

CONSTITUTION



Chinese Student Association

Johns Hopkins University

Declaration

The Johns Hopkins Chinese Students Association is a cultural student interest group supported by the Student Activities Commission and Office of Multicultural Affairs. CSA's primary goal is to promote the awareness, understanding, and appreciation of the Chinese culture among Johns Hopkins students through public events. In addition, CSA fosters a supporting social and cultural environment in order to encourage cohesion and unity of the Chinese student body. CSA welcomes students of all ethnic backgrounds to participate.

Article I. Membership

1. General body membership is open to all students of Johns Hopkins University. The general body will be the recipient of CSA general body emails and may attend any of CSA's public events.
2. Board membership is open to all students of Johns Hopkins University upon election. Members of the board will receive all CSA emails and may attend both public and board only events. In addition, board members must fulfill the requirements outlined below.
3. Both general body and board membership are a privilege, and may be revoked as outlined in article VI.

Article II. Admission to the Board

- Eligibility
 1. Freshman representatives are selected by interviewers, which consist of the freshman coordinator, at least one president, and any other officers present at interview.
 2. The most important criterion for selecting freshman representatives are enthusiasm, dedication, reliability, other time commitments, and whether he or she will fit in well with the rest of the board.
 3. Upperclassman representatives are interviewed and selected in the same manner.
 4. Around ten, and no more than fifteen freshman/upperclassmen representatives should be accepted each year.

- Elections

1. Officer positions are elected by the current board members at the beginning of each school year. All positions must be elected at the first meeting on the year with at least two-thirds of the board present.
2. All board members are eligible to vote.
3. Juniors and Seniors are eligible to run for all positions. Underclassmen may run for all positions except president and vice president. In addition, freshmen and upperclassmen representatives are only eligible after their first year on the board.
4. Presidents may only serve for one school year. All other positions have no term limit.
5. If current presidents resign during the school year, the vice presidents will automatically ascend to presidency and are eligible to run for president or other positions the following year.
6. Board members and freshman representatives who are not elected as an officer may remain on the board, and may re-run the following year.
7. Presidents who have completed their one-year term automatically become senior advisors, and are ineligible to run for other officer positions for the remainder of their time in CSA.
8. Efforts should be made to elect rising sophomores for leadership development.

- Voting Procedures
 1. Presidents will first be selected, followed by Vice Presidents, Treasurers, Secretary, Social Chairs, Publicity Chairs, Fundraising Chair, Freshman Coordinator, Historian, and Webmaster, in this order.
 2. Candidates who are not selected can drop down and run for a lower position, if they choose.
 3. Each candidate will give a short speech. After all speeches are given, candidates will leave the voting area.
 4. The rest of the board will cast their vote and the top one or two vote receivers are elected, depending on how many positions are open for the specific chair.

Article III. Officers

The CSA board is composed of fifteen permanent officer positions and a number of freshman and upperclassmen representatives, senior advisors, and general board members.

1. Presidents (2) – Control overall operations, oversee other officers, assign specific duties, and schedule events and meetings. The co-Presidents shall preside over board meetings, act as spokespeople at CSA public events, serve as liaisons to other cultural groups, and be responsible for the general welfare of all members of CSA.
2. Vice Presidents (2) – Assist the presidents with their tasks. Monitor other officers and help with miscellaneous tasks such as room/van reservations and food ordering.
3. Treasurers (2) – Handle all financial tasks, including but not limited to reimbursements, grant writing, fund requests, and budget

