

Bylaws of Chinese Students and Scholars Association at CSM

November 24, 2003

Article I: Name of the Organization

The name of the organization shall be “Chinese Students and Scholars Association at Colorado School of Mines”, or be abbreviated as “CSSA”.

Article II: Purpose

Chinese Students and Scholars Association (CSSA) at Colorado School of Mines (CSM) is a non-profit, non-religious, and non-political organization registered at Colorado School of Mines. CSSA is a representative of all the Chinese students and scholars as well as their families at the CSM community. CSSA is dedicated to help all the Chinese students and scholars at CSM to become familiar with the CSM community, to introduce the Chinese traditional and modern culture into the CSM community, and to promote cultural exchange, friendship, and understanding among CSM students and faculties from diverse cultural backgrounds.

Article III: Membership

The CSSA membership is open to all the Chinese students and scholars as well as their families located at the CSM community, and also to other CSM students and faculties who are interested in Chinese culture. There is no membership fee. However, CSSA active members may come only from Chinese students and scholars, who are currently registered at CSM.

Article IV: Officers

CSSA is run by an Executive Committee. The Executive Committee usually consists of one President, one Vice President, one Secretary, one Treasurer, and one Chair of Activities. The Executive Committee members shall be nominated and elected only from the CSSA active members. The Executive Committee members shall be elected annually. The annual election shall usually be done at September. The term of the entire Executive Committee shall not exceed one year. Each of the Executive Committee members can be re-elected to the same office, but shall not serve more than two consecutive terms. The CSSA Executive Committee shall be responsible for the CSSA activities related to the Chinese traditional festivals and some CSM special events.

President: The President is the chief executive officer of CSSA. The President shall preside at all meetings of the Executive Committee and general member meetings of CSSA. Except as provided otherwise by the By-Laws, the President shall assign the responsibility for each Executive Committee member. The President shall coordinate

duties of the officers, shall prepare an annual report on the activities of CSSA for submission to all the membership. In addition, the President shall perform other duties incident to the office of President, as provided by the By-Laws.

Vice President: The Vice Presidents shall assist the President to conduct all the CSSA affairs, shall act as President in the event of the latter's absence or inability to serve, and shall perform such other duties as assigned by the Executive Committee.

Treasurer: The Treasurer shall manage CSSA funds. The duties include but are not limited to: receiving and/or releasing donations, depositing cash and/or checks for incoming payments, issuing cash and/or checks for disbursement, and keeping invoices, receipts, and other original evidences with proper sign-off and approvals for all monetary transactions involving CSSA.

Secretary: The Secretary shall be the custodian of the CSSA By-laws and all other important documents. The Secretary shall also be responsible for all general correspondence, and control of all records of the Association, including those of the meetings of the members and the Committees. In the absence of the Secretary at an Association meeting, the President shall appoint a secretary for that meeting. The Secretary shall undertake some other assigned duties.

Chair of Activities: The Chair of Activities shall be responsible for preparing for and organizing all of the major CSSA events assigned by the President.

Article V: Meetings

The CSSA Executive Committee shall have a regular meeting at least once for each month. The CSSA Executive Committee shall usually have the regular meeting at the first Friday in each month.

The regular meetings of the entire CSSA members shall be held at Chinese traditional festivals and some CSM special events. There may have some other irregular meeting on some particular events. The president is responsible for calling for a meeting.

Article VI: Non-Discrimination

The CSSA confirms its support of the principles and practices of non-discrimination and equality regardless of race, religion, sex, age, physical handicap, or sexual orientation, in the employment of individuals and corporations, and in the implementation of all its programs, activities and opportunities available to all members of the organization.

Article VII: Amendments

These CSSA bylaws are subject to initial approval by ASCSM, after submittal to and subject to revision by the Student Affairs Committee. Following the initial approval by ASCSM, these bylaws may be revised at any time by a vote of at least three fourths (3/4)

of the members of the organization in good standing, with regard to state law, the student code of conduct, the bylaws of the Associated Students of the Colorado School of Mines, and the ASCSM Budget committee operating rules.