

Constitution of Chinese Students and Scholars Association

ARTICLE I – Organization Name and Mission

Section 1: Name

- A. The official name of this organization shall be Chinese Students and Scholars Association
- B. The organization may also refer to itself as CSSA.

Section 2: Mission

The mission of Chinese Students and Scholars Association is to help all the Chinese students with their students' life and promote the connection and communication between each Chinese student while maintaining a healthy and friendly environment.

ARTICLE II – Governing Rules and Regulations

- A. This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.
- B. The most current version of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by this constitution.

ARTICLE III – Membership

Section 1: Membership Statement

- A. Membership in this organization is limited to any student service fee paying student who is currently enrolled at the University of North Texas.
- B. Membership is open to all students without regard to race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political

affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status.

Section 2: Additional Membership Requirements

- A. Members who have a cumulative GPA of 1.0 to 2.0 must attend 80% of membership meetings within the current semester;
- B. Members who have a cumulative GPA of 2.1 to 3.0 must attend 60% of membership meetings within the current semester;
- C. Members who have a cumulative GPA of 3.1 to 4.0 must attend 50% of membership meetings within the current semester;
- D. Members who have a cumulative GPA of 0.6 to 0.9 will be given one semester to improve their GPA to a 1.0 and above while must attend 100% of the membership meetings within the current semester;
- E. Students with a cumulative GPA of below 0.5 or an average meeting attendance per semester is below 50% will not be granted membership.

Together with Article III, Section 1, these additional requirements define what it means to be an "active student member."

Section 3: Voting Rights

Only active student members are eligible to vote.

ARTICLE IV – Officers

Section 1: Eligibility

- A. To be eligible to serve as an officer of this organization, an active student member shall possess (at the time of election and during their term of office) at least the minimum requirements regarding enrollment, GPA, and disciplinary standing as stated in UNT Policy 07.019 (Student Organization Policy).

- B. An active student member who fails to meet any one of the requirements is automatically ineligible to serve as an officer until all criteria are met.

Section 2: Titles and Duties

- A. The officers of this organization shall include a President, Treasurer, Secretary, Director of Propaganda Department, Director of Organization Department, Director of Activity Department, and Director of External Communication Department.
- B. The President shall:
- Serve as the official representative of the organization.
 - Supervise and coordinate the activities of the organization.
 - Serve as the liaison between the organization and University community.
 - Call regular and special meetings and presides over meetings of the organization.
 - Prepare agendas for meetings.
 - Maintain communication with Student Activities and ensure that all organizational information, including registration, is current.
 - Ensure that all officers are performing their duties as defined in this Constitution.
 - Keep advisor informed of activities and functions of the organization.
 - Be familiar with UNT policies (especially 07.019 Student Organization Policy and the Code of Student Conduct) as they relate to student organizations and communicate them to the organization as needed.
 - Provide all documents and records pertaining to their responsibilities to the newly-elected President.
 - Assign special projects to officers.
 - Prepare the organization's registration profile and submit to Student Activities at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- C. The Treasurer shall:
- Keep an accurate account of all funds received and expended.
 - Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Student Activities.

- Be responsible for collecting dues and notifying members who are delinquent in their payments, if applicable.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Treasurer.
- Assist in special projects as assigned by the President.

E. The Secretary shall:

- Notify members of meetings at least 48 hours in advance.
- Keep accurate minutes and records of all meetings.
- Maintain accurate list of members and their contact information.
- Take attendance at all meetings and maintain an attendance record.
- Check eligibility for potential officers, prior to annual elections.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Secretary.
- Assist in special projects as assigned by the President.

F. Director of Propaganda Department:

- Be responsible for the WeChat public account for CSSA.
- Inspect all the articles before publishing.
- Prepare for all propaganda related materials for marketing and advertising.
- Assist in special projects as assigned by the President.

G. Director of Organization Department:

- Be responsible for new member recruitment and interviews.
- Be responsible for all active members' records and approval of position change requests.
- Be responsible for all active members' dismissal and off-boarding paperwork and meetings.
- Keep track of all active members' eligibility status, and report to the President when an active member becomes ineligible.
- Be responsible for making decisions of non-officer active members' terminations.
- Assist in special projects as assigned by the President.

F. Director of External Communication Department:

- Be responsible for potential sponsors discovering and communications and negotiations.
- Incharge of initiating and terminating the cooperation between CSSA and any sponsors.
- Be responsible for external communications with other CSSA or similar organizations.
- Required to report to the President about all the cooperation.
- Assist in special projects as assigned by the President.

F. Director of Activity Department:

- Be responsible for planning and hosting activities and events inside and outside of CSSA.
- Work with other departments to create better experiences for activities and events.
- Assist in special projects as assigned by the Director of External Communication Department.
- Assist in special projects as assigned by the Director of Propaganda Department.
- Assist in special projects as assigned by the President.

