



Tropical Beat, Caribbean Students Association

Miami Dade College, North Campus

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CONSTITUTION AND BYLAWS

Amended 09/07/2010

ARTICLE ONE NAME AND PURPOSE

- Section 1. The name of this organization shall be Tropical Beat, the Caribbean Students Association, hereafter referred to as Tropical Beat.
- Section 2. The purpose of the Organization shall include the following:
- A. to unify students of the Miami Dade College in order to best attend to the concerns of Caribbean and students of Caribbean descent;
 - B. to provide a medium of interaction between Caribbean and students of Caribbean descent throughout Miami Dade College; the state of Florida and the United States of America;
 - C. to educate students of non Caribbean background about the Caribbean culture.

ARTICLE TWO 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 students at Miami Dade College, North Campus, that (1) are enrolled in at least six credits with a 2.0 G.P.A; (2) are in clear academic standing; (3) apply for membership with Tropical Beat; (4) are willing to abide by the Constitution & Bylaws of Tropical Beat and; (5) are in good standing with Tropical Beat.
- Section 3. Any student applying for new membership with Tropical Beat shall be assessed a non-refundable new membership application fee, in the amount approved by a majority vote of Tropical Beat, due upon submission of the New Membership Application Form.
- Section 4. Membership fees (dues), in an amount approved by a majority vote of the Organization, shall be nonrefundable, and shall be collected from students upon submission of an application. Said fees should be submitted along with appropriate membership form.

ARTICLE THREE ORGANIZATION STRUCTURE

Tropical Beat shall consist of two major councils: Undergraduate and Advisory Board.

- A. The Undergraduate council of Tropical Beat shall be governed by the general Constitution & Bylaws, unless otherwise stated.
- B. The Advisory Board shall be governed by the terms of its Bylaws of this constitution.

ARTICLE FOUR ORGANIZATION OFFICERS

Section 1. The Undergraduate council shall include an Executive Board, members, an FCSA delegate, and all other sub-committees provided for in the Constitution & Bylaws.

Section 2. The Executive Board shall consist of President, Vice-President, Treasurer, Secretary, Public Relations Officer, and the Advisory Board Representative. The Vice-President, Treasurer, Secretary and the Public Relations Officer shall have full voting rights. The President shall only vote in event of a tie. The Advisory Board Representative shall be a non-voting member 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, Treasurer, Secretary, Public Relations Officer, shall be elected as stated bylaws of this constitution. Upon the swearing in of new officers, an FCSA Delegate shall be appointed by the newly elected Executive Board. The Advisory Board Representative shall be appointed by the Advisory Board.

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

- A. Each officer, excluding the Advisory Representative, shall be a student enrolled at Miami Dade College, North Campus in at least six credits (6), be in clear academic standing, and possess a minimum Grade Point Average of 2.0.
- B. During a term, no Executive Board member shall hold another executive board position in any organization at Miami Dade College, North Campus;
- C. Has been an active member of Tropical Beat for at least one (1) semester prior to running for an executive board position.
- D. Shall be knowledgeable of parliamentary procedures as prescribed by *Roberts Rules and Order, Newly Revised*.

Section 6. The Executive Board shall together:

- A. Make decisions in the best interest of Tropical Beat that do not conflict with its Constitution & Bylaws;
- B. Meet at least once per month to assess progress of the Organization, in addition to meeting at weekly general meetings;
- C. Set the goals and objectives for the Organization;
- D. Set the agenda for all weekly general meetings;

- E. Appoint a delegate to represent Tropical Beat at Florida Caribbean Students' Association functions.
- F. Appoint a Caribbean Awareness Festival Chair to oversee the Organization's Annual Caribbean Awareness Festival.

ARTICLE FIVE IMPEACHMENT

Section 1. Any elected or appointed officer of the Association may be removed for due cause by a majority vote of the Association at a duly called meeting, for any of the following reasons:

- A. Falsify any documents testifying to the eligibility requirements to run for or hold office within the Organization;
- B. Fails to uphold their Oath of Office, or acts in a manner or takes actions that are not in the best interest of the association as deemed by its representatives.
- C. Any registered student may also petition the Executive board member for a referendum recommending a student official be removed from office by filing a written request with supporting evidence with the Advisor. The referendum shall be held within 30 days of filing of the petition.

