#### **Chinese Students and Scholars AssociationConstitution**

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| ARTICLE I  ARTICLE II  ARTICLE III | NAME OF CLUB  The name of this club shall be Chinese Students and Scholars Association (CSSA).  PURPOSE OF CLUB  The purpose of the club is to organize Chinese students, create a unity among Chinese community, publicize, promote and expand the influence Chinese culture among the general public.  MEMBERSHIP  Any DASB cardholder who carries a minimum of 1/2 unit is eligible to join this club. The amount of the membership dues shall be voted by the club officers**.** Club members shall not be on academic or social probation. |

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| ARTICLE IV | QUALIFICATION AND ELECTION OF OFFICERS |

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|  | Section 1.  Section 2.  Section 3. | Club officers must be currently enrolled, have a minimum of a 2.0 cumulative Grade Point Average (GPA), must maintain 6 units, and have a current  DASB card.  Officers will be a President, (Co)-President, Inter Club Council (ICC) Representative, Secretary, Chair of Marketing, Chair of Academics, and Treasurer.  Club elections will be held no later than the 6th week of Spring Quarter.  The election will be done by secret ballot by club members who have attended at least 3 consecutive meetings during the current academic year. | | |
| ARTICLE V | DUTIES OF THE OFFICERS | | | |
|  | Section 1.  Section 2.  Section 3. | President  Vice President  ICC Representative | A.  B.  C.  D.  E.  A.  B.  C.  D.  A.  B.  C.  D. | Preside and facilitate all meetings fairly and equally to the best of his/her ability.  Call special meetings as deemed necessary.  Carry out the provisions of the constitution.  Oversee all activities, assign duties, responsibilities and projects to club officers as they see fit.  Coordinate and organize between club officers.  Assume the duties of the president in his/her absence.  Perform any duties delegated by the president.  Create workshops as deemed necessary for the executive council.  Assist President in the duties of their office.  Attend all Inter Club Council regular and special meetings.  Inform the results of Inter Club Council meetings to Chinese Student Association members.  Inform the club about current issues regarding other clubs and the ICC.  Serve as an agent and official spokesperson on behalf of Chinese Students & Scholars Association among different other clubs in ICC meetings. |
|  | Section 4.  Section 5.  Section 6.  Section 7. | Secretary  Treasurer  Chair of Academics  Chair of Marketing | A.  B.  C.  D.  A.  B.  C.  D.  E.  A.  B.  C.  A.  B.  C.  D. | Record and keep accurate minutes of all general and executive meetings.  Keep the attendance of club officers.  Print and distribute agenda and minutes for all meetings.  Collect contact information of club members, oversee the listserv of Chinese Students & Scholars Association and inform members about meeting information via emails.  Handle funds and financial transactions for the club.  Keep financial records and collect dues.  Pay bills and release funds as voted by the general membership.  Make financial reports at least once a month at the club meeting.  Maintain the transparency of the club finance  Manage affairs on Academics  Build the annual “Handbook for Freshman”  Plan academic activities for students on tutoring, counseling and vocational planning  Promote and publicize the club among general public.  Collaborate to advertise club events.  Purchase any promotional items as deemed necessary.  Coordinate and work with community organizers, faculties and other clubs to achieve the goals of the club. |

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| ARTICLE VI | EXECUTIVE COUNCIL |

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|  | Section 1.  Section 2. | The Executive Council will consist of the President, (Co)-President, ICC Representative, Secretary, Events Coordinator, Public Relations Coordinator, and Treasurer.  Duties of the Executive Council | | |
|  |  |  | A.  B.  C.  D.  E. | To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership.  To execute policies determined by the general membership.  To govern activities of the club.  To compile agenda for general and executive meetings.  To ensure executives perform their responsibilities as listed in corresponding sections of club constitution. |

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| ARTICLE VII | IMPEACHMENT/REMOVAL AND  REPLACEMENT OF OFFICER AND MEMBERS |

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|  | Section 1. | All elected officers and club members may be subjected to impeachment and removal by a two-thirds(2/3) majority vote of the total membership. |
|  | Section 2.  Section 3.  Section 4.  Section 5. | Grounds for impeachment are negligence and any form of misconduct which is damaging to the club. An officer/member may be impeached/removed only under the following conditions: there must be a quorum (50% +1 officers) present during impeachment/removal; two-thirds of the presenting membership must vote; prior to impeachment/removal there must be one week's notice of intent publicized.  Any officer vacancies shall be filled by an election held within two weeks after the impeachment.  Any officer missing more than three (3) regular meetings in one quarter shall be  removed according to the approved minutes.  Removed officers can run for reelection but impeached officers are not eligible to run for any official club positions. |

Section 6. The last meeting of each quarter shall for election of officers for the following quarter. Any members who have participated in at least three (3) full club meeting is eligible to run. Officers may be reelected for up to three (3) terms.

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| ARTICLE VIII | MEETINGS |

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|  | Section 1.  Section 2.  Section 3.  Section 4.  Section 5.  Section 6. | There must be public notice of club meetings on the club board at least five (5) school days in advance.  There must be a meeting at least once a month held at De Anza College.  There must be a quorum (a quorum is 50 percent plus 1 of the active or dues paying membership) present in order to take care of financial action.  Minutes must be kept of all financial action with the club secretary.  The treasurer will need to make a written and oral report at least once a month at the meeting.  The event organizer should propose upcoming events to the executive council for approval. |

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| ARTICLE IX | | ADVISOR | |
|  | Section 1. | | The role of the advisor is to:  A. Serve as the official staff representative of the college.  B. Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.  C. Assist each officer of the club in understanding their duties.  D. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.  E. Assist students to understand and apply democratic principles within their own organizations, and in working with others  F. Be present for all official club/organization meetings and activities (business and social), and to advice students of the policies and procedures that they must follow as a club/organization. |
|  |  | | G. Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.  H. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.  I. Ensure that appropriate college policies are upheld.  J. To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their student treasurer or president or vice president signs it and 2) that the expenditure is correct within all existing policies. |

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| ARTICLE X | RESPONSIBILITIES |

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|  | Section 1. | This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club. |

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| ARTICLE XI | RIGHT TO ACT |

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|  | Section 1. | Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club. |

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| ARTICLE XII | AMENDMENTS TO CONSTITUTION |

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|  | Section 1. | Any amendment change requires a two-thirds vote at a general club meeting and must then be approved at the ICC Officers’ Agenda Meeting. |