**CONSTITUTION**

**CHINESE AMERICAN STUDENT ASSOCIATION**

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization will be the “Chinese American Student Association”. The Chinese American Student Association will also use the acronym “CASA” in printed materials.

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, Chinese American Student Association is considered a General Registered Student Organization. As a GRSO, our organization is a separate 3rd party entity, not considered a part of the University of

Florida. Through registering with the University, our student group agrees to follow its policies and operate on campus with access and/or eligibility for specific campus benefits.

**ARTICLE III. PURPOSE STATEMENT**

The objectives of the Chinese American Student Association will be:

I. To promote the awareness of Chinese and Asian culture and exhibit that culture to University of Florida students and Gainesville community

II. To provide a social and interactive foundation for the Chinese and American students on campus to communicate and cooperate.

III. To provide service opportunities on-campus and off-campus for UF students.

IV. To develop leadership skills for UF students with a Chinese and Asian perspective.

The Chinese American Student Association will exist as a sub-organization under the Asian American Student Union and its constitution.

**ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS**

Upon approval by the Department of Student Engagement, Chinese American Student Association shall be a registered student organization at the University of Florida. Chinese American Student Association shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

Section A. Non-Discrimination

Chinese American Student Association agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

Section B. Sexual Harassment

Chinese American Student Association agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

Section C. Hazing

Chinese American Student Association agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If Chinese American Student Association becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

Section E. Officer Eligibility

Chinese American Student Association understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the Registered Student Organization Classification and Officer Eligibility Policy.

**ARTICLE V. MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. BYLAWS FOR Chinese American Student Association**

Chinese American Student Association may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). Chinese American Student Association agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

**ARTICLE VII. STUDENT ORGANIZATION ADVISOR**

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term. The student organization advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization.

The student organization advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The student organization advisor may attend Executive Committee meetings, general committee meetings, and advise the Chinese American Student Association on matters under consideration. The student organization advisor will serve a term of one (1) academic year and may continue their term each subsequent year based upon the advisor’s decision.

Recommendation of the student organization advisor shall be made by any member and be considered by the Executive Committee for two weeks. During the consideration period, at least two officers must visit and discuss the position with the candidate before initial ratification by the Executive Committee with majority approval. Final ratification is made by majority approval by members at the general board meeting.

In the event that the student organization advisor is unable to continue in their position, officers may nominate a replacement at any time, to be confirmed by a majority vote of the members.

**ARTICLE VIII. OFFICERS**

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President is elected officers. These officers must abide by the Registered Student Organization Classification and Officer Eligibility Policy. The elected officers of the Chinese American Student Association shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

I. General

The executive board will consist of the following positions elected by the members of CASA:

i. President (1)

ii. Vice President of Internal Affairs (1)

iii. Vice Presidents of External Affairs (2)

iv. Vice Presidents of Culture (2)

v. Vice President of Finance (1)

vi. Vice President of Communication (1)

The remaining officers on the board consist of the following appointed positions, which will be appointed by the current President, the newly elected President, and a third current officer of their choice:

i. Director of Events (2)

ii. Directors of Athletics (2)

iii. Director of Multimedia - Photography (1)

iv. Director of Multimedia - Graphics (1)

v. Director of Multimedia - Videography (1)

vi. Director of Alumni Relations (1)

vii. Director of Philanthropy & Service (1)

viii. Directors of Language (2)

Together, the executive board and appointed positions will combine as one officer board, striving to fulfill the purpose of the Chinese American Student Association.

II. Executive Board Duties

i. President

1. Supervise the affairs of the Chinese American Student Association.

2. Preside over all general body and officer meetings, creating agendas for each meeting.

3. Represent the Chinese American Student Association and its community.

4. Create ad-hoc committees to fulfill surfacing needs.

5. Call the first meeting of each semester announcing the time and location of that meeting.

6. Oversee and enforce officer duties as described by the Constitution.

7. Ensure that the Chinese American Student Association affairs remain relevant to the objectives of the Asian American Student Union.

ii. Vice President of Internal Affairs

1. Perform all presidential duties in the absence of the President.

2. Fills the position of the President in the event of vacancy of that position.

3. Act as the right-hand person for the President.

4. Oversee, along with the President, all ad-hoc committees and will be responsible for their activities.

5. In charge of officer retreat and unity events.

6. Ensure productivity and efficiency of the officer board by making sure that each officer is fulfilling their duties.

7. Organizes officer applications and manages interviews during times of position vacancy.

8. Handle all planning and committees for Semi-Formal and Formal.

9. Handle membership awards at the end of the academic year. Awards are to be given once per academic year at the final open member social.

iii. Vice Presidents of External Affairs

1. Attend meetings and events of outside organizations for the purpose of informing external audiences of the activities of the Chinese American Student Association.

