

# Constitution of the Middlebury College Chinese Club

## **Article I: Name**

The name of this organization, as it will appear on any publication or press release, shall be the Chinese Club.

## **Article II: Purpose**

- The Chinese Club of Middlebury College not only caters to the needs for further cultural exchange between diverse cultures represented on campus, but also promotes academic discussion in various aspects of China and Chinese culture.
- The Club works on the promotion of understanding China in terms of culture, language, politics, foreign relations, and business. We will provide opportunities of learning about contemporary China for the Chinese learners on campus and the general college community who are interested in China, and eliminate the long-rooted misconceptions and stereotypes about China. Some events will be cooperated with the Chinese Department and the Chinese Language House.

## **Article III: Membership**

Membership is open to all interested members of the Middlebury College Community. They are identified as those names currently listed in the Chinese Club membership mailing list. All members of the Middlebury College Community can become members by contacting the President of the Chinese Club or by signing up at the Activities Fair held each semester.

## **Article IV: Offices/Officers**

The Executive Board of the Chinese Club will be composed of a President, a Vice-President, a Secretary, a Treasurer, and a Publicity Officer. All officers must be Middlebury College students. The officers' duties include but are not limited to:

### A. The President:

- a. chairs meetings,
- b. serves as liaison between faculty, staff, administration and the Chinese Club;
- c. meets bi-weekly with the Chinese Club Adviser,
- d. assigns committees when appropriate;
- e. makes the final decision should conflict arise.

### B. The Vice-President:

- a. seeks ways to address issues relevant to the general Chinese Club body.
- b. seeks ways in which Chinese Club can improve in one specific aspect;
- c. takes over the duties of the President should the president be absent, sick.

### C. The Secretary

- a. sends out e-mails, and voice mails to the general Chinese Club body;
- b. keeps records of Chinese Club meetings and schedule;
- c. files the documents of Chinese Club;
- d. updates the webpage of the Chinese Club;
- e. helps and organizes the election.
- f. takes attendance at club meetings

### D. The Treasurer:

- a. carries out all Chinese Club financial transactions
- b. is in charge of keeping and managing the Chinese Club accounting book;
- c. sets budget proposal together with the President;
- d. serves as liaison between the SGA Finance Committee and the Chinese Club;
- e. gives advice on ways of co-sponsorship between other groups on campus and the Chinese Club.

E. The Publicity Officer

- a. makes advertisement of the organization (i.e. posters, fliers, etc.);
- b. keeps track of the events calendar;
- c. coordinates the activities fair and spreads campus awareness of the club.

**Article V: Elections**

- A. Elections for all officers will be held once a year, on March 15<sup>th</sup>. Nomination periods should be announced at least three weeks prior to the election date. Candidates are required to send their letters of intent to the President of the Chinese Club during the nominations period, which will then be posted on the Chinese Club Website.
- B. The President, the Vice-President, the Treasurer, the Secretary, and the Publicity Officer will be elected by the general membership of the Chinese Club. Elections will be conducted through a Middlebury College On-line system, which will allow only full-time enrolled Chinese Club members to cast their vote. At least ½ of the membership has to vote in order for the elections to be valid. Simple majority is needed in order for a candidate to win the elections.
- C. In the case of resignation, the following actions will be taken:
  - a) President: the President of the Chinese Club should discuss his/her resignation with the Faculty/Staff Advisers as well as with other officers. He/she must submit his/her letter of resignation to the Vice President who then has 3 weeks to conduct another election open to the general membership for vote. Other officers are also eligible to run for this position. Campaigning period will be announced and the nominations are to be submitted no later than one week after the campaigning has been announced. In case the President resigns late in the semester, the Vice President may choose to perform his/her duties as both the President and the Vice-President.
  - b) Other Officers: in case one of the officers resigns, the remaining three officers will conduct elections open to the general membership to the all members. Campaigning period will be announced and the nominations are to be submitted no later than one week after the campaigning has been announced. If the resignation occurs toward the end of the semester, officers may choose to divide the responsibilities of the resigning officer.
- D. Regarding the dismissal of an officer, the three other members can ask for a vote of no confidence to the President, the Vice President, Treasurer Secretary, and/or Publicity Officer of the Chinese Club. The case will be stated and presented to the general membership who will then perform the vote.

**Article VI: Meetings**

The organization shall have board meetings bi-weekly. Meetings are open to the entire membership. General Membership meetings should be held at least once each semester. Their further frequency and nature shall be left to the presiding board. There shall be a general informational meeting during the first weeks of class for both fall and spring semester.

Article VII: Committees

The President has the right to appoint temporary committees when deemed necessary.

Article VIII: Faculty/Staff Advisers

The membership agrees to maintain an adviser from the faculty or staff, as required.

Article IX: Discrimination Policy

The Chinese Club operates in full accordance with Chapter Four, Section II, A of the *Middlebury College Handbook* concerning Student Organization Policies of Discrimination, freedom of Association, Anti-Hazing, Freedom of Inquiry and Expression, Student Publication, Funding, Advertising, and Scheduling. Any

and all changes made to the Student Organization Policies section of the *Middlebury College Handbook* will immediately become policies adopted by the Chinese Club.

Article X: Affiliations

The Chinese Club is not affiliated with any other local, state, national or international organizations.

Article XI: Ratification

- A. The constitution must be ratified by a two-thirds majority of the membership.
- B. The constitution must be approved by the Student Government Constitution Committee.

Article XII: Amendment

- A. The constitution must be amended by a two-thirds majority of the membership.
- B. The constitution must be approved by the Student Government Constitution Committee.

Approved as to form: January 23, 2007