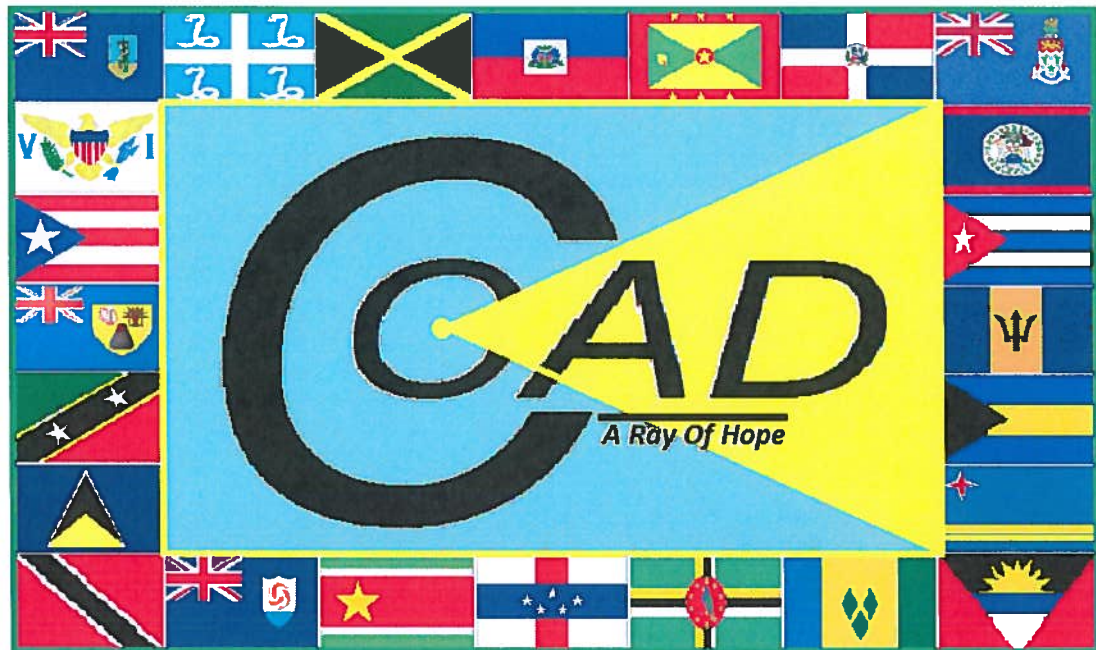


COLORADO CARIBBEAN AMERICAN DIASPORA

C_CAD *BYLAWS*

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COVER PAGE



Updated by:  Eric Reynolds (President)	Date: 10/19/15
Reviewed by:  Melocent Scotland (Secretary)	Date: 10/19/15
Amendment Certification Date: _____ October 18th, 2015 _____	
These bylaws were approved by at least two-thirds majority of the board on the date shown above.	

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ARTICLE I: NAME, PURPOSE AND SCOPE

SECTION 1—Name: The name of this organization shall be COLORADO CARIBBEAN AMERICAN DIASPORA (C_CAD). This organization shall be a **nonprofit** organization in accordance to the laws of the State of Colorado **501C-3**.

SECTION 1—Purpose: The purpose of the C_CAD is to joint Caribbean citizens together to exclusively promote charitable deeds while establishing cultural awareness by interactions among constituted Colorado communities.

The C_CAD DIASPORA [may] [shall]:

- 1) Enact public trust among our members.
- 2) Establish/act as the central coordinating body in Colorado.
- 3) Foster greater solidarity among Caribbean citizens and local\international communities.
- 4) Encourage, assist and support educational development among C_CAD members and local\international communities.
- 5) Advise on matters of Caribbean interests on behalf of its membership.
- 6) Provide a forum for networking to promote business and economic development opportunities that will impact positively on the general public.
- 7) Work with other constituted organizations on resolving tangible community issues.

