

Harvard Chinese Student and Scholar Association (HCSSA)

Constitution

Article I Name

The name of this organization shall be the Harvard Chinese Students and Scholars Association (Harvard CSSA, HCSSA).

Article II Purpose

HCSSA is dedicated to the goal of promoting social, intellectual and cultural activities for Chinese students and scholars at Harvard University and for other interested members of the Harvard community. It acts as a liaison between its members on the Harvard campus by facilitating communication between themselves and with other groups of the Harvard community. It strives to provide opportunities and benefits for its members by facilitating the exchange of information between China and Chinese students studying abroad and by defending the rights of its members on campus as well as in the United States.

Article III Membership

Membership of HCSSA is automatically approved for any interested students and scholars in the Harvard community.

Membership of HCSSA shall be open to all students and scholars currently enrolled at Harvard University.

Membership shall continue after a student or a scholar leaves the Harvard community.

Any member may formally withdraw by informing the Executive Board in writing.

The Executive Board reserves the right to reject membership request from an individual and to expel a member from HCSSA.

HCSSA does not discriminate on the basis of race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, veteran status, or disability.

Article IV Management Team

The HCSSA Management Team shall consist of one Executive Board, one Advisory Board, and fifteen Committees.

The Executive Board consists of one President, two Vice Presidents, one Secretary, one Treasurer.

The Advisory Board consists of the Presidents of previous terms.

The fifteen Committees are Arts Troupe, Alumni Relations, Business Development, Communications, Outing, Reading Club, Public Relations, Publicity, Seminar, Social and Cultural Affairs, Social Enterprise, Sports, Theater Group, Venture Club, and Wei-Chi Club. Each Committee shall consist of two Co-Chairs and no more than five Fellows.

Additional volunteers are welcome to join various committees, but shall not be recognized as official HCSSA officers and are therefore not subject to the benefits and regulations that apply to HCSSA officers.

Officers are welcome to participate in more than one committee, except that one person shall not be the Chair for more than one committee.

Officers can be elected to the HCSSA Management Team by regular elections (see Article VI), or in case of vacancy, by majority voting at HCSSA general meetings on the nominations by the Executive Board.

New committees can be added and existing committees can be removed based on the need of the organization. The decision can be made by majority voting at HCSSA general meetings after being proposed by the executive board.

Article V Management Team Operations

The President shall be the chief executive officer of HCSSA and shall exercise general supervision over the organization and oversee the operation of the management team.

The Vice Presidents shall assist the President in running the organization. Should the President leave office during the term prior to completion, the Vice Presidents shall assume office temporarily and schedule an election to appoint a new President.

The Secretary shall be responsible for taking minutes for HCSSA general meetings and keeping official documents of the organization.

The Treasurer shall be responsible for maintaining the financial records of the organization, and for raising and applying for funding through various channels. The Treasurer and the President have the authority to write checks on behalf of the organization.

Committee Chairs and Fellows shall be responsible for centrally organizing and coordinating activities related to their committee duties. They are also responsible for timely reporting to the President and Vice Presidents any activities or plans related to their committees. Committee officers are responsible for participating in committee meetings, and for actively participating and initiating activities relevant to their committee's objectives.

The Management Team members agree to abide by the policies and procedures of Harvard University.

Article VI Elections

Officers shall be elected annually, before the end of the spring semester (usually at the end of May), by eligible members of HCSSA. The new officers shall commence duties immediately after the election.

Any degree-seeking Harvard University student is eligible to run for an HCSSA office under the restriction of any applicable rules and policies of Harvard University.

The HCSSA President and Vice President candidates must run for office as a team. The President candidate must have served as an HCSSA officer for at least two terms prior to the election. The Vice President candidate must have served as an HCSSA officer for at least one term.

Any HCSSA member with a valid Harvard University email address is eligible to vote. Each eligible voter shall be entitled to one anonymous ballot.

Candidates must obtain a majority of votes in order to be elected. In the event that no candidate receives a majority, a run-off shall be held between the two candidates with the highest number of votes.

Article VII Interpretation Right

The interpretation right of this constitution is granted to the Executive Board and the Advisory Board.

