

Chinese American Student Association
2014-2015 Constitution

Article I - Name

The name of the organization shall be *Chinese American Student Association*. It shall be the purpose of Chinese American Student Association to promote Chinese and Chinese American culture and way of life by providing a comfortable environment and social network for members as well as all others interested in Chinese and/or Chinese American culture. The Chinese American Student Association is first and foremost a cultural organization, and although social events may result from the endeavor to achieve this purpose, they are not the priority. The Chinese American Student Association is a non-profit cultural and social oriented organization striving to promote the Chinese and Chinese American culture as well as serving the above-mentioned purpose around UCSD campus and its surrounding environment.

Article II - Purpose

The Chinese American Student Association's mission is to provide a setting and a community for all UCSD students with an interest in Chinese and/or Chinese American culture by organizing events that promote and build awareness of Chinese and Chinese American culture.

Article III – Office Structure

Section A:

Principal Members - Officer positions are open to any enrolled UCSD student. Each school year will require the following positions to be listed as principal members under UCSD Student Organizations: *President, Internal Vice President, External Vice President, Treasurer, Publicity, Culture Show Coordinator.*

Section B:

President – The President shall be the chief executive officer. The President presides over all organizational matters. The President shall appoint all committee officers. The President directs the budget. Only one candidate may be chosen as President of CASA unless the previous year's President sees the upcoming year's CASA board to require a co-presidency. The President shall be responsible for keeping the minutes of all meetings.

Internal Vice President –The IVP handles reservations for all on-campus events, programs, and other UCSD resources such as the UCSD website and on-campus storage space. They act as the representative for CASA when interacting with other on-campus organizations. The IVP shall assume the duties of the President should the office become vacant, or in the absence of the President. They will keep and have available current copies of the constitution. The IVP will maintain relations between CASA and the “Ascension” dance group. The IVP will work closely with Public Relations to maintain relations with other on-campus organizations. Regarding reservations that do not pertain to inter-university Chinese Association events such as “All-Staff”, “Chinese Heritage Festival”, and “All-Cal”, the IVP works with the EVP to handle reservations for off-campus venues, programs, and resources.

External Vice President – The EVP presides over all matters external to UCSD. The EVP represents CASA outside of UCSD. They shall meet regularly with EVPs from other university organizations to discuss and plan for inter-university Chinese Association events such as “All-Staff”, “Chinese Heritage Festival”, and “All-Cal”. The EVP acquires annual club sponsors before the start of the next school year. The EVP handles reservations for all off-campus venues, programs, and resources for said inter-university Chinese Association events. Otherwise, the EVP works with the IVP to handle reservations for off-campus venues, programs, and resources.

Treasurer– The Treasurer shall keep a current record of all financial transactions. They are responsible for checking the accuracy of all bills and invoices and paying them correctly and on time. They will assist the President to set budgets for events and programs. They are responsible for approving and reimbursing organizational investments and fees paid by CASA officers. In addition to the following responsibilities, the Treasurer is tasked with acquiring funds from internal and external sources. They should hold fundraising events and contact potential sponsors. The Treasurer will work closely with the EVP in regards to off-campus sponsors and Culture Show Coordinator(s) in regards to funding for the annual Culture Show.

Secretary– The Secretary shall email administrative documents to all officers and newsletters to all CASA members. They shall maintain a complete and accurate account of attendance and membership status. Their primary objective is to maintain good communications within CASA and its members. Webmaster and secretary work closely together when notifying members of events through email and the CASA website.

Senior Advisor - The Senior Advisor serves as a resource for feedback based on their past experiences with CASA. They shall assist CASA officers in their execution of roles and responsibilities. They should provide advice upon request, and also should share knowledge, expertise, and experience with CASA. It is preferred that they must have been involved with CASA for at least two years as an

officer prior to taking this position. The Senior Advisor is advised to work closely with the President, IVP, and EVP.

Head of Staff – The Head of Staff is in charge of the newly selected staff team for the school year. They are responsible for appointing positions in which staff want to shadow as well as organizing a program to help transition staff into the officer team. It is preferred that the Head of Staff position be taken by those who have had at least one year of experience on the officer team.

