

**Constitution of
The United Chinese Language Association (UCLA)
At Baruch College of the City University of New York**



I. Club Description

The United Chinese Language Association (UCLA) at Baruch College strives to promote Chinese American awareness and an increased understanding for Chinese culture and heritage on campus.

Our mission rests on four pillars; Culture, Family, Service, and Mentorship. Through these ideals, we provide a lifelong network of fellowship and community for our members, bringing together the diverse student body of Baruch College and promoting an increased tolerance for diversity on campus.

1. Culture: Festivals are central to the Chinese culture in all parts of the world. We invite students of all backgrounds to celebrate these festivals and learn more about their meanings and rituals.
2. Family: Our members are the lifeblood of our organization. We support each other and act as a family unit, building relationships through excursions, games, and laid-back afternoon conversations.
3. Service: Reaching beyond the walls of Baruch College, UCLA aims to make a difference in New York City. We ask our members to organize volunteer opportunities in all neighborhoods of the city.
4. Mentorship: Through our mentorship program, we aim to bridge the gap between old and new members to build stronger friendships.

Culture, Family, Service and Mentorship nurture the growth of mind and spirit. We at UCLA believe that education isn't a journey traveled exclusively in the library. We have made the commitment to be students and explorers of life, and we hope you will join us in our odyssey.

十年樹木， 百年樹人。

II. Strategy

In order to carry out the mission of United Chinese Language Association, the following strategies shall be implemented:

Section 1. We aim to increase membership by creating awareness of our club through events and word of mouth. We host two annual large-scale cultural events during the year and both events consistently attract over 250 attendees. Once we have the students' attention, we will let them know about our General Interest Meetings where we tell them more about our club and ways they can become active members.

Section 2. The Secretary and the Treasurer are the main record keepers of the club. Knowing that these records will be the references used by future Leaders of UCLA, the Secretary and Treasurer maintain detailed records of our mailing list and meeting minutes on Google Drive and our club's spending budget, key expenditures, copies of payment vouchers, copies of purchase requisitions and memos, respectively, that will be shared to the future Executive Board.

Section 3. Communication is key in any organization, therefore we believe in maintaining great connections among the Executive Board, Committee Leaders, and current members of the organization. The E-board and Leaders have regular meetings bi-weekly to ensure that everyone gets the latest updates of the organization's current activities. After the meeting, the Leaders will then inform their respective committee members. Additionally, each committee will host their own individual meetings after delegations of individual projects are made in our open brainstorming sessions. This allows us to work on a single big project as a whole.

Section 4. We encourage every member to step up and run for executive board positions by the end of each academic year. The candidates have the right to campaign for themselves and they also have an opportunity one week prior to elections to present a speech to the general membership and have a question and answer session as outlined by the current executive board. During the anonymous voting process, members in attendance will cast their votes and candidates win by majority vote.

Section 5. The transition process for succeeding executive board members includes a series of meetings and one-on-one trainings. After the internal election, the current e-board will work closely with the succeeding e-board to educate them on everything they need to know for their roles, from the vision and mission of the club to the access of the social media page of the club. The current e-board will make sure that the succeeding e-board is ready to lead through continuing the one-on-one trainings, and acting as references to the new e-board.

Section 6. In the instance of an executive board member resigning during academic year, we

will have the remaining members of the executive board select a new board member from the existing pool of leaders in our club. In the instance that the president resigns, the Vice-President shall succeed the current president.

Section 7. The key programs that we carry out every semester are listed as follows: General Interest Meeting, Chinese Learning Program, Annual Moon Festival Celebration, Annual Chinese New Year Celebration, and Mentorship Program.

III. Programs

Section 1. General Interest Meeting: To inform the Baruch community the purpose of our organization. Prospective members will learn about the pillars of UCLA, how to join, and how to make the most of the organizations events/resources.

Section 2. Chinese Learning Program: To educate Baruch students Chinese culture and language through various cultural themed workshops.

Section 3. Moon Festival: To celebrate the Chinese Moon Festival or known as the Lantern Festival with the Baruch Community. Students will learn about the history of the Moon Festival and why it is celebrated every year in China. During the event, there will be food, games, performances and prizes.

