

The Constitution of Vanderbilt University Chinese Students and Scholars Association (VUCSSA)

Article I: Principles

1. Organization Name

Vanderbilt University Chinese Students and Scholars Association (VUCSSA)

2. The Purpose of the Organization

VUCSSA is a non-political and non-profit student organization. The goal of VUCSSA is to provide services, activities and communication platforms among Chinese students and scholars at Vanderbilt, as well as to promote cultural and intellectual exchanges between China and the United States.

3. Basic Regulations

The organization, including all members, officers and advisers, will abide by all Vanderbilt University regulations, policies, and procedures as described in the Vanderbilt University Student Handbook. The organization can not participate in or encourage any unlawful activity. Politics and religion should not be promoted through the activities of the organization.

Article II: Members

1. Membership

VUCSSA members include all students and scholars subscribing the VUCSSA mailing list in supporting and promoting the mission of VUCSSA. VUCSSA membership is open to all currently having Vanderbilt email accounts who are studying/working and/or studied/worked at Vanderbilt. Students, faculty, staff, technician, visiting students and scholars and their legal spouses are all included.

After the Vanderbilt email accounts expire, a VUCSSA member becomes emeritus member automatically. Also, people have the right to become VUCSSA emeritus member if:

- 1). They have attended or contributed to events organized by VUCSSA as a volunteer or actor/actress.
- 2). They have joined the VUCSSA mail-list regularly.
- 3). Other reasons approved by VUCSSA committee members by a majority voting system.

2. Rights of VUCSSA members

- 1). Rights to vote and be voted as VUCSSA committee member. (**updated 2010**: only full-time students may be elected as VUCSSA committee member, according to [school policy](#))
- 2). Receiving information from VUCSSA mail-list.
- 3). Attending activities organized by VUCSSA.
- 4). Asking for assistance when receiving discrimination from outside.
- 5). Joining in the discussion and decision of big events.

3. Rights of VUCSSA emeritus members

VUCSSA emeritus members have all the rights of regular members except for the rights to vote and be voted.

4. VUCSSA members have the obligations to:

- 1). Obey the constitution of VUCSSA.
- 2). When exercising their rights, not to offend rights of others.
- 3). Try their best to support the work, join in the activities, obey the decisions, and protect the honors of VUCSSA.

Article III: VUCSSA Committee

VUCSSA committee is elected for every academic year to lead the work of VUCSSA. The committee consists of the following positions:

1. President: one person
2. Vice President General: one to two persons
3. Vice President in Charge of Areas: seven to ten persons

The committee members are elected by VUCSSA members and appointed by the President to manage these areas:

1. Commercial and Public Affairs
2. Finance
3. Web & Mail-list Services
4. Club
5. Entertainment

One or more committee member will administer each area above.

Each member of the committee will have a list of responsibility when taking an administrative role in the VUCSSA:

1. President:

- 1) The President is responsible of planning the activities for VUCSSA through out his/her year of duty.
- 2) The President is responsible of congregating meetings with the committee members in discussing issues concerning the well-being and activities of VUCSSA. The President is also responsible of summarizing a minute for each meeting for archiving purposes.
- 3) The President is responsible of reviewing the constitution every year and improving or adding items necessary for the benefit of VUCSSA but not his/her sole purpose. The committee members must approve the amendment by a majority voting system.
- 4) The President holds an important position in maintaining good relations with the faculty adviser of VUCSSA.
- 5) The President is responsible of searching for financial resources for the association, be it the school, donation, or outside resources.
- 6) The President will observe the performance of each committee member and dismissal of committee members can only be done with the approval of other directors with a majority voting system.

2. Vice President General:

- 1) The Vice President General is responsible of assisting the realization of every responsibility of the President listed above.
- 2) The Vice President General can be assigned by the President to be in directional position to guide the work of other Vice Presidents.
- 3) When the President is not able to take the administrative role, the Vice President General takes the role until the President comes back to his/her duty.

