

CONSTITUTION OF CSSA@UB

Article I – NAME AND PURPOSE

Clause 1: The name of this organization is Chinese Students and Scholars Association at the State University of New York at Buffalo, hereafter called CSSA@UB.

Clause 2: The organization is a non-profit association of, by, and for its members.

Clause 3: The mission of CSSA@UB is to represent and promote the best interests of, and to provide certain services and recreational and cultural activities to its members.

Clause 4: CSSA@UB also aims at propagating Chinese culture, and establishing and maintaining the friendship between Chinese students and scholars and the people of the local community.

Article II – MEMBERSHIP

Clause 1: This organization is open to all UB students and scholars as well as their family members and friends who are willing to be members.

Clause 2: All members must abide by this constitution and other regulations formulated by the executive board.

Clause 3: CSSA@UB will not discriminate on the basis of age, color, gender, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

Clause 4: Voting membership – 100% of the voting membership must be graduate students. The officer positions must be held by currently enrolled graduate students.

Clause 5: All voting members are entitled to oversee its operation and impeach any executive board member.

Clause 6: Both voting and non-voting members are encouraged to participate in the activities sponsored by this organization.

Article III –EXECUTIVE BOARD

Clause 1: The executive board is formed on the basis of elections. The e-board members are composed of elected officers and appointed officers.

Clause 2: The elected officers of this organization are one president, one vice president, one treasurer and one secretary.

Clause 3: In addition to the elected officers, the e-board shall include several appointed officers. The positions shall at least include one senator one communication officer, and one webmaster.

Clause 4: Any elected officer is expected to serve at least one term and

at most three consecutive terms.

Clause 5: The quantity, selection and appointment of appointed officers shall be decided by the elected president and vice president.

Clause 6: All e-board members work together as a group albeit they have different duties. They are expected to serve CSSA@UB to the best of their abilities.

Clause 7: The President is the representative of this organization. He or she shall create the e-board, initiate activities and programs, coordinate the work of other officers, keep in touch with university officials and local communities, and call for and preside over meetings.

Clause 8: The Vice President shall assist and support the President. He or she shall assume the position of the presidency if the president resigns or is duly removed from the office.

Clause 9: The Secretary shall be responsible for taking minutes at all the meetings and reporting information to the members.

Clause 10: The Treasurer shall be responsible for budgets and finance of the organization; he or she must also maintain a complete record of the financial activities of the organization.

Clause 11: The Senator shall attend the senators meeting of the Graduate Student Association (GSA) at UB. He or she conveys information between the members and the e-board. Only senator can start the procedure to impeach any e-board member according to the regulations of this constitution.

Clause 12: The Communication Officer shall be responsible for promoting the relationship between the E-board and the members, and assisting the President to maintain and promote a good public relationship between CSSA@UB and its outside society.

Clause 13: The Webmaster shall be responsible for maintenance of the organization's website[s].

Clause 14: The organizational duties of other appointed officers shall be specified by the president and the vice president.

Clause 15: An officer may be removed from his/her position if the officer fails to maintain membership in good standing deemed appropriate by the current e-board or fails to carry out the duties of the office as specified in this constitution.

Clause 16: Elected officers may only be removed by voting in a general meeting. Appointed officers may be removed by a majority ruling of an e-board meeting or in a general meeting.

Article IV - OPERATING PROCEDURES

Clause 1: For each election an Election Committee will be formed, which is composed of three members who will arbitrate the elections. The

Election Committee is responsible for receiving and announcing nominations, tallying the votes, and announcing the winners. Neither any e-board member nor any candidate shall be a member of the Election Committee.

Clause 2: Elections for CSSA@UB will be held in the month of April and it must be at least two weeks before Finals. Notice for the e-board election should be at least 15 days in advance. There should be at least five announcements made in regards to the Election meeting. The form of announcements may vary but there should be at least five postings to the CSSA@UB mailing list.

Clause 3: In order to run in the election for an officer position, eligible members may nominate themselves or be nominated by any other member as candidates. Elections shall be conducted by secret ballots. For each position, the candidate receiving the largest number of votes of members present will be deemed the winner for that position.

Clause 4: The elected officers will begin their term starting after the elections. Each officer must remain at his or her post until the next officer is installed or until the officer resigns or is duly removed from office.