Section 2. The Executive Board may also remove Executive Board and appointed leaders from office, without the benefit of public indictment for the following reasons:

- A. Absenteeism – missing at least two (2) Organization functions, including but not limited to meetings;
- B. Remaining out of communication with the Executive Board for a period of time exceeding one (1) month;
- C. Nonfeasance of office, based on the duties specified in the Constitution & 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.

Removal from office without the benefit of impeachment requires a two-thirds (2/3) vote of the Executive Board, excluding the officer in question. This vote may be conducted via email or online meeting if the board is unable to have a physical meeting. The Organization's 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. In event the Executive Board wishes to impeach the president, the Advisory Representative shall serve as tiebreaker when necessary.

ARTICLE SIX ELECTIONS AND VACANCIES

Section 1. The election of all officers shall occur annually at a designated date at the end of Spring Semester via a secret ballot. The electoral process shall be regulated by the Elections Committee (sub-committee of the Advisory Board), according to parliamentary procedures as prescribed by *Roberts Rules and Order, Newly Revised*.

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- Section 2. Nominations shall open one month 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. All winning candidates shall take the oath of office according to the Bylaws.
- Section 4. The vacancy of an office shall occur upon the creation of a new office, upon the physical inability of an officer to serve or, the removal or resignation of an officer. Said vacancy shall be posted within the Organization for a minimum of two weeks. Should no one respond, the executive board shall appoint someone to fill the vacancy. Should anyone indicate interest in the position, the best candidate shall be chosen by a majority vote of the Organization.
- Section 5. If either the President or Vice-President of the Association resigns or is removed from office, the Vice-President shall serve as the President until a new President is elected from the eligible members of the Organization via special elections.
- Section 6. Special elections shall be conducted if there are more than three (3) vacancies in the Executive Board, or in the Organization at large, and the Organization chooses by a majority vote of fifty percent plus one (50% + 1) to fill those vacancies.

ARTICLE SEVEN MEETINGS & QUORUM

- Section 1. The Organization shall meet weekly. The President of Tropical Beat shall convene special meetings of the Organization as necessary. No meeting can occur without quorum.
- Section 2. A quorum of the Organization shall consist of at least fifty percent plus one (50% +1) of voting members of the Organization.
- Section 3. The Executive Board Meetings are open to all members of Tropical Beat.

BYLAWS

Duties of the Advisor

The Advisor of Tropical Beat shall:

- act as an advisory in regards to the all activities of the Organization
- act as a liaison between the public and private sector for the Organization (making contacts)
- be present and assist in all organizational activities

The President

During the next year, you will be planning, organizing, and carrying out responsibilities associated with your role as the club's chief executive officer. Many of these leadership responsibilities are listed below. Be assured that everyone in your club wants you to be successful. Most members will help you succeed if the tasks and expectations are clearly defined, reasonable, and the members share appropriate interest and skill. Remember, planning and preparation count, and "enthusiasm is contagious."

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Duties and Responsibilities

- **Appointing and delegating-** take great care in the appointments you make and in delegating tasks. After appointing persons to perform tasks, ensure that the task is done.
- **Attending-** You are a significant role model; so, attendance at regular club meetings, board meetings, and all club activities is crucial. Attend and encourage all others, to attend the Tropical Beat conference and all other functions.
- **Evaluating-** on-going analysis of club meetings and operation leads to continuous improvement in the club.
- **Goal setting for results-** goals must be clear and attainable. In the end, your satisfaction will come from the knowledge that your club was active on all fronts and clearly improved during the year.
- **Monitoring-** continuously monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers and appointees.
- **Motivating-** establish a climate of enthusiasm, openness, and concern. Follow up, congratulate, and listen.
- **Presiding-** make certain that each club and board meeting is well planned and organized, flows smoothly, ends on time, and that each member has fun and fellowship. You are responsible for agenda setting and for making certain the vice-president is prepared to preside in your absence.
- **Problem solving-** make it apparent that you are concerned and accessible. Seek input and explore alternatives before making important decisions.
- **Recruiting and retaining-** make certain all members are active and involved. New membership is the lifeblood of the club and its level of activities. Have an aggressive, yearlong membership campaign with weekly and monthly goals to be achieved. Make certain new members understand Tropical Beat before and are actively involved immediately.
- **Reporting-** the club president bears ultimate responsibility for meeting the reporting requirements of FSCA.
- **Succession-** prepares next year's president for duties as your club's next chief officer. Try to encourage members to run for positions. Be very observant of those you think can do well with certain posts for the next year.
- **Training-** club officers, board, and committee chairpersons must clearly understand and carry out their responsibilities throughout the year.

