

Fundamental Rules and Regulations of the Caribbean Club of Tufts University.

Preamble

As the sole founder of the Caribbean Club of Tufts University, in the year 1988, I propose that this document be adopted as the Constitution of the Caribbean Club in order to create a viable administrative structure in the club which would provide for an effective functioning of this student organization.

Respectfully submitted,

Anna Law (Founder)

Article 1

The Caribbean Club is a cultural club open for membership to all members of the Tufts community, including those of the Dental and Medical Schools and the Fletcher School of Law and Diplomacy. However, only those who pay the Student's Activities Fee shall be allowed to vote. The Caribbean Club works to increase the awareness of Caribbean culture through a number of activities where students can explore various issues related to the community.

Article 2

Membership to the Caribbean Club is not automatic. It is acquired by registering as a member. All members of the Caribbean Club shall be members of the General Body of the Club. Registration encompasses signing in the official registration book, kept by the Secretary in which all members are listed.

Article 3

The General Body is responsible for electing the Officers of the Club in accordance with the election rules laid down in Article 7 of this Constitution. In the event of a tie, the outgoing President shall break it. The number of weekly meetings is decided by each respective term of office. All the officers of the Club shall be answerable to any member(s) of the General Body. The Officers shall ratify the budget of the Club before it is presented to the TCU Senate.

The General Body shall debate and amend any part(s) of this constitution in accordance with the procedure laid down in Article 10 of this constitution.

Article 4

Most Club activities shall be open for participation by all members of the Tufts community, but the Club reserves the right to organize social and cultural activities open to its members only. The Club also reserves the rights to charge lower entrance

fees, etc. to its members for any particular activity for which such a fee is being charged.

Article 5

The Club shall be administered by a coordinating council, which shall consist of six members. The outgoing President of the Caribbean Club shall be an ex officio member of this council in addition to the six elected members. The six members of the coordinating council shall be the six officers of the Club. The officers of the Caribbean Club shall be:

- i. the President
- ii. the Vice- President
- iii. the Treasurer
- iv. the Secretary
- v. the Public Relations Officer
- vi. the Historian

The addition of various committees, their chairperson and faculty advisor shall be decided upon by each respective Caribbean Club administration.

Article 6

- i. The *President* of the Caribbean Club shall see to the smooth running of the Club. Also, the President shall supervise all activities and shall preside over all the General Body and coordinating council meetings.
- ii. The *Vice President* shall perform the full duties of the President in the absence of the President. Additional functions of the Vice President of that particular year are within the overall guidelines laid down in this document.
- iii. The *Treasurer* shall keep records of all financial transactional of Club funds. The Treasurer shall present a budget proposal to the Coordinating Council. After a consensus has been reached it should be presented to the General Body of the Club at least two weeks before the budget meeting of the General Body. The Treasurer is responsible for the handling of all funds and shall make all money deposits within twenty-four hours of their collection or else be responsible for having them locked up. The Treasurer and/or President shall be the only signatories on the budget allocated to the Club by the TCU Senate. The Club account shall be co-signed by the Treasurer and two other members elected in any General Body meeting. Any combination of these two signatories is valid. The President and Treasurer shall be the only two signatories for checks coming from the Senate.
- iv. The *Secretary* shall keep minutes of all the General Body and Coordinating Council meetings and shall be responsible for the dissemination of these minutes to the members of the Club. The Secretary should also take care of all Club correspondence and shall be responsible for keeping and updating the club membership list. The Secretary is also responsible for any other secretarial duties that may arise.
- v. The *Public Relations Officer* is responsible for coordination of events, putting out fliers, recruiting new members and to keep an ongoing network with other schools. The Secretary or other officers may be used as a resource.

- vi. The *Historian* shall maintain non-current records and files (i.e. records and files from previous years) of the activities of the club. These records shall incorporate and include a scrapbook / album of pictures, and a filing system of non-current letters and documents, flyers, etc. sent to and from the Caribbean Club.

Article 7

Elections will be held sometime during mid March of every year. The term of all officers shall include the summer, fall and spring semesters. Only those members who have been registered members for at least 30 days prior to the election meeting shall be eligible to be nominated as a candidate for any office and to vote in elections. Any member may nominate his or her own candidate for any office and to vote in elections. Any member may nominate his or her own candidacy. A member can be a candidate for more than one office. At least half the members shall be present in a meeting to make the quorum for an election meeting. The winning candidate shall have received a majority of votes. The President, Vice- President, Treasurer, and the Secretary can vote on all events.

Article 8

Only the officers of the Caribbean Club shall affect any amendment to this Constitution. Such an amendment shall be debated only on the presentation (to the President and/or Secretary), of a petition signed by no less than seventy percent of all registered members of the Caribbean Club. An amendment shall be valid, only if a majority of the officers agree and it is approved by the TCU Judiciary.

Article 9

The following shall be the procedure for the impeachment of any club officer:

- i. Any club member who wishes to impeach any particular officer may do so by petitioning to the President and/or Secretary to convene a special General Body meeting for that purpose. This petition shall be signed by no less than 5/6 of the members of the Club.
- ii. At least 80% of all registered members shall be present at an impeachment meeting.
- iii. Impeachment shall be held valid if a single 2/3 majority is in its favor.
- iv. Only registered members shall be eligible to vote on an impeachment.

Article 10

The constitution shall be handed over upon the transference of the presidency. Every other year, re-recognition must be obtained from the TCUJ and the Club must re-register with the Director of Student Activities.

Last amended: November 25, 2002