

Caribbean Student Association  
at  
The Ohio State University

**Article I - Name, Purpose, and Non-Discrimination Policy**

**Section 1- Name: Caribbean Student Association**

**Section 2- Purpose:** Caribbean Student Association's purpose is to educate, showcase, and celebrate the diverse cultures of the Caribbean with the greater Columbus community and create a community for Caribbean students at Ohio State.

**Section 3- Non-Discrimination Policy:** Caribbean Student Association does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, and admission.

- I. Sexual Misconduct Policy:** As a student organization at The Ohio State University, Caribbean Student Association expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here:

<https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).

**Article II - Membership: Qualifications and Categories of Membership**

The organization's voting membership should be limited to currently enrolled Ohio State students. Other non-student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting. OSU students must attain a 2.0 GPA to participate in the Caribbean Student Association.

**Article III - Methods for Removing Members and Executive Officers**

- a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor. In the event of a tie, the president's vote counts as 2 votes.

- b. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a majority affirmative vote of the executive board in consultation with the organization's advisor. In the event of a tie, the advisor's vote counts as 2 votes.
- c. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.
- d. If the president resigns or is removed from the executive board, the vice president will take over president duties, and the secretary will become vice president. If the vice president resigns or is removed from the executive board, the secretary will take over that role. In both of these cases, there will be an election held for a new secretary, following the guidelines stated in Article V. If both the president and vice president resign or are removed, the secretary will become the president, and one of the Event Chair will become the vice president.

#### **Article IV - Leadership for Caribbean Student Association: Officer Titles and Duties**

**Section 1 - Positions :** Caribbean Student Association will consist of *nine* executive board officers. The positions are as follows: President, Vice President, Treasurer, Secretary, Event Chair, Service Chairs (2), Marketing Chair, Membership/Recruitment Chair, and the Faculty Advisor. All positions will be chosen through an election by the general body members of the organization. Each person/pair running for an elected position must give a speech prior to the election taking place.

**Section 2 - President:** The president will preside over all meetings, communicate information between advisor and organization, schedule meeting times and locations, oversee executive board work, book guest speakers, and distribute club work among executive board members. The president will attend all mandatory training to maintain diligent leadership. Additionally, the president will be responsible for creating and maintaining connections among other on-campus and off-campus organizations. The term will last for one year.

**Section 3 - Vice President:** The vice president will preside over meetings in absence of the president, will aide the president as needed, act as the liaison between the president and the organization, and brief the organization on new information before meetings. Whoever holds this office will actively engage with all other executive board members and help promote the organization. The term will last for one year.

**Section 4 - Treasurer:** Treasurer is responsible for general oversight of money, managing bank accounts, financial planning, financial reporting, managing fundraiser income, collecting dues, and keeping record of transactions rather it be withdrawals or deposits. The treasurer will be responsible for planning and hosting fundraiser events. The treasurer will also be responsible for completing required training at OSU to maintain this position. The term will last for one year.

**Section 5 - Secretary:** The secretary is responsible for detailing discussion points made in General body and Executive board meetings. In the beginning of the executive board meetings, the secretary will read the minutes from the prior meeting. These notes should be kept as records to refer back to if need be. The secretary will also be responsible for taking attendance and distributing discussed information to individuals who were absent. The term will last for one year.

**Section 6 - Event Chair:** The event chair is responsible for planning and hosting Caribbean Student Association events. When one serves as an events chair, they will be responsible for creating these events to ensure that Caribbean Student Association builds a relationship with the community it serves and allows others to learn more about this organization and what it has to offer. The term will last for one year.

**Section 7 - Service Chair (2):** The service chairs are responsible for acting as a liaison between the community and Caribbean Student Association. When one serves as a service chair, they will be responsible for creating volunteer opportunities, workshops, reaching out to different on-campus and off-campus organizations and schools, to ensure that Caribbean Student Association builds a relationship with the community it serves and allows others to learn more about this organization and what it has to offer. The term will last for one year.

