

**Ohio University
Chinese Students and Scholars Association**

CONSTITUTION

Article I: The Name

Section 1: The name of this organization shall be the Ohio University Chinese Students and Scholars Association, and will be hereafter acronymized and referred to as "OHIO-CSSA".

Article II: The Purpose

Section 1: The OHIO-CSSA is an on-campus, non-profit organization. Its membership is free.

Section 2: The purpose of the OHIO-CSSA shall be to serve needs of the Chinese students, scholars and their spouses at Ohio University. Specifically, the OHIO-CSSA is established to enrich the campus life of its membership and provide the opportunities to the students, faculty and staff at Ohio University to be exposed to the Chinese culture.

Section 3: The OHIO-CSSA shall be responsible for hosting a number of celebratory activities to fulfill its mission. Such activities include, but are not limited to the Chinese Mid-Autumn Festival, the Chinese New Year Celebration, and the Dragon Boat Festival.

Article III: Affiliations

Section 1: This organization is affiliated with the International Student Union (ISU) at Ohio University. The OHIO-CSSA is an organization recognized by the ISU responsible for applying funds from the ISU for all OHIO-CSSA sponsored events.

Article IV: Membership

Section 1: Membership of the OHIO-CSSA shall be open to all Chinese students, faculty and staff at Ohio University and their spouses as well as anyone who is interested and accepts this constitution.

Section 2: The OHIO-CSSA and its members shall not discriminate against any individuals for reasons of race, national origin, color, religion, gender, age, veteran status, sexual orientation, and/or ability status.

Section 3: Any person who is interested in becoming a member of the OHIO-CSSA must send an e-mail to the Co-Presidents.

Section 4: Membership shall be terminated by his or her request.

Article V: Officers

- Section 1: The officers of this organization shall be two Co-presidents, four Vice-presidents, Treasurer, Secretary, and Webmaster. All the officers form the Leadership Team of the OHIO-CSSA.
- Section 2: One Co-president shall be elected from eligible undergraduate students while the other one shall be elected from eligible graduate students or visiting scholars. No individual shall occupy the presidency of the association for more than one term.
- Section 3: The four Vice-presidents shall be logistics, culture & sports, publicity, and learning & campus life. The positions of Vice-presidents shall be open for eligible students and scholars. Co-presidents shall appoint Vice-presidents if any position remains vacant after the election.
- Section 4: The Treasure, Secretary and Webmaster shall be appointed by Co-presidents and they may serve more than two terms in order to keep the continuity of OHIO-CSSA.
- Section 5: All students and visiting scholars who accept the OHIO-CSSA Constitution will be eligible for OHIO-CSSA Offices.
- Section 6: The term of each OHIO-CSSA Office shall be one calendar year starting from the day of the Chinese Mid-Autumn Festival to the next. Election of officers shall take place at each year's Chinese Mid-Autumn Festival. A member shall serve no more than three years in succession in elected positions.
- Section 7: Should an officer's position become vacant during his/her term, the Co-Presidents will appoint a qualified individual from the membership to take the vacant position.
- Section 8: The duties of the officers will be described in the operating codes.
- Section 9: The selection of Officers shall take place at the Chinese Mid-Autumn Festival. Only OHIO-CSSA members who are present at the event are eligible to vote.
- Section 10: All candidates running for an office shall submit a one-page campaign statement to the current Co-presidents one week prior to the election. Webmaster will then post immediately all the statements on OHIO-CSSA's website.
- Section 11: The Co-presidents will be responsible for preparing ballots for all positions. An election committee will be temporarily formed to oversee the election, including such tasks as distributing, collecting and counting ballots.

Section 12: An officer will be removed from the office if he or she fails to perform his or her duties or is deemed inappropriate to serve continuously in that office.

Article VI: Advisor

Section 1: The Advisor of the OHIO-CSSA shall be either a faculty member or administrator or staff member at Ohio University approved by the Leadership Team.

Section 2: The duties and responsibilities of the Advisor shall be:

1. To provide a sense of continuity for the organization especially during officer transition.
2. To be a resource person with a knowledge base for institutional policies.
3. To assist the leaders and members
4. To help define and achieve its goals and objectives.

Section 3: The term for the Advisor shall be five calendar years beginning after the Chinese Mid-Autumn Festival. The term is renewable no more than two terms.

Section 4: The selection of a new Advisor shall be done as a result of discussion and consultation of the current OHIO-CSSA Leadership Team and the previous Advisor.

Section 5: Should the position of Advisor become vacant during the year, the OHIO-CSSA Leadership Team will collectively select a new Advisor.

Article VII: Meetings

Section 1: Regular meetings of the OHIO-CSSA shall be held once per quarter. The time and location shall be decided by the Co-presidents in consultations with members of the Leadership Team.

Section 2: The Co-presidents shall call for special meetings of the OHIO-CSSA to discuss pressing issues concerning the membership of the organization.

Article VIII: Committees

Section 1: The OHIO-CSSA shall establish the following standing committees.

Section 2: The membership of the standing committees shall be pointed by the Co-presidents in consultation with the Leadership Team.

Section 3: Each standing committee shall give a report of the year's Chinese Mid-Autumn Festival.

Section 4: All ad-hoc committees shall be formed by the Co-presidents.

Article IX: Rules of Order

Section 1: This organization shall be governed by the Robert's Rules of Order

Article X: Amendments

Section 1: This constitution shall be amended by a vote of a simple majority of the membership.

Section 2: Provision for advance notice of amendment shall be made available via the OHIO-CSSA mailing list and the OHIO-CSSA website one week prior to the vote.

Ohio University Chinese Students and Scholars Association Operating Code for the Leadership Team

I.Name

The name this body shall be the Ohio University Chinese Students and Scholars Association Leadership Team

II.Membership

It shall be composed of the Co-presidents, four Vice Presidents, Treasurer, and Webmaster. The Co-presidents are the team leaders.

III.General Duties

A. Primary Responsibilities:

1. Initiate and transact all business of the OHIO-CSSA
2. Manage all interim business of the association
3. Meet monthly
4. Be prepared to convene for special meetings called at any time by the Co-presidents
5. Maintain the association's purpose as set forth in the Constitution.
6. Vote at the meeting prior to the Chinese New Year Celebration to determine the recipient for the Outstanding Service Award.

IV.Amendments

Recommendations for revision and/or amendments to this code shall be submitted to the OHIO-CSSA Leadership Team for approval.

Ohio University
Chinese Students and Scholars Association
Operating Code for the Co-presidents

I.Name

The name this body shall be the Ohio University Chinese Students and Scholars Association Co-presidents

II.General Duties

A. Primary Responsibilities:

1. Carry out committee appointments and other organizational duties.
2. Plan and conduct all meetings of the Leadership Team
3. Coordinate the functions of the various members of the Leadership Team
4. Serve as spokesperson and liaison with related organizations.
5. Represent the OHIO-CSSA officially at various university meetings and functions.
6. Represent the association to interact with external constituents
7. Initiate promotion and public relations duties as required.
8. Plan and conduct the membership meetings
9. Present constitutional changes to the membership

B. Secondary Responsibilities:

1. On behalf of OHIO-CSSA sign contracts after contracts are approved by the Leadership Team.

III.Amendments

Recommendations for revision and/or amendments to this code shall be submitted to the OHIO-CSSA Leadership Team for approval.