

UB CSSA BY-LAWS

ARTICLE I: Name of the Organization

Section 1: This organization shall be called University at Buffalo Chinese Students and Scholars Association, which can be shortened to its acronym UB CSSA. Hereinafter referred to as the “club”.

ARTICLE II: Mission and Purpose

Section 1: The purpose of the club shall be to provide various services to all members, enrich their social, academic, and professional experience, and promote Sino-US cultural exchanges.

Section 2: University at Buffalo Chinese Students and Scholars Association shall abide by SUNY, University at Buffalo, and Graduate Student Association policies and procedures.

ARTICLE III: Working Language

Section 1: The club uses English and Chinese (Mandarin) and as the daily communication languages.

Section 2: Club uses Simplified Chinese and English (US) as the written working language.

ARTICLE IV: Qualifications of Membership

Section 1: Membership in the club shall be open to any member at the University at Buffalo. Only voting members (refers to **Article VII**) may vote in meetings or run for elected officer positions. All members shall be officially registered with the club and this list must be submitted to the graduate students Association office in order to be officially recognized. All major activities are open to all members, as are any meetings where decisions are approved.

Section 2: Membership in University at Buffalo Chinese Students and Scholars Association shall be open to all students without regard to race, color, religion, ancestry, national origin, marital status, sexual orientation, age, disability, veteran status, or any other classification protected by-laws so that all members at all times are treated with dignity and respect. Members may vote at their committee meetings and on all decisions made in those meetings.

Section 3: Director of a committee shall be open to any student member of the

club.

Section 4: All members shall abide by this document and other regulations formulated and approved by the club.

ARTICLE V: Officers

Section 1: The officers shall consist of a President, Vice President, Treasurer, and Secretary. All officers must be currently studying at the University of Buffalo for a master's degree or above. The director of each committee is not an officer in the club. Decisions must be made by the entire club.

Section 2: All club elections will be held via UBLinked.

Section 3: President shall be the chief executive of the club, maintain operating procedures, serve as the liaison for the club with University at Buffalo administration, call and preside over meetings, take care that these bylaws and the policies and procedures at the University at Buffalo are faithfully executed.

Section 4: The Vice president shall assist the president with all administrative duties and assume those duties in the president's absence. Any director position should be open to any voting member of the club.

Section 5: Treasurer shall keep detailed records on the club's financial standing and distribute club funds upon the club vote, in accordance with SUNY policies and according to member vote. The treasurer is also responsible for maintaining records of mandatory student activity fee and the financial rules and regulations of the University at Buffalo, preparing the annual budget, and signing requisitions for club and organization funds.

Section 6: Secretary shall keep accurate and detailed records of all meetings and affairs, and be responsible for all correspondence with club members, coordinate preparation and distribution of handouts, flyers, and publications.

Section 7: The Executive board contains the elected officers.

Section 8: All elected officers must be in good academic standing at the University at Buffalo.

Section 9: Any officer may be removed from office for failure to perform his/her duties. This can include failure to carry out the responsibilities of that office, or for any action that violates the mission of the club.

ARTICLE VI: Executive board Members

Section 1: Board members and alternate board members must also be elected along with the officers to represent the group at the GSA's monthly board of director meeting.

Section 2: E-board leads each committee. Each committee includes the director and general members. Directors of each committee are responsible for:

- a. Scheduling and facilitating committee meetings.
- b. Managing the corresponding committee.
- c. Overseeing the committee members.
- d. Report activity progress to officers.

Section 3: All members under each committee, including committee directors, shall be UB members or UB Alumni members.

Section 4: All members of the Executive board are volunteers. The club cannot be financially compensated by external sources.

Section 5: All major decisions made through general body meetings shall be discussed with all members but only voted on by voting members and announced to all.

ARTICLE VII: Voting Members

Section 1: Only graduate students who are fee-paying members of the University at Buffalo Graduate Student Association Inc. shall be eligible voting members of the club.

ARTICLE VIII: Elections of Officers and Executive board Members

Section 1: All club elections must be held online via UBLinked in order to be in compliance with GSA policy.

Section 2: Club voting members can initiate election proposals, discuss with the board, and bring an issue to the election.

Section 3: If a draw occurs in the election, we toss a coin to decide.

Section 4: In the case of a vacancy for an E-board position, remaining officers will share the burden of responsibilities until a new officer is elected as a replacement. Alternate candidates need to be elected by a majority of the voting members.

Section 5: If elected members of the Executive board want to serve two consecutive terms, then they must win reelection for the second term.

ARTICLE IX: Removal of Officers and Executive board Members

Section 1: If a general member is dissatisfied with a particular or multiple members of the Executive board, he or she must obtain at least ten signatures on a petition from voting members of the club and submit them to the GSA Board Representative. The Board Representative shall call for a general meeting in ten days, in which case a majority vote for dismissal from the members who attend the meeting will force the resignation of that particular or multiple members. If that officer is the president, then the vice president will assume the position of interim president for the rest of the term. If either president, vice president, or treasurer has resigned or been removed from office, then the rest of the Executive board members will share the responsibility of that position until the alternate member has been elected.

ARTICLE X: Meetings

Section 1: Regular meetings shall be held weekly. Meetings will be called by the president.

Section 2: Quorum shall consist of ten percent plus voting club membership. Quorum is needed for official votes to take place.

Section 3: The club shall hold meetings only in places that are open and accessible to all members of the club. In terms of the pandemic, all meetings will be held through zoom.

Section 4: Written meeting minutes shall be distributed to all (voting) club members at least one week prior to any meeting.

Section 5: The director of the committee shall hold meetings for committee activities.

ARTICLE XI: Amendments

Section 1: This document requires the approval of the Graduate Students Association of the University at Buffalo and all club members.

Section 2: Any member at a general meeting can propose an amendment; if a $\frac{2}{3}$ presents majority members of the voting members and the members of the Executive board acceptable, then the amendment proposal can be written into a

draft of the by-laws. The amendments are drafted by the Independent By-laws Interpretation Committee and finally approved by a $\frac{2}{3}$ majority of voting made in the next general meeting. The member who initiated the amendment will be credited after the approved amendment.

Date of Creation: **April 1st, 2021**

Latest Revision Date: **May 22nd, 2021**