



Tropical Beat, Caribbean Students Organization

Miami Dade College, North Campus

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CONSTITUTION AND BYLAWS

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ARTICLE ONE NAME AND PURPOSE

- Section 1. The name of this organization shall be Tropical Beat, the Caribbean Students' Organization, 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; (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 in at least six credits (6) and is good academic standing at Miami Dade College, North Campus. Candidates for president and vice-president of Tropical Beat shall have a minimum GPA of 2.5. All other officers shall have a minimum GPA 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. Candidates for president of Tropical Beat shall have served at least one semester as an elected officer within the Organization.
- 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 beginning of the Fall 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*.

- 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:

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

Duties of the President

The President of Tropical Beat:

- (a) preside over the Organization's events and special meetings
- (b) manage the day-to-day operations of the Organization
- (c) foster the attainment of the goals and purposes of the Organization
- (d) act as the official representative of the Organization
- (e) assist the Treasurer in the preparation of the Organization's annual budget

Duties of the Vice President

The Vice President of the Tropical Beat shall:

- (a) assume the office and duties of the chairperson in the event that the office becomes vacant
- (b) assist the Treasurer in fund-raising activities
- (c) assist the appointed FCSA delegate in fulfilling district duties

Duties of the Secretary

The Secretary of Tropical Beat shall:

- (a) keep record of minutes, attendance, and all Organization events
- (b) keep a record (database) of Tropical Beat members, past and present, businesses, and companies who have contributed to the success of past events, and other affiliations

Duties of the Treasurer

The Treasurer of Tropical Beat shall:

- (a) prepare the financial report and budget of the Organization
- (b) collect, disburse and record all monies and monetary matters pertaining to the Organization
- (c) coordinate fund-raising for the Organization

Duties of the Public Relations Officer

The Public Relations Officer of the Tropical Beat shall:

- (a) assist the President in disseminating information to recruit other Tropical Beat members.
- (b) document all activities with the use of film and/or any other medium
- (c) collect, edit, and maintain the organization's newsletter, website, and facebook account etc.

Duties of the FCSA Delegate

The FCSA Delegate of the Tropical Beat shall:

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

Dues

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

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

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.
- 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