



*Constitution*

# The Princeton Caribbean Connection Constitution

## Article I. Purpose and Objectives

- A. The purpose and intent of the Princeton Caribbean Connection shall be:
  - 1. To promote a better understanding and a greater awareness within the University, and surrounding community of the peoples, affairs, and culture of the Caribbean, through the promotion of cultural events.
  - 2. To foster a greater sense of community among students of Caribbean Ancestry.
  - 3. To provide a forum for discussion on issues pertaining to the Caribbean.
  - 4. To work with other organizations dedicated to issues involving diversity.

## Article II. Qualifications of Membership

- A. Membership is open to any member of the University community who falls into any of the following categories:
  - 1. Citizen of any Caribbean nation.
  - 2. Person of Caribbean heritage.
  - 3. Person with genuine interest in the affairs and peoples of the Caribbean.
- B. Members are required to pay dues, with the amount to be determined at the first general meeting each year.
- C. Members are required to actively and regularly contribute to the organization and to participate in the planning and implementation of Princeton Caribbean Connection activities.

## Article III. Officers and their Duties

- A. The officers of the Princeton Caribbean Connection shall consist of a President, Vice-President, Secretary, Treasurer, Projects Manager and Webmaster.
- B. Duties of President
  - 1. To preside over general and executive meetings of the Princeton Caribbean Connection.
  - 2. To supervise planning and administration of organization events and activities
  - 3. To promote a general cohesiveness within the organization.
  - 4. To be the Princeton Caribbean Connection representative and liaison to University Administration and other organizations on campus.
  - 5. Uphold stipulations of the purpose and intent of the organization.
- C. Duties of Vice President
  - 1. To assist President in all decision making and duties.
  - 2. To assume role of President in event of President's absence.
  - 3. To publicize the Princeton Caribbean Connection's presence on campus.
- D. Duties of the Secretary
  - 1. To take minutes at all general meetings and board meetings.
  - 2. To prepare agenda for all meetings.

3. To keep records of all meetings, events, activities, and programs.
4. To keep records and information on all members including alumni to create networks and communication between all members.

E. Duties of the Treasurer

1. To be responsible for all financial matters of the organization including maintaining financial records, approvals, grants, and expenditures.
2. To ensure that the account of the organization is balanced.
3. To be the chief organizer of grants and their application materials.
4. To collect dues.

F. Duties of Projects Manager

1. Organize and Promote Major Events sponsored by the Princeton Caribbean Connection.
2. Create smaller groups when necessary to work on these projects (i.e. fundraising committee, advertising committee).

G. Duties of the Webmaster

1. To develop and maintain the organization web page at least once a month.
2. To send the email communications to all members of the organization, and those outside of the Princeton Community

#### **Article IV. Elections**

A. Elections will be held in April or early May of each school year. Every member of the Princeton Caribbean Connection is eligible for nomination. The elections will be conducted as follows:

1. Nominations for each position will be made.
2. The nomination must then be seconded by another member.
3. Each member present at this meeting shall have one vote which they will cast in a secret ballot. These votes will be counted by two members not up for election to be chosen from a lottery.
4. A simple majority (greatest percentage of total number of votes cast) will determine the officer-elect for the designated position.
5. In the event of a tie between two or more persons nominated for the same position, there will be a run-off election between those persons.

B. The newly elected officers will commence their tenure of one year after this election.

C. Should an elected officer other than the President be unable to complete their term, a letter of explanation must be written to the President.

D. If it is the President seeking to resign, this letter must be addressed to the vice president.

E. If it is the Treasurer seeking to resign, in addition to this letter of explanation they must submit a financial statement to be adopted by the general body.

F. Two thirds of the general body may remove an officer on the petition of any member.

G. A unanimous decision must be reached by the officers to replace any officer unable to complete their term, with the exception of the president whose role will be assumed by the Vice-President, should they be unable to complete their term.

## **Article V. Committees**

- A. Committees of the Princeton Caribbean Connection shall be determined by the Projects manager and the general body.
  - 1. These committees shall be headed by respective liaisons/officers.
  - 2. Any member may serve in any committee.

## **Article VI. Meetings**

- A. General meetings will be held every 2 weeks unless other wise decided by a quorum.
- B. The purpose of general meetings shall be:
  - 1. To keep membership informed of the status of the organization.
  - 2. To discuss, determine, and plan forthcoming events, activities, and programs.
  - 3. To give voice to the opinions of all members on topics relating to the organization and its purpose.
- C. Executive Meetings shall be called by the President or in his/her absence, by the Vice President and shall be held before general meetings.
- D. Either the President or the Vice-President (or Both) will preside at the meetings.

## **Article VII. Amendments**

- A. Any member of the Princeton Caribbean Connection may propose an amendment to this constitution at any general meeting.
  - 1. The proposed amendment will be subject to the vote of the general membership present at the meeting during with which the voting will take place.
  - 2. A simple majority will determine if the proposed amendment will pass or fail.
  - 3. Amendments, which pass, will become part of this constitution.