2. Work in conjunction with Vice Presidents of Culture and Directors of Events to handle the public relations and advertising of events.

3. Act as a liaison between the Chinese American Student Association and the sub-organizations within the Asian American Student Union.

4. In charge of welcoming new members and ensuring the satisfaction of the current members.

5. In charge of Big/Little weeks and events.

6. Responsible for coordinating external collaboration events such as, but not limited to Beach Trip, Camping Trip, Night Market, and Out-of-town Trips.

7. May create, oversee and chair the activities of Sponsorship Committees (if necessary).

8. Coordinate external events, and if necessary, delegate responsibility to corresponding officers.

iv. Vice Presidents of Culture

1. Organize the seasonal events of the semester. i.e., the Fall and Spring semester cultural shows
2. Create and manage ad-hoc committees to fulfill surfacing needs for cultural shows, including but not limited to: Decoration, Advertising, and Culture.
3. In charge of booking the venue and tabling events for special events as soon as possible.
4. Coordinate between external vendors and organizations for the cultural shows i.e. venue, merchandise vendors, and potential performers, in the fall and spring.
5. In charge of creating the tech scripts, Day of Show schedules, and timelines with the Show Decoration Head
6. Delegate necessary committee responsibilities to internal officers leading up to seasonal events.1

1 In Fall, the directors are as follows: President, Vice President of Communications, Director of Athletics, Director of Multimedia - Graphics, Director of Philanthropy and Service. In Spring, the directors are as follows: President, Vice President of Communications, Director of Events, Director of Athletics, Director of Multimedia- Graphics, and Director of Philanthropy and Service.

v. Vice President of Finance

1. Be responsible for making all necessary expenditures, payments, keeping accurate financial records and preparing monthly status reports for the Executive Board.

2. Inform the officers of the current financial status of the Chinese American Student Association at every officer’s meeting.

3. Prepare budgets as required in conjunction with internal officers within the Chinese American Student Association

4. Work in conjunction with officers to submit SARs in a timely manner for events.

5. In charge of finances for apparel.

vi. Vice President of Communications

1. Overlook accurate recording of the minutes of all officer meetings, in the case the meeting leader is absent

2. Sends weekly updates and news about the organization to members.

3. Keep and update records of membership attendance lists.

4. Inform the General Body of eligibility of membership and voting rights.

5. Maintain copies of previous year’s officers’ documents and other significant material.

6. Create sign-in sheets for General Body meetings and events.

7. Organize and update events on the officer calendar.

8. Book or otherwise arrange a site for general and officer meetings.

9. Responsible for the preservation and weekly update of the Chinese American Student Association website.

10. Will lead and work in close conjunction with all Directors of Multimedia to update pictures, information, and event pages.

11. Handles social media accounts, including the Facebook group, Facebook events, Instagram, and any other social media that is used.

III. Appointed Positions Duties

i. Director of Events

1. Plan and coordinate GBMs & After-Socials (after GBM events)

2. Work with the executive committee on events and activities for social, cultural, and service goals.

3. May create, oversee and chair the activities of the Events Committees.

4. Responsible for coordinating small events such as, but not limited to Blueberry Picking and Mystery Event.

5. Organize two cultural events (fall and spring) independent from the Mid-Autumn and Chinese New Year shows.

ii. Directors of Athletics

1. In charge of organizing and managing casual sport events for the enjoyment of the Chinese American Student Association members.

