

The Constitution of the Harvard-Radcliffe Caribbean Club

Article I. Purpose and Intent of the Caribbean Club

- A. The purpose and intent of the Harvard-Radcliffe Caribbean Club shall be:
1. To promote a better understanding and a greater awareness within the University and surrounding communities of the peoples, affairs and culture of the Caribbean through the sponsorship of cultural events.
 2. To foster a greater sense of community among students of Caribbean ancestry.

Article II. Qualifications of Membership

- A. Membership is open to any member of the University community, regardless of race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, veteran status, or disability, who falls into any of the following categories:
1. Citizen of the Caribbean
 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 Caribbean Club activities.

Article III. Officers and their Duties

- A. The officers of the Caribbean Club shall consist of a President, Vice-President, Secretary, Treasurer, and Webmaster. There shall also be a Harvard Foundation Representative and a Caribbean Club Dance Troupe Coordinator
- B. Duties of President and Vice President
1. to preside over general meetings of the Caribbean Club
 2. to supervise planning and administration of Club events and activities
 3. to promote a general cohesiveness within the Club
 4. to be the Caribbean Club representative and liaison
 5. Uphold stipulations of the purpose and intent of the Club
- C. Duties of the Secretary
1. to take minutes at all general meetings and board meetings
 2. to keep records of all meetings, events, activities, and programs
- D. Duties of the Treasurer
1. to be responsible for all financial matters of the Club including maintaining financial records, approvals, grants, and expenditures
 2. to ensure that the account of the Club is balanced
 3. to be the chief organizer of grants and their application materials
- E. Duties of the Webmaster
1. to develop and maintain the club web page
 2. to send the email communications to the club, its members, and those outside of Harvard's gates

- F. Duties of the Harvard Foundation Representative
 - 1. to represent the Caribbean Club at all Foundation meetings
 - 2. to attend Foundation meetings monthly and report minutes back to the club
 - 3. to be a Club representative at various functions
- G Duties of the Caribbean Club Dance Troupe Coordinator
 - 1. to maintain Dance Troupe responsibilities
 - 2. to maintain relationship with overall club

Article IV. Elections

- A. Elections will be held in April or early May of each school year. Each member of the Caribbean Club is eligible for nomination. The elections will be conducted as follow:
 - 1. nominations for each position will be made
 - 2. each nomination will be seconded by another member
 - 3. each member present at this meeting shall have one vote
 - 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 the last meeting of the year.

Article V. Committees

- A. Committees of the Caribbean Club shall be determined by the general membership.
 - 1. These committees shall be headed by respective liaisons
 - 2. Any member may serve in any committee

Article VI. Meetings

- A. General meetings will be held every month unless other wise decided by a quorum.
- B. The purpose of general meetings shall be:
 - 1. to keep membership informed of all business, old and new, of concerns to the Caribbean Club
 - 2. to discuss, determine, and plan forthcoming events, activities, and programs
 - 3. to give voice to the opinions of all members concerning the status of the Caribbean Club
- C. Either the President or the Vice-President (or Both) will preside at the meetings

Article V. Amendments

- A. Method of amendment
 - 1. any member of the Caribbean Club may propose an amendment to this constitution at any general meeting
 - 2. 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
 - 3. A simple majority will determine if the proposed amendment will pass or die.
 - 4. Amendments which pass will be become part of this constitution