3. Vice President of Commercial and Public Affair:

- 1) The Vice President of Commercial and Public Affair is responsible of working closely with the President in planning and organizing major activities of VUCSSA through out his/her term of duty.
- 2) The Vice President of Commercial and Public Affair is responsible of searching for financial resources for the association, be it the school, donation, or outside resources, under the direction of the President and/or the Vice President General.
- 3) The Vice President of Commercial and Public Affair is responsible of carrying diplomatic missions in organizing activities with other affiliations or student bodies and work closely with the Chinese

Students Department in Washington DC and the Embassy of China to the United States in Washington DC, under the direction of the President and/or the Vice President General.

- 4) The Vice President of Commercial and Public Affairs is responsible of responding to big issues and sensitive questions raised on the mail-list and/or the VUCSSA forum, following the regulations listed in Article II and under the direction of the President and/or the Vice President General.

4. Vice President of Finance:

- 1) The Vice President of Finance of finance is responsible of working closely with the President in managing VUCSSA monetary matters.
- 2) The Vice President of Finance is responsible of giving necessary financial advice and issue a budget when VUCSSA is holding major activities.
- 3) The Vice President of Finance shall monitor expenditures and log expenses in an Excel file with a back up accessible by the President and himself/herself.
- 4) The Vice President of Finance is in charge of providing necessary financial records whenever it is required by the faculty adviser of VUCSSA.

5. Vice President of Web & Mail-list Services

- 1) The Vice President of Web & Mail-list Services is in charge of maintaining the VUCSSA website, upgrading the website with the latest information under the direction of the President.
- 2) The Vice President of Web & Mail-list Services is responsible of processing subscription and removal requests to the VUCSSA mail-list, and maintaining the operation of the mail-list regulated by Article VII.
- 3) The Vice President of Web & Mail-list Services is responsible of providing technical support to the VUCSSA forum.

6. Vice President of Club Operation

- 1) The Vice President of Club Operation is in charge of organizing events of Chinese students and scholars clubs registered under the name of VUCSSA, and regulating their operation, and working closely with other VUCSSA committee members when needing their assistance and/or resources.

- 2) The Vice President of Club Operation is responsible of coordinating with Chinese students and scholars clubs not registered under the name of VUCSSA, helping their activities and deliver their information under the direction of the President.
- 3) The Vice President of Club Operation is responsible of organizing new clubs when it is requested by most VUCSSA members.
- 4) The Vice President of Club Operation is also in charge of organizing the VUCSSA Friday Night Movie Event.

7. Vice President of Entertainment

- 1) The Vice President of Entertainment is responsible of planning the entertainment events of VUCSSA, including the Moon Festival Party and the Chinese New Year Festival Party.
- 2) The Vice President of Entertainment is responsible of looking for performers for the VUCSSA events, coordinating with them to collect programs for the events.
- 3) The Vice President of Entertainment arranges the rehearsals before the VUCSSA events and selects the proper programs for the events by working closely with the President and Vice President General.
- 4) The Vice President of Entertainment is responsible of booking the places for the current and next year's VUCSSA entertainment events when needed.

Article IV: Regulation for VUCSSA Committee Election

1. Election Committee

The election committee is a group of three VUCSSA members in which:

- At least one is from the current VUCSSA committee;
- At least one is not from the current VUCSSA committee;
- At least one is a student (F1 visa);
- At least one is a non-student (other visa);
- At least two are from different departments.

The election committee is nominated by the current VUCSSA committee and announced to all VUCSSA members through mail-list and forum. Their names, genders, departmental affiliations, email address and relation to the current VUCSSA are included.

All VUCSSA members have a week (7 calendar days) from the day of the first nomination to challenge the validity of the committee, and at the end of

the week the committee should be announced formally if less than 20% of VUCSSA members oppose the nomination.

2. Nomination of VUCSSA Committee Candidates

The nomination starts from the day the Election Committee is announced formally, and lasts for one week (7 calendar days). Each VUCSSA member can nominate up to three persons by sending email to the Election Committee. The Election Committee will confirm the nominated person is a valid VUCSSA member, and they will contact the person to confirm he/she is willing to join the election, and will be in Vanderbilt University and available to serve in the complete semester year of duty. The nominated person becomes a valid candidate after sending the Election Committee a brief self introduction including his/her names, genders, departmental affiliations, email address and relation to the current VUCSSA, and his/her will to serve in the VUCSSA committee. The Election Committee is responsible of updating the list of candidates through mail-list and forum every 24 hours. At the end of the week the final list of candidates becomes valid automatically if less than 20% of VUCSSA members oppose the nomination and the candidates do not withdraw.