Club President's Weekly Duties

- Conduct and preside over a regular Tropical Beat meeting.
- Create and abide by an agenda for your weekly meeting.
- Keep officers and committees running smoothly.
- Lead the entire membership in a well-rounded program of activities and projects.
- Ensure that delinquent members are contacted.
- Meet with faculty advisor to cover agenda points and current club issues.
- Make sure that members from your club are attending other CSA meetings.
- Attend as many other CSA meetings as possible.
- Make sure that each officer is aiding the committee to which he/she is assigned.
- Keep a file of all correspondence.
- Work alongside board members to ensure that they are doing their tasks.

Monthly Duties

- Arrange and conduct a board meeting.
- Work with the committee chairs on their proposed projects for the coming month.
- Make sure all reports are submitted on time.
- Keep in touch with Student Life.
- Make a list of the coming month's activities and post it.

Annual Duties

- Work toward a net increase in membership over the previous year.
- Receive help and information from the past president.
- Read and study all FSCA educational materials. This can be found at www.fcsainc.org .
- Set up good relations with FSCA Alumni. Contact information can be found at www.fcsaalumni.org
- Study your membership roster and form committees.
- Conduct elections
- Designate a public relations committee chair and make sure your club activities are sent to FSCA.
- Make sure each member paid his/her dues and received a shirt.
- Work with the secretary in filing your club's reports.
- Assist the new president in every way possible to learn about the office and Tropical Beat.
- Try to increase the number of members that attend FCSA Annual Conference.
- Plan at least one social activity or service project per month over the summer to maintain excitement and interest for Tropical Beat.

The Vice President

Your role as vice-president is an important one. Sometimes it happens that Tropical Beat president is prevented from carrying out the duties of his/her office for various reasons. A well organized and properly operating club should have a properly trained vice-president who is prepared to administer the club in the absence of the president.

The role is found in one word: Service - service to the president; service to the other club officers; and service to the general membership of the club. As vice-president, you are the right hand of the president. You can and should assist the president and other officers with their duties. To do this effectively, you must be in contact with the work and policies of the club.

Weekly Duties

- Preside over weekly club meetings in the absence of the president.
- Gather material for and help edit a club newsletter. See that a weekly club newsletter is produced.
- Attend all club meetings.
- Make sure that attendance is taken at every meeting.
- Keep a personal record of each club member.
- Assist the president in every way.
- Watch over the committee system and assist committee chairs.
- Assist the treasurer in fund-raising activities
- Assist the appointed FCSA delegate in fulfilling district duties

Monthly Duties

- Attend the monthly meetings of the committees as an ex-officio member and advisor.
- Collect all of the monthly reports of the committees and submit them to the secretary.
- Attend the club's E board meetings.
- Make sure the club secretary mailed the reports to FCSA.

Annual Duties

- Become thoroughly acquainted with the president's duties so you can assist the president.
- Receive all materials and possible help from the past vice-president of your club.
- Talk to prospective members of the club, and help them decide whether or not to join.
- Conduct an educational program for new members. (Orientation 101)
- Work with the new vice-president and help him/her prepare to take over your job next year.

You, as vice-president, are as responsible as the president to make sure that the president's functions are executed properly.

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That means that you must know Tropical Beat inside and out and the duties of each officer and member, and be able to lead your club with the other officers and members.

The Secretary

A good secretary is essential for any Club if it is going to function in a proper way. The office of the secretary is one of the most demanding in any organization. In the hands of the secretary are all of the records, files, and details that are important for the smooth operation of the Club. The best way for an appointed secretary to start is to watch and learn from the present club secretary. He/she will be able to give advice and hints on how to best handle the job. A secretary needs to be prompt, neat, and efficient.

