

UPEI CHINESE STUDENTS SCHOLARS ASSOCIATION CONSTITUTION

1. Club Name

University of Prince Edward Island Chinese Students Scholars Association
(Abbreviated as UPEI CSSA)

2. Objectives

1. To represent and serve Chinese students and scholars studying and working at UPEI, promoting communication and mutual support in academics, life, culture, and career development.
2. To organize diverse activities that enhance interaction among members and with the local community.
3. To promote Chinese culture and foster multicultural exchange and integration.
4. To assist new Chinese students at UPEI in adapting to campus life and the local environment.
5. To provide members with information and resources when needed, including academic, career, living, legal, and mental health support.

3. Membership

1. **Eligibility:** Open to all full-time or part-time students of UPEI, and individuals working at UPEI who are of Chinese nationality or have an interest in Chinese culture.
2. **Restrictions:** Any limitations on membership must be approved by the VP Student Life to ensure alignment with the Association's objectives.

3. **Membership Fee:** Normally, no membership fee is required. Should a fee be deemed necessary, it must be specified and justified in the constitution.
4. **Member Rights:** Members have the right to participate in all Association activities and are eligible to vote and run for executive positions.
5. **Member Responsibilities:** Members must comply with this constitution, follow event rules, actively participate in activities, and uphold the reputation of the Association.

4. Club Activities

The Association shall host at least one event per semester, which may include orientation, festival celebrations, cultural lectures, sports events, academic forums, or community service initiatives.

5. Executive Team

The Executive Team shall consist of the following positions:

President

Vice President (Administration)

Treasurer

Marketing & Publicity Coordinator

Events Coordinator

Technical Support Officer

Photographer

6. Executive Duties

President

- Oversees all operations of the Association and represents it externally.
- Chairs meetings and coordinates the work of all departments.
- Ensures activities and finances comply with UPEISU and UPEI regulations.

Vice President (Administration)

- Assists the President in managing day-to-day affairs.
- Oversees constitution enforcement and internal communication.
- Acts on behalf of the President in their absence.

Treasurer

- Manages the Association's funds and keeps accurate financial records.
- Submits annual financial reports and ensures transparent use of funds in compliance with UPEISU requirements.

Technical Support Officer

- Maintains and updates the Association's website, social media, and electronic communication platforms.
- Provides technical support and manages equipment for events.

Events Coordinator

- Plans, organizes, and executes all events of the Association.
- Coordinates with other departments to ensure event success.

Marketing & Publicity coordinator

- Designs and publishes promotional materials for events.
- Manages the Association's public image and social media presence.

Photographer

- Responsible for photographing and recording videos at events.
- Assists in creating media content for publicity purposes.

7. Elections/Appointments

1. The Executive Team shall be elected annually by all members through a secret ballot.

2. Current President and Vice President votes shall carry a weight of 3, selected temporary hiring members shall carry a weight of 2, while all other Executive members' votes carry a weight of 1.
3. If a position becomes vacant, the President may nominate a candidate, subject to majority approval by the Executive Team, to serve until the next election.

8. Meetings

1. Regular meetings shall be held at least once per semester; special meetings may be called as needed.
2. Executive members must be notified at least 3 days in advance, via email or social media groups.
3. Decisions require a quorum of at least half of the Executive Team members.

9. Constitution Changes/Amendments

1. Proposed amendments must be submitted by at least three Executive Team members and discussed at a meeting.
2. Amendments require the approval of at least two-thirds of the members present at the meeting, and must be approved by the VP Student Life before taking effect.

10. Vacancies/Removals

1. If no suitable candidate is found during an election or appointment, the position may be temporarily assumed by the President or another Executive Team member for no longer than one semester, and must be reported at a general meeting.
2. Any member who seriously violates the constitution, damages the Association's reputation, or breaks the law may be removed from their position with the approval of at least two-thirds of the Executive Team.

11. Finance

1. The Association's funds may come from UPEISU funding, sponsorships, and other lawful sources.
2. All funds must be used for purposes aligned with the Association's objectives, and full financial records shall be kept for audit purposes.
3. A financial report shall be published once per academic year.

12. Reappointment

1. Executive Team members may apply for reappointment at the end of the academic year.
2. Reappointment requires the approval of more than half of the other Executive Team members.

13. Dispute Resolution & Final Interpretation

1. The final interpretation of this constitution rests with the UPEI CSSA.
2. In the event of a dispute, the Executive Team shall convene a meeting to seek a resolution through discussion.

14. Effective Date and Duration

This Constitution shall take effect on **May 1, 2025**, and shall remain in force until an updated version is approved by both the Executive Team and the General Assembly, thereby replacing this document.