasurer any expenditures incurred by the Executive Board;
- h. Assist the Treasurer in preparing CSA annual budget;
- i. Fill all vacancies from within the elected offices;
- j. Have the authority to form ad-hoc committees to implement resolutions passed by the Executive Board;
- k. Be responsible for organizing an Annual Leadership Training Retreat;
- l. Give a semester State of CSA address before the General Body at the last meeting of the semester. In the fall delineate the goals of administration; and in the Spring, report on the success/accomplishments of those goals for the year;
- m. Keep in close contact with each member of the Executive Board to determine the success of his/her administrative duties;
- n. President and/or secretary will send the Parliamentarian the agenda twenty four (24) hours before the Executive Board meetings.
- o. Take and uphold the oath of office.

B. Vice President shall:

- a. Assume the duties and powers of the President in his/her absence, resignation or removal from office;
- b. Act as a spokesperson for CSA with the authorization of the President;
- c. Assist the president in managing the daily operation of CSA;
- d. Assist the fundraising committee chair in fundraising activities;
- e. Be directly responsible for all committees
- f. Keep in close contact with each member of the Executive Board;
- g. Take and uphold the oath of office.
- h. Serve as liaison between SGA and CSA Executive board keeping them abreast of relevant information;
- i. Keep in close contact with the advisors.

D. The Treasurer shall:

- a. Collect and safeguard all CSA income;
- b. Approve, along with the President, any expenditure incurred by the Executive Board;
- c. Maintain an accurate record of revenues and expenditures;
- d. Prepare monthly and annual reports on CSA finances;
- e. Give a financial report at Executive Board meetings and the General Body meetings upon request by members.
- f. With help from the President, prepare CSA's annual budget for the current term and a projected budget for the following year, at the end of term;
- g. Be directly responsible for keeping track of CSA's fundraising;
- h. Assist in special projects as assigned by the president;
- i. Serve as chair on CSA Fundraising Committee;
- j. Be the principal finance officer in the event of hosting conference;
- k. Take and uphold the oath of office.

E. The Secretary shall:

- a. Record and maintain accurate minutes of the proceedings at all Executive Board meetings;
- b. Send such minutes to all the Executive Board members within twenty-four hours.
- c. Read minutes of previous E-board meetings at the beginning of all CSA E-board meetings.
- d. Maintain attendance and participation records of all members at all CSA and executive board meetings, community service projects and other events;
- e. d). Keep in close contact with all Executive Board members;

- f. e). Assist the President, administratively;
- g. . President and/or secretary will send the Parliamentarian the agenda twenty four (24) hours before the Executive Board meetings
- h. Be the direct contact person with Office of Student Engagement and Space Management.
- i. g). Take and uphold the oath of office.

F. Social Media and Marketing Director shall:

- a. Interpret the goals, policies, and practices and types of programs to members;
- b. Explain the attitudes and opinions of the General Body to the members of the Executive Board;
- c. Anticipate, seek out and prevent internal strife that might undermine the success of the organization;
- d. Be responsible for correspondence design to internal and external institutions;
- e. Create and organize publication of all CSA events;
- f. Be responsible for maintaining official CSA social media and disseminating information via e-mail;
- g. Oversee all artistic and musical aspects of the organization
- h. Oversee all designs for cultural or organizational items (shirts, flags, banners, etc.)
- i. Oversee all music for all events and parties
- j. Take and uphold the oath of office.

G. Diversity Coordinator Shall:

- a. Should be Caribbean-American
- b. Promote inclusion between CSA members and the wider campus community
- c. Liaison for CSA in correspondence with the Office of Global Initiatives and SGA Diversity Coordinator.
- d. Take and uphold the oath of office.

H. The Parliamentarian Shall:

- a. Educate the Executive Board on Roberts Rules of Order;
- b. Serve as the parliamentary authority at all meetings;
- c. Confirm attendance of Executive Board members at Executive board meetings
- d. Take minutes in the absence of the Secretary;
- e. Maintaining decorum at all CSA and executive board meetings.
- f. Assist special guest projects as assigned by the president.

- g. Oversee elections for the executive board. In the event that the parliamentarian wants to run for

Office again, another current executive board member who will oversee elections, must be specified prior to the proceeding.

- h. Parliamentarian will specify the maximum time limit for each item on the agenda at all Executive Board meetings
- i. Take and uphold the oath of office

I. Junior Executive Officer shall:

- a. Be a lowerclassman with a drive and desire to help further the organization
- b. Act as an active member of the board, lending ideas and support
- c. Learn all processes of the organization such as how the board operates and how to process organizational paperwork and finances.
- d. Take and uphold oath of office.

K. Mr. & Miss. CSA shall:

- a. Serve as the face of CSA
- b. Chair and Co-chair the Community Service committee
- c. Must conduct a Community Service event each month.
- d. Recruit new members
- e. Take and uphold the oath of office

Section 11. The Parliamentarian's Caribbean Student Association Executive Board Three Strike Rule:

- a. If an Executive Board member is late to an official CSA event or meeting three times, a fine will be given. Each time an E-Board member is late a strike is put down under his or her name. On the third strike he or she will be stripped of their position.
- b. Failure to complete a task by the given deadline will result in a strike.
- c. If unable to complete the given task, one has twenty- four (24) hours to notify the Executive Board for assistance, or forfeit before the task is due.

