

# Constitution for Chinese Students and Scholars Association

## Article I - Name

**Section 1** The name of the association shall be "The Chinese Students and Scholars Association at University of Washington" and will be hereafter acronymized as and referred to as "UWCSSA".

## Article II - Purpose

**Section 1** UWCSSA is committed to promoting mutual understanding, mutual assistance, and mutual benefits among UWCSSA members, and we are dedicated to contributing to cultural diversity of the University of Washington, and the greater Seattle area.

## Article III - Affiliations

**Section 1** UWCSSA is an independent, non-profit, non-political organization officially registered as a student organization at The University of Washington.

## Article IV - Membership

**Section 1** The majority of the membership of this organization consists of regularly enrolled undergraduate and graduate students at the University of Washington.

**Section 2** Membership for UWCSSA also extends to UW faculty, scholars, staff, alumni, spouses of aforesaid people as well as members under Section 1 of this article and interested community members. The membership of foresaid people shall be granted upon written request to [cssa@u.washington.edu](mailto:cssa@u.washington.edu) and the approval from UWCSSA thereafter.

**Section 3** UWCSSA will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran.

**Section 4** Membership arising from Article IV section 1 is a general membership of UWCSSA. Membership arising from Article IV section 2 is a special membership of UWCSSA. UWCSSA reserves the exclusive right to discipline any members who are involved in any activities that are inconsistent with Articles II and III of this constitution or any laws. The disciplines shall include but not limited to suspension or cancellation of

the membership. General members shall have the right to one hearing conducted by UWCSSA Officers before the decision is made with regard to discipline. Special membership is subject to UWCSSA's unilateral cancellation without any prior notification or hearing.

## **Article V - Officers**

**Section 1** Daily operation of UWCSSA is conducted by the UWCSSA board. Officers on the board ("Officers") shall consist of one (1) President, one (1) to four (4) Vice Presidents, a Secretary, a Treasurer and other Officers. The total number of Officers shall be at least five (5). Officers shall be limited to registered full-time University of Washington students.

**Section 2** The President shall be responsible for initiating, coordinating and executing all UWCSSA activities, and for appointing non-elected Officers under the emergency situation. The Vice President(s) shall act as an associate to the President in all activities and shall act in the capacity of the President when the President is absent or during the impeachment process. When one of the Vice President(s) is absent, an officer, nominated by President, shall act in the capacity of Vice President. The Treasurer shall keep an accurate financial record for UWCSSA. The Treasurer shall be the primary signatory for all of UWCSSA's expenses. The Secretary shall keep an accurate meeting and other records upon the order of the President.

**Section 3** The Treasurer should ensure that the reimbursement of UWCSSA's events follows the following procedure: Authorization: the President or Vice President(s) should authorize receipts for expense of UWCSSA's events; Custody of asset: the Treasurer should be in charge of the UWCSSA's account and only write a check when she/he sees that the receipts are authorized; Record keeping: the bookkeeper (the Treasurer or the Treasurer's assistant) should keep the record for all expenses and file all receipts.

**Section 4** The President, Vice President(s), Treasurer, Secretary shall be elected only from Officers. The election shall be held before June every year upon the suggestion of the President. The procedure of the election shall be determined by the majority (two-thirds or more) of Officers.

**Section 5** UWCSSA shall conduct one annual recruitment session in Autumn quarter. If needed, an extra recruitment session shall be held during Spring quarter. A recruiting committee shall be set up by three (3) current Officers to organize interviews and to submit final reports to the board. Any

recruitment of Officers shall be decided by the majority (two-thirds or more) of Officers provided that the President shall have the power to appoint Officers under emergency situations. Any Officer appointment by the President without undergoing the regular recruitment process later shall not sit as Officer on the board for longer than two (2) months.

**Section 6** The term of each Officer is one year (from July 1st to June 30th of the next year) unless governed by other provisions of this constitution.

**Section 7** If any board member is absent from three (3) or more board member meetings (including three times) during one quarter without providing any reasonable excuse to the President in advance, he/she will be automatically removed from CSSA without notification or hearing.

**Section 8** When there are any CSSA events, every board member shall be present unless they are able to provide a reasonable excuse to the President in advance. Everyone should sign up before each CSSA board member meeting. An appointed Officer may resign at the President's approval or be removed upon the discretion of the President. The resignation must be submitted at least ten (10) days in advance.

**Section 9** Every Officer is subject to impeachment. The impeachment procedure shall be triggered upon the proposal of the President or at least five (5) Officers. The defending Officer shall immediately be suspended from any activity assigned by or related to the UWCSSA upon the notification of the impeachment from UWCSSA.