Duties and Responsibilities

Responsible for Tropical Beats records. This means that the secretary must be organized in his /her approach and Tropical Beat records must be kept up to date and in good order. The secretary's file should include the following:

- Minutes of all club meetings-regular and board meetings
- Record of membership fees and dues.
- Record of companies who have contributed to the success of past events, and other affiliations.
- Committee reports
- List of committee chairs and members
- Club's reports
- Club roster having the following information for each member:
 - Member's full name, home address, phone, and e-mail address
 - Date of birth
 - Date of joining Tropical Beat
 - Committee assignments and offices held in Tropical Beat
 - Names and addresses of present club officers

The items listed above are those normally found in up-to-date club files. These are important. Take a look through the files you have, and if any of these items are missing, please write or phone the appropriate source for copies. The secretary should record the following about each regular club meeting: Number of members present, list of guests attending and presiding officer.

The Treasurer

The office of club treasurer is important because the treasurer is in control of the club's money, its collection and disbursement. It is important this job is done well. The treasurer is responsible for keeping accurate books that will enable him/her to give a full financial report whenever requested. The treasurer should do his/her best to see that everything is done properly so that there are no doubts about his/her integrity. It should be noted that the treasurer's records always should be open to inspection by the club's officers and faculty advisor,

Duties and Responsibilities

- Collect member dues. In coordination with the secretary, forward dues monies to Student Life
- Prepare the budget, present it to the board for approval, and ensure that club activities adhere to the budget.
- Maintain accurate financial records.

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- Inform the club of its financial strengths and weaknesses.
- Disburse funds and pay bills promptly as approved by the board.
- Bill members for unpaid dues.
- Deposit club funds.
- Understand school and club policies regarding financial accounts relating to school organizations.

Weekly Duties

- Pay all bills as approved by the board.
- Attend club meetings.
- Record all expenditures and income for the week.
- Secure advice of your faculty advisor on all financial matters.

Monthly Duties

- Collect all monies from club projects.
- Prepare a financial report for the board meeting.
- Attend the board of meeting.
- Collect dues from new members.

Annual Duties

- Obtain all financial records, receipts, and files from immediate past treasurer.
- Prepare a budget for the Key Club year.
- Organize all financial records to give to the treasurer-elect.

Preparing the Budget

The budget should be the regulating factor for the club's activities. The budget is a statement of the organization's planned expenditures and income based on the approval and commitment of the club. Use the budget as a guide for the club's activities during the year.

When approving the budget, the club must commit to raising the necessary funds, for without the budgeted income, the club cannot spend as it had planned without incurring a deficit. Thus, when total expected income is not achieved, total expenditures must be cut. FCSA is a nonprofit organization, receiving much of its receipts from the general public.

The Public Relations Officer

The Public Relations Officer (P.R.O) is vital to Tropical Beat because he/she is responsible for all printed material the club receives. The P.R.O is the advertiser, the communicator, and general publicity person of the club. This role requires time and knowledge on dates and happenings of most CSA and FCSA events, in addition to the current club projects and plans. The P.R.O must be knowledgeable of the programs and structure of FSCA (Florida Students Caribbean Association).

The P.R.O makes sure the public is informed about the service. The P.R.O needs to work alongside the secretary to be an informed officer and to use the correct and necessary information for newsletters, flyers, and publicity stunts. P.R.O has the role of making Tropical Beat known within the Miami Dade College community and the State of Florida.

Duties and Responsibilities

- Produce a monthly newsletter to members providing the following information:

1) Important dates

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- 2) Upcoming events / Facebook / Tropical Beat's Network www.tropicalbeat.ning.com
- 3) Officer information
- 4) Meeting schedule
- 5) Community service project dates and information
- 6) Review of completed projects
- 7) Committee reports
- 8) President's message
- 9) Reminders
- 10) Dues update

- Post signs, posters, and banners announcing meeting dates, projects, and any type of Tropical Beat promotion
- Make public-service announcements, and send articles to school newspapers
- Must attend S.G.A. Meetings.

