

# CONSTITUTION OF UB CHINESE STUDENTS AND SCHOLARS ASSOCIATION

## 1. General

### 1.1. Name

The association will be known as Chinese Students And Scholars Association(hereafter called CSSA).

### 1.2. Property

This organization is a non-profit association. It is one of the international clubs of the University at Buffalo Graduate Students Association. It is managed by the Graduate Students Association directly.

### 1.3. Purpose

The mission of cssa is to represent the interests of all members and to provide various services to all members. CSSA has always been committed to united and serve Chinese students and cholars. Enrich their social, academic, and professional experience. Promote sino-US cultural exchanges.

### 1.4. Identification (logo)

<https://ucssa.org/resource>

### 1.5. Work Language

- CSSA uses Chinese (Mandarin) as the daily communication language.
- CSSA uses Simplified Chinese and English (US) as the written working language.

### 1.6. Duration

There is no statute of limitations for the constitution of CSSA. If the adopted constitution of CSSA is revoked or invalidated, it will cease to operate, disband, or reorganized on behalf of the CSSA.

## 2. Members

### 2.1. Definition

The CSSA members are the people passed interviews and assessments organized by CSSA, and serve as the daily works of any department under CSSA, and members of the executive board. In addition, even those who participated in related events organized by cssa are not considered to be CSSA members.

### 2.2. Equal Opportunity

CSSA provides the opportunity for all qualified personnel to work equally in the technical department. CSSA does not refuse entry to any person on the grounds of race, geography, ethnicity, religion, nationality, gender, sexual orientation, education or disability, or in any way. The applicant's academic qualifications and working language need to meet the minimum requirements of CSSA.

### 2.3. Become a member of CSSA

To become a member of the CSSA, applicants must complete an application form that is uniformly organized by the CSSA, and pass the interview organized by any of department. Applicants must be current students or scholars at the State University at Buffalo. Applicants must meet the required conditions for their position. After becoming a member, this member need to register a slack account from [buffalocssa.slack.com](https://buffalocssa.slack.com) using @buffalo email to get assignment and notification from department and executive board.

### 2.4. Membership Duration

The membership of a CSSA member in the CSSA will not be waived unless the member:

- Violation of federal laws, violation of New York State Acts, violation of the University code, violation of Graduate Student Association's guideline, or violation the constitution of CSSA.
- Those who do not participate in daily work(including but not limited to general meetings, activities), or who have been informed three times due to dereliction of duty with the reasons refused by the director of the department.
- A total of 3 times did not confirm the task or assignment

notification on the Slack platform.

- Joined or has joined other Student association managed by Graduate Students Association or Students Association.
- The executive board of CSSA or the director of the related department discussed that the work in the CSSA affected member's schoolwork or daily life.
- Members did not follow the code of related department or the regulation of the CSSA Slack platform.

### 2.5. Right of Vote

Members of CSSA have voting rights within the department. Each member has one vote. The voting right of the CSSA are valid in the internal voting of their participation (including but not limited to Slack, and Wechat group voting).

In the case of subordinates, voting rights will be withdrawn:

- The person is no longer a member of CSSA due to graduation, quit, or expulsion.
- Apply for a temporary cancellation of voting rights by written notice. And approved by the related department director.

The internal voting rights of members in each department are not valid in the voting of the executive board. No one may revoke the voting rights of other members. In the absence of other explanations, the internal vote uses a 2/3 majority voting rule.

### 2.6. Data Collection

CSSA may collect some information of members of CSSA: name, age, gender, hometown, major, jobs, address, email, and other contact data.

All collected member information should be kept confidential and made available to the CSSA executive board upon request.

### 2.7. Expulsion of membership

Membership in CSSA may be waived due to non-compliance with the terms of membership of 3.4, or due to voluntary application to quit from the CSSA. After being exempted from membership, the CSSA will:

- Archive the member's work account at Slack within three days of

the membership exemption.

- One the day after the membership is waived, all communication group related to the work of the CSSA need to be removed.
- A public statement is issued regarding the exemption of membership as appropriate.