2. Responsible for signing up for intramural sports teams in response to member demand.

3. Motivate and support the intramural teams through suggestions of awards and prizes.

4. Work with internal officers to create sports themed events and tournaments.

iii. Director of Multimedia - Photography

1. Responsible for maintaining visual documentation of the organization.

2. Collect and organize pictures for future generations which may include, but are not limited to old flyers, scrapbooks, documents, online articles and pamphlets, and newspaper clippings.

3. In charge of the Chinese American Student Association hard drive and updating it with videos and pictures.

4. Post pictures online in a timely manner.

5. Retain the history of CASA through projects

6. May create, oversee, and chair the activities of the Multimedia Committee.

iv. Director of Multimedia - Graphics

1. Assist in visual presentations representing the Chinese American Student Association

2. Create flyers for general body meetings and events

3. Coordinate the design of the t-shirts

4. May create, oversee, and chair the activities of the Multimedia Committee

v. Director of Multimedia - Videography

1. Responsible for having a dedicated camera

2. Post videos online in a timely manner

3. Collect and organize videos for future generations

4. Responsible for promotional videos for internal and external events

5. Promote Chinese and Chinese American related topics through projects

6. In charge of the Chinese American Student Association Youtube account

7. May create, oversee, and chair the activities of the Multimedia Committee.

vi. Director of Alumni Relations

1. Gather the contact information of alumni and graduating members who would like to be a part of the network.

2. Compile monthly newsletters to promote the affairs of the Chinese American Student Association to the alumni network.

3. Organize an annual reunion.

4. Organize one event per year for alumni to network and speak with current members.

5. Create social media networks for alumni to keep in touch (ie. LinkedIn, Facebook Group)

6. Review and adjust the responsibilities of the Director of Alumni Relations with the CASA Executive Board during the first year of its development (2024-2025) as needed.

vii. Director of Philanthropy & Service

1. Plans and organizes community service initiatives.

2. Organize and lead events to raise donations for a philanthropy of the Director of Philanthropy & Service’s choosing.

3. Outreach to on and off campus organizations in regards to community service and/or philanthropy events.

4. Coordinate monetary events such as fundraisers (with the Vice President of Finance).

viii. Directors of Language

1. Coordinate the Chinese Language Learning Initiative (ChiLLI) by recruiting mentors and mentees, arranging times to meet, determining lessons, etc. Not responsible for teaching the material itself and thus, is not required to have background knowledge of the Chinese language.

2. Promote cultural awareness by overseeing tabling events, activities in the community, and cultural events put on by the Asian American Student Union, such as Language Workshop in conjunction with Vice Presidents of Culture, if necessary.

3. Promote current events to educate the General Body about Chinese and Chinese American issues i.e. General Body Meetings, Listserv, etc.

4. Directors of Language are excused from the following officer duties: the requirement to serve as an event planning helper excluding cultural shows and the requirement to attend all CASA events.

IV. Term of Office

i. Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until their successors are elected/appointed.

ii. In the case of the vacancy of presidency and Vice President of Internal Affairs lasting until the beginning of next term, the president of the previous term will assume the role of interim president until a successor for president or Vice President of Internal Affairs is found.

iii. In the case of any executive vacancies (with the exception of president), the duties of the vacant position(s) may be split among the current Executive board based on how they see fit.

V. Impeachment proceedings

i. Duty Compliance

An officer who does not comply with assigned responsibilities will be informed by a verbal warning by the President. If after two weeks the defending officer has not improved, then they shall receive a disciplinary letter with clearly stated expectations for improvement in writing by the President. If the President does not comply with the assigned responsibilities, he/she will be informed by the Vice President of Internal Affairs. The defending officer will have two weeks for probation after the written warning. After then, if no improvement is recorded, he/she may be relieved of office by a three-fifths majority vote by the Executive committee.

ii. Officer Position Vacancies

In the event that an officer is removed through impeachment as aforementioned or an officer resigns, a special provision may be granted to the remaining officers to appoint an interim replacement. Immediately after this appointment, the organization will release an application to its general body in search for a suitable candidate to fill the vacancy. An interview process will be held for all applicants, and the replacement will be decided by a majority vote of all officers.

iii. Organization Dishonesty and Damages

Charges of dishonesty, working against the principles and purposes of the club and damaging the standing of a member without just cause, may be filed in a written statement signed by three members and sent to the Executive Board. The accused officer shall be notified in writing of this action and shall have the right to defend against the charges within two weeks. The accused may be impeached by a three-fifths majority vote of the Executive Board.