Section 4: Elections

- A. The nomination and election of officers shall occur annually at the membership meeting held in March.
- B. Any active student member may nominate someone or themselves for office.
- C. All active student members present will have the opportunity to vote by secret ballot.
- D. A candidate shall be elected by a majority of votes.
- E. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election.

Section 5: Installation and Term of Office

- A. Newly elected officers shall take office immediately following the membership meeting in April and their term will end immediately following the membership meeting the next March.
- B. Any change in officer information should be reported to Student Activities.
- C. The length of term of office shall be no longer than one year.

Section 6: Vacancies

A. Removal

1. Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, violation of any provision of the Constitution, or for any action or conduct that is deemed detrimental to the welfare of the organization, members, or the University of North Texas.
2. A petition to remove the officer in question must be submitted to the President (or Vice President in the event the officer in question is the President). Such a petition must contain the signature of at least a majority of the active student members of the organization. When such a petition is received, the President (or Vice President) shall call a meeting of organization to decide upon removal.
3. The officer in question will be notified in writing of the grounds for removal at least one week prior to the meeting and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.
4. An officer may be removed from office upon a 2/3 affirmative vote of active student members or with the approvals from both President and the Director of Organization Department.

B. Resignation-The resignation of an officer must be submitted to the President (or Director of Organization Department if the President is resigning) and advisor at least four (4) weeks in advance.

C. Filling Vacancies

1. The nomination and election process as stated in Article IV, Section 4 will take place at the next membership meeting.

2. The newly elected officer's term shall end at the annual installation of officers in same month as Article IV, Section 5 above.

Article V: Meetings

Section 1: Membership Meetings

- A. Membership meetings shall be held as needed but no more than an average of twice a month during the academic school year.
- B. Meetings are open to those defined in Article III.
- C. Officers and active student members are allowed one vote per motion.
- D. The quorum required to conduct business is a majority of the officers and organization's active student members.
- E. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 2: Officer Meetings

- A. Officer meetings shall be held as needed but no more than an average of twice a month during the academic school year.
- B. Meetings are open to those defined in Article III.
- C. Officers are allowed one vote per motion.
- D. The quorum required to conduct business is a majority of the officers.
- E. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 3: Special Meetings

- A. Special meetings may be called by the President, with the approval of the officers. A majority vote of the officers or active student members may also call a special meeting.

- B. The Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone.

Article VI: Advisor

Section 1: Eligibility and Selection

- A. The advisor shall be selected by the officers.
- B. To be eligible to serve as the advisor, the person must be a full-time UNT faculty or staff member.
- C. The advisor has no term limit as long as they remain eligible.

Section 2: Expectations

- A. Perform the responsibilities listed in UNT Policy 07.019 (Student Organization Policy).
- B. Has no voting rights within the organization.
- C. Be available to officers and members for consultation, advice, counsel, and as a resource.
- D. Be familiar with and provide guidance on university policies and Student Activities procedures pertaining to student organizations.
- E. Meet regularly with the President.
- F. Sign and/or approve required Student Activities and university paperwork.
- G. Attend the organization's meetings and activities when necessary.
- H. Keep open lines of communication with Student Activities on matters of concern, regarding the student organization.

Section 3: Removal and Vacancy

- A. If the organization wishes to remove the advisor, the advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be

allowed to address the officers in order to relate any relevant defense prior to the voting for removal.

- B. Upon a majority vote of officers, the advisor will be removed from their duties.
- C. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to Student Activities.

ARTICLE VII – Finances

Section 1: Dues

Dues and other fees, as well as the collection schedule, may be set by a majority vote of active student members.

Section 2: Payment

- A. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University policy or local, state, and federal laws.
- B. The Treasurer and President shall be responsible for ensuring the payment of all debts accumulated by the organization.

Section 3: Transition

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution, after each election.

Section 4: Dissolution

In the event that the organization ceases to exist, any funds remaining in the organization's bank account shall be donated to:

Embassy of the People's Republic of China in the United States of America
3505 International Place, N.W.
Washington, D.C. 20008
202-495-2266

ARTICLE VIII – Statement of Non-Hazing

As defined in state law (Texas Education Code 37.151-157) and University policy, this organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

Article IX – Amendments

- A. An amendment to the constitution may be proposed by any active student member of the organization, and must be submitted in writing to the President.
- B. The proposed amendment shall be announced at a meeting at least two (2) weeks prior to the meeting when the vote will be taken.
- C. Two (2) weeks after the proposed amendment has been announced, the organization may vote to adopt the amendment by a two-thirds (2/3) vote of active student members.

History of Constitution

Created: Spetember 6, 2021

Revised: October 20, 2021