



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

Chinese Students' Association

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the Chinese Students' Association (CSA) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

The purpose of this organization shall be (1) to promote unity and understanding among Chinese members, (2) to provide services to Chinese students so as to help them adapt to American Society and understand China, and (3) to introduce Chinese culture to the community and to broaden their perspectives and understanding of the culture, at the same time bridging cultural discrepancies. It shall exist for the establishment of active relations among the University of Rochester students, staff, and faculty and may extend to include the Rochester community. It shall provide programs of social, cultural, and educational functions of Chinese–American interest as well as a vehicle and forum for the expressions of the interests of its members. It shall actively attempt to coordinate in its activities with those of any and all other campus organizations. The membership of the Chinese Students' Association is not limited only to Asian students or those of Asian descent but welcomes members of all ethnicities and backgrounds.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - Active members are defined as undergraduate student members who have participated in at least 40% of CSA events in the current academic year that are either organized by CSA committees or collaborated on

events that CSA has worked intensively with other organizations, off-campus organizations, or school offices. All CSA related events before the election can be counted. Active members also need to register on CCC to receive event updates from CSA.

- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as $\frac{2}{3}$ of the active membership plus two officers.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. President - Must have held an executive board position previously to qualify, unless no one else is qualified.
- B. Vice-President - Must have held an executive board position previously to qualify, unless no one else is qualified.
- C. Business Manager - Must be an active member previously and highly involved in organizing 60% of events in the current academic year, unless no one else is qualified.
- D. Secretary - Must be an active member previously and highly involved in organizing 60% of events in the current academic year, unless no one else is qualified.
- E. Event Coordinator - Must be an active member previously and highly involved in organizing 60% of events in the current academic year, unless no one else is qualified.
- F. Publicity Chair - Must be an active member previously and highly involved in organizing 60% of events in the current academic year, unless no one else is qualified.
- G. Fundraising Chair - Must be an active member previously and highly involved in organizing 60% of events in the current academic year, unless no one else is qualified.

- H. Affiliate Xiaoheimao Theatre Group (XTG) positions (XTG does not have its own executive board but rather shares the same executive board with CSA as outlined in Article V Section One and has additional internal positions that are not a part of the CSA executive board):
- a. XTG Producer - Must be actively involved and coordinating in the XTG group previously, unless no one else is qualified. This position is an executive board member of CSA.
 - b. XTG Director - Internally elected by XTG but does not serve as an executive board member of CSA.
 - c. XTG Stage Manager - Internally elected by XTG but does not serve as an executive board member of CSA.
 - d. XTG Production Design - Internally elected by XTG but does not serve as an executive board member of CSA.
 - e. XTG Publicity Chair - Internally elected by XTG but does not serve as an executive board member of CSA.
- I. Affiliate Silk Road Soundwave (SRS) positions (SRS does not have its own executive board but rather shares the same executive board with CSA as outlined in Article V Section One and has additional internal positions that are not a part of the CSA executive board):
- a. SRS Conductor - Must be actively involved and coordinating in the SRS group previously, unless no one else is qualified. This position is an executive board member of CSA.
 - b. SRS Event Coordinator - Internally elected by SRS but does not serve as an executive board member of CSA.
 - c. SRS Publicity Chair - Internally elected by SRS but does not serve as an executive board member of CSA.
 - d. SRS Fundraising Chair - Internally elected by SRS but does not serve as an executive board member of CSA.

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.
- F. The Business Manager shall be responsible for maintaining all finances and keeping detailed records of all transactions.
- G. The Secretary shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and

all members of the Students' Association.

