

**Constitution of
The Ohio State University
Chinese American Student Association**

Article I. Name

The name of this organization will be Chinese American Student Association (CASA) at The Ohio State University.

Article II. Purpose

The purpose of this organization shall be to promote Chinese culture and awareness between students, the university, and the community. It shall unite Chinese Americans and Chinese students and encourage communication among its members and other university organizations. It shall provide cultural education and history, events, and services to the local residents.

Article III. Non-discrimination Policy

This organization shall 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

Article IV. Membership

Membership is open to anyone interested in Chinese American culture. Other people, such as faculty, alumni, professionals, etc. are encouraged to become members but are ineligible for executive board positions.. Eligibility to apply to the CASA executive board is limited to those that are currently enrolled at The Ohio State University and have attended a sufficient number of general body events, with sufficient left to the discretion of the President and Vice-President.

Article V. Executive Board (1)

The elected officers and their respective duties shall be:

- 1) President
 - a) The President is chiefly responsible for the overall operation of the CASA;
 - b) Preside over all general meetings and meetings of the Executive Board;
 - c) Serve as a CASA liaison to the University and community networks;
 - d) Maintain close contact with all the work of CASA;
 - e) Serve as spokesperson for CASA;

- f) Oversee officer and member functions.
- g) For the founding year of CASA, there will be a President-Elect for the following year to allow for a smooth transition. It is their responsibility to study under the president of the present year. If this position is desirable after the first year, the position can be added via amending the constitution.

2) Vice President

- a) Be in charge of managing tasks of all officers;
- b) In the absence of the President, perform the duties of that office;
- c) Make sure that the goals of CASA are fulfilled;
- d) Coordinate and expedite projects, programs, and business of CASA
- e) Aid in managing sponsorships, such as for the CASA card
- f) Oversee the maintenance and preparation of formal CASA council paperwork, including documents and proposals

3) Treasurer

- a) Prepare budgets to submit to the President;
- b) Regulate the finances in strict line with the budget;
- c) Maintain the bank account;
- d) Organize the financial information of CASA;
- e) Attend Treasurer Training as required by the University;
- f) Be in charge of fundraising and grant proposals; and
- g) Maintain tax information and audit;
- i) Work with presidents to lead sponsorship efforts

4) Secretary

- a) Take minutes of each general and Executive Board meeting of CASA;
- b) Maintain and update the newsletter;
- c) Disseminate information to all members as requested by the officers;
- d) Book all meeting and event rooms and maintain a calendar for upcoming events;
- e) Oversee and keep track of the mailing list;
- f) Manage the official email account and respond to all pertinent emails; and maintain contact for any of the Executive Board's needs.

5) Cultural Chair

- a) In charge of cultural collaborations
- b) Serve as the liaison and maintain good relations with international Chinese organizations
- c) Serve as translator between Chinese and English as necessary, including for the CNY script
- c) Work with VP to maintain professional relationships with Chinese businesses such as writing email in Chinese etc.

6) Co-Media Chair

- a) Publicize CASA events via Instagram, fliers, announcements at other student organization meetings, and any other means deemed appropriate;
- b) Keep CASA well informed about events going on with other student organizations
- c) Be primary designer for CASA's logos, posters, fliers, videos, etc.
- d) Write and direct CASA executive board's CNY skit; and
- e) Conduct Executive Board photoshoot

7) Co-Membership Chair

- a) Organize social events within and outside the organization and the community;
- b) Be the primary leaders of the CASA Family system;
- c) Create sign-up forms and manage volunteers when needed
- d) Act as liaison between CASA general members, family members, and officers
- e) Initiate conversation and engagement with general body members
- f) Update the General body and Family chats with announcements

8) Co-Outreach Chair

- a) Coordinate the collaboration between CASA and other student organizations
- b) Serve as the primary person of contact for external and internal events. Specifically for CASA's keyholder events each semester, such as the annual Chinese New Year show.
- c) Convey information to and from other student organizations for collaborations

- d) Attend other student organization events as a representative of CASA to introduce CASA for future collaborations
- e) Work with treasurer for sponsorship efforts

9) Advocacy Chair

- a) In charge of leading advocacy events
- b) Responsible for researching and informing CASA about relevant issues and topics through appropriate mediums (posts, events, newsletter, etc.)
- c) Lead efforts with philanthropy or community involvement

10) Advisor

- a) Share knowledge, expertise, and experience;
- b) Serve as a resource;
- c) Aid in required organization paperwork;
- d) Act as liaison between CASA and the university; and
- e) Serve as a member of the Executive Board with all privileges granted to other Executive Board members except for voting.