VI. Officer meetings

i. A quorum of more than half the Officer Board is necessary to have an officer meeting.

ii. An appropriate notice (48 hours) must be given before any meeting of significance is called or before any meeting can be considered a requirement for the officers to attend.

iii. The President can call special meetings without the majority vote for the Executive Board. The Vice President of Internal Affairs can call a special meeting only in case of impeachment proceedings against the President. The Executive Board can call for a special meeting with a majority vote.

VII. Transition

i. Outgoing officers must facilitate the full turnover of their role to new officers, which includes but is not limited to training the new officers, transferring relevant materials, and reporting on the previous year’s activities.

ii. Officers must log the activities of the organization throughout the year and be able to present this information upon the request of the incoming officer. They may include financial information, lists of events, procedural protocols, and planned ideas as well as ideas that weren’t carried out.

iii. New officers are required to attend a mandatory officer retreat held at the beginning of the Fall Semester of their term, which is organized by the new Vice President of Internal Affairs.

**ARTICLE IX. ELECTIONS**

I. General

Executive officers shall be elected to terms of office for one year from May to April. Nominations for officer positions will be opened by the President to all full members at a scheduled meeting at least two weeks prior to elections.

If a candidate has already been elected to another Executive Board and wishes to run for a CASA Executive Board position, then it is at the discretion of the current Executive Board to decide their eligibility.

II. Nominations

Only active members are eligible for executive board nominations. If there is a discrepancy, the decision shall be up to the executive board to decide. Nominations for the positions of President and Vice President of Internal Affairs shall only be open to those who have served as a previous CASA officer. In the case that no previous officers are elected for these positions, then applications for these positions will be opened only to those who have served as officers in the past.

Nominations will remain open until the first speech from the candidate for that position.

Applications for the positions of Directors of Language, Director of Philanthropy and Service, Director of Events, Directors of Athletics, Directors of Multimedia, and Dance Coordinators will be accepted following the election of the Executive Board. Non-executive board positions are open to active and non-active members. Applicants will be interviewed by an Interview committee, which consists of the current President, the newly elected President, and a third person of their choice.

III. Procedure

i. Elections will be held in late March or early April.

ii. The Election Committee conducting elections shall consist of the current President if he/she is not running for a position, and two other members of their choice, who are also not running for a position. If the President is running for a position, the elections committee shall be up to the executive board to decide. The Elections Committee is responsible for, but not limited to: forming a list of nominees, explaining the elections process and rules, passing out/collecting ballots and counting ballots. The Election Committee shall not participate in any pro/improvement session, discussion session, or voting process.

iii. Elections shall be held in the following order: President, Vice President of Internal Affairs, Vice Presidents of External Affairs, Vice Presidents of Culture, Vice President of Finance, and Vice President of Communication.

iv. The elections committee shall open up nominations to all active members unless a prerequisite is required for a position. When all nominations are made, elections begin, and all candidates for the position leave the room. Three questions will be formed from the general body. If there are more than three questions, the general body will vote on the top three questions. One candidate at a time will be invited in to give a speech up to three minutes long. After each speech, candidates will be asked three questions made from the general body. Then, the candidate will exit the room while members discuss a max of three pros and three improvements for the candidate. There cannot be an improvement without a pro. A pro or improvement is a specific characteristic about the candidate and their ability to execute that position. After the pro/improvement session by the general body, candidates are allowed to view the pro and improvements and speak on it for 90 seconds once it appears on the screen. Pro/improvement session can be removed and the general body will go straight into discussion if a motion is approved by the general body. Once each candidate has finished speaking, all candidates remain outside while the general body votes. Unless a motion is approved to vote through acclamation (requires unanimous consent) or roll call, voting will be through secret ballot. Active members must remain in the room to listen to all of the candidates’ speeches, pro/improvement session, and discussion if they desire to vote for a candidate for that position.

