

# Constitution and Bylaws

Amended January 29, 2011



**FLORIDA CARIBBEAN STUDENTS ASSOCIATION INCORPORATED (FCSA)**  
Established 1991

Edited by FCSA Executive Board 2010-2011

## ARTICLE ONE NAME AND PURPOSE

**Section 1.** The name of this organization shall be the Florida Caribbean Students Association, Inc. (FCSA), here after referred to as the Association.

**Section 2.** The purpose of the Association shall include the following:

- A.** to provide a medium of interaction between students of Caribbean descent throughout the state of Florida;
- B.** to educate all interested parties on various Caribbean issues, including but not limited to educational, cultural, social affairs and political awareness;
- C.** to act as a lobbying force on issues that affect the Association;
- D.** to represent Association member organizations as well as the Caribbean region
- E.** to act as a liaison between the Caribbean countries' respective governments, the government of the State of Florida and tertiary educational institutions for the expressed purpose of maintaining and strengthening the educational, cultural and commercial stature of the Caribbean;
- F.** to facilitate interaction and cooperation between other Caribbean organizations throughout the United States of America.

## ARTICLE TWO

### ASSOCIATION STRUCTURE

**Section 1.** The Association shall consist of three major councils: Undergraduate Council, Alumni Board and Advisory Board.

- A.** The Undergraduate Council of the Association shall be governed by this general Constitution and Bylaws.
- B.** The FCSA Alumni representative of the Association shall be governed by the terms of its own Constitution. The duties of the representative can be found in the “Duties of the Alumni Board” in this Constitution.
- C.** The Advisory Board shall be governed by the terms of its own Constitution. The duties of an advisor can be found in the “Duties of the Advisory Board,” of this Constitution.

## ARTICLE THREE ASSOCIATION OFFICERS

**Section 1.** The Undergraduate Council shall include an Executive Board, District Directors, member organizations with assigned Delegates, a Parliamentarian, and all other sub-committees provided for in the Constitution and Bylaws.

**Section 2.** The Executive Board shall consist of President, Vice President, Secretary, Treasurer, Public Relations Officer, District Directors, Conference Chair, Parliamentarian, Miss FCSA (and Mr. FCSA), the Alumni Board Representative and the Advisory Board Representative. The President, Vice President, Secretary, Treasurer, Public Relations Officer, and District Directors shall have full voting rights. The Conference Chair, Parliamentarian, Miss FCSA (and Mr. FCSA) are non-voting members of the Executive Board. The President shall only vote in event of a tie. The Alumni Representative and the Advisory Board Representative shall be non-voting members on the Executive Board, and shall act in an advisory capacity only. Quorum of the Executive Board shall consist of at least fifty percent plus one (50% + 1) of voting members.

**Section 3.** The President of the Association, together with Vice-President, Secretary, Treasurer, Public Relations Officer and the District Directors, shall be elected as stated in Article 4, "Elections and Vacancies," of this Constitution. Upon the swearing in of new officers, a Parliamentarian shall be appointed by the newly elected Executive Board. The Alumni Board Representative and Advisory Board Representative shall be appointed by the Alumni Board and Advisory Board respectively.

**Section 4.** Tenure of office for elected officers shall be one (1) fiscal year (May 1 – April 30), limited to two (2) consecutive terms of office per position.

**Section 5.** The Executive Board members shall meet the following requirements:

- A.** Each officer, excluding the Alumni Board Representative and the Advisory board Representative, shall be a registered undergraduate student registered in good academic standing at a tertiary level institution in the State of Florida with a minimum of nine (9) credit hours. Candidates for president and vice-president of the Association shall have a minimum GPA of 3.0. All other officers shall have a minimum GPA of 2.75.
- B.** Has been an active member of the Association for at least one (1) (of the past two years) fiscal year.
- C.** Candidates for president of the Association shall have been an Executive Board member of an Association active member organization, with non-voting rights, unless elected as a delegate to the association by their respective organization.
- D.** During their tenure, no Executive Board member shall hold another Executive Board position in any organization registered with the Association while serving the Association i.e. No conflict of interest.
- E.** Shall be knowledgeable of the Association Constitution and Bylaws.
- F.** Shall have a working knowledge of parliamentary procedures as prescribed by *Roberts Rules of Order, Newly Revised*.