**Section 10** The board shall organize a discipline committee regarding every impeachment within three (3) days of the receipt of the impeachment proposal. The committee shall consist of three (3) Officers who have no personal experience with the event that triggered the impeachment, appointed by a two-thirds majority of Officers. The committee shall conduct a discipline hearing within twenty (20) days of receipt of the impeachment proposal. The defending Officer may defend himself/herself without representation by others. The committee reserves the right to decide whether the hearing is open to the public. The detail impeachment procedure is subject to the decision made by the two-thirds majority of Officers (excepting suspended Officers). The disciplinary action will be decided by the two-thirds majority of the Officers in the board (excepting suspended Officers). The decision on the disciplinary action is final and exclusive without any appeal right reserved by the defending Officer.

## **Article VI - Elections**

**Section 1** The President, the Vice President(s), the Treasurer and the Secretary shall be elected at the general election meeting of UWCSSA Officers. The aforesaid positions are only open to former or current UWCSSA Officers who have served in UWCSSA for at least one (1) year. The tenure of the President shall not exceed one (1) year. The general election shall be held in spring quarter of each school year and shall be announced no later than two (2) weeks prior to the election date. The board shall organize an election committee to conduct the election. The election committee shall consist of three (3) current Officers who do not vote or nominate. The election committee shall be appointed through a two-thirds majority of the Officers.

**Section 2** An Officer may nominate himself/herself or other persons unless restricted by Section 1 of this article.

**Section 3** Only UWCSSA current Officers are eligible to vote. Winners shall be decided by the majority (two-thirds or more) rule.

### **Article VII - Meetings**

**Section 1** Regular board meetings shall be held during Autumn, Winter and Spring quarters. The President shall have the responsibility to notify members of the meeting by email at least two (2) days in advance of the meeting. Each Officer shall be responsible for the accuracy of his/her email address in the mail list. During Summer quarter, board meeting will be held as need.

### **Article VIII – Advisers and Sponsors**

**Section 1** There shall be one (1) or more advisers who shall be members ex officio with no voting privileges.

**Section 2** The adviser shall be appointed by the President upon the discretion. The adviser may be removed by the discretion of a two-thirds majority of the Officers without any notification. The advisership shall be revoked after one year starting from the date of the appointment.

**Section 3** Adviser is subject to the impeachment procedure listed in Article 5. The same procedure shall apply unless the advisership is revoked by a two-thirds majority of the Officers. The impeached adviser cannot use or imply that they hold the title of “adviser to the UWCSSA” to the public at large unless the impeachment is dropped by the UWCSSA board.

### **Article IX - Constitutional Amendments**

**Section 1** The President or at least five (5) Officers may propose to amend the Constitution. The constitution may be amended by a vote of two-thirds majority Officers for the proposal of amendment.

**Section 2** When the President is absent or under the impeachment, a vice President who is voted by a two-thirds majority of Officers shall act in the capacity of the President. When the President and vice President(s) are all absent or under impeachment, the board shall decide a temporary president through election. The temporary president shall assume all rights of the President of UWCSSA. The board shall vote to decide the length of the temporary presidency.

## **Article X – May, 2010 Amendments**

**1.1** Any Officer must be in the CSSA board for at least TWO CONSECUTIVE quarters in order to have the right to vote or be voted.

**1.2** Any Candidate for a certain position should do a presentation to the board. If there are more than SIX candidates for one position, every candidate may submit a written statement to the board before the voting.

### **1.3 Voting system:**

**1.3.1** Voting is only valid when more than half of the board members participate in.

**1.3.2** Candidate must get more than half of the total votes to be elected in an single-round vote.

**1.3.3** When there are multiple candidates and none get more than half of the votes, a second round of votes shall apply. In the second round of votes, the only candidates are the candidates who got the top two ranked votes in the previous round. If a tie in the votes occur in the second round, debating between the two tied candidates will apply, extra rounds of votes with just the two candidates will be used to make a final decision. If the final decision can not be made after TWO extra rounds, random picking of candidates may apply.

### **1.4 New titles:**

**1.4.1** A New position of Vice President-Public Relations (VP-PR) will be created. The VP-PR shall coordinate CSSA's relationships with other organizations, help with news release and lead the promotions.

**1.4.2** VP Assistant: The VP-Events has the right to appoint an Assistant to help with event planning. This is not an official position.

**1.4.3** Secretary will be in charge of recruitment and volunteers, as well as taking notes of meetings and events.

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In summary, The positions within the CSSA are presented in this following diagram:

President

VP-Events          VP-Marketing          VP-Public Relations  
(VP Assistant)

Secretary          Treasurer          Webmaster (leading 2 Newsletter editors)

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**1.5 Resigning & Impeachment:**

- 1.5.1** Any officer of a certain position shall automatically resign his/her position if he/she leave his/her jobs required by position for a whole academic quarter (except summer quarter.)
- 1.5.2** The President must arrange at least SIX non-optional board meetings in any academic quarter (except for summer quarter), or the President must resign. If the President fail to appear at FOUR board meetings within an academic year, no matter excused or not, will automatically resign.
- 1.5.3** Review of board member commitment: All members will be reviewed annually: absent from 50% of the board meeting (not including optional ones), or not attending 30% of the CSSA activities within an academic year, no matter excused or not, will be expelled from the CSSA Board.