3. Election Process

- 1). The election process starts from the day the final list of candidates becomes valid and lasts for two weeks (14 calendar days).
- 2). Each VUCSSA member has the right to vote. Each person can vote for up to 3 candidates by sending an email to the Election Committee from his/her Vanderbilt email account. The email should include the voter's real name in English and Chinese. No other email coming from the same person is accepted (either from the same or different email account).
- 3). The vote should not go to person outside the final list of candidates. Each vote can not include more than three names. Each vote can not have one name written for more than once. A vote not meeting the above requirements is deemed as invalid.
- 4). The Election Committee is responsible of validating the vote. A vote becomes valid after all three members in the Election Committee agree. The Election Committee then send an email receipt to the voter.
- 5). The Election Committee is responsible of saving all the votes (valid and invalid) as a record.
- 6). The Election Committee is responsible of updating the number of votes received for each candidate through mail-list and forum every 24 hours. The election stops at mid-night of the last day of the two weeks. The results are

announced to all the VUCSSA members through mail-list and forum by the Election Committee within 6 hours after the mid-night (12:00am).

3b. Election Process Addendum (updated 2010-2011)

I. Definitions:

1. Eligible voters: anyone who is affiliated with Vanderbilt University (i.e. has a Vandy e-mail address) and is subscribed to our mailing list (vucssa@list.vanderbilt.edu)

2. Eligible candidates: According to Student Organizations office website, "Officers must be full-time registered students as defined by their colleges or schools." In particular, faculty and staff are not eligible to run for officers on the executive committee of VUCSSA.

II. Contacting us:

Whenever you are contacting us, no matter it is for nomination, voting or challenging the outcome, please send an e-mail to 2010vucssa@gmail.com from your Vandy e-mail address, and include

i) your real name, and

ii) e-mail address that is subscribed to the VUCSSA mailing list

This would help our identity verification process.

III. Nomination:

1. Nomination phrase starts today and will last until 4/10 (Sunday) 11:59pm. All eligible voters can make nomination for candidates. If you would like to nominate someone, you may follow the above procedure to contact us and provide the following additional information:

a) Chinese name of the nominee(s) (up to 3)

b) nominee's e-mail address

c) (optional) nominee's phone number or secondary contact

2. After we have received your nomination, we will contact the nominees and confirm his/her willingness to run for officer and serve during the coming school year.

A positive response will need to be comprised of the following:

a) name

b) gender

c) program of study

d) (public) e-mail address

e) involvement with current VUCSSA committee (e.g. volunteering at Moon Festival, ...)

f) short statement showing his / her willingness to serve on the VUCSSA committee in the coming year

3. We will update on our website and through this mailing list 24 hours the following info:

- a) name of candidates being nominated so far*
- b) link to his / her info (if received)*
- c) status (e.g. accepted nominatoin, declined, contacted, ...)*

4. All eligible voters can challenge the candidate-eligibility of any particular nominee by contacting us with the procedure above. If by the end of the nomination period we did not receive opposition from more than 20% of our members, the list of candidate will stand.

4. Election Validation

- 1). All VUCSSA members have the right to challenge the results by sending an email to both the election committee and the current VUCSSA committee, providing the reason for the challenge.
- 2). The current VUCSSA committee is responsible of revalidating the votes and respond to the challenge via email.
- 3). After reviewing the validity of the votes the final result is announced publicly by the current VUCSSA President to all the VUCSSA members formally through the mail-list and forum 72 hours after the election was stopped.

5. Election Results

- 1). The candidate with top number of votes becomes the new VUCSSA President automatically, unless he/she decides not to take the position. The candidate with the next highest number of votes becomes President in this case.
- 2). When there are more than one candidates having the top number of votes, candidates with the top 11 number of votes will elect the president.
- 3). The President invites between 10-12 candidates in the order of votes received to be the new VUCSSA committee members, after they accept the invitation from the President.
- 4). The President have the right to nominate the one receiving the second number of votes, or the two receiving the second and third number of votes to be the new vice President general. The nomination has to be approved by the nominee, and then approved by the new VUCSSA committee based on a majority voting system.