**Section 6.** The Executive Board shall together:

- A.** Meet at least once prior to the fall semester and at least once per semester to assess progress of the Association, in addition to meeting at association conferences and Council of Delegates' meetings;
- B.** Make decisions in the best interest of the Association that do not conflict with its Constitution and Bylaws;
- C.** Set the goals and objectives for the Association;
- D.** Set the agenda for all Undergraduate Association Council of Delegates' meetings;
- E.** Appoint the Parliamentarian;

**Section 7.** The District Director is solely responsible for member organizations in his/her respective district. The selection of the District Directors shall be done through the electoral process; delegates of member organizations in each district are responsible for selecting their District Directors. If this office becomes vacant before the Spring conference, the President can appoint an interim District Director until the Council of Delegates from said district can assemble to elect a new district director. The functions and duties of the District Director are stated in the BYLAWS, "Duties of the District Director" of the Constitution.

District Directors shall meet the following requirements:

- A.** Each shall be a registered undergraduate student in good academic standing at a tertiary level institution in the State of Florida;
- B.** During a term, no District Director shall hold another Executive Board position in any organization registered with the Association while serving the Association;
- C.** Has been an active member of the Association for at least one (1) fiscal year;
- D.** Be a member of the district for which he/she is running for office;
- E.** Shall be knowledgeable of parliamentary procedures as prescribed by *Roberts Rules of Order, Newly Revised*;
- F.** Shall be knowledgeable of the Association's Constitution and Bylaws.

**Section 8.** Each member organization shall appoint two delegates to the Association at the beginning of each fiscal year, who shall serve as said organization’s voting representatives at Association meetings; one vote per member organization. Delegates shall serve a maximum of one fiscal year, unless re-appointed by member organization. Only appointed delegates shall vote for a member organization. In the event that the delegates cannot attend a meeting, said delegates may send a representative in his/her place and send a letter informing the executive board of this substitution. Thus allowing said representative to have voting privileges if given prior permission by the FCSA Executive Board. Member organizations wishing to change appointed delegates shall submit a “Change of Delegate” form upon change. A member organization may change its delegate a maximum of once a year. Should said organization desire to change delegates more than once, the permission must be granted by a majority vote of the Association.

## ARTICLE FOUR ELECTIONS AND VACANCIES

**Section 1.** The election of all officers shall occur annually at the Association's Spring Conference Council of Delegate's meeting via secret ballot. The electoral process shall be regulated by the Elections Committee (subcommittee of the Alumni Board and Advisory Board), according to parliamentary procedures as prescribed by *Roberts Rules of Order, Newly Revised*.

**Section 2.** Nominations shall open 30 days before designated election date. Officer applications and nominations shall be submitted to the Elections Committee, which shall verify the eligibility of candidates. Specific guidelines shall be found in Officer Applications.

**Section 3.** Council of Delegates shall vote in Association elections. Each officer shall be elected by a majority vote of fifty percent plus one (50%+1). Elections may only occur once a quorum of three quarter ( $\frac{3}{4}$ ) of the Council of Delegates is present.

**Section 4.** All newly elected officials shall take the oath of office, found in BYLAWS, "Oath of Office" section.

**Section 5.** The vacancy of an office shall occur upon the creation of a new office, upon the inability of an officer to serve for a period exceeding 90 days or, the removal or resignation of an officer. Said vacancy shall be posted within the Association for a minimum of 14 days. Should anyone indicate interest in the position, the best candidate shall be elected by the Council of Delegates via Special Elections. If no interest is shown in the vacant position then the duties of the vacant office shall be shared by the current Executive Board.