Clause 5: Elected officers who desire to serve two consecutive terms must win a reelection for the second term.

Clause 6: The Organization will always abide by the University rules and regulations and respect the local community's rules and public behavior standards.

Clause 7: In order to maintain the stability of the operation of this organization, new e-board should not change or abrogate any contract or agreement signed between CSSA@UB and any other organization until the contract or agreement legally terminates or both sides agree to change or abrogate.

Clause 8: All e-board members are volunteers. They shall not get any monetary compensation for the time and energy that they donate. They should not take into their own possession of any property of CSSA@UB.

Clause 9: The decision-making process of the e-board should be democratic and efficient. All major decisions made by the e-board shall be the result of a thorough discussion within the e-board, so that it does not reflect any specific individual's opinion but it reflects the views of the entire e-board. Any holding of a major activity that is open to all the members, expenditures over 100 dollars, or any other decision that may have significant impact on the organization, should only be passed with the endorsement of the majority of the officers presenting the meeting.

Clause 10: Working committees shall form based on the necessity of that particular committee. Such judgment will be decided by the President and voted on by the e-board.

Clause 11: The e-board of CSSA@UB must meet at a frequency of at least once a month. The e-board will determine the exact time and place,

and publish at least one announcement of any e-board meeting seven days before its hold. The form of announcements may vary but there should be at least one posting to the CSSA@UB mailing list.

Clause 12: The Rules of Order for the e-board meetings are that the meetings will proceed in a style comfortable to the President. Usually the style performed is to follow an agenda of club events and issues followed by input of E-Board members. Any general member is entitled to attend any of the e-board meetings but has NO vote in decision-making of the e-board.

Clause 13: The General Member meetings will occur whenever an e-board election or an amendment of the constitution is necessary, and occur whenever deemed appropriate by the e-board. Notice for General Members Meeting should be at least 15 days in advance, there should be at least two announcements made in regards to the meeting. The form of announcement may vary but there should be at least two postings to the CSSA@UB mailing list.

Clause 14: The Rules of Order for General Members meeting and activities shall be planned out by all e-board members before the event occurs. Visual general member meeting may be held if necessary.

Clause 15: CSSA@UB sponsors activities appropriate to realize the mission and purpose of this organization, such as festival celebrations, movie and dance parties, and picnics. Among these activities should be Chinese New Year and Moon Festival celebrations.

If a general member is dissatisfied with a particular e-board officer, he or she must obtain at least 30 signatures (including the general member him/herself) from voting members of CSSA@UB and submit them to the Senator. The Senator shall then call for a General Members Meeting in 10 days, in which case a majority vote for dismissal from the eligible members who attend the General Members Meeting will force the resignation of that particular officer. If that officer is the president, then the vice president will assume the position of interim president for the rest of the term. If both president and vice president have resigned or been removed from office, then the e-board is responsible for the establishment of an independent Election Committee within 7 days after the resignation of both presidents. The Election Committee shall organize a supplementary election to replace the resigned President and Vice President in 15 days, following the election procedure specified in this constitution.

Article V - AMENDMENTS

Amendments may only be proposed by the Senator. If any member wishes to introduce a change to the current Constitution, he or she must acquire 30 signatures from voting members of CSSA@UB and present his or her idea of change in written form to the current E-Board.

Amendments are finally approved only by the majority of voting made in a general membership meeting. The member who initiated the amendment will be credited after the approval of the amendment.

Article VI - INTERPRETATION OF THIS CONSTITUTION

If a dispute arises regarding the interpretation of any part of this constitution, a Constitution Interpretation Committee should be formed within 10 days of the occurrence of the dispute. Members of the committee should consist of 5 voluntary general members. If more than 5 general members volunteer to serve on the committee, then a random draw should be held. Current E-board members are not eligible to enter the committee. However, all five members of the committee should be approved by the E-board. After its installation, the committee should submit a written interpretation of the part of the constitution under dispute and announce it to all CSSA members within 10 days.

ADOPTION OF THIS CONSTITUTION

This proposed constitution of the Chinese Students and Scholars Association of The State University of New York at Buffalo, hereafter identified as CSSA@UB, was approved by the Constitution Committee on [date], adopted and ratified on []. This constitution shall replace and supersede any previous constitutions or governing documents of the CSSA@UB.