**Constitution of Chinese Psychology Student Association**

***Article 1: Name, Purpose, and Non-discrimination Policy of the Organization***

**Section 1- Name**: Chinese Psychology Student Association (CPSA)

**Section 2 – Purpose**: To build a platform for Chinese psychology students to discuss academic knowledge, to find opportunities for internship or jobs related to psychology field, and to continuously output information about mental health problems among those students who study aboard.

**Section 3 - Non-discrimination Policy**: This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, Chinese Psychology Student Association expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

***Article 2: Membership – Qualifications and categories of membership***

Every Chinese student who 1) majors 2) minors 3) interests in psychology should have a chance to become a member of this organization. Membership should be decided by adding to the mail-list of this organization.

***Article 3: Methods of Selecting and/or Removing officers and Members***

This organization welcomes all Chinese students who major or minor in psychology, and those students who interested in and/or want to know more about psychology. There will be two stages for those students who want to become a membership of CPSA. They are required to fill out an application for the first stage when the organization starts to recruit. During the second stage, students will be asked to take an interview conducted by the executive board, and the decision that whether the students will be admitted is made by voting of all executive board members. The student will become an intern officer after being admitted. This will last for a whole semester. If this student satisfies all of the requirements for the position that he/she is applying during the internship, he will become an official member of CPSA at the beginning of the following semester. The organization only recruited twice a year, in January and August (The specific dates depend on the time when the school starts).

***Article 4: Organization leadership – Titles, terms of office, type of selection, and duties of the leaders.***

Chinese Psychology Student Association should have a President, Vice President, Treasurer, Event planning, Human resource, Marketing, Technology, Public relation director, and advisor. The terms of these positions shall extend for one year (June through May of the following year), and positions will be decided upon each September. All registered officers that are enrolled in the Ohio University are considered to be the voting members of Chinese Psychology Student Association and must attend the trainings that are necessary.

**Role of the President:**

Serves as a spokesperson for the organization

Represents organization at official occasion

Organizes special meetings of the organization

Facilitates executive board meetings

Maintains contact with organization advisor

Set up specific goals for each department

**Role of the Vice President:**

Assist the president with general affair regarding the organization

Represents organization at official occasions

Coordinates between different departments

Set up specific goals for each department

**Role of the HR:**

Evaluates the performance of all intern officers

Creates agendas for each meeting of the organization

Represents organization at official functions

Remains fair and impartial during organization decision making process

Promotes the elections each year

**Role of the Public Relation Chairperson (Treasurer):**

Responsible for all activity funds

Keeps all financial records of the organization

Pays organization bills

Collects organization dues

Prepares an annual budget

Prepares all budget requests for funds

Is familiar with accounting procedures and policies

Advises members on financial matters (i.e. vendors, ticket selling procedures)

Coordinates fund raising drive

Represents organization at official functions

Remains fair and impartial during organization decision making processes

**Role of the Events planning Chairperson:**

Oversee the planning of all organizational social events

Organizes special meetings of the organization

Obtains appropriate facilities for organization activities

Conducts propaganda of the organization

Serves as activities director

Represents organization at official functions

Performs other duties as directed by the President

**Role of the Marketing Chairperson**

Responsible for online promotion

Manage the official account of CPSA on Wechat

Post weekly articles about psychology

**Role of Technology Chairperson**

Editing pictures and video shooting

Responsible for poster design

Responsible for all technical issues

Create and maintain a community website

Develop psychologically related apps

Represents organization at official functions

**Article 5-Election/Selection of Organization Leadership**

During the election season which is in the first week after the fall semester starts, each executive board members must be re-elected by the voting of all officers of CPSA to remain his/her position, otherwise he/she will automatically become a normal officer in his/her department. They can also run for higher position in the executive board. Position of the executive board are opened to all offciers in CPSA during the election season.

**Article 6: Executive Committee: Size and Composition of The Committee**

The members of executive committee will come from executive board. The size of executive will be as same as executive board. When a member of executive committee leave due to graduation or other reasons, we will transfer the new minister to the executive committee

**Article 7: Advisor or Advisory Board – Qualification Criteria**

Advisor functions as a very important role for the organization. Advisor’s role in this organization including:

* Registration

Meeting regularly with officers and chairpersons to keep abreast of the legitimacy of the organization’s activities

Participate in advisor training on time and complete the authorization of the organization’s goal

* Continuity

Officers and members change frequently, and at times the only link with the past is the advisor. Advisor can help members look forward the future by developing long-term goals and communicating them to new members; orient new officers and new members to the history and purpose of the group and help them build upon it.

* Independence

We very much welcome counselors to give psychology lectures on the weekends, but we have no mandatory requirements for professors' schedules.

As a society dedicated to providing psychological knowledge and employment opportunities for Chinese psychological students, we very much welcome advisor to provide guidance, but we will not force advisor to answer.

We hope that our organization will have sufficient independence to carry out our various activities. Of course, all our activities follow the laws and the rules of the school

* Interpretations of Policy

As a representative of the University to the organization, the advisor is in a position to interpret University policies and regulations relevant to student organizations. The advisor should be familiar with all organization policies, such as constitution, by-laws, etc.

* Supervision

The advisor should have a responsibility to University and the organization to keep the best interests of both in mind. In a well-run organization, the supervisory role may be minimal or nonexistent, and the advisor may need to intervene only to prevent the violation of public or institutional policy.

***Article 8: Meetings of the organization – required meetings and their frequency***

3 to 4 general meetings are expected every month.

***Article 9: Method of Amending Constitution – Proposals, notice and voting requirements***

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.

***Article 10: Method of Dissolution of Organization***

If there is no longer student involvement in the organization, the group will dissolve. Funds should be managed so the group spends only money it has already; this should eliminate falling into debt. If any debts do exist when the group is dissolving, the remaining members shall decide how to obtain the funding necessary to eliminate those debts. If any assets exist, those funds shall be donated to a campus or community organization working on food and agriculture issues (such as the OSU Student Farm or Local Matters).

**By-laws of Chinese Psychology Student Association**

***Article 1: Parliamentary Authority***

The roles contained in Robert’s Role of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with by-laws of this constitution.

***Article 2: Membership***

Section 1: The procedure for selection of membership is adding mail list to this organization and approved by any officers.

Section 2: Dues for this organization should be free.

Section 3: Membership responsibility should include attending general meetings regularly and keeping in track with the organization.

Section 4: Membership should be terminated by being absent for all meetings in one semester.

***Article 3: Election/Appointment of Government Leadership***

Our organization will hold an election every time before recruiting new members. The director of each department can run for the vice president, and the members of each department can run for the current department director. If a member wants to apply for a new department, it will be approved after approval. When the director for each department failed to run for the vice president， if no one runs for the minister in the department, he will be re-elected. If someone succeeds, the former director will be demoted to a member.

***Article 4: Advisor/Advisory Board Responsibility***

Advisor plays an important role in the organization. Their role including registration, continuity and authorization of the organization, interpretations of policy and supervision. In addition, we hope we can have sufficient independence to organize various activities, but we are pretty welcome to accept advisor’s proposal.

***Article 5: Meeting requirements***

3 to 4 general meetings are expected every month.

***Article 6: Method of Amending By-Laws***

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.

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