**Section 6.** If the President of the Association resigns or is removed from office, the Vice-President shall assume the position of the President. The new vacancy on the board will be that of the Vice President until a new Vice President is elected from the eligible members of the Association via Special Elections.

**Section 7.** Special Elections shall be conducted if there are more than three (3) vacancies in the Executive Board, or in the officers of the Association, or the President position becomes vacant and the Association chooses by a majority vote of fifty percent plus one (50% + 1) to fill those vacancies.

## ARTICLE FIVE IMPEACHMENT

**Section 1.** Any elected or appointed leader of the Association may be removed for due cause by a majority vote of the Association at the next Council of Delegates meeting, including but not limited to the following reasons:

- A.** Falsify any documents testifying to their eligibility to run for or hold office within the Association;
- B.** Fails to uphold their Oath of Office, or the Constitution and Bylaws of the Association, or if convicted of violation of the Florida State or United States Federal law.
- C.** Malicious conduct detrimental to the interest of the organization, theft and/or destruction of funds, materials, or facilities provided by the Association.

**Section 2.** Any elected officer of the Board may be impeached and removed from said position. To terminate an officer of the Board, the following impeachment process shall be followed:

- A.** An Association delegate shall prepare a statement of impeachment; which states,
  - 1.** The responsibilities that were not satisfied and/or accomplished.
  - 2.** Conduct in violation of Association rules as stated in Article 5, Section 1.
- B.** The President will send the charges in writing to the elected board member in question. In the case where the President has been requested for removal, the Vice-President will submit the statement.
- C.** The elected officer in question must respond to the charges in writing to the Council of Delegates within the designated time of the notice. The officer in question should also prepare for the inquiry and rebuttal.
- D.** The impeachment session consists of a 3/4 majority of the Council of Delegates, allowing a 2/3 vote for an impeachment to be upheld.
- E.** The President, or Vice-President if the President is the officer in question, will then inform the Board member of his/her impeachment in writing.
- F.** The impeached officer in question will be given one week to appeal to the Council of Delegates in writing for reinstatement.
- G.** The Council of Delegates will review the appeal and within 10 business days make a final decision.
- H.** Any registered student may also petition their organization delegate for a referendum recommending a student officer be removed from office by filing a written request with supporting evidence with their organization delegate. The referendum shall be held within 30 days of filing of the petition. Please see “Chain of Command” Bylaw.

**Section 3.** The Executive Board may also remove Executive Board members and appointed leaders from office, without the benefit of public indictment for the following reasons:

- A.** Absenteeism – missing at least two (2) Association functions, including but not limited to Meetings. An elected or appointed leader of the Association is allowed 2 excused absences. Must provide documentation. Please see list of excusable absences in bylaws of this Constitution;
- B.** Remaining out of communication with the Executive Board for a period of time exceeding 30 days;
- C.** Nonfeasance of office, based on the duties specified in the BYLAWS of this Constitution and Bylaws;
- 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.

**Section 4.** The Executive Board may also remove any elected officer or appointed committee chair from said position without the benefit of public indictment. To terminate an officer of the Board, the following impeachment process shall be followed:

- A.** The remaining Board members shall prepare a statement of impeachment; which states,
  - 1.** The responsibilities that were not satisfied and/or accomplished.
  - 2.** Conduct in violation of Association rules as specified in Article 5 section 3.
- B.** The President will send the charges against the elected board member in writing to the Executive Board member. In the case where the President has been requested for removal, the Vice-President will submit the statement.
- C.** The elected board member must respond to the charges in writing to each voting Board member within the designated time of the notice. The board member should also prepare for the inquiry and rebuttal.
- D.** Removal from office without the benefit of impeachment requires a two-thirds (2/3) vote of the Executive Board, excluding the officer in question.
- E.** The President, or Vice-President if the President is the member in question, will then inform the Board member of his/her impeachment in writing.
- F.** The impeached officer in question will be given one week to appeal to the Board members in writing for reinstatement.
- G.** The Executive Board will review the appeal within 10 business days through email or conference call.
- H.** The Association President or the Advisory Board Representative is responsible for contacting the individual(s) concerned, to advise them of the Board's actions and their removal.
- I.** In event the Executive Board wishes to impeach the president, the Advisory Board Representative shall serve as a mediator.

