

TRUSU CHINESE STUDENTS & SCHOLARS
ASSOCIATION CLUB

CONSTITUTION

Amended 2016

CONSTITUTION

Name of the club

The name of the club is TRUSU-Chinese Students & Scholars Association Club, and hereafter in this constitution shall be referred to as TRUCSSA.

Purposes of TRUCSSA

The purposes of TRUCSSA are:

- a) to promote cultural diversity and bridge cultural gaps;
- b) to educate students, faculties, staff and community members through cultural activities and events;
- c) to provide a platform for Chinese students and scholars to communicate;
- d) to achieve our vision of becoming an influential community organization in sharing Chinese culture through our mission of sharing Chinese culture around the world.

Dissolution of TRUCSSA

Upon the winding up of the dissolution of TRUCSSA, any assets remaining after the satisfaction of its debts and liabilities shall be held in a trust until said assets may be transferred to a democratically run club with most club members and leaders being of Chinese nationality or Chinese origin.

MEMBERSHIP

Members

The members of TRUCSSA shall be:

- a) all individuals who are registered students at Thompson Rivers University; and
- b) have been assessed a Thompson River's University Student's Union fee; and
- c) all individuals who are not registered in the current semester, but who have paid membership fees to the union for the previous semester; and
- d) all individuals who are not a student at Thompson Rivers University and Thompson Rivers University Student's Union, but who have registered to become a member of TRUCSSA and its membership application has been approved by the signing authority of TRUCSSA.

Representatives

The representatives of TRUCSSA shall be:

- a) all individuals who are a member; and
- b) have applied to become a representative of TRUCSSA; and
- c) have been approved by the signing authority.

Directors

The directors of TRUCSSA shall be:

- a) all individuals who are a representative of TRUCSSA; and
- b) have run the election and being elected; or
- c) have been appointed by the president or signing authority.

President

The president of TRUCSSA shall be:

- a) all individuals who are a member; and
- b) have run the election and been elected as the president; or
- c) have been appointed by more than half of the directors as the president; or
- d) have been appointed by more than half of the members from the president bureau as the president.

Members of the president bureau

The members of the president bureau shall be:

- a) former TRUCSSA presidents who are no longer on the president position; and

- b) have handed over the responsibilities and legal obligations.

Membership in bad standing

- a) Members may be deemed in bad standing by special resolution in a general meeting.

Representatives, directors, and presidents in bad standing

- a) Representatives, directors, and presidents may be deemed in bad standing by special resolutions in a general meeting.

PRESIDENT

The president of TRUCSSA shall:

- a) be the spokesperson of TRUCSSA;
- b) chair meetings of the board of directors;
- c) act as the liaison between TRUCSSA and Thompson Rivers University Student's Union;
- d) act as the liaison between TRUCSSA and Thompson Rivers University;
- e) act as the liaison between TRUCSSA and Thompson Rivers University students, staff and faculty;
- f) be the signing authority of TRUCSSA;
- g) be legally responsible and legally obligated for the day-to-day operations;
- h) be responsible for maintaining and ensuring the implementation of the Constitution, Bylaws, and Policy of TRUCSSA, Thompson Rivers University Student's Union, Thompson Rivers University and all the applicable policies, regulations and laws;
- i) coordinate and delegate responsibilities to the board of directors and or appointees as deemed necessary;
- j) oversee the business operations and services of TRUCSSA;
- k) oversee the financial operations of TRUCSSA;
- l) communicate regularly with all levels of government.

DEPARTMENTS

Standing departments

TRUCSSA has five standing departments:

- a) the department of the secretariat
- b) the department of entertainment
- c) the department of finance
- d) the department of public relations
- e) the department of human resources

Department establishment

The president can call for the establishment of a new department.

Department termination

The president can call for the termination of a department.

MEETINGS

Types of meetings

TRUCSSA representatives, directors and the president must hold regular meetings to ensure member demands and expectations are properly addressed. There are three types of meetings at TRUCSSA:

- a) club meeting;
- b) board of directors' meeting;
- c) annual general meeting.

