**Chinese Business Society Constitution**

2023 – 2024

# Article I. Name of Student Organization

The organization shall be called Chinese Business Society at UC San Diego, hereafter referred to as CBS at UC San Diego.

# Article II. Statement of Purpose

The purpose of CBS at UC San Diego is to provide a community for students who are interested in business related areas, especially for Chinese students and student who are interested in Chinese market. CBS at UC San Diego shall continually make efforts to support students who are interested in business, provide networking opportunities with alumnus and provide related workshops and activities. We are dedicated to providing students with a platform for career development, guidance for further studies, self-employment and job search resources, and to help students with their future planning and development .

# Article III. Nonprofit Statement

Chinese Business Society at UC San Diego is a non-profit student organization.

# Article IV. Requirements For Membership

Membership of CBS at UC San Diego is open to all students who are interested in business. Students who have attended any of our events will be our members. There will be no dues, no restrictions for becoming an member, and no requirement for remain active membership.

# Article V. Frequency of Organization Meetings

The organization will meet once a week and no less than eight weeks a quarter, three quarters a year. Meeting Minutes will be taken each meeting.

# Article VI. Qualification for Holding Office and Methods Of Selecting and Replacing Officers

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization’s officers.

Recruitments shall take place every Fall and Spring quarter of a year. Officers are selected from UC San Diego students who attend the Recruitment info session and are interested in joining CBS. Selected officers are divided into five departments. President, Vice President and Department heads are elected every year at the beginning of Spring Quarter. The executive board is composed of one president, one vice president and 5 department heads. Officers who missed 2 or more mandatory events each quarter will be dismissed.

1. President a. Represents CBS at UC San Diego in all official occasions. b. Responsible for the running of entire society c. Determine the purpose and goal of the society d. Supervise all officers 5. Responsible for holding executive board meeting once a week
2. Vice President a. Aids the president in all official occasions b. Fulfill president’s duties if the president is absent c. Work with the president to determine the purpose and goal of the society
3. Administration Department a. Head of Administration Department is responsible for the running of Administration department. b. Responsibilities of Administration Department Officers:
4. Formulate the constitution, rules and all official documents
5. Take attendances and minutes for every meeting iii. Reserve Room and Venues for all events
6. Marketing and Technical Support Department (hereafter referred as MKTTS department) a. Head of MKTTS Department is responsible for the running of MKTTS department. b. Responsibilities of MKTTS Department Officers:
7. Edit and Publish articles on CBS social media accounts
8. Maintain and manage CBS official website iii. Make posters, flyers, business cards, brochures and videos for all events
9. Public Relation Department (hereafter referred as PR department) a. Head of PR Department is responsible for the running of PR department. b. Responsibilities of PR Department Officers:
10. Maintain relationship with alumnus and professionals
11. Look for possible professional connections iii. Invite successful industry leaders for seminars and workshops
12. Professional Development (hereafter referred as PD department) a. Head of PD Department is responsible for the running of PD department. b. Responsibilities of PD Department Officers:
13. Hold seminars and resume workshops each quarter
14. Write articles about major current events or business news iii. Develop innovative and academic related projects
15. Event Coordination Department (hereafter referred as EC department) a. Head of EC Department is responsible for the running of EC department. b. Responsibilities of EC Department Officers:
16. Generate good ideas and possible activities for future events
17. Plan and organize all major events iii. Looking for volunteers if needed

# Article VII. Risk Management

Chinese Business Society at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.

Chinese Business Society at UC San Diego understands that the University does not assume legal liability for the actions of the organization.