## ARTICLE SIX MEMBERSHIP AND DUES

**Section 1.** To comply with the **Civil Rights Act of 1964** as amended, the Association shall not discriminate in its membership based on race, color, age, disability, sex, or national origin.

**Section 2.** Membership is open to all Caribbean related student organizations based at any tertiary educational institution in the state of Florida, that

- (1) are in good standing with said institution;
- (2) apply for membership with the Association;
- (3) are willing to abide by the Constitution and Bylaws of the Association and Membership Contract, and;
- (4) are in good standing with the Association.

**Section 3.** An organization applying for new membership with the Association shall be assessed a nonrefundable new membership application fee, in the amount approved by a majority vote of the Association, once per year due upon submission of the New Membership Application Form.

**Section 4.** An organization seeking new membership within the Association must first be placed on "Observer Status" for one major semester (Fall or Spring). An organization on "Observer Status" is entitled to attend all Association meetings without voting rights, to better observe the operation of the Association. Members of an organization on "Observer Status" may also attend **conferences and other Association events for the same fees assessed to member organizations**, and are bound by the rules of this Constitution and Bylaws. Fees will be assessed as outlined in BYLAWS, Observer Status.

**Section 5.** No organization shall remain on "Observer Status" for more than one (1) semester unless stipulated by the Association. After said semester, an organization must go before the Council of Delegates and present their bid for joining. Delegates will then vote after review of the presented bid on the organization's legibility to join the Association. If successful the organization shall be allowed to become a registered member of Association and submit the New Member Application Form, along with specified fees.

**Section 6.** Annual Association membership fees (dues), in an amount approved by a majority vote of the Association once per fiscal year, shall be non-refundable, and shall be collected from member organizations during the Fall Semester. Said fees should be submitted along with appropriate membership form.

**Section 7.** In the event that a member organization of the Association is unable to pay required membership dues prior to or at the Spring conference, said organization may request in writing a sixty (60) day extension. If after sixty (60) days the payment deadline has not been met, the account shall be deemed past due, assessed a late fee, and said organization shall be subject to disciplinary actions, including but not limited to the following:

- A.** Students within said organization shall be assessed the Non-Association member fees at conferences and other Association events for six (6) calendar months; If said organization was inactive (see BYLAWS, Active Organization) for those six (6) months, students within said organization shall continue to be assessed the Non-Association member fees at conferences and other Association events till the end of the current fiscal year. If the membership fee is not paid, said organization shall be deemed inactive, and shall have to reapply for membership with the Association. If the membership fee is paid prior to or at the following Spring conference, said organization shall return to good standing with the Association.
- B.** Voting rights at Association meetings shall be suspended for six (6) calendar months. Voting rights shall be re-instated after six (6) months only if said organization had remained an active (see BYLAWS, Active Organization) Association member. If said organization was inactive for those six (6) months, voting rights shall remain suspended until the end of current fiscal year. If membership renewal fee is not paid, said organization shall be deemed inactive, and shall have to reapply for membership with the Association. If the membership fee is paid prior to or at the following Spring conference, said organization shall return to good standing with the Association.
- C.** Representatives of said member organization shall be ineligible for acquisition of appointed or elected offices with voting rights within the Association. If an Association officer is a member of an organization that failed to maintain its good standing with the Association, said officer shall maintain position for the duration of the term, unless otherwise removed.