Public Relations - The Public Relations is CASA’s ambassador to other on-campus organizations. They must occasionally attend other organization events as representatives of CASA and become familiar with organization officers outside of CASA. They will plan joint-events with other UCSD organizations. Public Relations work closely with the Interval Vice President to maintain relations with other UCSD student organizations.

Social Chair - The Social Chair organizes and plans club social events. They use social media to communicate organization events and matters with members. They maintain good relations between CASA and its members. As seen appropriate by the President, they serve as the host of events and meetings. They, with the Sports Coordinator, be in charge of organizing intra-mural sports teams that represent CASA and compete during the school year. They promote member participation in the intra-mural sports. In addition to the above, they are responsible for the organization of quarterly staff retreats. They work closely with Publicity Chair and Webmaster for event organization and advertisement designs.

Publicity – The Publicity coordinates and designs all promotional items, such as printed flyers, advertisements, and computer graphics. The Publicity Chair publicizes all CASA related events. The Publicity Chair should have several discount card and t-shirt designs completed before the beginning of the school year. When in the designing process, they should take other officers’ opinions into consideration, but are not limited to them. Publicity films and edits videos to be displayed at every general body meeting, Culture Show, and any other events that require filming. Publicity, with the Historian, takes video footage at every “big” event. Experience in computer graphics design is preferred. They work closely with Social Chair, Historian, and Webmaster.

Historian - The Historian takes and collects pictures during CASA events throughout the year and will make a compilation of all media into a scrapbook for future display as well as slideshows. They will take pictures at all CASA events and upload them to CASA’s available media platforms. The Historian, with the Publicity, takes video footage at every “big” event. The Historian works closely with Social chair, Historian, and Webmaster.

Culture Show Coordinator – The Culture Show Coordinator coordinates the annual culture show CASA hosts during spring quarter. They complete the TAP form in time and make necessary arrangements and plans throughout the year (to start TAP form at least 3 months prior to Culture Show date). The culture chair is responsible for all necessary preparations, which may include, but is not limited to: obtaining sponsors and A.S. Funding, fundraising, video preparation (with Publicity), script writing, casting, and directing. They must have prepared ideas by the first officer meeting of fall quarter. The Culture Show Chair may create a “Culture Show Committee” to help assist with the culture show preparations. There may be more than one Culture Show Chair with the recommendation of previous year’s Culture Show Chair.

Webmaster – The Webmaster is in charge of designing and maintaining the CASA website. They shall have sufficient experience in basic web design and language. They shall maintain and update all pages and modules on the website with the latest CASA information. The Webmaster updates the website with each upcoming event.

Sports Coordinator -- The Sports Coordinator is in charge of intramural sport team organization within CASA. CASA is to be involved in at least one intramural sport per quarter, unless due to unavailability or by request of President. The Sports Coordinator works with the Treasurer to cover intramural team costs. He/she also works with the Historian for photography. If the Sports Coordinator sees that uniforms are necessary for CASA intramural teams, with President and Treasurer permission, he/she can work with the EVP to acquire uniforms.

Officer responsibilities are not limited to those outlined above. All officers have a responsibility to help in group-workload whenever possible.

Section C:

General Staff - All officers in CASA are considered as General Staff. If all officer positions are filled, then individuals who do not hold a specific office position will be known primarily as General Staff. General Staff will be able to run for officer position when any position becomes vacant. The General Staff shall assist all other officers in all CASA events and programs.

Interns - An individual must spend one year as an intern to become eligible for an officer position. An intern must be recommended by an officer and voted by the board after filling out the intern application. Candidates will be considered CASA interns with a 2/3-majority officer vote. Each intern will be assigned to one officer at the beginning of internship period. There may be more than one intern per officer position. They must have President, EVP, and IVP approval to shadow either of the 3 positions or Treasurer.

Section D:

Creation of new officer positions -The creation of new officer positions must be proposed by an officer at a board meeting and voted amongst all board members and added to the CASA Constitution. The officer should have prepared justification for the new position as well as a detailed description of its duties, similar to those outlined above. A 3/4 majority in voting is needed to introduce the position into CASA.

