

**Academic Writing Group for Chinese Studies (AWGCS)  
Constitution and By-laws**

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

**Section 1- Name**

Starting from April 9, 2018 the group was named "Academic Writing Group for Chinese Studies (AWGCS)," a name that reflects the purpose of the group itself.

**Section 2 - Purpose**

AWGCS helps members to form writing groups and feedback groups. It also organizes round-table discussions, research workshops and guest lectures for graduate students in Chinese studies across departments. AWGCS sponsors events that focus on improving academic writing.

**Section 3 - Non-Discrimination Policy**

AWGCS and its members shall not discriminate against any individual(s) 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 basis in accordance with the Registration Guidelines for Student Organizations at Ohio State.

**Article II - Membership**

Currently enrolled Ohio State graduate students staying active in AWGCS community automatically become voting members. They will lose membership after they have graduated. Faculty, alumni and visiting scholars are encouraged to become non-voting honorary members.

**Article III - Methods for Removing Members and Executive Officers**

III. a. Members will lose membership after they have graduated.

III. b. General members and elected or appointed leaders are expected to meet certain standards and conduct themselves in a way that reflects well on the organization. In the event that a member or leader does not meet those expectations, fails to fulfill his or her duties, or in the case of academic misconduct, the committee may discuss the possibility of probation or removal from office. All other committee members must agree unanimously upon appropriate actions to be taken depending on the individual case.

III. c. 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.

III. d. 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.

III. e. In the event that 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**

### **Section 1 - Titles and Duties**

AWGCS officers work closely as a team and share responsibility for the administration of activities, with only the exception of the treasurer's control over financial matters.

The president schedules and presides over leadership meetings, member meetings, and round-table discussions; coordinates different writing/feedback groups; communicates with the advisor; writes email updates; manages AWGCS website; oversees all organizational activities.

The vice president helps to facilitate group events, research workshops and guest lectures; creates and prints flyers (using the \$250 annual printing quota in the Resource Room in Ohio Union); supports the president as needed.

The treasurer controls and keeps account of organization funds and ensures they are used according to the needs of the organization and the rules set forth by the Council on Student Affairs and the Ohio Union.

#### Section 2 - Terms of Office

Officers for the following academic year are elected by AWGCS members in February (at the beginning of spring semester). Ideally, an officer only serves one term (one academic year), but may serve again if no other members run for election to his or her position, as long as he or she is enrolled in the following academic year.

#### Section 3 - Election Procedures

During the spring semester, the current leadership will ask for nominations for the new officers serving the following academic year. All voting members can self-nominate or nominate other member(s) for certain position(s). Nominees must accept their nomination to run for a position. There is no limit on how many people one may nominate and one may nominate one person for multiple positions. However, each member will only be able to vote for one person per each position.

Each candidate is encouraged to write a brief statement as to his or her goals for AWGCS and how he or she would work to reach those goals in the position he or she is running for. Officer positions are decided by a majority of anonymously cast ballots.

#### **Article V - Advisor**

The AWGCS advisor may be a lecturer or faculty member whose expertise is related to China.

#### **Article VI - Meetings**

Leadership meetings, writing/feedback group meetings and round-table discussions should be held on a regular basis, with the exception of the summer semester, according to the needs of AWGCS members. The primary purpose of meetings is to strengthen the sense of community among graduate writers and to help them reach their writing goals.

#### **Article VII - Use of Funding and Resolution to Disagreement**

The use of funding is decided by the three officers. For all issues not prescribed in the constitution, including those related to the use of funding, a decision is made by a two-thirds vote among officers if there is disagreement.

### **Article VIII - Method of Amending Constitution**

Proposed amendments must be in writing, must not be acted upon but read in the committee or general meeting in which they are proposed. Approval requires at least two-thirds of voting members present.

### **Article IX - Method of Dissolution**

Dissolution of the organization must be agreed upon by a two-thirds vote among general members. All debts must be paid before AWGCS's dissolution. All assets must be relinquished to the Ohio Union.

It is in keeping with the goals and responsibilities here stated that the AWGCS leadership adopts this constitution.