**Section 8.** If a member organization of the Association has been inactive or suspended for a period greater than one (1) year, said organization must go before the Council of Delegates and present the case for re-instatement within the Association. If successful the organization will then be assessed a re-application fee upon membership renewal, in the amount approved by a majority vote of the Association decided on once per year, due upon submission of the Membership Renewal Form.

## ARTICLE SEVEN MEETINGS & QUORUM

**Section 1.** The Association shall meet at Spring Conference, and at least once per month per semester. No more than 30 days can elapse between Council of Delegates meeting. The President or Vice President of the Association shall convene special meetings of the Association as necessary. No meeting can occur without quorum.

**Section 2.** A minimum of 3 individuals (1 Executive Board member and 2 Delegates) of each member organization must be in attendance at the first Association meeting of the Fall semester. If member organization fails to abide by this rule they will be assessed an additional fee to be added to their dues for the fiscal year,

**Section 3** A quorum of the Association shall consist of at least fifty percent plus one (50% +1) of voting members of the Association.

**Section 4.** There shall be a Leadership Retreat for the Association Officers at the beginning of a new fiscal year, during the Fall semester.

**Section 5.** The Executive Board will publish meeting schedule and will allow non executive board members to participate in meetings as observers. Once recognized to speak be an executive board member said non executive board member will come off of observer status for that time and will return to observer status once they are done communicating their idea. Meetings are open to all Association members with 48hrs due notice.

**Section 6.** Attendees classified under observer status are nonvoting, and may not influence the vote of a member organization. They shall be silent parties during normal agenda proceedings until an “open forum” is announced,

## BYLAWS

### **Association Officer Duties:**

#### Duties of the President

The President of the Association shall:

- (a) preside over the Association's conferences and special meetings
- (b) manage the daily operations of the Association
- (c) foster the attainment of the goals and purposes of the Association
- (d) act as the official representative of the Association
- (e) assist the Secretary in the preparation of the Association's meeting agenda
- (f) assist the Treasurer in the preparation of the Association's annual budget
- (g) have signature authority for all Association matters

#### Duties of the Vice President

The Vice President of the Association shall:

- (a) assume the office and duties of the president in the event that the office becomes vacant
- (b) assist the Treasurer in fund-raising activities
- (c) assist the District Directors in managing district duties
- (d) serve as a liaison between District Directors and the Executive Board
- (e) assist Miss FCSA with community service initiatives
- (f) assist the President in preparation of the Association's annual report

#### Duties of the Secretary

The Secretary of the Association shall:

- (a) keep record of minutes, officer reports, committee reports, conference information and organization filings.
- (b) receive and disseminate all Association correspondence
- (c) keep a record (database) of Association members, past and present, businesses, companies and agencies who have contributed to the development of the Association
- (d) assist the President in disseminating information to recruit other Association members
- (e) assist the President in preparation of the Association's meeting agenda
- (f) assist the President in preparation of the Association's annual report
- (g) Custodian of the Association Seal, Stamp and Logo

#### Duties of the Treasurer

The Treasurer of the Association shall:

- (a) prepare the financial report and budget of the Association
- (b) collect, disburse and record all monies and monetary matters pertaining to the Association
- (c) have signature authority for Association's financial transactions
- (d) coordinate fund-raising activities for the Association
- (e) assist the President in preparation of the Association's annual budget and financial report
- (f) assist the President in preparation of the Association's annual report

#### Duties of Public Relations Officer

The Public Relations Officer of the Association shall:

- (a) act as a liaison between the public and private sector for the Association
- (b) promote and disseminate information to media and publication about Association events
- (c) develop and maintain Association portfolios (i.e. Website, publications), media and press kits
- (d) appoint a Historian
- (e) assist the Historian with processing Organization activity reports for publication
- (f) assist the President in preparation of the Association's annual report

#### Duties of the Advisory Board

Duties of the Advisor

The Advisor of the Association shall:

