

# **Constitution and By-Laws of Chinese Business Students Association**

## **Constitution**

### **Preamble**

The constitution and by-laws guide Chinese Business Students Association in its operations and activities. The constitution contains the fundamental principles and structure of the organization, and the by-laws outline the basic rules of procedure by which a group's membership govern their organization. The constitution and by-laws should be carefully formulated, clearly worded, and kept up to date so that the needs of the organization can be met.

### **Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.**

#### **Section 1: Name**

The official name for this organization is Chinese Business Students Association. This organization will use the name or its acronym, CBSA, in all publicity materials and correspondence.

#### **Section 2 - Purpose:**

The mission of the Chinese Business Students Association is to meet the specialized needs of students who are from China and who are interested in Chinese culture by providing resources and guidance on academic, involvement, and career related to the business college, and by focusing on issues related to culture and multiculturalism. Our vision is to develop future leaders that will attract outside resources - such as the Honors Program, Fisher Advising Office, and Fortune 500- to view our members as a target for recruitment.

#### **Section 3 - Non-Discrimination Policy:**

This organization and its members shall not discriminate based on 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, the Chinese Business Students 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>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).

### **Article II - Membership: Qualifications and categories of membership.**

Voting membership is open to all students enrolled at The Ohio State University who have finished the required forms to join. Members are also expected to pay dues, attend meetings, volunteer at events, and vote on issues to the general membership. Others nonstudent members, such as faculty, alumni, professionals, etc., may, are encouraged to become members, but only as non-voting associates or honorary members. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee can make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be suspended with a majority vote of the Executive Committee. To maintain the voting membership status, a member must meet related minimum requirements for a given semester, and the status of membership will be checked at the end of each Autumn and Spring semester. Organizational leaders and members will lose their membership status as they graduate or are no longer enrolled at The Ohio State University.

### **Article III – Methods for Removing Members and Executive Officers**

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state, or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes but is not limited to violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

If the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

### **Article IV - Organization Leadership: Titles, terms of office, and duties of the leaders**

#### **Section 1: Titles**

The officers of the CBSA include at least One President, One Senior Vice-President, and One Treasurer (Vice President of Finance). The officers of the CBSA represent the Executive Committee and general membership. There may be additional assistant or committee positions available to members, and these positions are subject to change. Under normal circumstances, there will be One Vice-President of Administration, One Vice-President of Marketing.

#### **Section 2: Terms of officers**

All Officers for the Chinese Business Students Association will be selected and serve a term equivalent to one academic year, which typically starts on October 1st and ends on September 30th the next year with the option of being re-elected for another term, not to exceed two (2) terms in the same position. An officer can elect for a different office without any restrictions. A Co-Presidency may be allowed with advisor approval.

#### **Section 3: Duties of the leaders**

President: serve as the chair for the executive committee and as the primary leader for the CBSA, introduce the constitution and by law to new members, set long-term vision, and be responsible for crisis management.

Senior Vice-President: serve as the chair for the membership development committee and as the secondary leader for the CBSA, draft the curriculum of new members training, and take charge of mentorship program based on member's needs.

Vice President of Finance: serve as the chair for the sponsor relations committee and as the treasurer for the CBSA, apply for CSA funding, collect membership fee, find, and negotiate with sponsors.

Vice President of Administration: serve as the chair for the operations committee, draft and sent out weekly emails, and track attendance and take notes at all general member meetings,

Vice President of Marketing: serve as the chair for the college relations committee, prepare posters for recruitment each semester, interview alumni & members, manage social media, and take photos during every event.

Advisor: assist the organization in providing resources in networking, giving seminars, helping organization to review team's plan, and giving general advice on organization's developments.

### **Article V - Executive Committee: Size and composition of the Committee**

The executive committee of the CBSA shall be chaired by the President and consist of One President, One Senior Vice-President, One Treasurer (Vice President of Finance), and other Vice-Presidents with the number of people on the committee does not exceed 10.

