

## **Chin-America Association Constitution**

We, the students at the University of Delaware, do hereby form the organization known as the Chin-America Association (CAA) for the purpose of helping international students get involved in UD's student life and American culture. We also offer the opportunities to all of the students at UD to learn Chinese culture.

### **I. *Name of the Group***

The organization shall be known as the Chin-America Association (CAA).

### **II. *Object of the Organization***

CAA will organize a lot of activities which will help both American students and international students get along with each other. We will have different activities with Chinese culture, such as the Chinese Spring Festival Cooking Competition and Chinese Puzzle Contest. These activities will allow students from different countries to interact with one another, and get cultural experience. We will try our best to promote the passion and energy of Chinese and American culture to more and more UD Blue Hens!

### **III. *Qualification for membership***

Full time or matriculated undergraduates at the University of Delaware who agree with the purpose and object of CAA which is helping international students get involved in UD's student life and American culture. We also offer the opportunities to all of the students at UD to learn Chinese culture.

### **IV. *Non-Discrimination Clause***

The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, sexual orientation.

### **V. *Duties and privileges of membership***

- i. 75% attendance of Bi-weekly meetings/ events for the whole semester.
- ii. In the election of officers, members should have positive and objective attitudes towards voting. Only members have the right to vote.
- iii. Membership are free to all members.

### **VI. *Other types of non-voting or representing membership***

Part time or graduate students, alumni, community and honorary members are welcomed to Chin-America Association. However, these members are NOT allowed to vote, hold office, count towards the group's membership, nor have any influence upon decision

making on the organization.

VII. ***Absence Policies***

Membership rights will be taken away for one semester when they cannot perform the duties of membership or violated the code of conduct which affected the other members.

VIII. ***Policies and Procedures for Disciplining/ Removing members.***

A member whose actions against the mission of the group, is disruptive and disrespectful in meeting or towards other members will be suspended from the membership.

IX. ***Qualifications for Officers***

All Officers of CAA must be full time or matriculated undergraduate students at the University of Delaware with a minimum GPA of 2.25.

X. ***Officers***

i. **President**

The duties of president are calling and running meetings and handling day-to-day affairs. The president shall be responsible for the registration of the Registered Student Organization and all required paperwork. The President will receive all information from the Activities and Programs Office from an undisclosed email database. The president is a member who has already served on the executive board for at least a year.

ii. **Treasurer**

The Treasurer shall be responsible for all group expenditures and revenues. The treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board.

iii. **Vice-President**

The Vice-President shall work closely with the President to fulfill the duties as described above. The Vice-President will also serve the role of President if the President is absent, unable to serve the duties. The Vice-President should also be responsible for checking the organization mailbox and for dissemination information about other activities offered by the other Registered Student Organizations and business promotions.

iv. **Secretary**

The secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group

meetings as necessary. Secretary serves the organization as the organizations historian with the goal of being able to pass on accurate records of what the groups has done over the past year and who was involved. The secretary should also maintain the membership list and email database.

v. **Public Relations Chair**

The public relations chair shall be responsible for promotion of the group and their events. This would include making posters, flyers, and brochures, updating the web page information, entering information on to the University Events web page, submitting press releases to the appropriate media, and ensuring the group is represented at events designed to help promote the organization and build membership.

**XI. Election of Officers**

- i. Election of officers is held once a year. The president should give a list of vacant positions and application materials at the last meeting of November. All of the application materials will be audited by officers. The president should send members emails to give specific information about election of officers.
- ii. Election of Officers starts at regular meeting in December. Members who have been a part of CAA for at least a semester or members who have attended of at least 8 meetings or events has the right to be a candidate of any position on CAA. The due date of application is the first regular meeting of December
- iii. All the candidates will be identified by current officers to ensure the candidates have qualified membership in CAA. After serious confirmation, members are allowed to take part in the election of officers.
- iv. All the members are required to attend the election meeting. CAA will use a secret ballot to elect new officers in order to remain fair.
- v. The new officers are asked to accept the training of transfer work. The current officers should organize some activities to help the new officers get involved. This work involves introduction to activities and programs, office and staff, reviewing policies and procedures, passing along important information and planning next year's events. The new officers' induction is in February( Spring semester).

**XII. Meetings**

- i. Bi-weekly meetings/ events for the whole semester. Total of each is eight to ten times. And Bi-weekly meeting meeting held a minimum of twice a month.
- ii. Executive board meeting held a minimum of twice a month.

**XIII. By-Laws**

Chin-America Association will be guided by-laws to carry out the policies set forth in this CAA. A simple majority of either the executive board or entire organization is generally required to approve by-laws or changes in existing by-laws.

XIV. ***Advisor of Chin-America Association***

Professor Jianguo Chen

Contact: Office: 317 Jastak-Burgess Hall

Email: chenjia@udel.edu

XV. ***Disbursal of organizational assets should the group become defunct.***

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

XVI. ***Rules for Ratifying the Constitution***

Approval of changes to the constitution requires a simple majority vote of both the executive board and approval by the Activities and Programs Office.

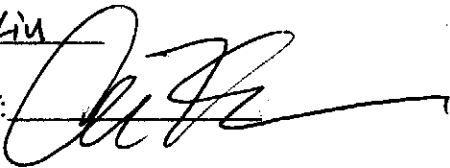
XVII. ***Rules for amending the Constitution***

Adding articles/sections to the constitution requires a 2/3 vote of the executive board and advance notice to all members of the proposed.

Signatures:

President: Yuchan Liu

Vice President: Dichen Liu

Activities & Program Staff: 

Date: 1/10/2010

UNIVERSITY OF DELAWARE  
RECEIVED

OCT 01 2010

OFFICE OF  
ACTIVITIES & PROGRAMS