*Constitution of*

*Chinese Culture and Conversation Club*

**Article I: Name, Purpose, and Non-Discrimination Policy**

*Section I: Name of the Organization*

Chinese Culture and Conversation Club

*Section II: Purpose*

The purpose of our student organization is to promote the practice of the Chinese language and understanding of Chinese culture outside of a classroom setting.

*Section III: Non-Discrimination Policy*

This organization and its members shall not discriminate against any individual for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

**Article II: Membership**

Membership can only be granted to current students of The Ohio State University.

Membership in the student organization is defined as an Ohio State University undergraduate, graduate, or professional student who has attended a minimum of one official meeting or has been registered on the student organization’s roster. Student members are permitted to vote in the event of its necessity and are able to hold Executive Board positions.

Membership into the Chinese Culture and Conversation Club is without selection process.

**Article III: Organization Leadership (the Executive Board)**

*Section I: Term Length and Selection Process*

All Executive Board officers will hold office for one year, beginning the first day after the conclusion of the spring semester, continuing until the final day of the following spring semester. The President is only allowed to serve one (1) academic year term.

The selection process begins with the opening of the Executive Board application and concludes with the final selection of Executive Board officers. The selection process for the Executive Board must begin no later than March 1st of the academic year and must conclude by April 1st of the same academic year. The current year’s Executive Board is to open an application and must leave it open for a minimum duration of two (2) weeks, equivalent to fourteen (14) days, and must explicitly advertise the opening in weekly e-mails and on organization social media. After the closure of the application, the Executive Board must speedily grant interviews to candidates who objectively show aptitude in accordance with the student organization’s non-discrimination policy. If a current year’s Executive Board member wishes to remain on the following academic year’s Executive Board, then he/she must re-apply and again participate in the selection cycle.

*Section II: Executive Board Responsibilities*

All Executive Board officers are required to give, at a minimum, one (1) presentation each semester. General body meetings are to be a minimum of ninety (90) minutes in length and held once per week on a day of the week determined before the semester begins, except for on school holidays, extreme weather, or other extreme conditions. The typical structure of a general body meeting is to begin with a presentation about a topic related to Chinese language, culture, or other topic related to China, contingent upon approval by the Executive Board, no more than thirty (30) minutes in length, followed by time for discussion among general body members.

The following should only be considered general outlines of officer responsibilities and do not cover the entire spectrum of potential events. Executive Board officers are expected to be able to adapt to unforeseen circumstances and use the following delineation as a basis for determining responsibility if uncertainty were to arise.

*President*: The President is responsible for being the liaison between the student organization and the University, along with serving as a resource for all members of the organization. The President is also tasked with completing all requirements to ensure the club’s continued functioning, maintaining the official roster, communicating with student organization advisors, and collaborating with other student organizations for multi-organizational events. Finally, the President is to ensure all duties are being fulfilled by other Executive Board members and help them where necessary. The President must complete the university-mandated President training before assuming office.

*Vice President*: The Vice President is expected to be a liaison for general body members and the Executive Board. Furthermore, the Vice President is expected to encourage consistent member participation through the organization of small-scale events outside of the weekly general body meetings. The Vice President should be able to temporarily assume the President’s duties in the event that the President is unable to complete his/her responsibilities and should be able to assist other Executive Board members with their responsibilities if doing so is necessary.

*Treasurer*: The Treasurer is responsible for managing club finances and applying for funding for the student organization, for both the academic year and special events. The Treasurer should provide the Executive Board with information about the organization’s current financial situation at a minimum one (1) time per month. The Treasurer must complete the university-mandated Treasurer training before assuming the position for the academic year.

*Secretary*: The Secretary is responsible for the internal functions of the student organization, including sending out, at a minimum, weekly e-mails updating general body members with information about general body meetings and events, managing the Google Drive, and take attendance at general body meetings to pass on to the President.

*Outreach Chair*: The Outreach Chair is responsible for managing social media accounts and advertising the student organization to potential members. The Outreach Chair is also responsible for finding and reaching out to other student organizations for collaboration.

*Section III: Miscellany*

The Executive Board must meet once per week to plan weekly meetings and upcoming events and to solve any issues that may arise.

While certain positions stress recruitment, all positions are expected to contribute to recruitment during the main recruitment season, or, the beginning of each semester.

Executive Board officers are expected to be able to assist other officers with their responsibilities if the situation requires it, but the fixture should not become permanent. Furthermore, all Executive Board members are expected to contribute to events in any capacity necessary.

In the event that the Executive Board has an even number of members and a vote results in a tie, then the issue moves to the next general body meeting to be voted upon by the general body.

*Section IV: Petition of the Executive Board*

General body members may write a petition to the Executive Board to express discontentment if they feel that the Executive Board is neglecting to adhere to the student organization’s purpose, or if he/she feels there is a dereliction of duty on behalf of the Executive Board.

General body members are permitted and encouraged to observe Executive Board meetings.

General body members should be allowed to give presentations for weekly meetings, and they should be encouraged to do so. These presentations ought to be overseen by one (1) Executive Board member to ensure their length and educational quality, at a minimum, is acceptable that can help further the mission of the organization.

**Article IV: Language Partner Program**

*Section I: Introduction*

The Language Partner Program (LPP) is a cornerstone to the organization and is the manifestation of its goal in providing Chinese learners an opportunity to practice Chinese and learn about Chinese culture outside of the classroom. Furthermore, the Language Partner Program also facilitates cultural exchange by pairing a native speaker of Chinese and a learner of the language, making it an important part of the Ohio State community. As such, its continued existence is of the utmost importance.

