

**CARIBBEAN LAW STUDENTS ASSOCIATION
CONSTITUTION & BY-LAWS**

ARTICLE I - NAME

The name of this association is the Caribbean Law Students Association (“CLSA”).

ARTICLE II - PURPOSE

The purposes of the Caribbean Law Student Association (CLSA) is to provide a network of mentorship for law students who are from the Caribbean, have ties to the region, or have an interest in learning about Caribbean culture and heritage. The CLSA is committed to providing workshops and programs to benefit both our members and the community at large. Membership is open to any student enrolled at St. Thomas University School of Law.

The Objectives of the Organization are to:

- Articulate and promote the goals and objectives of Caribbean Law Students in South Florida.
- Foster and encourage academic and professional excellence among Caribbean Law Students.
- Promote a greater awareness of and commitment to the civil and political rights of the Caribbean community.
- Foster and engender relationships with Caribbean Law Students outside of Florida and the United States.
- Develop relationships with Caribbean academic and professional organizations; • Increase the enrollment of Caribbean law students.
- Promote the general welfare of Caribbean citizens in South Florida.
- Uphold the honor and integrity of the legal profession among Caribbean Law Students, both on a local and national level.
- Create networking opportunities for Law Students interested in doing business with the Caribbean and its community.

ARTICLE III - MEMBERSHIP

Section 1

Any St. Thomas University School of Law student and staff may become a member of the St. Thomas University Caribbean Law Students Association.

Section 2:

Only St. Thomas University School of Law students and staff shall constitute the general body.

ARTICLE IV - DUES

Section 1:

In order to be a valid voting member, annual dues must be paid to the Treasurer.

Section 2:

The amount of annual dues will be determined by the Executive Board prior to the first general body meeting the academic year.

Section 3:

All of the Executive Board Members are required to pay annual dues prior to the first general body meeting of the academic year. Failure to pay annual dues on time can subject the violating Executive Board Member to impeachment proceedings.

Section 4:

Payment of dues give voting members certain privileges including, but not limited to, discounted CLSA merchandise, and CLSA sponsored galas and events.

ARTICLE V - EXECUTIVE BOARD QUALIFICATIONS

Section 1:

The Executive Board shall consist of the President, the Vice President, the Treasurer, and the Secretary.

Section 2:

Any St. Thomas University School of Law student in good academic standing may become an Executive Board Member. Executive Board Members are chosen by election or appointment, and must be a member of the organization for at least one semester and have had annual dues paid. Executive Board Members must also be enrolled as a law student for the entire time of his or her appointment. Members that are not in good academic standing are not eligible to become an Executive Board Member.

ARTICLE VI - EXECUTIVE BOARD POSITIONS

The Executive Board Member positions responsibilities are as follows:

President

- call and conduct meetings,
- be a liaison between the members and the university to monitor the functioning of the organization,
- effectively delegate duties and responsibilities,
- visibly support the programs of the organization, and
- perform all duties as called upon by the organization.

Vice President

- Work with community leaders and organizations,
- plan and execute projects,
- coordinate and publicize social activities, and
- perform all duties as called upon by the organization.

Treasurer

- Maintain financial reports of the organization,
- submit a monthly financial report to the President and the organization, and
- perform all duties as called upon the organization.

Secretary

- Send communications to the members at large, general student body, and the university,
- keep a record of minutes for the meetings of the organization,
- produce posters/emails advertising events hosted by the organization, and
- perform all duties as called upon by the organization.

ARTICLE VII - VOTING REPRESENTATIVES

Section 1:

Voting members' annual commitments shall include:

- Paying dues for the current academic year,
- attendance at 75% of the general meetings of the organization,
- attendance at two CLSA Lunch & Learns,
- attendance at one fundraising event, and
- service on committees as needed performing all duties as called upon by the organization.

Section 2:

Attendance by more than 50% of the voting members is required for quorum.

ARTICLE VIII - GENERAL VOTING RULES

Section 1:

Final votes shall be cast by all voting members. In the event of a tie, the President shall make the decision.

Section 2:

All business requiring a vote shall require the approval of the majority of the quorum for passage.

Section 3:

Elections shall be held by secret ballot. All other votes shall be done by roll call or over email. Each member shall have only one vote.

ARTICLE IX - COMMITTEES

A special project committee may be formed as the need arises. It shall be dissolved when that need is fulfilled. The Committee Chair shall be appointed by the President or Vice President.

ARTICLE X - MEETINGS

Section 1:

General meetings shall be held twice a semester. Members shall be notified of the day, time, and location at least 48 hours in advance.

Section 2:

Additional general meetings may be called at the discretion of the President or Vice President.

Section 3:

Committee Chairpersons shall establish a regular meeting time and location for their purposes.

Section 4:

In the event of the President's absence at any meeting, the Vice-President shall run the meeting.

ARTICLE XI - ELECTION OF THE EXECUTIVE BOARD

Section 1:

Election of the Executive Board for the following academic school year shall take place in the preceding spring semester.

Section 2:

Nomination for these positions should be made one month prior to election day. The voting representatives shall elect the Executive Board. Letters of Intent from prospective Executive Board Member candidates are due to the President two weeks prior to election day.

Section 3:

All positions shall require service immediately succeeding the Spring semester until the end of the Spring Semester of the following academic year.

Section 4:

At-Large. This position will be elected in the fall semester and shall require service the time of election until the end of the Spring Semester.

Section 5:

The new Executive Board must present a tentative plan of the goals and activities that they hope to accomplish. The new Executive Board members should present this tentative plan to the members prior to the end of the Spring semester in their Letters of Intent.

ARTICLE XII - VACANCIES IN THE EXECUTIVE BOARD

Section 1:

An Executive Board Member may resign by submitting a written letter to the President at least two weeks prior to the day it is to take effect. If the President wishes to resign, the resignation will be presented to the Vice-President. The resignation will be announced at the next meeting.

Section 2:

If there is a vacancy in any of the executive positions during the course of the year, then the President shall appoint a new person pending the by-election for the position at the next general meeting.

Section 3:

If the President's position should become vacant for any reason other than resignation, then the current Vice-President shall become the new President for the rest of the term and appoint a new Vice-President, pending the approval of the voting members.

ARTICLE XIII - IMPEACHMENT OF EXECUTIVE BOARD MEMBERS

Section 1:

Executive Officers may be impeached. The President has the right to remove any member pending approval of all of the other Executive Board members.

Section 2:

Any member may bring up charges of impeachment. The charges will then be discussed at the next general meeting.

Section 3:

Grounds for impeachment include, but are not limited to, the following:

- serious misuse of their position,
- failure to fulfill duties of office,
- gross misrepresentation of the organization, and
- lack of participation or attendance.

ARTICLE XIV - THE BUDGET

Section 1:

The Treasurer shall keep an accurate and up-to-date ledger and record of all transactions and receipts.

Section 2:

The budget shall be submitted by the Treasurer at a general meeting at the beginning of each quarter. Voting members and executives will have two weeks to review the budget before voting on it. The Treasurer must have the final budget finished in sufficient time to meet the St. Thomas University School of Law deadlines.

Section 3:

To be reimbursed for purchases made for the organization, the person making the purchase must present the receipt to the Treasurer. The Treasurer will then reimburse the specific amount to the person, while retaining the receipt.

Section 4:

Any voting member has the right to inspect the accounts at any general meeting.