

CONSTITUTION OF THE CHINESE STUDENT ASSOCIATION AT THE UNIVERSITY OF GEORGIA

Amended in May of 2014

Passed by Chinese Student Association Standing Committee on May 26 of 2014

Preamble:

We the members of the Chinese Student Association at The University of Georgia, and subscribing to the regulations and policies of the University of Georgia, establish this constitution to govern the matters within our organization.

ARTICLE I: Name

- a. The name of this organization or association is:** the Chinese Student Association at The University of Georgia (UGA), also known as CSA.
- b.** This organization is affiliated with the Chinese Consulate in Houston.

ARTICLE II: Purpose / Mission

- a.** The purpose /mission of the Chinese Student Association at The University of Georgia shall be:
 - a. To promote communication and friendship, social and career development, within the Chinese community;
 - b. To facilitate communication and friendship between the Chinese community and local people;
 - c. To promote Chinese culture and awareness of the People's Republic of China;
 - d. To facilitate the adjustment of incoming and current Chinese students to American life and culture.

ARTICLE III: Membership

- a.** CSA membership shall be open to regularly enrolled University of Georgia students, faculty, and/or staff members.
- b.** CSA members consist of three parts: regular members, CSA committee (the Committee), and CSA standing committee (the Standing Committee).

- c. In order to become a regular member, an individual shall show an interest in Chinese culture and show sufficient knowledge of China, and recognized by the Standing Committee.
- d. The selection of the Committee and the Standing Committee shall be covered in **ARTICLE V: Officers.**
- e. CSA events shall be open to everyone except CSA election. Only CSA members can vote in CSA election.
- f. New member recognition shall be held throughout a year during CSA events. There are two membership registrations every year. The first registration shall be held at Incoming Student Welcome Party around early August, and the second shall be held at Mid-Autumn Festival around late September or early October.

ARTICLE IV: Non-Discrimination

- a. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status.
- b. Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the University of Georgia Non-Discrimination Anti-Harassment Policy. Title IX of the Higher Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of sex or handicap in most educational programs and activities within the University.

ARTICLE V: Officers

Section 1: Officers Composition

- a. CSA shall be represented in any events by the Committee and the Standing.
- b. The Standing Committee shall consist of President, Treasurer, one or two Vice Presidents, Director of Internal Affairs, Director of Public Relations, and Director of Strategic Planning. The President serves as the chair of the Standing Committee.
- c. The Standing Committee shall organize, decide, and take responsibility to, all CSA events and daily affairs.
- d. The Committee shall consist of the Standing Committee and regular committee members.

- e. The Committee shall coordinate all CSA events and daily affairs, execute the Standing Committee's plans and decisions.
- f. Even though CSA membership is open to regularly enrolled University of Georgia students, faculty, and/or staff members. All officers shall be UGA students in good academic standing (GPA 2.5 or greater), taking at least 6 credit hours.

Section 2: Officer Expectations

- a. President:
 - a. Shall represent the organization as chief officer and present in any meetings as representative of CSA; shall designate other officers to be responsible for initiating, coordinating and executing all the events hosted by CSA, can call meetings or appoint another officer to call a meeting if needed;
 - b. Shall be aware of the work coordinated by other committee members;
 - c. Shall represent the organization at official occasions and be responsible for making public statements regarding decisions made by the committee;
 - d. Shall maintain contact with the UGA administration and Chinese Consulate in Houston;
 - e. Can suggest to the Standing Committee that an officer be removed from their position if this officer is not fulfilling their role. The removal process would be carried out as described in **Section 4 Officer Removal and Vacancy** of this **Article**.
- b. Senior Advisors:
 - a. Shall assist the President in general and help achieve the harmony, efficiency and consistency within CSA.
 - b. Shall be responsible for advising current committee.
 - c. This position is open only to the retired officers or experienced members from previous committee.
- c. Treasurer:
 - a. Shall keep records of all financial related issues;
 - b. Shall make budget for each big event and the whole year;
 - c. Shall work with the International Student Life office for requesting funds;
 - d. Shall regularly report the financial status of CSA to the Standing Committee;
 - e. Shall create the budget proposal for CSA in consultation with the Standing Committee.
- d. Vice Presidents:

- a. Shall assist the President when needed;
 - b. Shall fill in when the President is absent, unless otherwise designated by the President.
- e. Director of Internal Affairs:
 - a. Shall record the minutes of all meetings, maintaining all records, and maintain communication within the committees and with members;
 - b. Shall assist the President with meeting preparations;
 - c. Shall keep track of CSA contact information and membership.
- f. Director of Public Relations:
 - a. Shall promote communication with other organizations both on and off-campus;
 - b. Shall promote and develop fundraising efforts.
- g. Director of Strategic Planning:
 - a. Shall propose, organize and CSA events.

