

# 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 and mental health resource.

## 3. Membership

1. **Eligibility:** Open to all full-time or part-time students of UPEI, and individuals working at UPEI who identify with or support the Chinese community.
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:** Full time Students 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**

##### **Core Executive Members**

The Executive Team shall consist of the following positions:

President

Vice President (Administration)

Treasurer

##### **Executive Team Members**

Technical Support Officer

Marketing & Publicity Coordinator (Up to 3 Positions)

Events Coordinator (Up to 3 Positions)

## Photographer

The structure, number, and responsibilities of Executive Team Members positions may be adjusted as necessary to meet the Society's operational and leadership needs, subject to Executive Team decision.

## **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. Executive positions shall normally be reviewed annually, with elections held when positions become vacant or when reappointment is not approved.
2. Current President and Vice President votes shall carry a weight of 2, selected Interim Executive 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.

Definition – Interim Executive Members

Interim Executive Members are temporary executive members appointed by the Executive Team to assist with leadership or operational responsibilities when vacancies arise, workload demands increase, or additional support is needed for Society activities.

## **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 half of the Executive Team.

## **11. Finance**

1. The Association's funds may come from UPEISU funding, sponsorship, 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 will normally continue in their roles into the next academic year unless they graduate, resign, or are no longer eligible to serve.
- 2.A member's continuation may be subject to review, and may be denied if more than half of the other Executive Team members vote against reappointment.

## **13. Dispute Resolution & Final Interpretation**

- 1.The Executive Team shall be responsible for interpreting this Constitution, subject to applicable UPEISU policies and regulations.
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, 2026**, and shall remain in force until an updated version is approved by both the Executive Team and eligible voting members of the Association, thereby replacing this document.