5). The new President announces the list of new committee members and their positions to all the VUCSSA members following Article III, after discussing with the Vice President General(s).

Article V: Regulation of Mail-list Service

1. Mail-list is the platform to announce useful information and activities to all the Chinese people and Chinese community, and it is also the place to solve problems and ask for help if necessary.
2. Subscription and removal to the mail-list is processed upon the request of VUCSSA member by the Vice President of Web & Mail-list Services. The member is responsible of providing his/her real name, up-to-date affiliation, Email address and other necessary information in his/her request.
3. If the person knows answers to the published questions and/or has concerns about the published activities and information, it is recommended to reply to the person who published the mail individually, unless the person thinks the mail is helpful for most people in the mail-list. It is not recommended to reply to the whole list with person's own mind, personal opinion or emotion, and uncertain information. Personal attack and inappropriate languages are forbidden.
4. Political and religious discussions are not preferred in the mail-list, also for-profit information is not preferred. It is recommended to move the related discussion to the corresponding place on the VUCSSA forum.
5. The Vice President of Web & Mail-list Services is the person monitoring activities on the mail-list. He/she has the right to block a subscriber's email under the approval of VUCSSA committee members by a majority vote system, when the subscriber has inappropriate behaviors offending V.3 and V.4.

范德堡大学中国学生学者联合会章程

第一章：总则

一、组织名称

中文：范德堡大学中国学生学者联合会，简称学生会。

英文：Vanderbilt University Chinese Students and Scholars Association (VUCSSA).

二、组织宗旨

本会是隶属于范德堡大学的一个非政治、非宗教、非营利的华人学生学者组织。本会旨在为范德堡大学的中国学生、学者、家属及其他旅美华人提供各项帮助服务、举办文化活动和建立交流平台，同时促进中美两国人民之间的文化、感情交流和友好关系。

三、基本规定

本组织，包括所有会员、执委会成员和指导老师都必须遵守《范得堡大学学生组织手册》中的规定和政策。本组织不能参与或鼓励任何非法活动,也不参与及组织任何宗教及政治活动。

第二章：会员

一、会员资格

范德堡大学中国学生学者联合会会员包括所有现持 Vanderbilt 电子邮箱的曾经和正在范德堡大学工作、访问和学习的中国学生学者，即全职学生、教授、职工、技术人员、访问学生学者。他们的合法配偶也自动成为会员。

曾经为 VUCSSA 会员者在 Vanderbilt 电子邮箱过期后自动成为名誉会员；或符合以下条件之一者亦成为名誉会员：

- (一) 以志愿者获演员等身份帮助或参加过本会组织的活动；
- (二) 在邮件列表中获得信息；
- (三) 本会执行委员会大多数投票赞成。

二、会员享有下列权利：

- (一) 在本会内享有平等的选举权和被选举权；
- (二) 有权通过各种正当途径和方式对本会组织和干部及其工作进行监督、批评和提出建议；
- (三) 享有参加本会组织发起的各种活动的权利；
- (四) 会员受到不正当对待，有权请求本会帮助和保护；
- (五) 讨论、决定本会的重大事项。

三、名誉会员享有以下权利：

名誉会员享有除选举权和被选举权之外的所有会员权利。

四、会员必须履行下列义务：

- (一) 遵守本会章程；
- (二) 在行使权利时，不得妨碍他人享有权利；
- (三) 尽其所能的支持本会工作，参加本会活动，执行本会决议，维护本会荣誉。

第三章：执行委员会

本会的执行机构是执行委员会，简称执委会。执委会每学年依选举规则由会员选举产生。执委会实行主席团负责制。主席团包括：

- (一) 主席：一名；
- (二) 常务副主席：一至二名；
- (三) 分管副主席：若干名。

执行委员会每位成员在 VUCSSA 执委会任期内有如下职责。

一、主席

- (一) 负责制定执委会在任职学年内所有 VUCSSA 工作计划；
- (二) 定期召开执委会主席团会议，讨论活动，并且每次开会总结发言；
- (三) 每年审查本会章程，在为了本会的利益而不是私人的利益下，通过执委会成员多数表决同意修改条款，并负责监督本会章程的实施；
- (四) 负责与本会的指导老师保持维护良好的工作关系；
- (五) 为本会收集从学校、捐赠、外部等财务来源，负责支配本会的一切经费；
- (六) 观察执委会成员表现，并在大多数投票赞成下任免本会执委会其他成员；
- (七) 筹备下届执委会的产生工作。