Club meeting

Club meeting needs to be held weekly during the months of September through April and on-demand during the months of May through August, with all representatives' participation to discuss daily tasks and operations. Club meeting dates and times need to be scheduled and announced to all representatives before the start of the semester. At each club meeting, meeting minutes need to be produced as a written record.

All representatives are expected and required to participate in each club meeting as it is a fundamental way to ensure club activities are carried on.

Any representatives with more than the agreed amount of absence set by the board of directors shall be deemed as representatives, directors, and presidents in bad standing, and will be required to re-apply to TRUCSSA.

The day-to-day operational decisions should be made among the club meeting and a decision is binding with a democratic vote of equal to or more than 51% of the representative's body. Representatives must be present at the time the vote is put. Votes by proxy shall not be allowed.

The minutes of club meetings shall be completed in a timely fashion and be made available through the club's internal platform.

The club meeting is not open to the public.

Board of directors' meeting

Board of directors' meetings is conducted on-demand, with the participation of the president and directors. President or any directors can call for a board of directors' meeting to address important and urgent issues.

The board of directors' meeting decides:

- a) the creation, amendment and termination of memberships and representatives; and
- b) the creation, amendment, and termination of TRUCSSA operational policies; and
- c) the appointment of president in the case of a vacant president position; and
- d) the appointment of a signing authority in the case of a vacant signing authority position.

In the situation where a decision needs to be made, an equal or more than 51% vote is required. The Board of directors must be present at the time the vote is put. Votes by proxy shall not be allowed.

The Board of directors' meeting is not open to the public.

Annual general meeting

The annual general meeting must be held once every year and must be open to the public. During the annual general meeting, the board of directors and the president shall:

- a) produce a report or presentation on activities done in the past academic year; and
- b) produce a report or presentation on financial activities that happened in the past academic year; and
- c) answer questions or concerns from the public.

Department meeting

- a) The directors and representatives of each department can call for a department meeting. Upon receiving the meeting request, directors and representatives shall respond in a timely fashion.
- b) The department

ORGANIZATIONAL POLICIES

Establishment of policy

Policy for TRUCSSA may be established from time to time by:

- a) a three-quarter (3/4) majority vote of the board of directors; or
- b) a three-quarter (3/4) majority vote of the representatives in a club meeting.

Policy amendments

Policy amendments may be established from time to time by:

- a) a three-quarter (3/4) majority vote of the board of directors; or
- b) a three-quarter (3/4) majority vote of the representatives in a club meeting.

Policy termination

The policy may be terminated from time to time by:

- a) a three-quarter (3/4) majority vote of the board of directors; or
- b) a three-quarter (3/4) majority vote of the representatives in a club meeting.

Distribution of the policy

TRUCSSA policy shall be provided to representatives, board of directors and president upon written request.

THE BOARD OF DIRECTORS

Composition

The board of directors of TRUCSSA shall be comprised of:

- a) director of the department of the secretariat
- b) director of the department of entertainment
- c) director of the department of finance
- d) director of the department of public relations
- e) director of the department of human resources

On-boarding

The members of the board of directors:

- a) must take positions no later than May 1st;
- b) may remain in positions until April 30th,
- c) must be in good standing.