v. Only active members, whose responsibilities include attendance at a specified number of events and understanding of the roles and responsibilities of the officer positions may be eligible to vote in the CASA Election by secret ballot. Non-active members are allowed to stay for the pro/improvement sessions and discussions. Members may only vote for one candidate for each position, with the exception of Vice President of External Affairs and Vice President of Culture, where members can vote up to two candidates. Members may also vote no-confidence or abstain to vote if necessary.

vi. If only one candidate for a position is running at elections, the voting members will have a vote of confidence (at least 50% margin plus one vote). If there are not enough votes of confidence, the position will be open to all active members, and decided upon through an application process. If no candidate is selected through this application process, the Vice President of Internal Affairs will assume that position’s role until a suitable candidate is found through application processes.

vii. No write-in votes are allowed.

viii. A candidate will be elected to an office by at least 50% margin plus one vote. If there is not a 50% plus one vote margin, a run-off election will immediately take place between the top two candidates. In the case of a tie, the decision will be up to the Executive Board.

ix. The new officers will assume office following CASA Formal in the spring semester.

**APPOINTING OFFICERS**

The process of appointing officers starts with an open discussion with all of the current officer board and the newly elected Executive Board. Once open discussion is over, there is a 5 minute time limit set for the initial delegates to decide on a candidate. The initial delegates include the current President, the current appointed officer, and the President elect. A candidate will be elected to office with a unanimous vote by the delegates. In the case there is no newly elected President, the newly elected Vice President of Internal Affairs will vote.

The newly elected Executive Board has the power to veto the unanimous vote if there is at least 50% margin plus one vote. Any officer can initiate a discussion for a veto, and a 5 minute time limit is set for discussion. In the case of a tie, the veto is overturned and the unanimous decision goes through.

The voting process is open to the entire board if a) a unanimous vote is not reached among the delegates or if b) the veto from the newly elected Executive Board goes through. Each officer present, from both the new executive board and the old officer board, has an equal vote. A candidate is selected by at least 50% margin plus one vote. If there is not a 50% margin plus one vote margin, a) the delegates must try again to reach a unanimous decision or b) the veto is overturned and the unanimous decision goes through.

A minimum of 12 hours deliberation time and not more than 24 hours must be given before the board can reconvene for the final vote. At this time, all officers may bring up concerns and questions for clarification if needed.

In the case that the President and/or President-elect see potential for personal bias to affect discussion, he/she may allow AASU e-board to act as a third party to moderate chair discussion. Normal appointing procedures ensue.

**ACTIVE MEMBERSHIP**

Active membership shall be defined as attending at least three meetings and four non-meeting events of the year, excluding the Fall and Spring cultural shows. Otherwise, activity will be judged by the Executive Board.

**GENERAL BODY MEETINGS**

i. The Chinese American Student Association shall hold meetings at least once a month during the regular academic year and are open to all members and prospective members of the Chinese American Student Association. The President will call special meetings for the specific purpose of transacting business that cannot await action at a regular meeting or for special seminars, speakers, or elections. Agendas will be prepared accordingly.

ii. Any member wishing to add a topic on a meeting agenda should contact the President no later than 24 hours before the meeting.

iii. A quorum of more than half the Officer Board is necessary to have a general body meeting.

**ARTICLE X. FINANCE**

As a General Registered Student Organization, The Chinese American Student Association does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by Student Government and does not charge dues. However, fundraising events will be held for members to participate in order to raise sufficient funds to support events and activities.

**ARTICLE XI. DISSOLUTION OF ORGANIZATION**

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, The Chinese American Student Association will leave any assets and outstanding funds to

I. General

In the event that there is no incoming Executive Board, the presiding Executive Board may decide to dissolve the organization after a majority vote.

II. Financial Distribution

In the event that this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to Room To Read, which is a global charitable organization that aims to improve literacy and gender equality in education for children around the world.

**ARTICLE XII: AMENDMENTS TO CONSTITUTION**

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement. Amendments and ratification process to this Constitution may be proposed by any member of the Executive Board when accompanied by a petition of three members. Once the amendment has been proposed to the Executive Board, a minimum of two weeks and not more than one month deliberation time must be given to the committee before reconvening for final vote on amendment. Majority votes of the Executive Board are necessary to approve amendments to the Constitution. Once ratified, the amendments to the Constitution will immediately go into effect.