

# CONSTITUTION OF CSSA@UB

## Article I – NAME AND PURPOSE

**Clause 1:** The name of this organization is Chinese Students and Scholars Association at the State University of New York at Buffalo, hereafter called CSSA@UB.

**Clause 2:** The organization is a non-profit association of, by, and for its members.

**Clause 3:** The mission of CSSA@UB is to represent and promote the best interests of, and to provide certain services and recreational and cultural activities to its members.

**Clause 4:** CSSA@UB also aims at promoting Chinese culture, and establishing and maintaining the friendship between Chinese students and scholars and the people of the local community.

## Article II – MEMBERSHIP

**Clause 1:** This organization encourages all UB students and scholars as well as their family members and friends to participate in the activities sponsored by this organization.

**Clause 2:** All members must abide by this constitution and other regulations formulated by the executive board.

**Clause 3:** CSSA@UB will not discriminate on the basis of age, color, gender, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

**Clause 4:** Membership – Membership is open to all and only presently enrolled graduate students; no undergraduate students or unenrolled students may be members capable of holding office, casting votes, or handling financial transactions. Only members may vote in meetings or run for elected officer positions. All members must be officially registered with the club and this list must be submitted to the Graduate Student Association Office in order to be officially recognized. All major activities are open to all members, as are any meeting where decisions are approved. General members may vote at all general meetings and on all decisions made in those meetings, but they may not vote in E-board meetings—which members may nonetheless attend.

**Clause 5:** All voting members are entitled to oversee the club's operation and can file to impeach any executive board member.

**Clause 6:** Club expenditures are approved only by the general meetings; no budgetary expenses may be appropriated at E-board meetings. E-board meetings can be used for planning purposes, but no actual allocation of funds may result from such meetings.

### **Article III – EXECUTIVE BOARD**

**Clause 1:** The executive board is formed on the basis of elections. The e-board members are composed of elected officers and appointed officers.

**Clause 2:** The elected officers of this organization are one president, one vice president, one treasurer, one secretary and one senator.

**Clause 3:** In addition to the elected officers, the e-board shall include several appointed officers.

**Clause 4:** Any elected officer is expected to serve at least one term and at most three consecutive terms.

**Clause 5:** The quantity, selection, and appointment of appointed officers shall be decided by the elected president and vice president.

**Clause 6:** All E-board members work together as a group, albeit they have different duties. They are expected to serve CSSA@UB to the best of their abilities.

**Clause 7:** The President is the representative of this organization. He or she shall initiate proposals, activities, and programs, coordinate the work of other officers, keep in touch with university officials and local communities, and call for and preside over meetings.

**Clause 8:** The Vice President shall assist and support the President. He or she shall assume the position of the president if the president resigns or is duly removed from the office.

**Clause 9:** The Secretary shall be responsible for taking minutes at all the meetings and reporting information to all the members. Minutes should at least include: attendance, the names of those officers and members in attendance, approval of minutes, approved proposals and budgets with clear descriptions of each motion. A Trustee Committee consisting of two voluntary members shall be formed in a general meeting and look over the minutes to ensure they are constitutional before they are made public among members and filed at the GSA.

**Clause 10:** The Treasurer shall be responsible for budgets and finance of the organization; he or she must also maintain a complete record of the financial activities of the organization.

**Clause 11:** The Senator shall attend the senators meeting of the Graduate Student Association (GSA) at UB. He or she conveys information between the general members of GSA

and the E-board. Senators are also charged with running any impeach petition procedure brought against any E-board member according to the regulations of this constitution.

**Clause 12:** The organizational duties of other appointed officers shall be specified by the president and the vice president.

**Clause 13:** Upon approval by the majority of the E-board, an appointed officer may be removed from his/her position if the officer fails to maintain membership in good standing deemed appropriate by the current E-board or fails to carry out the duties of the office as specified in this constitution.

**Clause 14:** Elected officers may also be removed by a majority ruling in a general meeting. (See Article V. Clause 10)

**Clause 15:** If a draw occurs in the voting within a general meeting, the President has the power to make final decision.

#### **Article IV – ELECTION PROCEDURES**

**Clause 1:** Any election proposal should be initiated by the President, and upon approval of the E-board majority, the election can be held.

**Clause 2:** For each election an Election Committee will be formed in a general meeting, which is composed of three members who will arbitrate the elections. General members can volunteer to become an Election Committee member in the meeting. The Election Committee is responsible for receiving nominations, announcing nominations, tallying the votes, announcing the winners and submitting the new officer paperwork to GSA. Neither any E-board member nor any candidate shall be a member of the Election Committee. All the three Election Committee members have to be approved by a majority ruling of the general meeting.

