

1) Name of the organization

Chinese Students and Scholars Association at UC San Diego

2) Statement of purpose

The Chinese Students and Scholars Association (CSSA) is a non-profit student organization at the University of California, San Diego. As one of the largest and most influential student organizations on campus, CSSA serves as an important vehicle in enhancing mutual support and affinity among individuals of the Chinese community. Each year, the number of students and visiting scholars coming from China to study or work at UC San Diego is substantial. To help them get acquainted with the new environment and lifestyle, we have initiated a program called New Students/Scholars Service Program that provides an up-to-3-day free temporary accommodation near UC San Diego campus. As one of the major Chinese organizations in San Diego, CSSA offers a great opportunity for UC San Diego students and local citizens to acquire a great deal of knowledge about Chinese culture through annual performance and contact with the local community. We are also a part of the CSSA Union, a fast-evolving family of Chinese students and scholars not only in the United States but also around the world.

3) Nonprofit statement

Chinese Students and Scholars Association at UC San Diego is a non-profit student organization.

4) Requirements for membership

UC San Diego undergraduate and graduate students, PhD candidates, postdocs and visiting scholars who are interested in Chinese cultural and are all welcome to join.

Frequency of organization meetings

Weekly.

5) Qualifications for holding office and methods of selecting and replacing officers

Only registered UC San Diego students may hold office in the Chinese Students and Scholars Association at UC San Diego. Only registered UC San Diego students may vote in elections for the selection of the Chinese Students and Scholars Association at UC San Diego's officers.

6) Risk management

Chinese Students and Scholars Association at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Chinese Students and Scholars Association at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Since activities held by CSSA are mostly indoors, the risk may be largely associated with some unexpected sickness of participants. To handle the risk, CSSA prepares a medical box, in which there are some common-used medicines, every time there is an event. Also, we will have enough working officers stand by during each event to cooperate whenever there is some emergency.

8) Officers Recruiting Strategy

Recruitment of new officers will be held twice an academic year in the Fall and Spring quarters. Applicants need to submit their application with their name, contact information, interested department(s), school year, college, and a brief self-introduction through a Google form managed by the secretary at the beginning of the quarter. Each department of CSSA will then contact each of the applicants and schedule an interview within one week. If an applicant were accepted by more than one department, he or she will have the right to decide which department he or she is more willing to join. Applicants need to pass the interview to become official CSSA officers.

9) **Officer Removal Procedure - Attendance and Dismissal Policy**

In order to maintain the functionality and efficiency of the club, CSSA enforces a strict attendance and removal policy. Officers who accumulate a total of three absences will receive a warning on the third absence and will face removal after the fourth absence. The detailed procedure is as follows:

1. **General Attendance Requirements:**

- Attendance at each department's weekly meetings will be included in the overall attendance record.
- Participation in the Spring and Fall all officers' general meetings is mandatory and will count towards the attendance record.
- Officers are required to participate in at least two out of three major events planned for the Fall semester.

2. **Absence Management:**

- Detailed attendance requirements and KPIs for each event will be announced in the general group before the event.

- If an officer signs in for an event but leaves immediately afterward the attendance for that event will be invalid.
- If an officer cannot attend a meeting or event due to personal reasons, they must inform their department head 48 hours in advance. Or provide legal document (doctor notes).
- In case of illness or emergencies, the officer must promptly notify their department head or responsible staff to allow for a reassignment of tasks.
- If an officer consistently demonstrates a lack of commitment or fails to engage in effective communication, department heads hold the authority to recommend removal.

3. Online or In-Person Meeting Policy:

- Department heads are granted the right to hold one online meeting in case of emergencies, such as severe weather, school events, or personal reasons.
- Each officer is allowed one online meeting without the need to provide a reason.
- After an officer has used their one-time online meeting privilege, any further absences will be counted as regular absences.

4. Final Decision Rights:

- The CSSA PM holds the final right to interpret and enforce this attendance and removal policy. If there are any special circumstances not listed above will be discussed by Principal Members and Voting process will be occurs to determine the final decision.

10) Principal Members Election Strategy

Election of principal members will take place in every Winter Quarter. The application for the principal positions will open from about on week 5. The new PM will be starting their role from the beginning of the Spring quarter. Currently roles are:

Director of Academic Affairs
 Director of Career Development
 Director of Technology
 Director of Administration and HR
 Director of New Media
 Director of Publicity
 Director of External Relations
 Director of Event Planning
 Director of Graduate Affairs
 Secretary

Vice President * 2
President

11) Principal Members Impeachment Strategy

Any of the principal members may initiate an impeachment vote. Possible reasons for impeachment include but are not limited to negligence, dereliction of duty, failure to follow this constitution, and violations of laws. The petition of impeachment should be reviewed by the President, or Vice President if the President is the one trial.