**Section 8 - Marketing Chair:** The executive marketing chair is responsible for the creative aspect of Caribbean Student Association. This includes updating websites and social media pages, creating flyers, graphics, and powerpoint slides for events. They are also responsible for campus wide promotion of the organization. The term will last for one year.

**Section 9 - Membership/Recruitment Chair:** The membership chair is responsible for recruiting members to the Caribbean Student Association. Additionally, they will be in charge of the Membership Application, welcoming in new members, and adding them to organizations roster. The membership chair will be responsible for internal organization bonding events. They will also be responsible for aiding the Marketing Chair, Event Chair, and Treasurer in creating ways in which Caribbean Student Association will gain exposure on campus such as social events and fundraisers. The term will last for one year.

## **Article V - Elections**

1. Eligibility to run
  - a. The student must be in good standing with The Ohio State University
  - b. The student must be an active member of the Caribbean Student Association, as determined by the Executive Board.
2. Election Timeline
  - a. The election process will be officiated by the Secretary
  - b. Elections should take place during a general body meeting in the spring semester, during the month of March to allow for a timely transition between the outgoing and incoming Executive Board members.
  - c. Members will have to announce their candidacy for an executive board position at a meeting prior to the election.
3. Design of Ballots/Balloting Procedures
  - a. Voting will be done anonymously through a Qualtrics survey.
  - b. Voting will open at the conclusion of the election meeting and remain open for up to two days after the meeting.
4. Special Circumstances
  - a. In the case where the impeachment of an Executive Board member is deemed necessary, the board will vote and the outcome will be determined by a majority vote.
  - b. In the case where an Executive Board member wishes to resign, they must do so by providing a two week notice, and provide the President and Vice President a recommendation of another willing member to fill the position. The President and Vice President will then determine if that person is qualified for the position.
  - c. Any circumstances that are not specifically outlined in this constitution shall be voted upon by the Executive Board, and the outcome will be determined by a majority vote.

#### **Article VI - Executive Committee: Size and Composition of Committee**

The Executive Committee is to represent the general membership population, conduct business on topics of the organization, and report on said business in general body meetings. This committee is to be made up of chairpersons and/or persons holding leadership positions in standing committees or ex officio members from other approved student organizations.

#### **Article VIII - Advisor(s): Qualification Criteria**

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. The faculty advisor is responsible for helping the organization meet the detailed goals by providing their own assistance, or connecting the executive board to outside resources.

Additionally, the faculty advisor may oversee funds of Caribbean Student Association to make sure they are being distributed responsibly.

### **Article IX - Meetings and Events of the Organization: Required Meetings and their frequency**

1. Executive Board members are expected to meet weekly. Members of the executive board are required to attend all meetings unless there is a valid conflict. In order for your absence to be excused, you must notify a member of the executive board at least 12 hours before the scheduled meeting. Additionally, you must provide a personal reason for missing the meeting. In other words, one must provide reasoning that convincingly describes a personal reason for one's absence. 2 unexcused absences will be provided per semester for Eboard members. 3 or more unexcused absences are unacceptable and the executive board member will be immediately put under revision. With an excuse, members of the executive board can miss up to 3 mandatory meetings with no fear of removal from the club. After 4 excused absences, the member will be put on a provisional period in which their contributions will be evaluated by the rest of the board members and must attend 2 voluntary events during the semester of said absence. If any executive board member has 5 excused absences, their admission into Caribbean Student Association will be revoked and there will be an opening for their position.
2. Mandatory General Body meetings will be held weekly. Members are required to attend all meetings unless there is a valid conflict. Members can miss up to 3 mandatory meetings with no fear of removal from the club. After 3 unexcused absences, a warning will be issued. After 4 unexcused absences, the member will be put on a provisional period and must attend 2 voluntary events during the semester of said absence. If any member has 5 unexcused absences, their admission into Student Organization will be revoked.
3. There will be a 10 minute grace period provided at the beginning and end of each meeting. Attendance will not be taken until after the allotted grace period.
4. All events are voluntary unless stated otherwise. If a member commits to a volunteer position, their attendance is expected. If they cannot attend, they must notify the secretary 48 hours prior to the event without receiving any repercussions. Active participation is expected to remain in the Caribbean Student Association.