### **Article VI- Election / Selection of Organization Leadership**

The current Executive Committee of the Chinese Business Students Association will select the next Executive Committee and all officers for the Chinese Business Students Association each year during the Autumn semester. The current Executive Committee shall also establish specific rules on the procedures of selection to accommodate special needs. To smooth the transition of the officers and the Executive Committee, the current President and the current Executive Committee will initiate the process of securing the upcoming Executive Committee for the following year by requesting applications and resumes no later than the beginning of Autumn semester each year.

If there is a special circumstance (resignations, impeachment, etc.), a temporary position holder would be assigned by the current Executive Committee.

Under normal circumstances, the President shall only be selected from the current Executive Committee. Any active member who meets the membership requirement is eligible to be the candidate of CBSA Executive Committee.

Candidates of CBSA Executive Committee shall go through three steps.

First, before September 15<sup>th</sup> each year, the candidates shall nominate themselves to one of the positions within the CBSA Executive Committee. All positions require the candidates to prepare a statement of goals, have a history of commitment to the organization to align with the long-term goals, and to be willing to invest in continuously improving the CBSA. The candidates can apply up to 2 positions but should imply their first and second preferences.

Second, the current Executive Committee shall conduct a general examination of all nominated candidates. The general examination shall be, but not limited to, in the format of in-person interviews. Each of the positions within the Executive Committee is obtained through a competitive process guided by the current Executive Committee.

Third, the current Executive Committee will finalize the selection process and announcement the result no later than September 30<sup>th</sup> each year.

### **Article VII - Standing Committees: Names, purposes, and composition.**

Under the executive committee, there are 4 standing committees including the membership development committee, the operations committee, the sponsor relations committee, and the college relations committee. These committees serve the organization leadership, the Executive Committee, and general membership. Standing committees are permanent and designed to carry out the basic functions of the organization. Each committee will be led by the committee chair, previously mentioned as one of the standing members on the executive committee.

### **Article VIII – Advisor(s) or Advisory Board: Qualification Criteria.**

The advisor must be a full-time member faculty or staff at The Ohio State University. The advisor will be approved by the CBSA Executive Committee. The advisor's duties are to support the organization and give recommendations to improve and attain its goals.

### **Article IX – Meetings and events of the Organization: Required meetings and their frequency.**

General members' meetings will be held weekly if necessary. Other extra events will be announced during the year.

### **Article X – Attendees of Events of the Organization: Required events and their frequency.**

The CBSA reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution.

### **Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements.**

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings. At least three members of the Executive Committee must be present for any meeting to propose an amendment or change to the bylaws or constitution. An agreement of both the Executive Committee and the Advisor is required for the amendment to pass. The constitution should not be amended easily or frequently.

### **Article XII – Method of Dissolution of Organization**

Once the debt of the CBSA is over \$1,000, then the CBSA will consider dissolution. If the debt of the CBSA exceeds \$1,000, with the agreement of the advisor, the president, the financial report of the CBSA shall be reported to the whole group. Then the president shall announce the dissolution of the CBSA if no other source of funds can cover the debt. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from the website.

## **By-Laws**

### **Article I – Parliamentary Authority**

The rules contained in the constitution shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

### **Article II- Membership**

Any undergraduate student at The Ohio State University may be a member by completing the requirements defined by the Executive Committee if any. To be considered a member of the Chinese Consulting Investment Association, the member must express interest, pay dues, and have a high attendance rate. Dues shall be paid upon registration.

### **Article III - Advisor/Advisory Board Responsibilities**

The Advisor is responsible for providing guidance and support for the student organization leaders.

### **Article IV - Meeting Requirements**

At least three members of the Executive Committee must be present for any meeting to propose an amendment or change to the bylaws or constitution.

### **Article V - Method of Amending By-Laws**

Proposed amendments will be in writing and read at the meeting in which they are proposed. A simple majority agreement among the Executive Committee is required for the amendment to pass. The By-Laws are not intended to be amended easily or frequently.