ARTICLE II: BYLAWS AMENDMENTS AND APPROVAL

SECTION 1—Bylaws Amendments: These bylaws may be amended when necessary by two-thirds majority of the board. Proposed amendments must be submitted to the Secretary to be given to board members.

SECTION 2—Approval: These bylaws are approved in sections and rejection of any section shall not affect remaining sections.

SECTION 3—Certification Date: These bylaws take effect immediately upon approval as determined per the minutes of the approval date.

ARTICLE III: BOARD AND RESPONSIBILITIES

SECTION 1—Board: The board is responsible for overall policy and direction of the C_CAD organization, and delegate's responsibility of day-to-day operations to



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committees. *The C_CAD board and members shall not receive compensation other than out-of-pocket expenses that was spent toward the C_CAD organization.*

SECTION 2—Terms: No member shall hold more than one office at one time and no member shall be eligible to serve more than three consecutive terms in the same office.

SECTION 3—Board Elections: New election or re-election shall be conducted at an announced annual meeting giving two weeks advance notice and with the present of candidates (except in the case of emergencies) and majority of eligible members.

SECTION 4—Resignation, Termination and Absences: Resignation from the board must be in writing and received by the Secretary. Board members shall be terminated from the board due to excess absences as determined by the three-fourths vote of the board. A board member may be removed for other reasons by a three-fourths vote of active board members.

SECTION 5—Vacancies: When a vacancy on the board exists, the secretary must receive nominations for new board member(s) two weeks in advance of a board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next general meeting. These vacancies will be filled per **SECTION 3—Board Elections**.

SECTION 6— Board Meetings: Special meetings of the board shall be called by the request of the President and/or one-third of the board. Notices of special meetings shall be given via phone and/or email to each board member at least a week in advance.

SECTION 7— Responsibilities of Officers (Board): The elected officers of the C_CAD organization shall consist of a President, Vice President, Secretary, and Treasurer, all elected by the membership of the C_CAD in accordance with the provisions of Article IX (Elections). A Public Relations Officer, will be appointed by the board.

SECTION 8—President: The President shall see to the enforcement of the rules and regulations of the C_CAD. The President shall exercise the powers of supervision and management of the affairs of the C_CAD organization.

The President shall:



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- 1) Preside at all general and membership meetings of the C_CAD.
- 2) Be the noteworthy official spokesperson for the C_CAD.
- 3) Sign-off an all checks together with the Treasurer and/or Secretary as designated by the board. Two signatures are required on all checks.
- 4) Sign-off an all contracts, official documents, and all negotiable agreements.
- 5) Responsible for the selection of Committee Chairpersons with the approval of the board.
- 6) Approve all press releases, publications, and other communication issued in the name of the C_CAD.
- 7) Be the ex officio member of all committees except the Nominating Committee.

SECTION 9—Vice President: In the absence of the President, the Vice President shall perform the duties of the President. The Vice President shall perform such other duties as the President and board as designated.

The Vice President shall chair the Membership Committee. In the event the Vice President assumes the office of President for the remainder of a term, a new Board Member shall be appointed.

SECTION 10—Secretary: The Secretary shall record and read minutes of all general membership, board and Annual Membership meetings.

The Secretary shall:

- 1) Sign-off an all contracts and official documents with the President of the C_CAD and other instruments when authorized by the board.
- 2) Maintain a roster of current voting members and have available at general membership and Annual meetings.
- 3) Read correspondence at general membership and board meetings.
- 4) Perform other functions as assigned to the office.
- 5) Be a third signature on the bank signing card.

SECTION 11—Treasurer: The Treasurer shall be the custodian for all funds and securities for the C_CAD; shall have general supervision of the financial affairs; shall receive and deposit all monies dues and funds to the C_CAD in financial institutions designated by the board and shall make disbursements at the direction of the board.

The Treasurer shall:

- 1) Sign-off on checks with the President and Secretary.



