Chinese Writing and Art Communication Club

Constitution

Name: Chinese Writing and Art Communication Club (CWACC)

Purpose statement:

The Chinese Writing and Art Communication Club is dedicated to spreading an understanding of the art and culture of Chinese calligraphy in a contemporary setting. The club focuses more on the awareness and understanding of calligraphy as an art and culture rather than the practical calligraphy skills of its members. The club plans on hosting practice sessions and special events during traditional Chinese festivals with the purpose of not only teaching calligraphy and the language in which it is written, but also encouraging an appreciation for Chinese culture among students who may or may not be familiar with it. The club would also like to integrate other important aspects of Chinese culture such as cuisine, painting, and traditions into the events, collaborating with other student organizations to jointly host events in promotion of East Asian cultures in general.

Method of selection and removal of officers and members:

A. Requirement for members:
   1. Every enrolled OSU student is eligible for member status.
   2. Each member must have an interest in CWACC’s events and demonstrate the willingness to attend the meetings.
   3. Officers are elected from the general members, with the election conducted at the end of spring semester every year.

B) Selection statement:

Annual elections are conducted in April each academic year. Vice Presidents have the priority to become the new President because of their leadership experience. In the case that both VP’s as well as the President are graduating, new leaders will be elected from general members based on their competencies in organizing activities, practical calligraphy skills as well as their past commitment to the club. This requires that current officers continuously add new members to our club, especially those who have the talent and skills of writing calligraphy in addition to those who are interested in calligraphy as an artistic and cultural endeavor overall.
C) Officer positions and duties:

**President:**
President must be elected from the committee members and have joined CWACC for at least one year. President is responsible for the overall operation of the club and serves as the spokesperson for CWACC. This includes completing and managing registration status for the organization, coordinating meetings and programs, organizing events and activities, communicating with organization members, officers, and advisor, providing vision and setting goals for the organization, helping to manage conflicts, identifying and preparing future leaders, and ensuring good morale and team-building across the board. President is the public face and representative as well as the primary contact for and the correspondent on behalf of the student organization.

**Vice President:**
The main responsibilities for Vice President are to assist the President in contacting and organizing events on our own or with other organizations and associations. These events include recruiting new members especially at the Involvement Fairs, practice sessions, and special events during traditional Chinese festivals. Besides, VP takes on the tasks of drafting posts and documents for the publicity and promotion of CWACC’s events on social media. VP is also responsible for intra-organizational matters including but not limited to assigning detailed tasks to other officers, managing and carrying out tasks at different stages of any given event, and building a cooperative environment within the organization. In the absence of the President, Vice President performs the duties of the President.

**Treasurer:**
The treasurer prepares the budgets to submit to the President, regulate the finances in strict line-up with the budget, maintains the organization bank account, organizes the financial information of CCC, and is in charge of fundraising and grant proposal writing activities. The treasurer is also responsible, at the direction of other officers, for the acquisition of tangible and intangible resources needed for event planning.

**IT Chair:**
IT Chair of CWACC regulates the organization’s online publicity activities such as Facebook public page and WeChat account maintenance. Other responsibilities are updating and maintaining CWACC’s roster and information system of member listserv, as well as designing posters and other publicity materials using computer tools and software packages for the promotion of the organization’s events. In case of need, IT Chair is responsible for developing, updating, and maintaining an organization website.
Advisor:
The advisor is expected to share his knowledge, expertise, and experience in the related fields with current officers and members and provide directions whenever necessary. The advisor serves as a resource to help with required organization paperwork, and acts as a liaison between CWACC and the university. The advisor is a member of the Executive Board with all privileges granted to other Executive Board members except for voting.

D) Statement for removal officers and members:
If the organization needs to remove officers as a last resort, the final decision must be made by all board members. Voting as well as a total consensus across the board is required to remove the officer. In the case of a particular officer not fulfilling his or her responsibilities, any board member may suggest a removal, which will then be determined effective by the all-agree vote by all board members. However, officers may resign if they do wish to be involved in the organization any more. In this case, no voting is needed. General members shall not be removed unless they themselves request so or their violation of University Code of Conducts and this Constitution is severe enough to damage the image of CWACC or cause serious disruption in CWACC’s normal operations. In this case, all board members are to vote and a total consensus is required to remove specific members.

A Non-Discrimination Clause
Consistent with the university’s non-discrimination policy, this organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.