Weekly duties

- Attend all meetings within the club
- Post a calendar of events to publicize meetings.
- Make morning announcements, posters, signs, and banners to promote projects and meetings.
- Take pictures at meetings and events.
- Must attend S.G.A meetings

Monthly duties

- Attend club board meetings.
- Attend other CSA club meetings and provide updates on club happenings.
- Update the club Web site.
- Produce a bimonthly or monthly newsletter.

Annual duties

- Receive all materials from past club editor.
- Save all published newsletters, signs, calendars, and banners.
- Publicize meetings by posting fliers and Tropical Beat posters.
- Set up a filing system for the incoming Public Relations Officer.

Duties and Responsibilities of a Historian

Organizing Tropical Beat Files and Historical Documents

- Preparing an annual scrapbook/yearbook that includes but not limited to pictures of all events/projects sponsored by Tropical Beat within the respective year.
- Preserving Tropical Beat's History
- Researching and compiling Tropical Beat history
- Giving historical presentations
- Be responsible for taking pictures or appointing a photographer to take pictures at all Tropical Beat events
- Be responsible for archiving pictures and flyers of all Tropical Beat events
- Report to the Public Relations Officer
- Responsible for filing out all nominations for awards

Dance Team Captain By-Laws

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- The dance team captain shall act as a captain in all activities of the team.
- Must plan out all practice times and location.
- Has to speak with the treasurer in regards to fundraising for costumes and practice items.
- Must manage performances and locations with advisor

Rules and Regulations

- Dance team members must be admitted as a member in good standing of Tropical Beat.
- Grades – you must maintain a 2.0 semesters and cumulative GPA to be a member of the Tropical Beat's Dance Team.
- Each member is required to register and successfully complete at least 6 credit hours each semester.
- If you are unable to make a practice due to a reasonable excuse (coach will determine if excusable), you must contact the coach or captain prior to the absence. **If you do not contact either the coach or captain, you may be suspended from the team indefinitely.**
- You are allowed only (3) three absences from practice. The first two absences will result in a warning, and the third will result in a dismissal from the squad.
- An unexcused absence from a performance will result in suspension from the team.
- Sickness is excused from practice, competition, and/or special event at the coach's discretion.
- Arriving 10 minutes late to practice, game, competition, and/or special event will be assessed an absence. (unless told otherwise by the coach)
- If a member misses a practice before a performance they will not be allowed to perform.
- If a member is absent they are required to learn the material before the next practice. If the material is not learned, they will not be able to perform.
- You are expected to give 110% during practice, as well as a performance. If you are unable to meet this requirement, **you will be replaced.**
- You are expected to have a **positive** attitude at all times. If you are unable to meet this requirement, **you will be replaced.**
- Practices will include warm- ups, technique, dance and conditioning. All are important aspects of a dance team and will be required for all members.
- Excessive socialization (as determined by the coach and/or captain) during practices will result in some form of conditioning.
- Practice during the summer is mandatory for all members.
- If you have long hair, it must be in a ponytail and pulled away from your face at all times.
- No jewelry is to be worn at any time during any dance team event (practices, competitions or special appearances).
- Gum chewing will not be allowed during any dance team event or practice.
- Fundraisers are a part of the season. You are expected to attend and take part in all fundraising activities.
- Each member is expected to participate in the 1 hour conditioning program prior to practice. If you miss the conditioning program prior to practice it will be considered one of your (3) allowed absences, unless determined excusable by the coach.
- If you are given the opportunity to choreograph a routine it must be done at the scheduled time. This also includes having completed formations and music. If not, you will be taken off that dance and not be given the opportunity to help choreograph again.
- If required activities are not done or turned in on time it will result in some form of conditioning.
- The coach reserves the right to hold a tryout before each performance to evaluate the routine of all members. If members are not ready they will not be allowed to perform the routine.

Committee Chairperson

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The position of committee chair differs within each club. The Committee Chairperson is appointed by the executive board. Club officers need to decide which areas of their club need to most attention. A committee can then be formed as needed.