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- 2) Be responsible for securing signatures of the President and Secretary on signature cards at designated financial institutions.
- 3) Present a written financial report to the membership at all general membership meetings or for other purposes as requested by the board or committees. The report shall include a summary of income expenditures, balances and liabilities of the C_CAD.
- 4) Prepare an annual financial report for presentation at the Annual Meeting.
- 5) Maintain a record of membership dues paid.
- 6) Provide safekeeping of all securities of the C_CAD, as approved by the board.

SECTION 12—Public Relations Officer: The Public Relations Officer shall be appointed by the Board. He/she shall be responsible for all communications with the media, shall encourage and promote networking that will benefit the C_CAD and its members, and will act as a liaison for public awareness and to promote affiliations with other constituted organizations culturally and non-governmental organization.

ARTICLE IV: MEMBERSHIP AND DUES

SECTION 1—Eligibility Membership: Membership is granted to a person in general who is of Caribbean descendant or subscribe to the purpose of the C_CAD organization. The amount of dues required to be an eligible member shall be voted upon at an annual membership meeting. Continued membership is contingent upon being up-to-date on membership dues.

SECTION 2—Rights of Members: Each eligible member age 18 and older shall be able to cast a vote in C_CAD elections.

SECTION 3—Resignation of Members: Any member may resign at anytime. Members who decide to resign shall be relieved of unpaid dues.

SECTION 4—Non-voting Members: The board shall have the authority to establish and define non-voting categories of membership.

SECTION 5—Dues: The treasurer shall be responsible for charging the required monthly dues as determined per **SECTION 1—Eligibility Membership**.

SECTION 6—Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.



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SECTION 7—Termination: A member may be terminated for unethical behavior such as (i.e. verbal abuse and or sexual harassment) towards another member. A member shall be terminated by a vote of three-fourths of active board members and/or two-third of eligible members.

ARTICLE V: MEETINGS

SECTION 1—Designation of Meetings: The members present at any timely announced meeting shall constitute a group required to conduct a C_CAD meeting.

SECTION 2—Regular Meetings: Regular meetings of the members shall be held monthly, at a time and place designated by the President and/or board.

SECTION 3—Annual Meetings: An annual meeting of the members shall take place in the month of **October**, the specific date, time and location of which will be designated by the board. At the annual meeting the members shall elect President, Vice President, Secretary, and Treasurer to determine the direction of the C_CAD organization for the coming year.

SECTION 4—Special Meetings: Special meetings may be called by the board or a simple majority of the board. A petition signed by five percent of voting members may also call a special meeting.

SECTION 5—Notice of Meetings: Phone and/or email notice of each meeting shall be given to each voting member prior to the meeting.

ARTICLE VI: COMMITTEES

SECTION 1—Committee Formation: The board may create committees as needed, such as fundraising, cultural and social, election and strategic planning. The board appoints all committee chairs.

ARTICLE VII: GRIEVANCES

SECTION 1—Grievance Procedure: The Board shall meet as often as necessary to resolve grievances in a timely manner. Grievances shall be resolved by member(s) of the board talking directly with the individual(s) involved. If the grievance includes board member(s), that member shall be excused from involvement in the grievance proceedings. The board shall select a C_CAD member to complete the grievance resolution process. Deliberately filing a grievance with false statements is considered to be a serious misconduct and such



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an offense will be subject to the full range of disciplinary sanctions, including termination and/or expulsion from C_CAD.

ARTICLE VIII: DISSOLUTION

SECTION 1—Disolutions: In case, of the dissolution of the C_CAD organization and insolvency of its affairs, all money shall be dispersed to a designated educational non-profit charitable organization within a period of one year.

ARTICLE IX: LIABILITY

SECTION 1—Liability: No individual liability shall be enforced upon to members including board-members and committee(s) for the financial losses resulting from the exercise of “good- faith” judgment.



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