



# **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 3 CSA events that are either organized by CSA committees or collaborated 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. We will close the registration one month prior to

the election date. No one is allowed to be added to the roster one month prior to the election date. Only active members are eligible to vote in general meetings and elections. 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. 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 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 a 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.
- B. Vice-President - must have held an executive board position previously to qualify.
- C. Business Manager
- D. Secretary
- E. Event Coordinator
- F. Communications Chair
- G. Design Chair
- H. Fundraising Chair

### **SECTION TWO - DUTIES OF OFFICERS**

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote the 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 Communications Chair is in charge of the public relations committee. manages and regularly updates all social media content (WeChat, Facebook, Renren, blog, etc.) and all aspects of written advertisement (including but not limited to newsletters, Weekly buzz, Weekend Highlights, Campus Times.) Bilingual preferred.
- L. The Design Chair works with the communications chair and is in charge of the design faction of the public relations committee. Oversees the creation of flyers, banners, advertisements along and manages photography and video. Experience with Photoshop, video editing preferred.
- M. The Fundraising Chair establishes and maintains friendly ties with local businesses in order to establish proper funding for large events.

### **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 one significant event 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.
- B. Term of Office - The Executive Board members shall serve for one year (which shall be defined as two semesters) 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.
- C. Timing of Elections - Elections shall be held three to four weeks before the end of

each Spring semester and 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 in 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  $\frac{2}{3}$  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 in 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 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 University of Rochester Chinese Students' Association abides by the nondiscrimination policy of the University of Rochester.



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Signature of Confirmation

Yisheng Zhong

**President, Chinese Students' Association**

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2/11/2021

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Date



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Signature of Approval

Eden-Lyn Thomas

**Chair, Student Organization Administration & Review Committee**

\_\_\_\_\_  
02/23/2021

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Date