Constitution for
Northeastern University Chinese Students and Scholars Association

Areas in BOLD are considered mandatory for club recognition.
Items in ITALICS are suggested for more efficient organization functioning.
Remember that your constitution should be a timeless document.
Anything that would/could change on a regular basis should be a part of the by-laws.

Article I: Name of your student organization
Section 1: The name of this organization shall be the Chinese students & scholars group of Northeastern University; hereafter referred to as Northeastern University Chinese Students and Scholars Association.

Article 2: Purpose
In this Article, you MUST describe the purpose of your organization. It may be listed in sections or as one paragraph.

The object of Northeastern University Chinese Students and Scholars Association (hereafter referred to as NUCSSA) is to unite and help Chinese students and scholars registered in Northeastern University, and promote the culture communication between Chinese and others'.

Article 3: Affiliation
In this Article, you MUST describe any affiliation your organization has with other regional, national, or international organizations. If you are not affiliated with any other group outside of Northeastern University, then state that "___________ is not affiliated with any outside organization." It may be listed in sections or as one paragraph.

Northeastern University Chinese Students and Scholars Association is not affiliated with any outside organization.

Article 4: Membership
A. GENERAL MEMBERSHIP
Section 1: Promoting culture communication is one of the major object of NUCSSA. Hence, NUCSSA does not discriminate on the basis of race, national origin, color, gender, gender identity, religious affiliation, veteran status, or sexual orientation.
Section 2: Membership will be open to all full-time and part-time graduate Northeastern University students.
Undergraduate students or College of Professional Studies students may become “associate members” by paying a membership fee set by the e-board. Associate members are not eligible to vote or hold office.
Section 3: Associated Membership will be open to all full-time Undergraduate students and College of Professional Studies students for free.
Section 4: According to Northeastern University Policy, Associated Membership will be not eligible to hold office within Executive Board.
Section 5. Any member has the right to inspect the financial and administrative records of the Association.

Section 6. The General Membership is represented in the governance of the Association through the Senate and the Executive Board.

Section 7. The General Membership receives reports from the Executive Board on all aspects of Association Business at scheduled monthly senate meetings.

B. ORGANIZATIONAL STRUCTURE

The Association shall be structured as follows:

I. GRADUATE STUDENT SENATE
The NUCSSA Senate (hereafter referred to as the Senate) is the representative body of the Membership that governs the Association and carries out legislative process of the Association. It shall serve as a forum for the communication of Chinese student and scholar concerns and needs. It shall determine the policies of the Association and shall receive proposals from the Executive Board for approval and/or implementation. All the members who participate organizing any NUCSSA event or program can apply senatorship, and will be approved with two senators’ support.

II. Executive Board
The Officers of the Association constitute the Executive Board of the Association. Officers are elected as outlined in the Association By-laws. The Executive Board brings proposals and suggestions before the Senate and serves as the liaison with the University administration on behalf of the Association. It shall manage and coordinate programs, projects, and activities approved by the Senate. It is the responsibility of the Executive Board to ensure that all business of the Association be communicated to the NUCSSA Senate and the General Membership.

Section 3: Participation Requirement
In this Section, you MUST define the participation requirement for members in your organization. It can be a percentage of meetings attended, or a general rule of “no more than three un-excused absences in a semester”.

Article 4: NUCSSA SENATE
A. Eligibility and Term
1. Members of the Senate must be currently enrolled as full-time or part-time students of Northeastern University. Senators are responsible for maintaining an effective system of two-way communication. Senators will serve a regular term that is September 1 - April 30th. The Association President at his/her discretion could convene a special senate meeting during intercession/summer term to consider special items of business.

2. Eligible Students can become Senators by following the process outlined in the Association By-laws.

3 Any Senator have to be presented in 60% of the meetings, otherwise the senatorship will be suspended.

B. Composition and Membership
1. The Senate shall be composed of a minimum of two representatives, hereafter referred to as Senators, from NUCSSA General and Associate members.

2. Senators have the responsibility and duty to communicate the concerns of the General and Associate members to the Association as well as relaying Association information back to the General and Associate members.

C. Senate Meetings

1. The Association President (or designated officer) shall chair the meetings of the Senate.

2. The Senate shall meet at least three (3) times per academic semester (except May through August) at times to be determined by the Executive Board. The Association President will give no less than two (2) weeks notice of the time and place of the meetings.

3. Special meetings may be called by the Association President, or by two (2) officers of the Executive Board, or by ten (10) General members, to consider a special item or items of business. The party(s) calling the special meeting, with the approval of the Executive Board, shall give no less than one (1) week notice to the Senate of the time and place of the special meeting.

4. A simple majority of the Senate shall constitute a quorum. A simple majority for voting purposes shall be determined by having at least one-third of the Senate representatives participating the Senate meeting. In order for a matter to be voted on, there must be a quorum present.

5. Each Senator has one (1) vote. There will be no proxy votes. Members of the Executive Board enjoy privileges of a Senator and are entitled to vote, except for the Association President who may vote only in the case of a tie. All decisions must be reached by a simple majority of voting representatives present, unless otherwise specified herein.

6. Robert Rules of Order will govern the Senate Meetings in all cases in which they are applicable and where they are not in conflict with any portion of this Constitution or any rules, by-laws and/or procedures that the assembly may adopt.

D. Powers and Responsibilities of the Senate

1. Represents the voice of the General member body.

2. Recommends proposed legislation regarding NUCSSA policies, and concerns of the General member body to the NUCSSA activities and events.

