

Article I Name:

The name of this organization shall be Chinese Language Club at Iowa State University.

Article II Purpose:

The purpose and goals of the Chinese Language Club are to help students at Iowa State University learn and practice their Chinese, and help build friendships between American students and Chinese students. This organization will pair Chinese students and American students to practice Chinese together on a regular basis. This organization will also hold weekly group discussions and Chinese conversation corners.

Article III Statement of Compliance:

Chinese Language Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Chinese Language Club agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required).

Article IV Non-Discrimination Statement:

Iowa State University and Chinese Language Club 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, gender identity, or status as a U.S Veteran

Article V Membership:

Membership shall be open to all registered students who are interested in learning and practicing Chinese at Iowa State University.

Article VI: Risk Management:

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to Chinese Language Club, [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization's events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable). At this time, the people responsible for risk management will be the president and the treasurer.

Article VII Officers:

- Officer Duties and Term of Service—Constitutions must list officers, their respective duties and term of service (e.g. academic/calendar year)
 - President: Runs meeting, Facilitates discussion, Plans dates of events. Student running for president must have been in club for one year (2 semesters). Responsible for risk management.
 - Secretary: Sends weekly email with updates, works closely with President in planning, records notes during Officer Meetings. Student running for Secretary must have been in club for one semester.
 - Treasurer: Collect and record dues (if applicable), lead fundraising, work with President and Secretary in planning. Student running for Treasurer must have been in club for one semester. Responsible for risk management.
 - Social Media/Outreach: Create/Manage social media platforms, help treasurer with fundraising, advertise the club to Iowa State students.
 - Advisor: Provides general oversight to the group ensuring that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center. Bi-monthly meeting with club officers to help with club logistics.
- Method of election of officers— Voting will be done by a secret ballot and majority vote.
- Date(s) for election of officers—Officers will hold their position for one calendar year. Voting will take place during the last meeting of the fall semester.
- Replacement of officers—Replacement elected using regular election procedures.
- Minimum Cumulative GPA for Officers—

"The officers of this organization must meet the following requirements:

(a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

Article VIII Adviser:

- Method of election/selection of adviser(s)— The adviser will be selected by the President of the club.
- Adviser(s) Term of Service—Preferably, the Adviser will serve while they are at Iowa State. If the Adviser would like to resign, they are able to do so at the end of a term with a two-month notice given to the President.
- Replacement of Advisers— A Replacement Adviser will be chosen by the President.

Article IX Finances:

- "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 approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment."
- Description of dues— Dues will be \$5 per semester. Dues will not exceed \$10 per semester. Dues will be collected after the first month of the each semester.
- Finances will be handled by the club's Treasurer. The Treasurer will be in charge of the club's debit card.
- If the club dissolves, the funds will be donated to the Chinese Student Scholar Association.

Article X:

For amendments to be made to the constitution, it will first be discussed in an officer meeting. Then, it will be presented to the general membership of the organization at the next meeting to be voted on. A majority vote will pass the amendment and the club will then adopt the amended constitution. Amended or ratified constitution should be submitted within 10 days to Student Activities Center for approval. There should be a prompt submission of the updated constitution and bylaws to the Student Activities Center if amended.