### **Article X - Attendees of Events of the Organization: Required Events and their Frequencies**

The Caribbean Student Association at OSU has the right to address any disruptive behavior of its own members or anyone that attends a Caribbean Student Association event. Disruptive or inappropriate behavior could lead to termination of position or prohibited from attending future Caribbean Student Association activities/events.

## **Article XI - Method of Amending Constitution: Proposals, Notice, and Voting Requirements**

- I. In order to propose the addition, removal, or revision of an amendment of the Caribbean Student Association Constitution there must be a proposer partnership of an active General Body member and active Executive Board member. This is to ensure there is communication between the Executive Board and General Body, and that there is a mutual agreement on the proposal by at least two Student Organization Members.
- II. The proposers must draft a thorough proposal that will be presented at a meeting for the General Body and Executive Board.
- III. After the presentation the proposal will be tabled until the next meeting. At the meeting, the proposal will be moved to the floor for discussion among all active Caribbean Student Association members. At this time the proposers have the opportunity to revise the proposal by the next meeting.
- IV. At the next meeting the final draft of the proposal will be presented by the proposers. All active members of the Caribbean Student Association will vote on the proposal. The proposal will require a  $\frac{2}{3}$  majority vote in favor to be passed. Any proposals that do not receive  $\frac{2}{3}$  vote will be postponed indefinitely.

## **Article XII - Method of Dissolution of Organization**

The dissolution of the Caribbean Student Association can occur by a majority vote of the executive board for cause. Cause for dissolution includes but is not limited to insurmountable challenges to the organization's sustainability. In the event of dissolution actually occurring, all debts should be paid off and remaining assets should be allocated towards a scholarship for Caribbean Ohio State students. The Executive Board will create a scholarship application essay. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from the website.

### **By-Laws**

#### **Article I - Parliamentary Authority**

The rules contained in Robert's Rules of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

#### **Article II - Membership**

To become an active member of the Caribbean Student Association, one is to apply and be approved through the Membership Chair for acceptance. Maintenance of position as an active member relies on following guidelines established by Article IX. Lack of compliance with Article IX will result in termination of membership. Dues will be stated at the beginning of each term and an amount will be decided on by that executive board.

### **Article III - Election/Appointment of Government Leadership**

All student voting members of the organization with a semester GPA of at least 2.8 shall be eligible to hold office. The officers shall be elected by a majority of the voting members of the Caribbean Student Association at the annual elections held in the middle of the Spring Semester. (Cite Article V for more information.)

### **Article IV - Executive Board**

The role of the executive board is to ensure that the Student Organization is a well organized, planned, and interactive organization that caters to both members and the community. The Caribbean Student Association Executive Board is in place to educate, showcase, and celebrate the diverse cultures of the Caribbean with the greater Columbus community and create a community for Caribbean students at Ohio State..

### **Article V - Advisor Responsibilities**

The faculty advisor is responsible for helping the organization meet the detailed goals by providing their own assistance, or connecting the executive board to outside resources.

### **Article VI - Meeting Requirements**

When attending a Caribbean Student Association meeting, it is important to pay attention because there is a lot of discussion and voting involved. When members of the Executive Board ask its club members to vote on general topics, in order for an action to be taken, there must be over 50% of the club members in agreement. Under 50%, and the vote is not passed. The same rule applies for voting among the Executive Board members.

### **Article VII - Method of Amending By-laws**

In order to propose the addition, removal, or revision of a by-law of the Caribbean Student Association Constitution there must be a proposer partnership of an active General Body member and active Executive Board member. This is to ensure there is communication between the Executive Board and General Body, and that there is a mutual agreement on the proposal by at least two Caribbean Student Association Members. Once the partnership has occurred, there will be a vote among the general members first where it must exceed 50% of the vote. The amendment will then pass to the executive board where it will need over a 50% vote in favor of the amendment. If the minimum percentage of voting is not reached, the amendment will be nullified.