Committees are:

1. Scrapbook
2. Fundraising
3. Community Service Project
4. Membership
5. Academic Development
6. Caribbean Awareness Festival (Spring)
7. Dance Team
8. Awards Banquet/Ceremony
9. Cultural Events
10. Games/Movie Night
11. Book Drive – Community Service
12. Conference (FCSA)
13. Forums

Committee Chairs

Each committee within a club should have a *committee chair*. This person is in charge of seeing that the goals of the committee are fulfilled as well as reporting to the club officers the happenings and progress of the committee.

Committee Chair Duties

- Set standards for the committee. Establish goals, and have a plan of action.
- Assign duties for committee members. Make sure each member has a job on the committee so that your ideas and goals will be carried out
- Hold committee meetings. Meetings should be held at least monthly. It's imperative that your committee has updated information on the progress of the committee.
- Give a report to your club officers. Keep your club's board updated on the committee's progress as well as new information between reports.
- Pick up any slack. It's sometimes hard to ensure that committee members do their job, so the chair has to be willing to step in and pick up any slack that could potentially slow the committee's progress.
- Frequent follow-ups on each committee member. Make sure each committee member is doing their part within the committee.
- Committee Chairs have a big job throughout their club. They are entrusted with doing the "behind-the-scenes" work so their club can be successful. It's a tough job to ensure that the clubs goals are implemented, but the committee chair needs to make sure that jobs within the committee are distributed evenly to each member

Duties of the FCSA Delegate

The FCSA Delegate of the Tropical Beat shall:

- be appointed by the Executive Board
- represent Tropical Beat at the Council of Delegates which convenes at the two annual conferences and between conferences as needed
- remain up to date with the constitution and By-Laws of FCSA
- be granted voting privileges and is responsible for electing the Executive Board of FCSA.

Dues

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Dues, in an amount approved by a majority of Organization members, will be collected from members at the beginning of each semester.

Budget For an effective year, it is highly recommended that Tropical Beat has a budget. This will make the operation of the club easier. If the club sets its programs at the beginning of the year, they will know how much money must be raised (and plan sufficient activities), and they will know what goals are to be accomplished by the projects established.

Voting Privileges

Voting privileges shall be granted to all active members organizations in good standing. The President of the Organization will not be allowed to vote, except to break a tie.

Special Meetings

Special meetings of the Organization shall be called by the Organization's President as needed.

Impeachment

An elected officer of Tropical Beat may be removed for due cause by a majority vote of members of the Organization at a duly called meeting.

Signature Authority

Signature Authority over Tropical Beat's funds will be vested in the Advisor, President, and Treasurer of the Organization.

Oath of Office

"On my honor, I promise to uphold the goals, purposes and Constitution of Tropical Beat, the Caribbean Students Organization at Miami Dade College, North Campus."

DEFINITIONS

Tropical Beat

Tropical Beat shall refer to the Caribbean Students Organization/Association at Miami Dade College, North Campus.

Florida Caribbean Students Association, Incorporated (FCSA)

FCSA shall refer to the parent of registered Caribbean Students Organizations/Associations at Colleges/Universities in the State of Florida.

One Love Alliance

One Love Alliance shall refer to all active member organizations of Florida Caribbean Students Association, Incorporated located in District 6 (Miami Area).

Majority

A majority shall consist of fifty percent plus one of Tropical Beat members in good standing.

Membership

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Membership shall consist of active members in good standing with the Organization.

Quorum

A quorum shall consist of members of a majority of the registered members.

Special Meetings

Special meetings may be called, as needed, by the President of the Organization.

Voting Privileges

Voting privileges shall be granted to all active members in good standing with the Organization.

Council of Undergraduates

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

Good Standing

A member in good standing when he/she has paid his/her dues for the current semester, is enrolled in at least six(6) credits and is clear academic standing at Miami Dade College, North Campus.

CARIBBEAN AWARENESS FESTIVAL GUIDELINES

ARTICLE ONE CARIBBEAN AWARENESS FESTIVAL (CAF) LOCATION AND DATE

Tropical Beat's Annual Caribbean Awareness Festival hereafter referred to as the *Festival* shall be hosted at Miami Dade College, North Campus during the Spring Semester on designated dates approved by a majority of Organization members.