ARTICLE IV: Impeachment

Section 1. Any elected or appointed officer of CSA may be removed by a majority vote of the Executive Board at a duly called meeting, for any of the following reasons:

- A. Falsifying any documents testifying to the eligibility requirements to run for or hold office within CSA;
- B. Fails to uphold their Oath of Office, or acts in a manner or takes actions that are not in the best interest of CSA.
- C. Any official member may also petition an Executive Board member for a referendum will be held within 30 days of filing a petition.
- D. At the discretion of the Executive Board, an E-board member can be placed on probation. (Terms of which are outlined in Article 2 of the Bylaws).

Section 2. Removal from office without the benefit of impeachment requires a 2/3 majority vote of the Executive Board, excluding the officer in question. This vote may be conducted and only be held physically. The Association president is responsible for contacting the individual(s) concerned to advise them of the E-Board's actions and their removal.

ARTICLE V Meetings and Quorum

Section 1. The Executive Board shall meet at least two times a month. The President shall convene special meetings of the E-board as necessary;

Section 2. General Body meetings shall be at least twice a month;

Section 3. A quorum of the Executive Board and General Body shall consist of at least fifty percent plus one (50+1) of voting members of CSA at that present point in time;

Section 4. Executive Board Meetings are open to all General Body Members.

Section 5. Parliamentarian will specify the maximum time limit for each item on the agenda at all Executive Board meetings.

Section 6. President and/or secretary will send the Parliamentarian the agenda twenty four (24) hours before the Executive Board meetings.

Section 7. The Junior Executive Officer will conduct and collect Concerns from members at General Body Meetings.

ARTICLE VI: Election of Officers

Section 1. Nominations shall be taken during the last month of the spring semester. They must adhere to the University policy of having the newly elected E-board in effect by the last week in April.

- A. All nominees must attend a targeted leadership meeting held by the Executive board to determine nominee's eligibility.
- B. Voting for Executive Board members shall be done by a simple majority vote of all present members qualified to vote.
- C. Officers shall be elected for one year term beginning after inductions held at the end of the year.

ARTICLE VII: Parliamentary Authority

Section 1. The Rules contained in the current edition of Robert's Rules of Order shall govern CSA in all cases to which they are applicable.

ARTICLE XIII: Emblem

Section 1. CSA official emblem must be used for endorsement of all official materials.

MOTTO: "ALL A WE IS ONE"

ARTICLE X: Anti-Hazing

Section 1. Any student(s), group(s) of students, or student organization(s) affiliated with the Fisk University are prohibited from engaging in any form of hazing activities.

Section 2. The term hazing shall include, but not be limited to, any brutality of a physical nature, such as striking in any manner, whipping, beating, branding, forced calisthenics, exposure to the

elements, forced consumption of food, liquor, drugs, or other substances, or other forced physical activities which would adversely affect the health or safety of the individual, and also includes any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contacts, forced conduct which would be demeaning or results in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this section, any activity as described above, upon which the initiation or admission or affiliation with a university organization is directly or indirectly conditioned, shall be presumed to be a “forced” activity, the willingness of an individual to participate in such activity notwithstanding. The term hazing as defined in Rule 6C3-2.012(10) (h), Florida Administrative Code, shall be read in a manner consistent with the definition herein.

Section 3. Any student(s), student group(s) or students organization(s) affiliated with the Fisk University on-campus or off-campus that are found guilty of hazing will be subject to appropriate sanction by the university to include the imposition of fines, withholding of grade(s), transcripts and/or diplomas pending compliance with the current Student Code of Conduct, 6C3-2.012, F.A.C., of which this rule becomes a part of, and pending payment of fines and imposition of probation, suspension, expulsion of said person(s) or organization(s), and/or pending rescission of permission for the University sanctioned organization(s) to operate on the Fisk University campus or to otherwise operate under the sanction of the University.

Section 4. All penalties imposed by the University do not absolve the student(s), group(s) of students, or student organization(s) from any penalty imposed for violation of criminal laws of the State of Florida or for violation of any other university rule(s) to which the violator(s) may be subject.

Section 5. All existing university sanctioned organizations are required to amend their existing by-laws to include an anti-hazing section, and all future university organizations must include the same in their by-laws.

ARTICLE XI: Amendments & Ratification

Section 1. Amendments to this constitution shall be proposed to the Executive Board. The Executive board shall place proposed amendments on meeting agenda. Amendments shall become effective upon approval by two-thirds of the voting delegates.

ARTICLE XII: Effective Date

Section 1. The laws contained in this constitution become effective immediately upon ratification and supersede all previous laws.

BYLAWS

Article I. Miscellaneous

Section 1. All parties which CSA intend to be affiliated with and financially benefit from shall be confirmed with a contract signed by all parties involved

Section 2. The constitution must be reviewed and any revisions made by the 2nd week of the fall semester by the current Executive Board.

Section 3. The former e-board must meet with the incoming e-board at the end of the spring semester.

Section 4. Guidelines for members of the organization attending the FCSA Conference will follow the Fisk Conference Module