Member may appeal to the director or the members of executive board. Member are entitled to appeal to the executive board within 24 hours of being disqualified. after 24 hours, member will need to re-apply for the position of the CSSA. The dismissal of any technical department member also means that its membership in CSSA is also waived.

### 2.8. Quit

If the technical department members wish to quit from the department and CSSA, member needs to contact the director or vice director of the member's department at least one week in advance, and provide detailed reasons. Leave without permission or request to quit within one week will not be able to apply for any position in CSSA forever.

### 2.9. Department and Directors

#### Director and Vice Director

The director of each department is also the member of the executive board of CSSA. The director and deputy vice director are responsible ofr coordinating all the day-to-day affairs, members, projects, external relations and other related activites of the related department.

#### Membership

The direct of each deparment must be the previous member of this department. The director and vice director nominated by the department internal voting, and more than half of the members recommend one. If the executivee baord is to be mentioned by special arrangements.

## **Term of Office**

A term of office for a director follows the code of executive board. the vice director shall serve for a term of one year. After the expiration of thier tem of office, they may be re-elected as the vice director of deparment.

## **Department Code**

ALL deparments must submit an internal code to the executive board of CSSA each semester. This code should includes memebtrs information, working guidelines, and additional rules. Effective immediately upon approval by the executive board. The working conditions of each member in the deparment will also be governed by the code.

## **3. Officers**

### **3.1. composition**

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 head of each department is not officers in CSSA. The head of each department can attend regular meetings of the executive committee to get work details and report project progress.

### **3.2. Elections**

All club elections will be held via UBLinked.

### **3.3. President**

The shall be the chief executive of the CSSA, maintain operating procedures, serve as the liaison for the CSSA with University at Buffalo administration, call and preside over meetings, take care that these by laws and the policies and procedures at the University at Buffalo are faithfully executed.

### **3.4. Vice President**

Vice president shall assist the president with all administrative duties and assume those duties in the president's absence. At the same time, vice president needs to supervise the corresponding departments under the assignment to complete the work .

### 3.5. Treasurer

Treasurer shall keep detailed records on the club's financial standing and distribute CSSA funds upon the authorization of the executive board of CSSA, in accordance with the SUNY.

Mandatory Student Activity Fee and the financial rules and regulations of the University at Buffalo, prepare the annual budget, sign requisitions for club and organization funds.

### 3.6. Secretary

Secretary shall keep accurate and detailed records of all meetings and affairs, are responsible for all correspondence with CSSA members, coordinate preparation and distribution of handouts, flyers, and publications.

### 3.7. Executive Committee

The elected officers will form the Executive board.

### 3.8. The existence of conditions

All elected officers must be in good academic standing at the University at Buffalo. (list GPA requirement).

### 3.9. Failure

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 (club/organization). (See Article IX below for procedures for removal).

## 4. Finance and Audit

### 4.1. Budget and Financial Statement

The current member of executive board is required to disclose to budget for the current semester and the financial statement for the previous semester during the current term.

## 4.2. Financial Procedures

The expenses involved in the future of the CSSA or any of the Department of CSSA need to be reported to the executive board in advance. The specific member of executive board considers whether to approve or reimburse according to the financial report, and the budget for the current semester issued by the executive board.

## 5. Approval and Amendment

### 5.1. Priority Terms

No part of this constitution is incompatible with the United States federal laws, the New York State Act, the University at Buffalo Code, or the Graduate Student Council constitution. If the terms of any project or activity of CSSA contradict the contents of this constitution, the content of the clause that contradicts this constitution is invalid.

### 5.2. Effective

This constitution requires the approval of the Graduate Students Association of University at Buffalo. If the constitution needs to be revised, it needs to be unified by executive board before amended.

### 5.3. Failure

If the CSSA is dissolved or reorganized, this constitution and the terms applicable to the CSSA are all invalid.

**Date of Creation: Aug 21, 2019**

**Latest Revision Date: Feb 15, 2021**