二、常务副主席

- (一) 常务副主席主要负责协助实现上述主席职责。
- (二) 常务副主席可担任指导其他职能部门副主席的具体工作。
- (三) 当主席无法正常实行管理功能时，常务副主席代替行使主席职责。

三、公共事务副主席：

- (一) 职责主要为协助主席计划和组织本会的大型活动。
- (二) 公共事务副主席在主席或常务副主席的领导下负责寻求联谊会各项活动经费来源，可来自学校、捐助或其他外来渠道。
- (三) 在主席或常务副主席的领导下组织活动时负责与其他组织或学生团体的外事职能，并实现与中国驻美大使馆及华盛顿特区的中国学生部门的紧密合作。
- (四) 在主席或常务副主席的领导下，并遵守本章程的第二条款，负责就邮件系统或论坛中的重大议题或敏感问题作解答。

四、财务副主席：

- (一) 财务副主席负责与主席紧密合作管理本联谊会的财务事宜。
- (二) 对于本联谊会的大型活动，财务副主席负责提出财政建议及预算事项。
- (三) 财务副主席同样负责监督各项支出，并用 Excel 文件记录各项花费。此记录由财务副主席及主席分别保存一份。

五、网络邮件副主席：

- (一) 负责管理维护 VUCSSA 网页，在主席的领导下更新信息。

(二) 负责管理 VUCSSA 成员的邮件资格，并按照本章程的第 7 款维护邮件系统的正常运作。

(三) 网络邮件副主席同时负责给予 VUCSSA 论坛以技术支持。

六、俱乐部副主席：

(一) 负责组织在 VUCSSA 管理下的各中国学生学者俱乐部的活动，需要时可在其他执委会成员的帮助下，协调各俱乐部的正常运作。

(二) 负责在主席的领导下与其他未在 VUCSSA 管理下的各中国学生学者俱乐部之间的沟通，并可协助其活动。

(三) 在 VUCSSA 成员的要求下，俱乐部副主席负责成立新俱乐部的各事宜。

(四) 负责本会周五晚的电影放映。

七、文娱副主席：

(一) 负责组织策划本会的文员活动，包括中秋晚会和春节联欢会。

(二) 负责为本会的活动准备节目及其相互协调。

(三) 与主席、常务副主席合作，负责本会活动之前的彩排和节目筛选。

(四) 负责为当前及下一年度的本会娱乐活动预订场地。

第四章：执行委员会选举规则

一、选举委员会：由符合以下条件的三名 VUCSSA 会员组成的小组：

- 至少一人是现任 VUCSSA 执委会成员
- 至少一人非现任 VUCSSA 执委会成员
- 至少一人持学生签证
- 至少一人持其他签证
- 至少两人来自不同的院系

选举委员会由现任 VUCSSA 执委会提名，通过邮件列表和论坛向 VUCSSA 会员公布成员的姓名，性别，系别，电子邮箱。

从提名公布日起，一周（七天）以内，所有 VUCSSA 会员都有权对提名的有效性提出质疑，如果在这周末提出异议的会员人数未超过会员总人数的 20%，则选举委员会自动成立。

二、VUCSSA 执委会候选人提名：

提名时间从选举委员会成立日开始持续一周（七天）；每个 VUCSSA 会员可以通过电子邮件提名不超过三名候选人；经选举委员会确认被提名候选人的会员身份有效，选举委员会将联系被提名候选人，确定他/她愿意加入竞选，并计划在将来的学年里在范德堡大学履行任期；经发给选举委员会电子邮件，提供一份包括本人的姓名，性别，系别，电子邮箱，与现任执委会的关系，以及表明为执委会服务的意愿的个人简历，被提名人成为有效候选人；选举委员有责任通过邮件列表和论坛每 24 小时公布一次最新的候选人名单。如果在这周末提出异议的会员人数未超过会员总人数的 20%，而且被提名候选人不提出退出，则候选人提名名单自动生效。

