

# Chinese Students and Scholars Association

## Constitution

Last Updated: January 2026

## Article I. Name, Purpose, and Statement of Compliance

### Section 1. Official Name

The official name of the organization is **Chinese Students and Scholars Association** (“CSSA”).

### Section 2. Affiliation

CSSA is a registered student organization at Iowa State University. The organization name does not include Iowa State University identifiers and does not imply official representation of the university.

### Section 3. Purpose

The purpose of CSSA is to build community among students and scholars, promote cultural exchange, provide social, educational, and academic support opportunities, and organize events that foster understanding and inclusion on campus.

### Section 4. Statement of Compliance

*Chinese Students and Scholars Association abides by and supports established Iowa State University policies, State and Federal laws, and local ordinances and regulations. Chinese Students and Scholars Association agrees to annually complete President’s and Treasurer’s Training as required by the university.*

## Article II. Membership

### Section 1. Eligibility

Membership is open to all registered Iowa State University students.

### Section 2. Active Members and Voting

The organization may define “active members” based on participation requirements and/or completion of any required membership steps established by the organization. Only active members may vote and hold office.

## Section 3. Removal of Membership

Membership may be revoked for conduct that violates university policy, local/state/federal law, or this constitution, after due process as outlined in organizational procedures.

## Article III. Officers

### Section 1. Required Officers

The officers of CSSA shall include at minimum:

- President
- Vice President
- Treasurer
- Secretary

### Section 2. Duties

- **President:** Provides overall leadership; chairs meetings; represents the organization to Student Engagement and campus partners; and serves as the designated Risk Management Officer.
- **Vice President:** Assists the President; coordinates committees and event execution.
- **Treasurer:** Manages financial records; ensures compliance with university financial policies; and completes required trainings.
- **Secretary:** Maintains meeting minutes and official records; manages internal documentation.

### Section 3. Officer Eligibility

The officers of this organization must meet the following requirements:

- (a) Be in good standing with the university and enrolled at least half-time during their term of office: six or more credit hours for undergraduate students (unless fewer credits are required to graduate in the spring or fall semester), and four or more credit hours for graduate students (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement).
- (b) Have a minimum cumulative grade point average (GPA) of 2.00 in the semester immediately prior to election or appointment, the semester of election or appointment, and all semesters during the term of office. At least six credit hours must have been taken in the semester under consideration.
- (c) Be ineligible to hold office should the student fail to maintain the requirements described in (a) and (b).

### Section 4. Term of Office

Officers serve one-year terms beginning upon installation following spring elections and ending when successors are installed.

## Section 5. Removal and Replacement

An officer may be removed for misconduct, failure to fulfill duties, or violation of university policy by a two-thirds (2/3) vote of active members present at a meeting with quorum, after notice and an opportunity to respond. If an officer is removed or resigns, a replacement shall be elected by a majority vote of active members within **30 days**.

## Article IV. Elections

### Section 1. Timing

Officer elections shall be held annually during the **last three weeks of the spring semester**.

### Section 2. Election Procedures

Officers shall be elected by **secret ballot**. A **simple majority (50% + 1)** of votes cast by active members present at a meeting with quorum is required for election.

## Article V. Meetings and Quorum

### Section 1. Meetings

CSSA shall hold meetings as needed during the academic year. Special meetings may be called by the President or executive committee.

### Section 2. Quorum

Quorum is defined as at least **one-third (1/3)** of active members.

## Article VI. Advisor

### Section 1. Selection

CSSA shall have a faculty or staff advisor selected by the executive committee and approved by a majority vote of active members present at a meeting with quorum.

### Section 2. Role and Term

The advisor provides guidance consistent with university policy and serves a renewable **one-year term**.

## Section 3. Removal and Replacement

The advisor may resign by written notice to the President. The advisor may be removed by a two-thirds (2/3) vote of active members present at a meeting with quorum. A replacement advisor shall be appointed by the executive committee within **30 days**.

## Article VII. Risk Management

Risk management responsibilities are assigned to the **President**, who serves as the designated Risk Management Officer and ensures compliance with Iowa State University risk management requirements.

## Article VIII. Non-Discrimination

*Iowa State University and Chinese Students and Scholars Association do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, or status as a U.S. veteran.*

## Article IX. Financial Management

*All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or an approved institution or office authorized by the Campus Organizations Accounting Office. All funds must be deposited within 48 hours after collection. The advisor must approve and sign each expenditure before payment.*

## Article X. Amendments

### Section 1. Amendment Process

This constitution may be amended by a two-thirds (2/3) vote of active members present at a meeting with quorum, provided proposed amendments are shared at least seven (7) days in advance.

### Section 2. Interpretation

Any interpretation questions not addressed herein shall be resolved by the executive committee in accordance with university policy.

*End of Constitution*