

Constitution of Caribbean Student Association

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

Section 1- Name: Caribbean Student Association at Salisbury University

Section 2- Purpose: Educate students and the community on the rich culture of the Caribbean Islands and its people and provide an avenue for Caribbean students to express and share their cultural values through service, leadership and socializing.

Section 3- Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Article II- Membership: Qualifications and Categories of Membership

Voting membership is limited to **ACTIVE** members who are current students at Salisbury University. Others such as faculty, alumni, and professionals are encouraged to join but as non-voting members or honorary members.

Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization's voting membership. Term will be a year from September to May for the entire Executive board. President must have at least 2 semesters experience in the organization. The rest of the Executive Board must have at least a semester in the organization. Vice President, Treasurer, Public Relations and Secretary are appointed by the President in the case of vacancy. The appointment process shall include the Executive Board, but the president has the final decision.

Article IV – Method of Removing Officers and Members

Abuse of power and abandonment of duties are the main fact of removal. Any members in the organization can bring these charges. The Executive Board will meet with the Advisor to find out any appropriations that can be done if after they have consented it will be presented to the rest of the members and then they will follow up with removal.

Article V-Advisor: Qualification Criteria.

Advisors of student organizations must be members of the University faculty or Administrative & Professional staff. The responsibilities of the advisor are to sign every transaction completed within the club and to stay informed of every activity taking place.

Article VI – Meetings of the Organization: Required meetings and their frequency

Each member is encouraged to be an **ACTIVE** member. Maintenance of this status requires the following:

- *Attend meetings on-time and on a regular basis
- *Attend at least 2 CSA events
- *Commit to a CSA Community Project
- *Co-plan or assist with CSA events
- *Attend at least 2 Student Government Association (SGA) events
- *Attend at least 2 different Multicultural Events

Members with **ACTIVE** status qualify for various rewards.

Duties of the Executive Board

President:

- Spokesperson for organization
- Prepares agenda for weekly meetings (executive and general)
- Oversees organization of activities and events.
- Attends SGA forums

Vice President:

- Assumes the responsibility of the president if the president is unable to perform his or her duties
- Attends SGA forum
- Reserves rooms for ALL events and meetings
- Oversees recruitment initiatives

Treasurer:

- Maintains report of organization's report
- Communicate monthly with the Appropriations Board
- Receives, checks, and deposits all monies into organization's account
- Oversees all financial transactions

Public Relations Chair:

- Creates and displays media (flyers, etc.) for all events and meetings
- Maintains Facebook page
- Takes pictures at each event
- Selects pictures from events to post on website
- Maintains website

Secretary:

- Must take clear, detailed minutes at each meeting (weekly and exec.)
- Reports minutes of previous meeting (weekly and exec.)
- Disseminates e-mails to campus community about weekly meetings and events
- Creates, proofreads and disseminates necessary documentation for organization (letters, etc.)
- Collaborates with PRO on flyers and other media to ensure use of appropriate grammar

Note: All Executive Board members **MUST** maintain **ACTIVE** member status. Likewise, they are required to participate in the creation and carrying out of **ALL** events and activities.