三、选举过程

- 1) 选举从候选人提名名单生效日起进行一至两周（7-14 天）。
- 2) 每个 VUCSSA 会员都有权利投票。每人可以投票选出不超过三个人，投票方式为用 Vanderbilt 电子邮箱向选举委员会发出一封电子邮件。在电子邮件中必须包括投票人的真实姓名（中英文）。从同一个投票人处发出的其他邮件，无论来自同一邮箱还是不同邮箱，都将被视为无效。
- 3) 投票不应包括候选人提名名单以外的人选。投票不应包括超过三个名字。每一票内不得对同一候选人重复投票。违反本规定的投票自动失效。
- 4) 选举委员会有责任确认投票的有效性。每一票必须经选举委员会三名成员一致同意方可生效。选举委员会经确认项投票人发出确认信。
- 5) 选举委员会有责任记录每张选票（包括有效票和无效票）。
- 6) 选举委员会有责任通过邮件列表和论坛每 24 小时公布一次最新的得票结果。选举在这两周的最后一天晚 12: 00 截止。在到达截止时间六小时以内选举结果由选举委员会通过邮件列表向所有 VUCSSA 会员发出。

四、确认选举结果有效性

- 1) 所有 VUCSSA 会员都有权通过电子邮件向现任执委会提出对选举结果的质疑。
- 2) 现任执委会有责任确认选举结果的有效性，并通过电子邮件答复质疑。
- 3) 经确认选举结果有效，选举结果由现任 VUCSSA 主席在 72 小时内向全体 VUCSSA 通过电子邮件和论坛正式公布。

五、选举结果

- 1) 如本人未提出反对，获最多选票的的候选人自动当选为新的 VUCSSA 主席。如其本人提出反对，得票其次的候选人主席自动增补为主席。
- 2) 当最高选票候选人票数并列时，由票数前 11 人投票决定主席。
- 3) 由主席根据得票从高到底的顺序提名 10-12 人进入新的执委会。
- 4) 主席有权利提名得票第二，或得票第二和第三的候选人担任常务副主席。
- 5) 经与常务副主席讨论，主席按照第三章的规定分配新的执委会成员负责的工作。

第五章：邮件系统服务的管理 (updated 2010)

一、服务对象：邮件列表 vucssa@list.vanderbilt.edu 是 Vanderbilt 校内中国学生学者，包括纳城华人的公共信息平台，它的主要用途为传递对 Vanderbilt 和纳城华人社区相关或者有用的信息，同时可以向华人社区求助。

二、加入邮件列表申请步骤：每一个邮件列表申请加入者可以使用任意邮箱地址，但同时须提供一个 Vanderbilt 邮箱作为推荐，这个 Vanderbilt 邮箱拥有者可以是你的家人，亲戚，朋友，同事等。对于 Vanderbilt 的新生（还在国内或还没到纳城）可做例外处理，但必须提供真实中文姓名，录取院系及所攻读 program。

三、不受欢迎的内容：在邮件列表中不得发布赢利性广告内容，不得进行政治或者宗教方面的讨论。如有违规，我们会发信建议将主题移动到论坛中相关版块，继续违反者，我们将限制其邮件列表发言权或者暂停其使用权两周。我们对邮件列表所发布的任何信息将采取客观中立立场。

四、不恰当的言论：如在邮件列表中使用不恰当或者带有攻击色彩的语言，我们会首先给予劝告。如果对方继续发表上述言论，将视严重程度暂停其邮件列表使用权从一周到一个月，并在论坛网络管理版公布。如有异议，请给 2010vucssa@gmail.com 发邮件或者到网络管理版申诉，不得在公开邮件列表上讨论，干扰他人正常使用，否则采取类似处理。暂停使用权到期后，当事人需要向 2010vucssa@gmail.com 申请恢复使用。

五、个人纠纷：在邮件列表中发表的言论或者个人观点所引发的他人投诉或者纠纷，作为邮件列表服务的提供者和管理者，我们保持中立立场，会同时限制双方的邮件列表发言权，等矛盾双方自行调停解决后恢复其使用权。

6.意见反馈：如果邮件列表成员对邮件管理有建议或者意见，请发送邮件到 2010vucssa@gmail.com 或者到论坛中网络管理版发表观点。