**Clause 3:** In order to be eligible, a candidate must be currently enrolled UB graduate student; and in good academic standing with a GPA of at least 3.0.

**Clause 4:** If the Election Committee denies any candidate's eligibility, the reason must be disclosed and approved in a general meeting.

**Clause 5:** All Election Committee members are prevented from being reached privately regarding an ongoing election in an attempt to influence the outcome of the election. Harassment of the Election Committee members is prohibited and should be reported at a general meeting.

**Clause 6:** Elections for CSSA@UB will be held in the month of May and can be changed by the President with reason disclosed and approved in a general meeting. Notice for the E-board election should be made on CSSA's major public media by Election Committee in advance.

**Clause 7:** In order to run in the election for an officer position, eligible members may nominate themselves or be nominated by any other member as candidates. Each candidate can only be nominated for one officer position. Elections shall be conducted by secret ballots carried out in the CSSA office. For each position, the candidate receiving the largest number of votes of general members present will be deemed the winner for that position.

**Clause 8:** The elected officers will begin their term in the month of June after the elections. Each officer must remain at his or her post until the next officer is installed or until the officer resigns or is duly removed from office.

**Clause 9:** Elected officers who desire to serve two consecutive terms must win a reelection for the second term.

## **Article V - OPERATING PROCEDURES**

**Clause 1:** The organization will always abide by the University rules, Graduate Student Association rules and regulations, and respect the local community's rules and public behavior standards.

**Clause 2:** All E-board members are volunteers. They shall not get any monetary compensation for the time and energy that they donate. They should not take into their own possession any property of the CSSA@UB.

**Clause 3:** All major decisions made by the general meeting shall be the result of a thorough discussion within general members, so that it does not reflect any specific individual's opinion but it reflects the views of a majority of general members.

**Clause 4:** Working committees shall form based on the necessity of that particular committee. Such judgment will be discussed and decided by the general meeting.

**Clause 5:** The general members of CSSA@UB must meet at least once a month. The exact time and place shall be decided by a voting consensus among a general meeting, and at least one announcement to all members of any general meeting shall be published at least one day in advance.

**Clause 6:** The Rules of Order for the general and E-board meetings are that the meetings will proceed in a style determined by the President. Usually the style performed is to follow an agenda of club events and issues followed by input of members. General members are eligible to attend and speak in any of the E-board meetings, and proposals decided in the E-board meetings must be voted in general meetings before being carried out.

**Clause 7:** At least one announcement containing the purpose, procedure, time, and download link should be made within two days of the progress of any amendment of constitution.

**Clause 8:** CSSA@UB sponsors activities appropriate to realize the mission and purpose of this organization, such as festival celebrations, movie and dance parties, and picnics. Among these activities should be the Chinese New Year Event and Mid-Autumn Festival Event.

**Clause 9:** If a general member is dissatisfied with a particular or multiple E-board officers, he or she must obtain at least thirty signatures on a petition from voting members of CSSA@UB and submit them to the Senator. The Senator shall call for a General Members Meeting in 10 days, in which case a majority vote for dismissal from the general members who attend the General Members Meeting will force the resignation of that particular or multiple officers. If that officer is the president, then the vice president will assume the position of interim president for the rest of the term. If both president and vice president have resigned or been removed from office, then the E-board is responsible for the establishment of an independent Election Committee within 7 days after the resignation of both presidents. The Election Committee shall organize a supplementary election to replace the resigned President and Vice President in 15 days, following the election procedure specified in this constitution. If the whole E-board is dismissed, the Election Committee shall organize a re-election of the E-board officers in 15 days.

#### **Article VI - AMENDMENTS**

Amendments may be proposed by any member and performed by the Independent Constitution Interpretation Committee. Any member at a general meeting can propose an amendment; if a 2/3 present majority deems acceptable, then the amendment proposal can be written into a draft of the constitution. The amendments are drafted by the Independent Constitution Interpretation Committee, and finally approved by a 2/3 majority of voting made in the next general meeting. The member who initiated the amendment will be credited after the approval of the amendment.

#### **Article VII - INTERPRETATION OF THIS CONSTITUTION**

If a petition is received by the Senator regarding the interpretation of any part of this constitution, a Constitution Interpretation Committee should be formed in a general meeting within ten days of the reception of the petition. The committee should consist of five voluntary general members based on self-nomination of general members present in the meeting. Current E-board members are not eligible to enter the committee. All five members of the committee should be approved by majority of the general meeting. After its installation, the committee should submit a written interpretation of the part of the constitution under dispute and announce it to all members on CSSA's major media within ten days. The

Constitution Interpretation Committee has the final decision regarding the interpretation of the CSSA Constitution.