

# Chinese International Student Association

Last Revised Wednesday, April 3, 2013

## Article I. Name

The name of this organization shall be “Chinese International Student Association”

## Article II. Mission Statement

As members of the Rice community, we believe that by working together we can fulfill our overall objective of assisting incoming international Chinese students to adapt the life at Rice and spread Chinese culture throughout the Rice community. We will fulfill our goals by holding different events to gather all international Chinese students, by partnering with OISS to offer members help and advice in all aspects of life and study, and by engaging different ethnic groups to foster a general awareness of Chinese tradition and culture.

## Article III. Purpose

The purpose of this organization shall be:

1. to provide help for international Chinese to better adapt the life at Rice;
- to foster a general awareness of Chinese tradition and culture in the Rice community by co-organizing various cultural events such as ▾

## Article IV. Primacy of the Student Association

This organization will recognize the primacy of the Student Association Executive Committee, the Student Association Senate, and ultimately, the Student Association.

This organization will follow the Student Association Constitution and By-Laws and any associated rules and regulations.

This constitution is subordinate to the Student Association Constitution and By-Laws.

## Article V. Members

To become a member, a signed member information form must be submitted to the Secretary and dues must be paid to the Treasurer.

1. All current undergraduate students of Rice University shall be eligible for membership.
2. Should a member of the organization act in a manner unbecoming of the organization

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the member may be called before the officers and sponsor of the organization to present their side of the story. After hearing this, the officers and sponsors may vote to remove the member. A majority vote and support of the sponsor are required for removal. The member will be notified of their removal either in writing or by phone within 48 hours of the decision.

Article VI. Dues and Club Funds

All members must pay the annual dues on or before October 1st of each year. A member who has not paid due by December 1 shall be automatically dropped from membership in this organization. The annual dues shall be set at a regular meeting no earlier than Aug 1 and no later than October 1.

All funds gathered by the organization must be deposited into a club account through Student Activities within three business days of receipt of funds.

Article VII. Officers

The Executive Board of this organization shall includes a President or two Co-presidents, Treasurer, and a Secretary. Aside from the Executive Board, there are three committees: Publicity Committee (includes webmaster), Public Relation Committee, Fundraising Committee. Officers are composed as Executive Board and committee chairs. There are also 11 college representatives, who can be either committee member or member at large. College representatives are appointed by EB and committee chairs after submitting their applications. The officers shall perform the duties listed in this constitution and in the parliamentary manual adopted by this organization.

Executive Board members shall be elected from the CISA members. All committee chairs should submit applications. All current EB members and committee chairs will conduct interviews for committee chair applicants. After discussion, presidents will appoints new committee chairs. Officers shall serve until a replacement is elected or appointed. Elections shall be held at a regular meeting at least once per year, in April.

No member may hold more than one office at a time. No member may apply for more than one position. No member may be elected to the same officer more than once in a row.

Should an officer of the organization act in a manner unbecoming of the organization or fail to uphold their duties as outlined by this constitution, the officer in question may be called before the other officers and sponsor of the organization to present their side of the story.

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After hearing this, the officers and sponsors may vote to remove the officer. A 2/3rds vote and support of the sponsor are required for removal. The officer will be notified of their removal either in writing or by phone within 24 hours of the decision.

## Article VIII. Duties of the Officers (gai)

### 1. The President shall:

- a) oversee all the meetings and activities of this organization;
- b) chair all meetings of the membership and of the Executive Board; and
- c) ensure that, at all times, this organization is abiding by the rules and regulations of the Student Association.
- d) submit all required forms to the Student Association Senate and the Office of Student Activities whenever they are required.
- e)

### 2. The Treasurer shall:

- a) maintain a correct balance of this organization's funds;
- b) manage this organization's funds;
- c) present a budget to the membership no later than November 1;
- d) accept payment of dues from members and update the membership list to reflect said payment;
- e) make available, when requested, a current breakdown of the organization's income and expenses.
- f) Oversee and apply for all grants, and go over all the procedures of getting reimbursements.

### 3. The Secretary shall:

- a) take minutes at all meetings of the membership and of the Executive Board;
- b) distribute said minutes to the membership or the officers;
- c) send out regular emails and forward emails to get members involved.

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d) schedule meeting times and send out events announcements, reminders and follow-ups

e) maintain the membership list and update any mailing lists;

f) accept membership information forms from new members; and

g) manage the correspondence of this organization.

#### 4. Public Relation Committee Chair

a) Use social media(include but not limit to: Facebook, RenRen) to build up members' group

b) Establish and maintain connections with other cultural groups within Rice and beyond; and

c) Collaborate with broad Rice Community and Houston Community to bring up more events

#### 5. Publicity Committee Chair

a) Reach out to organizations to publicize ongoing events

b) Send out announcements to mailing lists and distribute posters and flyers

c) Publicize CISA and its events to general Rice Community and beyond

#### 6. Fundraising Committee Chair

a) Organize fundraising events

b) Set the place and the time for fundraising events

c) Arrange members' shifts for fundraising; and

d) Manage the cash flow of fundraising and report income to treasurer

### Article IX. Meetings

Regular meetings of this organization shall be held at a time and place that is convenient for the membership. The membership may, at its discretion, change the time or place of meeting. Regular meetings shall be held at least monthly. A reminder shall be given between 24 and

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48 hours in advance of each regular meeting.

Special meetings may be called by the President or the Executive Committee. The purpose of the meeting shall be stated in the call. At least 48 hours notice must be given for special meetings.

15% of the student members shall constitute a quorum.

The rules regarding electronic communication in the parliamentary authority shall be followed, unless this organization acts to make special exemptions.

The members of the Executive Board members are expected to attend all meetings.

#### Article X. The Executive Board

The president/ Co-presidents, Treasure and Secretary shall constitute the Executive Committee.

The Executive Board shall have general supervision of the affairs of this organization between its regular meetings, make recommendations to the membership, and perform other duties listed in this constitution, The Executive Board shall be subject to the orders of this organization, and none of its acts shall conflict with action taken by this organization. As such, the Executive Board shall be authorized to spend this organization's funds.

#### Article XI. The Faculty/Staff Sponsor

The Faculty/Staff sponsor shall be selected at a regular meeting, and must meet the training criteria set by Student Activities. The Faculty/Staff Sponsor shall serve until a replacement is selected. The Faculty/Staff sponsor must be a faculty or staff member of Rice University. Any updates to the club Faculty/Staff sponsor must be made through Student Activities.

#### Article XII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rule of Order Newly Revised* shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order this organization may adopt.

#### Article XIII. Titles and Section Headings

The article and section headings contained in this constitution shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning, or intent of the provisions of this constitution

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#### **Article XIV. Anti-Discrimination Requirement**

This organization shall not discriminate on the basis of, but not limited to, race, sex, creed, color, religion, sexual preference, orientation or national origin.

#### **Article XV. Anti-Hazing Policy**

This organization will not tolerate any form of hazing activities to members or potential members. Hazing activities are defined as, "Any action taken or situation created, intentionally, whether on or off university premises to produce mental or physical discomfort, embarrassment, harassment or ridicule."

#### **Article XVI. Constitutional Amendments**

Proposed amendments to this constitution should be reviewed by the Student Association Parliamentarian. Amendments to the organization's constitution can only be adopted by a 3/4 vote with prior notice having been given at the previous meeting. Before going into effect, the amendment must be approved by the Student Association Parliamentarian and ratified by the Student Association Senate. The Date of Last Revision on the title page of this constitution shall be updated to reflect the date of the Senate's ratification.

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