

## **Constitution for Chinese Transfer Students Association**

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

#### Section 1 – Name

The name of the organization is: Chinese Transfer Students Association at The Ohio State University, hereafter referred to as CTSA.

#### Section 2 – Purpose

##### Purpose Statement:

Chinese Transfer Students Association aims to enable transfer students to adjust to studying abroad as quickly as possible. The Chinese Transfer Students Association aims to enable transfer students to quickly integrate into study and life at The Ohio State University. Chinese Transfer Students Association strives to create a welcoming and inclusive environment for all transfer students by providing the help that the association can offer. This will be done by providing information on resources useful to members (such as tutoring centers and wellness clinics), activities to combat loneliness and isolation, cultural activities to maintain ties to home cultures and to explain and introduce American cultural concepts to internationals, and other programming found to be helpful for its membership.

#### 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, CTSA 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*

The organization's voting membership will be limited to currently enrolled Ohio State students. Other non-student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members. Resources recommended and activities hosted will be aimed at assisting currently enrolled Ohio State students and may not be open to non-students or may cost more or have limited availability (such as student-only seating sections or dining hall meals).

### *Article III – Member Selection and Removal Criteria*

Membership is open to all students at the university, we welcome friends of any nationality and race

to join CTSA.

Members may be removed from CTSA for reasons such as, but not limited to, violation of club rules or university policies, or failure to attend three consecutive meetings without a valid excuse.

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.

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*

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

##### 1. Board of Presidents

- a) The Board of Presidents shall consist of a primary leader (president), a secondary leader, and a treasurer.
- b) The primary leader (president) shall preside over all meetings and represent the CTSA in official matters.
- c) The secondary leader (vice-president) shall be responsible for any situation where the president is not present.
- d) The treasurer shall keep the CTSA's financial records and manage the budget.

##### 2. Executive Board

- a) The Executive Board shall consist of the Directors of all 3 activity departments within CTSA: Publicity Department, Events Department, and Outreach Department. Each activity department has a director and a vice director, and all members will be assigned their roles in each department by the board of presidents.
- b) Publicity Department: Run the major social media accounts of the CTSA.
- c) Events Department: Organize activities.
- d) Outreach Department: be responsible for contacting and holding relationships with other organizations.

#### *Article V - Election Method*

President, secondary leader, treasurer, all directors, and all vice directors shall be elected by a majority vote of the CTSA's members at the end of each academic year and begin their terms. President, vice-president, treasurer, all directors, and all vice directors may be removed from their

positions for reasons such as, but not limited to, violation of club rules or university policies, or failure to perform their duties in a satisfactory manner.

*Article VI – Advisor(s) or Advisory Board*

The advisor shall be a full-time administrator, faculty, or staff member. The advisor will be selected by the president of the CTSA.

*Article VII – Meetings and Events of the Organization*

1. At least three plenary sessions and at least one offline plenary session per semester, except for the summer semester.
2. All activities are initiated, and decisions are made based on a majority vote. In the event of a tie vote, the president, treasurer, and advisor have the authority to make the final decision.
3. CTSA members who miss more than 2 plenary meetings per semester without a valid reason or attend less than 3 CTSA activities per semester will be disqualified from membership after being reported to the president by the director and the vice director of their department.
4. The president has the right to cancel the membership directly if the CTSA member has any illegal behavior.

*Article VIII – Method of Amending Constitution*

The Constitution may be altered or amended by the current officers after consultation and review with the advisor and leadership members. Any such changes shall be communicated to the membership at least 7 days before a regularly scheduled meeting of the organization for the purpose of inviting discussion and comments from the membership. No vote to approve or reject an amendment to the constitution will be taken at the same meeting in which it was brought up and discussed by the membership.

*Article VIII – Method of Dissolution of Organization*

The organization may be dissolved after dissolution is approved by the advisor and by a two-thirds vote of its members if notice of a vote on dissolution is furnished to the members at least 30 days prior to the vote.