Article VI. Meetings

The Ohio State University Chinese American Student Association shall hold at least one regular executive board meeting weekly. Meetings shall be held at a specified time subject to change each semester and Executive Board availability.

Article VII. Executive Board (2)

The Executive Board is comprised of officers selected by the President and Vice-President of CASA. The Executive Board shall meet at least once a week and members of the Executive Office are mandated to attend all meetings. If the officer has more than three unexcused absences, they will be asked to resign or be removed from office. Excused absences include an exam for class, family emergency or bereavement, illness, and another meeting that cannot be rescheduled. If absent (excused or unexcused), you are not able to appeal or bring up anything gone over or voted from the meeting missed.

Article VIII. Executive Officer Selection Procedures

The executive officer selection process will take place near the middle of the spring semester. The President and Vice-President for the upcoming academic year will be

decided prior to the rest of the executive board through a two-part process: a vote by non-presidential candidate executive board officers and case interviews with other candidates. The final decision for the next President and Vice-President will be decided by the current President and Vice-President after consideration of the vote, the case interview, and other factors at the discretion of the current President and Vice-President. The selected presidential candidates will remain in their current role until the end of the academic year, at which point they will begin their term as the President and Vice-President. Candidates for presidency must serve on the executive board for one academic year before being considered for the position, unless under extreme circumstances in which there are not enough members to account for the leadership position. In such circumstances, a nomination is required from the executive board. Nominees will be required to provide a three to five minute speech and undergo a question and answer session. Final decisions for nominees will be made by the current President and Vice-President on the basis of the speech, the question and answer session, a vote from the current executive board, and any other means they deem necessary. For other executive board positions listed in Article V, interested parties will first complete an application and other related requirements. The next President and Vice-President will select applicants for interview based on the application for the above officer positions excluding Presidency/Vice Presidency. Final decisions for the Executive Board members of the upcoming academic year will be made by the next President and Vice-President. Additionally, for the above, if leadership should decide to do so, the positions of President and Vice-President may be replaced with two Co-Presidents. The Co-President role would encompass all of the duties of President and Vice President, and they may delegate it however they desire. If deemed necessary by the next President/Vice-President, new positions may be proposed and fulfilled, in addition to the positions listed in Article V.

Article IX. Standing Committees

Such Standing Committees and special officers as may be necessary to carry out the work of The Ohio State University Chinese American Student Association shall be appointed by the Executive Board to serve during the tenure in office of the Board. The Standing Committee and Subcommittees are under the government of the Executive Board. All committee responsibilities henceforth will be determined by the Executive Board and the need expressed by the general membership.

Article X. Method of Amending Constitution: Proposals, Notice, and Voting Requirement

Proposals for Constitution amendment may be made by any active members of CASA. Review of proposals will be undergone by the Executive Board. Legislation will require a two-thirds vote of the Executive Officers present at the scheduled amendment meeting. The scheduled amendment meeting must be communicated

clearly and at least one week in advance.

Article XI. Method of Dissolution of Organization

Dissolution of the organization must be agreed upon by the entire Executive Board and voted upon by the organization as a whole. The dissolution of Chinese American Student Association requires a unanimous vote from the current active membership.

Article XII. Method of Removing Members

General members who requested to be removed will be removed from Chinese American Student Association's mailing list and all affiliation within the organization. Members who are disrespectful to other members and/or cause disorder during the duration of Chinese American Student Association general meetings/events will be dealt with immediately. Their removal will be discussed strictly within the executive board and the President and Vice-President/Co-presidents will have the ultimate decision in their removal. In respect of the organization's non-discrimination policy, members will be protected from the statuses listed in Article III.

Article XIII. Method of Removing Officers

Members of the Executive Office are mandated to attend all meetings. If the officer has more than three unexcused absences to meetings and organizational events during the academic year, they will be asked to resign or be removed from office. Excused absences include an exam for class, family emergency or bereavement, illness, and another meeting that cannot be rescheduled. The President and Vice-President/Co-Presidents will conduct the review of removal and make the ultimate decision in the removal of an officer who failed to meet the above expectations. In respect of the organization's non-discrimination policy, officers will be protected from the statuses listed in Article III. If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of Chinese American Student Association, is delinquent in performing their officer duties, or is in violation of the OSU Student Code of Conduct, they can be removed through a two-thirds vote by the other Executive Board Officers, placing more emphasis on votes from the co-chair positions.

Article XIV. Declaration of Personal Relationships

In extreme circumstances regarding romantic, familial, or other close relationships on the Executive Board wherein an Executive Board member finds themselves unable to participate in productive dialogue during Executive Board meetings, both parties should declare their personal relationships and abstain from swaying the Executive Board in the decision making process.