

Chinese Students and Scholars Society at the Ohio State University Constitution (CSSS@OSU or CSSS)

The constitution guides **Chinese Students and Scholars Society** in its operations and activities and, accordingly, is intended primarily for the organization's benefit and use. The constitution contains the fundamental principles and structure of the organization, and outlines the basic rules of procedure by which a group's membership govern their organization.

The constitution should be carefully formulated, clearly worded, and kept up-to-date so that the needs of the organization can be met. It is recommended that each member of an organization have a copy of the constitution.

Article I – Name, Purpose, and Non-Discrimination Policy of the Organization

Section 1: Name

The official name of the organization shall be the Chinese Students and Scholars Society at the Ohio State University, hereafter referred to as CSSS or CSSS@OSU.

Section 2: Mission

CSSS has three major missions:

1. Promote the diversity and serve the interest of the Chinese students and scholars at the Ohio State University by hosting cultural, academic, recreational events and activities. These events and activities are meant to introduce the Chinese culture to all students at the Ohio State University and to help the Chinese students and scholars to adjust to the American culture and society.
2. Create platforms for students, scholars, faculties and staffs at the Ohio State University to interact with those from China.
3. Protect the rights of the Chinese students and scholars at the Ohio State University and in the United States.

Section 3: Non-discrimination Policy

This organization and its members shall not discriminate against any individuals for reasons of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation.

Article II – Membership

Active membership does not limited to the Chinese students and scholars studying or working at the Ohio State University. We welcome friends of any nationality and race to join CSSS. To officially become a member of CSSS, students are required to file an application at the start of the Autumn or Spring semester each year and pass the interview organized by the activity departments they applied to. The application information will be posted through our social media. A CSSS member can withdraw from CSSS by noticing the directors of his/her activity department through email or other correspondence approaches.

Article III – Organization Leadership

There are two major groups of CSSS' Executive Committee: the Board of Presidents and the Executive Board

1. Board of Presidents:
 - a. The Board of Presidents shall consist of a duly elected President, 2 Vice Presidents, and 1 Treasurer.
 - b. The President shall call and preside at meeting of the organization, determine that all duties of the other officers are performed in accordance with the constitution, and promote the functions and purposes of CSSS.
 - c. The Vice Presidents shall assist the president in the performance of his/her duties and act on their behalf and assume their responsibilities upon the absence of the president.
 - d. The Treasurer shall collect the revenues owned by the organization, maintain appropriate records, and report to the Board of Presidents regarding the financial wellness of CSSS.
2. Executive Board: The Executive Board or E-board shall consist of the Directors of all 6 activity departments within CSSS: Event Planning, Recreation & Sports, Human Resources, Outreach, Propaganda, and Fund Raising. Each activity department has 1 Director and 1 Vice Director
 - a. Event Planning: Organize student activities to help Chinese students, international students and American students better communicate and understand each other.
 - b. Recreation & Sports: Organize recreational activities to enrich students' spare time life.
 - c. Human Resources: Responsible for CSSS recruitment, member assessment, league building, transition and other internal work.
 - d. Outreach: Be responsible for contact with other clubs and strengthen communication with the school.
 - e. Propaganda: Run the major media accounts of the community, responsible for the external publicity of the community.
 - f. Fund Raising: Negotiate with the sponsors of the association, the sponsorship fee is only used for the activities of the association, the association does not make a profit.
3. The Board of Presidents and the Executive Board together represent the Executive Committee.

Article IV –Election Method

The CSSS member has the right to vote and stand for election. For each election, the CSSS member becomes the voter after a semester of active status.

1. Executive Board Election:

- a. Members of the Executive Board should be elected in the election nights organized by Human Resources, which should be held in the spring semester unless unexpected situations happen.
- b. The candidates are either previous Executive Board members or active members. Each Executive Board serves for 1 year.
- c. The candidates can declare intentions on 2 positions within the same department.
- d. If a candidate announces both intentions on one single position, 2 extra votes will be counted under his or her name for the position when deciding the final results. These 2 votes should be counted as 1 active member vote and 1 Executive Committee vote.
- e. Only active members from that department and the current Executive Committee are eligible to vote for directors of a certain activity department. The weights of the votes are 60/40 for active members and the Executive Committee. The candidates who win the majority vote will be elected.
- f. All elected officers of the Executive Board shall serve a term of one year. After the term, previous Executive Board members can rerun for their positions.

2. Board of Presidents Election:

- a. Only directors (Executive Board members) served in the past year can apply to positions in the Board of Presidents. The Board of Presidents serves for 1 year.
- b. Every active member has 1 vote in the election of the Board of Presidents. Vote of members in the Executive Board will be counted as 2 votes. Vote of members in the Board of Presidents will be counted as 4 votes. The candidates who win the majority vote will be elected.
- c. The new Treasurer shall be appointed with the agreement between the newly elected Board of Presidents and the previous Board of Presidents.
- d. Upon unexpected situations where elections cannot be held normally, elected Executive Committee can serve more than one year and postpone the election upon receiving a three-quarter majority vote from all active CSSS members.

Article V – Adviser & Student Advisor

The adviser of the organization must be a Full-time University Faculty or Administrative & Professional staff. The appointment of the adviser and his/her responsibilities shall be determined by the Executive Committee.

The student advisor must be appointed by the current Board of Presidents. Candidate of this position must be from the previous Board of Presidents. For example, if the current Board of Presidents serves from 2020 to 2021, then the student advisor must be selected from the Board of Presidents serving 2019 – 2020. The student advisor can get involved in the Board of Presidents discussions, the E-board discussions and meetings and provide recommendations to the development of CSSS. He or she can vote as a general member of CSSS.

Article VI – Meetings of the Organization

1. 3 general meetings are required once every semester except for summer.
2. Executive committee meetings should be called and presided by the president or the vice president when the president cannot take the responsibility for some reasons. A special executive committee meeting should be called by three or more committee members.
3. A decision of a committee meeting is majority-----voting based. When there is a tie, the president has the right to make the final decision.
4. The Human Resources will evaluate member's qualification each semester. General members who have been absent to the general meetings without a proper excuse for 2 times or have attended less than 3 CSSS events in a semester will lose their memberships if requested by the Directors of their departments and the Directors of Human Resources.
5. If any general member steals money from CSSS, harasses another member or has any other inappropriate behavior, the president has the right to remove the member from CSSS.
6. If an officer of the Executive Committee has actions which damage the interest of CSSS, the President has the right to hold a vote among the entire Executive Committee to dismiss the officer. When more than 2/3 of the Executive Committee members vote for dismissal, the officer has to resign from his/her position.

Article VII – Mid-term Evaluation

In the mid of the Executive Board's term. All members of Board of Presidents (Primary presidents, two vice presidents, and treasurer) and all directors of each department will receive votes from their active CSSS members. The weights of the votes are 50/50 for the Executive Committee and the department members. If the rate of unsatisfactory reach 50% or more, he or she needs to be dismissed from his/her position.

Article VIII – Method of Amending Constitution

Proposed amendments should be proposed by more than ten members and more than half executive committee members, should be read in the executive committee meeting in which the

votes will be taken, and should require a three quarter majority of voting members (a quorum being present).

Article VIII – Bylaws

Any matters not addressed by the constitution or its bylaws shall be left to the discretion of the Executive Committee and the Advisor.