The Language Partner Program is to be overseen by a committee of at least three (3) Executive Board officers. The committee members will be responsible for the preparation of sign-up, assignment, and maintenance of the Language Partner Program.

*Section II:* *Execution*

Applications for the Language Partner Program must be opened by the first weekend after the first weekly meeting of the semester while applications are collected for a minimum of two (2) weeks and maximum of four (4) weeks. The application should be designed such that a multitude of factors are able to be considered when looking at the suitability of language partner pairs. After the initial application period is over, the Executive Board committee is to assign language partner pairs based upon the information collected in the application. However, after the initial assignment of language partners, the application is to remain open for the duration of the semester, and the Executive Board committee is responsible for regularly checking the status of the application and assigning partners as necessary.

Oversight of the Language Partner Program may include, but is not limited to, providing supplementary materials to language partner pairs, organizing events for language partners in larger groups, resolving conflicts, and re-assigning language partners as necessary.

**Article V: Dismissal of Members and Officers**

*Section I: Dismissal of General Body Members*

General body members are expected to abide by the Ohio State Student Code of Conduct while participating in weekly meetings, student organization-sponsored activities, and using student organization-sponsored social media. Furthermore, if a general body member’s actions causes other member(s) undue distress and/or impairs their ability to participate in student organization activities, regardless of its occurrence within or outside of the student organization, said general body member could face dismissal from the student organization.

If the general body member faces dismissal from the student organization, then he/she is allowed to present his/her defense to the Executive Board. The Executive Board must consider the situation and expediently render a decision according to the student organization’s non-discrimination policy. A simple majority is necessary for the Executive Board to require a general body member’s dismissal; in the event of a tie, matters of dismissal may not be taken to general body vote due to the private and potentially sensitive nature of the issue, thus the Executive Board must reach a decision.

*Section II: Dismissal of Executive Board Officers*

Executive Board officers are also expected to abide by the Ohio State University Student Code of Conduct and must conduct themselves in a manner that reflects positively upon the student organization. The Executive Board officers are also expected to abide by the Ohio State Student Code of Conduct while participating in weekly meetings, student organization-sponsored activities, and using student organization-sponsored social media. If an Executive Board officer’s actions cause other member(s) undue distress and/or impairs their ability to participate in student organization activities, regardless of its occurrence within or outside of the student organization, said Executive Board officer could face dismissal from the student organization.

If an Executive Board officer faces dismissal from the student organization under charges from the above conditions, then said officer is allowed to present his/her defense to the other members of the Executive Board. The Executive Board must then consider the situation and expediently render a decision according to the student organization’s non-discrimination policy. A simple majority among the Executive Board is required for an Executive Board officer’s dismissal from the organization; in the event of a tie, matters of dismissal may not be taken to general body vote due to the private and potentially sensitive nature of the issue, thus the Executive Board must reach a decision.

In addition to dismissal from the student organization, an Executive Board officer may face dismissal from his/her position while retaining student membership within the organization. If at least one other Executive Board officer has strong reason to argue that said Executive Board officer has continuously failed to perform his/her duties, then he/she may formally charge as such in the next Executive Board meeting with all officers present. He/she must then present the case for the dismissal of said Executive Board officer, then the accused may present a defense. The Executive Board will hold a vote of no confidence to determine the accused’s ability to remain in office; should the accused fail to pass, his/her removal begins effective after the next general body meeting.

If a general body member petitions the removal of an Executive Board officer for the removal of an Executive Board officer from his/her position, then said general body member must perform one of the two functions: 1) Present his/her argument to the Executive Board at the next Executive Board meeting, or 2) Prepare his/her argument and send it to a representative Executive Board member to be read at the next Executive Board meeting. The Executive Board is to then follow the previous paragraph’s procedure for dismissal of the member from his/her position.

**Article VI: Advisor or Advisory Board**

*Section I: Advisor or Advisory Board*

The advisor must be a lecturer or faculty member in the Department of East Asian Languages and Literatures at the Ohio State University. Advisors continue to serve one (1) year terms until he/she gives up the position or leaves the Department of East Asian Languages and Literatures.

**Article VII: Method of Amending the Constitution**

*Section I: Method of Amending the Constitution*

Proposed amendments to the Constitution should be made in writing, state a date of enactment, and placed on the docket for an Executive Board meeting. During the Executive Board meeting at which the amendment(s) are proposed and voted upon, all Executive Board officers must be present and vote on the proposed amendment(s). A majority of all Executive Board officers must approve the proposed amendment(s) in order for them to take effect and will take effect upon the date of enactment approved upon by the Executive Board. If the Executive Board cannot agree upon a date of enactment but pass the amendment, then the originally proposed date of enactment will be the date which it takes effect.

**Article VIII: Method of Dissolution of Organization**

*Section I: Requirements for Dissolution of Organization*

In order for the student organization to dissolve, the motion must be unanimously passed by the Executive Board and approved by the organization’s faculty advisor. The reasons for dissolution of the organization may vary, but they must be reasonable and beyond the remedy of the sitting Executive Board or the following academic year’s Executive Board. The motion for dissolution may only be raised during the student organization’s leadership transition window.

*Section II: Method of Dissolution of Organization*

Should the Executive Board decide that the student organization will dissolve, then all remaining debts must be paid off in full at the responsibility of the Executive Board. Any remaining assets should be donated to the Department of East Asian Languages and Literatures or to a charity of the Executive Board’s choosing. Finally, upon the official dissolution of the organization, the President must contact Student Activities staff to remove the organization’s information from Student Activities’ website.