Article IV – Voting Procedure

Section A:

Procedures and Conditions:

1. Interviews are held annually on the 3rd and 5th week of Spring quarter.
2. Presidential candidate must have at least one year of experience as officer.
3. Applications for President, External Vice President, Internal Vice President, and Treasurer are due on the first class day of Spring quarter. Applications for other positions are due 2 weeks after.
4. For President, External Vice President, Internal Vice President, and Treasurer, the nominees each give a 3-5 minute speech, followed up by questions. Opposers running for the same position cannot be present at the speech. If no opposers, the nominee must receive $\frac{3}{4}$ total ‘yea’s from the total board. All officers are required to attend.
5. For all other positions, the President, External Vice President, and Internal Vice President will host interviews for each nominee. Officers are not required to attend, but those that do can vote on the those they do attend. President, EVP, and IVP votes count as 1, whereas every other officers’ count as (#of officers - Pres,EVP,IVP) / 3. Based on this formula, each third of the officers that participate in the interview count as a vote. The nominee with the most votes gets the position, or in the situation where there is only 1 nominee running for a position, there must be at least a $\frac{2}{3}$ approval.
6. After elections, all newly appointed officers must attend all officer meetings.
7. Interns may participate in the voting process; however, they are not permitted to take part in the voting of executive board positions.

These voting procedures may be susceptible to alterations. The decision for any alterations to the voting procedure lies solely in the hands of the President; the final decision of the President is irrefutable.

Section B:

Impeachment process – When a board member does not fulfill his responsibility, the board together has the right to remove that officer. Impeached officers are allowed to run for officer position again. This can be brought up at any officer meeting and a defense may be made by the defendant. A 2/3 agreement must be reached for the impeachment to go through.

Article V – Violations and Penalties

Section A:

Code of Conduct – There shall be no discrimination based on race, gender, age, sexual orientation, political affiliation, Mac or PC, favorite cereal brand, etc.

Section B:

Violations and Penalties – Officers must attend all officer meetings. If an officer cannot make the meeting on time, he or she must inform the President one day before the meeting (except for an emergency). If one cannot make it to their assigned duty, then they must inform the President. Arriving 5 minutes after the shift/event time without contacting the President is considered being late. Officers are required to attend at least 70% of the quarter's events. Attendance evaluation will be performed if officers are excessively tardy or absent. If an officer has more than 3 meeting absences per school year, they are to be immediately expelled from their officer position. The President makes the final call for all decisions.

Article VI – General Body Meetings and Membership

- There must be at least 1 General Body Meetings (GBM) per quarter.
- The first GBM in each quarter must be held within the first two weeks of school.
- The function of the GBM is to welcome new members and announce upcoming events, fundraisers, social activities, joint events, etc. A social event may take place following the GBM.
- Membership is open to all current and former UCSD students. CASA must have discount cards available for purchase.

Article VII – Amendment Process

Addition or modification of the constitution must be discussed and voted by executive board officers. A 2/3 majority is required to pass an amendment.

Article VIII – Reimbursements

Section A:

All individuals must provide official documentation (receipts, invoices, permits, etc.) as proof of money spent for CASA events to CASA to be considered for reimbursement by the President and Treasurer.

Section B:

For staff retreats and EVP events (All Staff, CHF, All Cal) that involves transportation outside of the UCSD campus, staff and interns will each pay an average amount to cover the total gas, parking and/or transportation fees spent for that event by the transportation providers. The total of the average will be collected by the Treasurer and be then be distributed among the individuals requiring compensation. This average cost, from staff and interns to the party of intended reimbursed individuals, should not exceed the amount of \$10. If the total of average reimbursement collected from staff and interns are not sufficient to reimburse all individuals who have provided transportation, CASA will reimburse or compensate for the difference between this total and the total spent by the transportation providers, as decided accordingly by the President and Treasurer. If there are only a few CASA members who attended EVP events, their cost may be covered by CASA at the discretion of the President and Treasurer.

For events within the San Diego area, gas reimbursements will be given by CASA if more than one trip (to and from the venue) was required to transport staff, interns, and members to an event.