- H. The Secretary shall also take roll calls at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.
- I. The Vice President (internal outreach) assists the President in directing the club and can step in to lead the group should the President not be present. Serves as the representative spokesperson of the organization for internal relations in the SA and maintains co-sponsorships with other university organizations.
- J. The Event Coordinator is in charge of the event planning committee. Coordinates the logistics of events with budgets approved by the business manager. Delegates roles for events as needed and organizes an event calendar to be shared with the general membership.
- K. The Publicity Chair is in charge of the public relations committee. Manages and regularly updates all social media content (WeChat, Instagram, Red etc.) and all aspects of written advertisement (including but not limited to newsletters, Weekly buzz, Weekend Highlights, Campus Times). Oversees the creation of flyers, banners, advertisements along and manages photography and video. Assists Event Coordinator with event advertising.
- L. The Fundraising Chair establishes and maintains friendly ties with other on-campus club, local businesses in order to establish proper advertising for large events. M. The XTG Producer serves as the main contact between the Xiaoheimao Theatre Group (XTG) and the executive board of CSA, facilitating communication and collaboration. Informs events planning ahead of time and budget update of XTG to CSA. Must have been a member of the affiliate for a period of at least one semester. Is elected by the members of the affiliate.
 - a. XTG Director is in charge of orchestrating the vision of a theatrical production, blending creativity with leadership to guide actors, designers, and crew, shaping scripts into compelling live performances.
 - b. XTG Stage Manager is mainly responsible for assisting the director and actors to complete the presentation of the play together during rehearsal and performance.
 - c. XTG Production Design mainly responsible for the relevant design of the whole drama, including stage, lighting, sound effects, costumes and props d. XTG Publicity Chair mainly responsible for the publicity work of XTG, including graphic editing, poster design and production, stills design and shooting, and social media advertising.
- M. The SRS Conductor serves as the main contact between the Silk Road Soundwave (SRS) and the executive board of CSA, facilitating communication and collaboration. Shall build and maintain the SRS affiliate. Informs events planning ahead of time and budget update of XTG to CSA. Must have been a member of the affiliate for a period of at least one semester. Is elected by the members of the affiliate.

- a. SRS Event Coordinator is in charge of the event planning committee. Coordinates the logistics of events with budgets approved by the CSA business manager.
- b. SRS Publicity Chair is in charge of the public relations committee. Manages and regularly updates social media content and all aspects of written advertisement

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. **Nomination and Elections Procedure** - Nominations for officers shall be taken from the floor according to parliamentary procedures. Any student member who has been actively involved in the coordination and planning of at least 60% of events in the current academic year of the Association may be nominated to run for a particular office, given that the nomination is approved by a second member who will testify to the candidate's abilities and qualifications for the appointed Executive Board position. Elections of all the positions shall be conducted by a secret ballot by a simple majority vote at a meeting with student members present. The current President and Vice-President shall count the ballots unless either is running for a position for the following year. In this case, a neutral party from the current Executive Board who is either running unopposed (preferred) or who is graduating will assist in the ballot counts. All persons counting ballots must maintain the highest degree of integrity and honesty, upholding the highest morals. A runoff election for the two highest candidates shall be held in the case that no one of the candidates has more than 50% of the votes. We will close the registration one month prior to the election date. No one is allowed to be added to the roster two months prior to the election date. Only active members are eligible to vote in general meetings and elections.
 - a. The XTG Producer and other XTG officers are internally elected by the affiliate. Anyone who is a current member of the XTG can run for any position of XTG but not CSA.
 - b. The SRS Conductor and other SRS officers are internally elected by the affiliate. Anyone who is actively involved in the group can run for any position of SRS but not CSA.
- B. **Term of Office** - The Executive Board members shall serve for one academic year unless impeached or otherwise removed from office. They shall not be able to serve the same office for more than two successive years. No members shall hold more than one seat on the Executive Board. Members of the current Executive Board are eligible to vote for impeachment. Current Executive Board members who receive more than three verbal complaints and three written warnings on behalf of the e-board members also may be voted for impeachment by active members. After the election, Current Executive Board members will start to hand over the documents and duties to new officers during the month of May.
- C. **Timing of Elections** - Elections shall be held three to four weeks before the end of

each Spring semester or immediately following any impeachment or resignation of the President or Vice-President. After the annual election, the old Executive Board shall remain in office until the end of that semester, at which point the new officers shall take office.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a 2/3 majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. The Chinese Students' Association of the University of Rochester will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Chinese Students' Association. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The Chinese Students' Association abides by the nondiscrimination policy of the University of Rochester.



Signature of Confirmation
Sophia Liu
President, Chinese Students' Association

2/21/2024

Date



Signature of Approval
Evan Ji
Chair, Student Organization Administration & Review Committee

3/18/24

Date