Section 3: Officer Election and Selection

- a. President and Treasurer shall be elected by all CSA members.
- b. Candidates of President and Treasurer shall be members of the Committee and shall be registered as full-time UGA student in at least one term (one full year) of office.
- c. Only CSA members have the voting right in the election.
- d. The voting is administrated in the following way:
 - a. A ballot shall be sent out via e-mail so that voting members can reply from their official UGA e-mail account.
 - b. An "Election" e-mail account shall be created before the election process begins.
- e. Election Process: In accordance with the schedule for registering student organization with Center for Student Organization, the election shall be held by the current President in the April of each year.
 - a. At least two candidates for Presidents and Treasurer each shall be nominated by the Standing Committee;
 - b. The candidates must submit her/his resume and personal statement to the Standing Committee no later than 12:00 pm on the first Monday of April;
 - c. The Standing Committee shall distribute the list of candidates, their resumes and personal statements to all the members of CSA and initiates the voting process on the first Tuesday of April at 0:00 am. The election shall be closed at the noon of the following Friday;

- d. Candidates have the right to make campaign in front of their peers and voters during the election;
- e. The election result shall be announced by the Standing Committee on the following Monday.
- f. The exact date of any election-related event shall be announced to the community by March 1st. of every year.
- f. Votes Required to Take Office: A simple majority by voting members is required for candidate to take office. Voting result shall be announced by the current President.
- g. Terms of Office: the elected candidate shall serve a one-year-term until the next election (From April to April).
- h. Term Limits: The President and Treasurer can serve two terms, but must be re-elected in the second election.
- i. The formation of the Standing Committee and the Committee:
 - a. After the President is elected and officially announced, individuals who are interested to serve in the above committees shall self-nominate him/herself to the President.
 - b. The official appointments of the officers shall be made by the President.
 - c. The President shall announce committee members to the community when the positions are decided.

Section 4: Officer Removal and Vacancy

- a. Process for removing an officer or President: the Standing Committee members can suggest to the President via written letter or e-mail that an officer should be removed. President will notify the rest of the Committee of the suggestion. In the case of removing the President, officers can suggest the removal during a meeting.
- b. Officers wanting to be removed from their own positions shall send a written letter or e-mail to the President.
- c. The officer who is facing removal shall be notified by the President that a vote will be taken for their possible removal.
- d. Votes required for an officer to be removed: No less than 2/3 votes are required by the Standing Committee members to have the officer removed.
- e. Appeal process for an officer who has been removed: Removed officer may send a written letter within 30 days of their removal to the Standing Committee or President to have their removal reconsidered or appealed.

f. Officer Vacancies:

a. Vacancies in the Standing Committee:

The President shall send an e-mail to the Committee members, open up nominations for the vacant position. Persons who are nominated shall be contacted. If there is only one candidate, a vote shall be executed among the Standing Committee members. No less than 2/3 votes are required to have the candidate fill the position. If there is more than one candidate, a vote shall be executed among the Standing Committee members. A simple majority is required for one of the candidates to be selected.

b. Vacancy in the Committee:

The President will send an e-mail to all CSA members opening up nominations for the vacant position. Persons who are nominated shall be contacted. If there is only one candidate, a vote shall be executed among the Standing Committee members. No less than 2/3 votes are required to have the candidate fill the position. If there is more than one candidate, a vote shall be executed among the Standing Committee members. A simple majority is required for one of the candidates to be selected.

c. If the President's position becomes vacant, the Director of Internal Affairs can propose a vote to fill the President's position temporarily until an election can be held. The Vice President would then fill in until the vote can be made and determined.

Article VI: Meetings

- a.** The Committee meetings shall be held when necessary, but no less than monthly.
- b.** The Standing Committee meetings shall be held when necessary
- c.** The committees meetings may be called by the President if needed.
- d.** Time and location of meeting can be suggested by committee members. Notice of a meeting shall be given with proper notice to all committee members via listserv or e-mail.
- e.** 2/3 attendance (or communication via e-mail) is needed by officers for quorum.

Article VII: Amendments

- a.** The amending of the Constitution shall be performed carefully.
- b.** The draft of the amended Constitution shall be carefully reviewed by the current Standing Committee and previous Presidents if possible.

- c. The Constitution may be amended by a vote of 2/3 agreement by the Standing Committee.