- (a) act as an advisory in regards to the activities of the Association
- (b) act as a liaison between the public and private sector for the Association
- (c) assist in planning of conferences
- (d) facilitate communication with member organizations advisors

#### Duties of the Alumni Board

Duties of the Alumni Representative

The Alumni Representative of the Association shall:

- (a) act as an advisory in regards to the activities of the Association
- (b) assist in planning of conferences
- (c) facilitate communication between the Association and Alumni Board

#### Duties of the Historian

The Historian of the Association shall:

- (a) document the activities of each conference with the use of film and/or any other medium
- (b) assist the public relations officer to collect, edit, and distribute the Association's newsletter
- (c) document the activities of the Association with the use of film, organization reports and/or any other medium to be published

#### Duties of the District Director

The District Directors of the Association shall:

- (a) act as a liaison to the Executive Board for the member organizations in his/her district, including facilitating the dissemination of information between the Executive Board and member organizations
- (b) be responsible for recruiting new member organizations within his/her district
- (c) shall facilitate Association event registration for their home district

#### **Chain of Command:**

- Campus CSA Organization Officers
- Delegate of CSA / Campus President
- Local District Director
- FCSA Vice President
- FCSA President

**Districts:**

The Florida Caribbean Students Association Incorporated shall consist of six districts. Member organizations shall be assigned to a district in accordance with the approved district map.

**Conference:**

Conference Committee Chair Person shall:

- be an appointed member of the Association
- preside over all conference planning
- act as a liaison between the Association board and the conference host school
- work closely with the treasurer in preparing a budget and financial report related to Conference planning

Conference Host/Sites:

The conference host shall be responsible for:

- Conference committee will be liable for 40% of conference expenses
- securing venues for all events associated with the hosted conference,
- shall arrange accommodations for the visiting delegations and organizations
- shall communicate with the Executive Board regarding the preparation of the conference agenda or itinerary.
- shall specify to the Association Executive Board the expenses that are likely to occur (i.e. submit a projected budget), based on the anticipated attendance.
- A registration fee may be assessed by the conference host. Seventy percent of the registration fee assessed shall be allocated to the conference host for conference expenses.

Conference Host/Site Rotation:

(a) The conference site shall rotate by Association district in the following order:

- (b) District One,
- (c) District Four,
- (d) District Two,
- (e) District Five,
- (f) District Three,
- (g) District Six

For example:

- (a) If District One was the last district to host a conference, District Four will host the next conference. The institution in District Two that has yet to host a conference and who is next in line alphabetically is expected to host the conference.
- (b) No institution in a district shall host a conference more than once before each institution in the district has had an opportunity to host a conference.
- (c) New host institutions shall be added to the district rotation in the chronological order in which they joined the Association. If a host organization is experiencing difficulty in planning the conference, it will seek support from the other organizations within the district, with the support of the District Director.

*We are requesting a complete active membership list from each active university or college on official letterhead with an advisor's or faculty member's signature. Students of inactive or unpaid active schools are allowed to register for conference but will be subject to paying an increased fee to supplement dues not being paid to the Association. Deadline of list submission will be set by executive board.*

### **Council of Delegates and Their Responsibilities:**

- a) Member organizations shall submit the name of their delegate(s) to the Association's Executive Board no later than 10 business days after the first Association meeting. If the organization is not represented by an assigned delegate at more than 2 meetings per semester the organization will be suspended.
- b) The Council of Delegates shall convene at all scheduled meetings. Delegates attending the Spring election meeting, who are prospective candidates for an Executive Board position, shall attend with an alternate delegate. This alternate will serve as a delegate if the primary delegate is elected.
- c) Delegates of the Council of Delegates represent their member organization and are, therefore, granted voting privileges; One vote per member organization. The Council of Delegates is also responsible for overseeing the welfare of the Association and facilitating the dissemination of information.
- d) The Council of Delegates is also responsible for electing the Executive Board of the Association.
- e) The Council of Delegates will deliberate and vote on bids presented by the organization which have completed their observer period and wish to join the Association.

