

CSSA By-laws

DATE: 7.21.2016

Article I. Name

- A. The name of this Organization shall be the Chinese Students and Scholars Association at University of Richmond (CSSA / URCSSA).

Article II. Purpose

- A. Chinese Students and Scholars Association at the University of Richmond is a non-profit and non-political society. The main mission of the organization is to promote diversity, provide opportunities and benefit UR students by facilitating the exchange of information between China and the UR community.
- B. To achieve our mission, CSSA will regularly organize social activities such as cultural trips, conduct seminars and symposiums on a variety of topics, including academic exchange, and promote Chinese culture with various arts, music, and sports. We will also seek opportunities to cooperate with other student organizations on campus, including International Club and CA Alternatives, and organize formal large-scale events, including annual Chinese New Year Gala, New Students Welcoming Party, Chinese Culture Festival, and China Study Forum.

Article III. Membership

- A. Members:
 - The members of this organization shall be currently enrolled students at the University of Richmond.
 - They become members by active participation and try-outs if need be.
- B. Privileges and Responsibilities of Membership:
 - Voting: Each member is entitled to one vote.
 - Privileges: Each member shall be entitled to all services of the organization.
 - Participation: Each member shall be entitled to participate in all organizational events.
 - Responsibilities: All members shall do so in accordance with the organization's purpose and mission. They comply with the club's by-law and responsibly carry out their duties as members.

Article IV. Membership Meetings

- A. The business meetings of the membership will be held every semester. Notification of this meeting shall be made 30 days prior to the meeting date.
- B. The President of the organization may call other meetings.

- C. Quorum: At all meetings of the organization, a quorum shall consist of the members.
(Quorum = one half + 1)

Article V. Officers

A. Titles:

CSSA shall have the following officers elected from the current membership:

- President
- Vice-President of Event Planning
- Vice-President of Public Relations
- Secretary
- Treasurer
- Advisor/Coach
- Miscellaneous Officers (ex. Board of Elections Chair)

B. Qualifications:

- The President shall have been elected to the organization and serve for one year
- The other officers must be current members of the organization.

C. Duties of Officers:

- The President shall be the chief executive officer of the Association. He/she shall exercise general supervision and provide overall control over its programs, as well as draft meeting agenda and chair regular meetings.
- The Vice Presidents shall be responsible for fundraising, organizing community events and promoting public relations of CSSA respectively.
- The Secretary shall be responsible for the day to day internal administration of the Senate; Draft, distribute, and file all official communications; Issue notices of all meetings of the Members; Maintain the public records of the Corporation, including the Bylaws, lists of Members and Officers, and the Annual Report; Submit annually the list of Officers and the Annual Report to the corresponding office of University of Richmond; Maintain institutional memory of the organization to be distributed to all officers each year
- The Treasurer shall be responsible for the receipts and custody of all the funds of “the Association”, the accurate accounting thereof, and the disbursement thereof as authorized by the President, preparing and issuing the budget and other financial statements and reports.
- The Chairs of the departments shall lead and execute specific parts of activities of CSSA under guidance of specific Vice Presidents.

D. Terms of Office:

- Officers shall be elected annually by the members at one of the regular meetings. Elections shall be by ballot and a majority of the votes cast shall elect.
- Each officer shall take office in the beginning of a school year, and serve a one-year term and may be re-elected consecutively to the same office for an additional one-year term.

E. Vacancies and Removal:

- A vacancy in the office of the President shall be filled by the Vice-President unless he or she is unable to serve, at which time the vacancy shall be filled by election of the members by a majority of votes cast. A vacancy in the office of the Vice-President shall be left vacant with the President delegating the duties of that position.
- Any officer, including the President, may be removed from office or suspended from office by a vote of two-thirds of the members at a regular meeting. Removal or suspension may be with or without cause. The person under consideration shall be given an opportunity to be heard at the meeting with sufficient notice of the proposed removal or suspension, the person under consideration shall not be counted in determining the presence of a quorum not whether the required two-thirds vote has been obtained. Upon a vote of removal or suspension of the President, the Vice-President shall preside at the meeting.

Article VI. Committees

- A. The President, subject to the approval of the organization, shall appoint such standing, special, or ad hoc committees as may be required by the bylaws, as he or she finds necessary. Committee Chairpersons shall be appointed by and responsible to the President.
- B. A vacancy in a Committee Chairperson position shall be filled by appointment of the President of the organization with input from the outgoing Committee Chairperson.

Article VII. Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of the organization.

Article VIII. University Policies

This organization shall abide by all applicable policies instituted by the University of Richmond.

Article IX. Amendments

These bylaws may be amended by a vote of two-thirds of the members of the organization present at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted bylaw amendments by the most feasible means.