Article VIII Amendments

At least fifty members (including no less than five HCSSA officers) are needed to propose constitutional amendments. Any proposed amendments shall be communicated to the President or the Vice Presidents at least one week prior to the upcoming regular meeting in order to be included in the agenda. A three-quarter majority of all votes in the management team is necessary to make any changes to this constitution. The Harvard Graduate Council shall be notified of any amendments made to this constitution.

Amendment I (2019/10/15)

Article IV Management Team

The HCSSA Management Team shall consist of one Executive Board, one Advisory Board, eight Committees and three interest groups.

The Executive Board consists of one President, two Vice Presidents, one Secretary, and one Treasurer.

The Advisory Board consists of the Presidents of previous terms.

The eight committees are Alumni Relations and Career Development, Business Development, Internal Affairs, External Affairs, Public Relations, Public Service, Seminar and Sports. The three interest groups are HAcappella, Venture Club, and Dance Troupe. Each committee or interest group shall consist of no more than two Co-Chairs and no more than five Fellows.

Additional volunteers are welcome to join various committees and interest groups but shall not be recognized as official HCSSA officers and are therefore not subject to the benefits and regulations that apply to HCSSA officers.

Officers are welcome to participate in more than one committee or interest group, except that one person shall not be the Chair of more than one committee.

Officers can be elected to the HCSSA Management Team by regular elections (see Article VI), or in case of vacancy, by majority voting at HCSSA general meetings on the nominations by the Executive Board.

New committees can be added, and existing committees can be removed based on the need of the organization. The decision can be made by majority voting at HCSSA general meetings after being proposed by the executive board.

Article V Management Team Operations

The Advisory Board shall provide advice to the management team when the team seeks for them. The Advisory Board shall not make decisions on the behalf of the management team.

Article VI Elections

Officers shall be elected annually, at the beginning of the fall semester (usually before the end of September), by eligible members of HCSSA. The new officers shall commence duties immediately after the election.

Article VII Interpretation Right

The interpretation right of this constitution is granted to the management team.

Article IX HCSSA-GSAS Chapter

HCSSA-GSAS Chapter is a subgroup of HCSSA. HCSSA-GSAS Chapter is registered under Harvard GSAS Graduate Student Council and follows HCSSA-GSAS Chapter Constitution and By-Laws. The President and Treasurer of HCSSA automatically become the President and Treasurer of HCSSA-GSAS Chapter. HCSSA Constitution and By-Laws have higher priority than HCSSA-GSAS Chapter Constitution and By-Laws.

Amendment II (2020/07/02)

Article IV Management Team

The HCSSA Management Team shall consist of one Executive Board, one Advisory Board, eight Committees and three interest groups.

The Executive Board consists of one President, two Vice Presidents, one Secretary, one Treasurer, and one Historian.

The Advisory Board consists of the Presidents of previous terms.

The eight committees are Alumni Relations and Career Development, Business Development, Internal Affairs, External Affairs, Public Relations, Public Service, Seminar and Sports. The three interest groups are HACappella, Venture Club, and Dance Troupe. Each committee or interest group shall consist of no more than two Co-Chairs and no more than five Fellows.

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The Vice Presidents shall assist the President in running the organization. Should the President leave office during the term prior to completion, the Vice Presidents shall assume office temporarily and schedule an election to appoint a new President.

The Secretary shall be responsible for managing HCSSA official WeChat accounts, HCSSA website and other digital platforms and organizing board meetings.

The Treasurer shall be responsible for maintaining the financial records of the organization, and for raising and applying for funding through various channels. The Treasurer and the President have the authority to write checks on behalf of the organization.

The Historian shall be responsible for taking minutes for HCSSA general meetings, collaborating with Committee Chairs to document HCSSA activities and keeping official documents of the organization.

Committee Chairs and Fellows shall be responsible for centrally organizing and coordinating activities related to their committee duties. They are also responsible for timely reporting to the President and Vice Presidents any activities or plans related to their committees. Committee officers are responsible for participating in committee meetings, and for actively participating and initiating activities relevant to their committee's objectives.

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