3. Approves, modifies, or rejects the budget submitted by the Executive Board.

4. Has the power to initiate and conduct referenda.

5. Has the power to override an executive veto or decision by a 2/3 majority.

6. Approves or rejects the circulation of petitions or referenda by outside individuals or organizations.

7. Has the power to impeach an Officer by a 2/3 majority vote. The Senate will follow the Impeachment Process set forth in the Association By-laws.

8. Authorizes the use of the name of the Association by any programs for sponsorship purposes.

9. Retains all powers vested in the Association that are not specifically delegated in the Constitution and By-laws.

E. Resignation and Removal
1. If a Senator resigns, the vacancy will be filled in the manner prescribed in the by-laws.

Article 6: Officers

In this Section, you MUST define a presidential and treasurer role. You may title them as you wish, but there must be a clear “president” role and a clear “treasurer” role.

Section 1: All officers will be responsible for knowing and understanding the information in the Student Organization Handbook and the Code of Student Conduct.

Section 2: All officers must be full-time graduate students at Northeastern University.

Section 3: The officers of NUCSSA shall be President, Vice President, Treasurer and Secretary.

Section 4: One set of officers will be elected to represent each division and will serve while that division is in school.

Article 7: Responsibilities of Officers

A. Composition and Membership

The Association must have a minimum of two (2) officers to be active as an organization. These shall include at least the President and the Treasurer.

The President and Treasurer have to be Chinese citizens, and more than half of the Executive Board officers have to be Chinese citizens.

B. Eligibility and Term of Office

1. Officers must be currently enrolled as full-time or part-time graduate students of one of Northeastern University in good standing. Officers will serve a term that is May 1 - April 30th.

2. Each officer is elected by majority vote of the Senate

3. Officers may serve no more than two consecutive terms (2 years) in any one office and no person may hold two Association Officer positions simultaneously.

4. Each officer must maintain active residence within a fifty (50) mile radius of Northeastern University Boston campus and must fulfill all duties and responsibilities throughout the term of office.

C. Executive Board Meetings

1. The majority of the Executive Board shall constitute a quorum. In order for a matter to be voted on, there must be at least a quorum present. All decisions must be reached by a majority of those present.

2. The Association President shall chair the meetings. One officer shall have one vote on all matters, except for the President who may vote only in case of a tie.

3. The Executive Board shall determine the format and frequency of meetings. Regular meetings shall be at the call of the Association President. Special meetings may be called to consider a special item or items of business.

D. Powers and Responsibilities

Collectively, the Executive Board has the following powers, duties and responsibilities:
1. Has the power to create and dissolve committees that will help achieve the goals set forth by the General Assembly.

2. Has the responsibility of keeping the records of the Association and making them available to any member who so requests.

3. Encourage graduate representatives to fill all seats available to them in the General Assembly and on any University committees, boards, or councils, etc.

4. Sets the date, time, place, and agenda of Senate meetings. There will not be less than three Senate Meetings a Semester during the regular Academic Year (September - May).

5. Acts for the Senate when it is not possible to wait for the next Senate meeting for a decision on an issue. The Executive Board must have quorum and shall not have the authority to effect major policy changes that will affect the majority of the graduate student body. The Senate must review and ratify such major decisions. When the Executive Board acts on behalf of the graduate student body, the Senate shall be informed of such action(s) and the reasons for it at its next meeting.

6. Develops the Association’s budget proposal for the next fiscal year and submits it to the Senate.

7. Votes on questions of whether the President or any of the Vice Presidents abandoned duties thereby necessitating an election for the President, Vice President, Treasure, and Secretory.

8. Produces an annual written report on the activities and accomplishments in their respective areas to the Association.

9. The Association Treasurer shall attend all Student Activities and Student Activities Business Office mandatory workshops.

**E. Resignations and Removal**

1. If the President resigns, the Vice President will assume the Presidency for the remainder of the term.

2. Resignations for any other officers will be filled at a special meeting of the Senate called by the President.

3. An officer may be impeached from office by a 3/4 Vote of the Senate.

4. The process of impeachment must be initiated by any two (2) officers of the Executive Board or any five (5) Senators. The process of impeachment will be governed by the process as outlined in the Association By-laws.

**Article 8: Advisor**

Section 1: The advisor to the club must be a full-time faculty or staff member at Northeastern University. The advisor will be an ex-officio, non-voting member on all committees of the organization.

Section 2: The advisor will be responsible for financial oversight by signing all financial forms for the Student Activities Business Office.
Article 9: Election of Officers

Section 1: Elections shall be sufficiently publicized to all members. No less than two (2) weeks notice shall be distributed to all members.

Section 2: The election process will take place during the spring semester.

Section 3: Each position will be voted on separately. The voting process will begin with the position of the President, the Vice President, the Treasurer, and then the Secretary.

Section 4: A nominee is voted into office with a simple majority vote of the current senatorship.

Article 10: Parliamentary Authority

Section 1: Robert’s Rules of Order will be the guide for all organization procedures not specifically defined in this constitution and by-laws.

Section 2: Quorum is defined as 50% plus one of current membership.

Article 11: Amendments

Article 1:
Ratification of the Constitution requires a 2/3 vote of the Senate. Initiative for amendments to the Constitution can be made to the Senate either by a Senator or by the Executive Board. After this Constitution is approved by the President of the University or his/her designee, it can be amended. Amendments must be ratified by at least 2/3 vote in the Senate of those present and voting.

Article 2: Notice of the amendment must be presented in writing at least one meeting prior to the voting.