Board of directors' responsibilities and legal obligations

- a) The director of the department of the secretariat shall:
 - i. chair the department of the secretariat;
 - ii. be the responsible person for the daily operations of the department of the secretariat;
 - iii. oversee the financial operation of TRUCSSA;
 - iv. be responsible for all books, records, and accounts of TRUCSSA;
 - v. oversee the preparation of the budget report and financial report of TRUCSSA;
 - vi. be responsible for organizational assets.
- b) The director of the department of entertainment shall:
 - i. chair the department of entertainment;
 - ii. be the responsible person for the daily operations of the department of entertainment;
 - iii. co-ordinate TRUCSSA events;
 - iv. oversee the entertainment work of TRUCSSA.
- c) The director of the department of finance shall:
 - i. chair the department of finance;
 - ii. be the responsible person for the daily operations of the department of finance;
 - iii. act as the liaison between TRUCSSA its sponsors, donors and financial supporters;
 - iv. oversee funding activities, sponsorships and donations;

- v. act as the signing authority of TRUCSSA.
- d) The director of the department of public relations shall:
 - i. chair the department of public relations;
 - ii. be the responsible person for the daily operations of the department of public relations;
 - iii. act as the liaison between TRUCSSA and campus clubs and organizations;
 - iv. act as the liaison between TRUCSSA and its various stakeholders;
 - v. oversee the campaigns work of TRUCSSA;
 - vi. communicate regularly with various stakeholders.
- e) The director of the department of human resources shall:
 - i. chair the department of human resources;
 - ii. be the responsible person for the daily operations of the department of human resources;
 - iii. oversee all TRUCSSA representatives;
 - iv. oversee the equity activities of TRUCSSA;
 - v. oversee the election activities of TRUCSSA;
 - vi. oversee internal TRUCSSA events;
 - vii. oversee recruitment process of TRUCSSA;
 - viii. ensure TRUCSSA policies and procedures are followed.

Collective duties and responsibilities of the board of directors

- a) Compliance with constitution, laws, by-laws, policies, and procedures
 - i. The board of directors shall be familiar and must comply with this constitution, TRUSU constitution, all related laws, by-laws, policies, and procedures.
 - ii. The board of directors shall be familiar and comply with the provisions of the Societies Act of British Columbia.
- b) Responsibility for TRUCSSA finances and properties
 - i. The board of directors shall receive, budget, and administer all monies, properties, and securities of whatever nature that may be placed in the custody of, or that may become the property of TRUCSSA.
- c) Responsibility for TRUCSSA budget
 - i. The board of directors shall prepare an annual budget for TRUCSSA.
- d) Responsibility for communication
 - i. The board of directors shall be responsible for all communications between TRUCSSA and its representatives, members, stakeholders, parent organizations.
- e) Responsibility for TRUCSSA representatives
 - i. The board of directors shall be responsible for TRUCSSA representatives.

- f) Responsibility for annual report
 - i. The board of directors shall produce an annual report and be responsible for the annual report.
- g) Maintenance of TRUCSSA constitution, policies, and procedures
 - i. The board of directors shall be responsible for maintaining, amending and terminating of TRUCSSA constitution and its various policies and procedures.
- h) Conflict of interest
 - i. The board of directors shall not vote on matters where a personal conflict of interest exists.

FINANCES

Signing authority

- a) The signing authorities of TRUCSSA shall be the president and the director of the finance department.
- b) The signing authorities of TRUCSSA shall be legally responsible for TRUCSSA activities.
- c) The signing authorities are the only individual authorized to sign legal documents and financial disbursement on behalf of TRUCSSA.

Annual audit

- a) TRUSU appoints auditors on behalf of all TRUSU clubs.
- b) The appointed auditor shall have the right to examine all books, records, and accounts of TRUCSSA.
- c) TRUSU annual general meeting presents an audited financial report.

Borrowing

Borrowing may be made by signing authorities on behalf of TRUCSSA from time to time by:

- a) a three-quarter (3/4) majority vote of the representatives in a club meeting.

The signing authorities shall not borrow at any given time an amount greater than 30% of the current club account balance.

Fiscal year

The fiscal year of TRUCSSA is September 1 to August 31.

CLUB RECORDS

Location of records

The records of TRUCSSA shall be kept on an internal platform. The records shall be kept private and shall be made available to the newly elected president and board of directors.

AMENDMENT

Amendment to the constitution

The constitution of TRUCSSA may only be amended through a club meeting with a three-quarter (3/4) majority vote.