### **Active Organization**

#### *Duties of Active Organization*

- Collaborate on district events within and between the districts with other member organizations.
- Uphold the agreed upon standards and Constitution and Bylaws of the Florida Caribbean Students Association.
- Maintain contact with the respective district director.
- Submit event reports timely to the respective district director.
- Have delegates present at delegates meetings called by the Association Executive Board.
- Foster relationships within the community including other schools, businesses and supportive entities.

### **Observer Organization**

#### *Duties of the Observer Organization*

1. To meet the criteria stipulated for Association membership within the semester of observer status
2. Should an organization on observer status be denied Association membership, reapplication can only occur no sooner than the same semester in the following fiscal year. For example Spring (current year) to Spring (next year).
3. An observer organization will be assessed 60% of the membership dues. Upon Acceptance the remaining 40% will be assessed for the fiscal year of acceptance.

#### *Criteria for Association observer status*

1. Organizations must show how they educate their members and immediate community (school) about Caribbean culture
2. Organizations must have actively participated in various Association activities while on Observer Status.
3. Organizations must have completed one semester on Observer status.

The Association reserves the right to place a school that has not met these criteria back on observer status for 1 additional semester within the fiscal year.

## DEFINITIONS

### Association

Association shall refer to the Florida Caribbean Students Association Incorporated.

### Council of Delegates

The Council of Delegates shall consist of a non-voting President and voting delegates of all active member organizations in good financial standing.

### CSA

Caribbean Students Association (CSA) should consist of all associations included, but not limited to all the named country associations at each university. Each organization having one vote, and a common agenda from each campus.

### Dues

Annual dues, in an amount approved by a majority of Council of Delegates, will be collected from member organizations prior to or at the Spring election meeting.

### Excusable Absences

Illness/injury, death in family, car troubles (if their car breaks down), court etc.

### Fiscal year

Period of May 1st to April 30<sup>th</sup>. Twelve (12) calendar months period starting May 1st and ending April 30<sup>th</sup>.

### Good Financial Standing

A member organization is in good financial standing when it has paid its dues for the current fiscal year, as well as, has settled any fines or penalties or served any suspensions prescribed by the Association

### Impeachment

An elected officer of the Association may be removed for due cause by a Article 5, Section 2D, of the Council of Delegates at a duly called meeting.

### Majority

A majority shall consist of fifty percent plus one (50% + 1) of Association delegates in good financial standing.

### Membership

Membership shall consist of active organizations in good financial standing with the Association.

### Oath of Office

“On my honor, I promise to uphold the Constitution of the Florida Caribbean Students Association Incorporated, to provide a medium of interaction between Caribbean students throughout the state of Florida, and to act as a representing body of Caribbean students on issues such as education, tuition, cultural and political awareness.”

### Observer Organization

Organization on observer status.

**Observer Status**

Organization vying for membership which observes the practices and operations of the Association as outlined Bylaws for observer organization.

**Officer**

Elected members to the organization. Executive Board, district directors.

**Quorum**

A quorum shall consist of delegates of a majority of the registered organizations.

**Signature Authority**

Signature Authority over the Florida Caribbean Students Association, Incorporated funds will be vested in the President, Treasurer and Trustee of the Association. Only two signatures, however, are necessary for check-writing purposes.

**Special Meetings**

Special meetings of the Council of Delegates shall be called by the Association President as needed or most ranking sitting officer of the Association.

**Tertiary Education Institution**

A tertiary educational institution is any institution beyond the secondary level.

**Voting Privileges**

Voting privileges shall be granted to all active member organizations in good financial standing. Only one Delegate can represent an organization in a voting capacity. The President of the Association will not be allowed to vote, except to break a tie.