- management. Treasurers must be able to provide accurate count all reimbursements, expenditures, and account balance at all times.
4. Secretary (1) – Record and email meeting minutes to the board, take attendance for all events and meetings and keep track of each board member’s standing.
 5. Social chairs (2) – Plan event logistics, contact performance groups, and obtain culturally related props such as board games and decorations.
 6. Publicity chairs (2) – Create and print flyers, posters, Facebook events, today’s announcements, and other miscellaneous publicity tasks.
 7. Fundraising chair (1) – Plans and carries out the fundraising portion of events. Manages T-shirt design and ordering.
 8. Freshman Coordinator (1) – Actively recruits new freshman members, holds freshman interviews, keeps track of freshman participation and interest.
 9. Historian (1) – Takes pictures at all events and outings, assists publicity with poster and display making, and assists the webmaster with photo content.
 10. Webmaster (1) – Manages the CSA website, Facebook page, and Twitter.
 11. Freshman/upperclassmen representatives – Attend meetings and help with events in order to learn how the organization functions. Help with small jobs such as flyering in dorms.
 12. Senior advisors – Provide advice to all officers when requested.
 13. General board members – Attend meetings, elections, and events. Help with small jobs and miscellaneous tasks.

Article IV. Event Overview

1. There shall be at least three public events per semester.
2. There shall be at least one general body meetings per school year at the beginning of fall semester.
3. There shall be two board meetings each month at a regular time agreed upon by the members. Major events may require additional meetings.
4. There shall be at least one board outing and one H-mart trip per semester. Neither is mandatory but should be fun.
5. Sample schedule:

September – First officer meeting and elections (required)

– Fall Student Activities fair (required)

– First General Body meeting (required)

October – Moon Cake Festival

– First officer outing with new freshmen

November – H-Mart trip

– Dumpling Night (strongly recommended)

– Rice Bowl: CSA vs. KSA

December – Second officer outing

February – Spring Student Activities Fair

– H-Mart trip

– New Years Banquet (required)

March – Spring Roll Night (strongly recommended)

April – Event dependent upon remaining budget

– Noodle Bowl: CSA vs. JSI

– End of the year officer outing

Article V. Budget Regulation

1. The entire budget shall be planned at the beginning of each year.
2. All reimbursements and expenditures must be approved by at least one president and one treasurer.
3. Small events will be limited to \$300.
4. Major events will be limited to \$1500.
5. Officer outings will be limited to \$10 per person. Any additional expenditure must be covered by members themselves.
6. Any unplanned expenditures will require additional funding from grants. Treasurers must actively seek and apply for grants.
7. All efforts should be made to expend the entire annual budget, as it will not carry over to the following year.
8. All personal reimbursements must be submitted by the end of each school year. CSA is not responsible for reimbursements for previous years.

Article VI. Impeachment and Removal

1. An officer than misses three or more meetings or events without a legitimate excuse will be stripped of his or her position but will still be a board member.
2. General board members or freshman representatives that miss three or more meetings or events without a legitimate excuse will lose their position on the board.
3. Other misbehavior, including but not limited to inappropriate conduct at events and meetings, failure to meet officer responsibilities, and misuse of CSA funds and property, may be reason for impeachment or removal.

4. Grounds for impeachment against an officer must be presented by an active member or officer at a general body or officer meeting at least one week prior to the vote for impeachment.
5. The legitimacy of the situation will be discussed at the following meeting. If two thirds of the members present agree to take action, then the individual will be asked to leave the organization or resign his or her officer position. An election may be held immediately after to fill that position.
6. An officer or board member may pay a \$20 fine to avoid being impeached or removed, for one time only.
7. General body members may be banned from CSA events for misconduct.

Article VII. Amendments and By-Laws

1. Amendments and by-laws may be introduced by any active member.
2. Amendments to by-laws shall be passed by two thirds vote.

Article VIII. Big-Little System

1. After new Freshman or Upperclassman Representatives have been selected to the board, each individual will be assigned as a Little to an officer. Upperclassman officers have priority in receiving Littles.
2. Officers, or Bigs, will serve as a mentor to their respective Littles. They will be responsible for maintaining the Little's interest in CSA.
3. Bigs who fail to engage with their Little may have his or her Little reassigned.

Article IX. Miscellaneous

1. There shall be at least two van certified members on the board.
2. There shall be a designated storage location each year for non perishable, CSA owned property.
3. All changes to the constitution must be added to the Amendments Article.

Article X. Amendments