ARTICLE TWO POLICIES

- Section 1. The Executive Board shall designate a Festival Chair. The designated Festival chair shall:
 - (a) oversee the planning of Caribbean Awareness Festival
 - (b) designate a Caribbean Awareness Festival Committee, who shall assist the Festival Chair in his/her duties
 - (c) serve as a liaison between the Caribbean Awareness Festival Committee and the Executive Board of the Organization.
- Section 2. The Festival Committee shall begin planning no later than six (6) months prior to the designated date.
- Section 3. The Festival Committee shall be responsible for securing all venues associated with the event.
- Section 4. The Festival Committee shall arrange accommodations for the visiting speakers and participants of the event.
- Section 5. The Festival Committee shall communicate with the Executive Board regarding preparations associated with the event.
- Section 6. The Festival Committee shall specify to the Executive Board the expenses that are likely to occur, based on the anticipated attendance, in the form of a budget.
- Section 7. The Festival Committee shall be responsible for fundraising activities. Fundraising activities shall subsidize expenses incurred during the conference planning that exceed the minimum requirements specified.
- Section 8. The Festival Committee shall be responsible for recruiting event sponsors.
- Section 9. The Festival Committee shall provide the Organization with receipts for all event expenses paid no later than two (2) weeks after the Festival.

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Section 10. The Executive Board reserves the right to make final decisions regarding the planning of the Festival.

ARTICLE THREE MINIMUM REQUIREMENTS

The minimum requirements for hosting a Caribbean Awareness Festival shall be as follows:

- (a) Forum with guest speakers
- (b) Lunch
- (c) Display of at least five (5) Caribbean Countries
- (d) Musical Showcase – Live Musical Performances
- (e) Pageant
- (f) Banquet

ARTICLE FOUR TIMELINE

The timeline shall serve as a marker for the Festival Committee. It shall assist the Festival Committee in the effective planning of the Festival.

Six (6) Months Prior

- (a) Executive board shall designate a Festival Chair
- (b) Festival Chair shall designate a Festival Committee
- (c) Festival Committee shall determine an appropriate theme for the Festival
- (d) Festival Committee shall designate a date for the Festival
- (e) Festival Committee conference host shall begin fundraising efforts
- (f) Festival Committee shall continue correspondence with the Executive Board
- (g) Executive board shall secure permission from the necessary school officials

Five (5) Months Prior

- (a) Festival Committee shall continue fundraising efforts
- (b) Festival Committee shall secure necessary room reservations
- (c) Festival Committee shall have a Festival budget prepared
- (d) Festival Committee shall continue correspondence with the Executive Board

Four (4) Months Prior

- (a) Festival Committee shall secure accommodations for guest speakers
- (b) Festival Committee shall secure catering for the event
- (c) Festival Committee shall have all venues secured
- (d) Festival Committee shall have all DJ services and Live Band secured
- (e) Festival Committee shall prepare a presentation for members and necessary school officials
- (f) Festival Committee shall continue correspondence with the Executive Board

Three (3) Months Prior

- (a) Festival Committee shall distribute Festival Program.
- (b) Festival Committee shall confirm all venues and hired parties (caterers, DJs etc.)
- (c) Festival Committee shall have all necessary contracts signed
- (d) Festival Committee shall have all workshops confirmed
- (e) Festival Committee shall re-evaluate the budget
- (f) Festival Committee shall continue correspondence with the Executive Board

ARTICLE FIVE CARIBBEAN AWARENESS FESTIVAL CHECKLIST

The conference preparation checklist shall include but not be limited to the following:

- (a) prepare a budget
- (b) contact the necessary school administration/officials
- (c) submit a budget to student government and the executive board
- (d) prepare a program of the activities for the festival
- (e) secure all festival materials
- (f) secure accommodations for Festival attendees
- (g) secure guest speakers
- (h) plan necessary fundraising activities
- (i) contact possible sponsors
- (j) reserve the necessary College facilities
- (k) make necessary catering arrangements
- (l) prepare necessary printed materials
- (m) secure necessary entertainment arrangements
- (n) decide on a theme for the festival
- (o) keep active communication with festival attendees and necessary school officials
- (p) update the Executive Board on progress
- (q) keep festival attendees and necessary school officials updated