Section 4. Chinese New Year Celebration: To celebrate the Chinese New Year with the Baruch community. Students will learn about the history of the Chinese New Year in China and why it is so greatly celebrated every year. The night will consist of the traditional performances such as the Lion Dance, and also refreshments, games and prizes.

Section 5. Mentorship Program: To have UCLA alumni return to mentor and educate current members. Focus is on the professional aspect of UCLA and UCLA members will learn how to network, build interview skills, and learn how to act in a professional setting. Members will build leadership qualities through this program.

IV. Membership

Section 1. All members must be matriculated students of Baruch College and must subscribe to or be interested in the purpose of the organization.

Section 2. No person shall be denied membership or office because of national or ethnic origin, race, color, sex, gender identity or expression, sexual orientation, age, political or religious beliefs, disability, veteran or marital status.

Section 3. General membership shall be granted at the end of each academic semester after joint conference with the E-Board and VP of Membership. Membership shall be determined based on the completion of the following requirements: Attend a minimum of 1 UCLA General events (GIM, Fundraiser, Service, etc.), 1 CLP, 1 Social event.

Section 4. Once inducted, general membership is permanent for matriculated Baruch students year by year unless revoked by a $\frac{3}{4}$ majority vote of current UCLA Leadership. Once graduated, members attain the status of alumnus.

Section 5. The purpose to define active membership is for UCLA internal use only. Each member is responsible for logging their own attendance with the VP of Membership for every event that they attend. This information is to be disclosed to UCLA Board Members. The VP of Member will actively update the Master Attendance list. Active membership is attained if a general member or prospective new member attends at least one-third of UCLA Hosted events up to that point. The benefits of active membership are as follows:

1. Can become a leader within UCLA (E-board, VP, Committee Member)
2. Will be considered for UCLA Mentorship Program
3. Will be considered for End of Year Banquet
4. Will be considered for Annual Summer Trip

V. Executive Board

Section 1. The Executive Board is identified as the four appointed officials to lead the organization. This team consists of the President, Executive Vice-President, Executive Treasurer, and Executive Secretary. The E-Board is responsible for both the health and overall success of the organization.

Section 2. President

The president is expected to understand and ideate the mission, and goals of the organization. The President oversees all procedures, events and meetings. By adhering to the policies of the organization, the president sets the standard for the other members on how to conduct themselves. The president is the face of the club and will understand the organization's mission to ensure and success among the community. Additional responsibilities include but are not limited to:

- I. Monitor and oversee the club as a whole in order to maintain stable club operations and to ensure members' satisfaction
- II. Preside over all board meetings to ensure that the duties, responsibilities, and goals of each committee and the club as a whole are met and achieved
- III. Set and manage time wisely and to constantly keep track and plan ahead to see if our schedule is on point
- IV. Make executive decisions and/or necessary changes for the improvement of the club
- V. Meet and interact with members/leaders, the student body as a whole, club and student leaders, and administrative staff in order to build and maintain good relations
- VI. Represent UCLA at official functions
- VII. Remain fair and impartial during organization decision making processes

Section 3. Executive Vice President

The Executive Vice President (EVP) is expected to assume the duties of the executive as needed and act as a first line of support to the President. The EVP is expected to act as an interim in the event that the President is unable to fulfill his/her duties. In addition, the EVP is expected to preside over the Committee Vice Presidents and advise them where necessary.

Additional responsibilities include but are not limited to:

- I. Monitor and oversee the club along with fellow e-board members to ensure objectives are being met and member's satisfaction
- II. Serve as a "safety net" to catch up on things that the leaders and fellow e-board missed
- III. Conduct leader meetings to ensure clear communication of monthly objectives, and receive updates and feedback from each committee
- IV. Be observant during events to ensure each event is running on time, and be ready for crisis control if anything unexpected happens
- V. Attend student life events as a representative of UCLA
- VI. Attend meetings, communicate, and maintain good relations with other club and school leaders
- VII. Maintain relationships between members and leaders to enhance membership retention and improved inter member-board relations

Section 4. Executive Treasurer

The Executive Treasurer is in charge of the financials of the UCLA and oversees the yearly budget. The Executive Treasurer must see that the budget is managed and executed smoothly throughout the year. S/he must also keep all financial records of the organization. Additional responsibilities include but are not limited to:

- I. Modify and oversee a budget of over \$9865 in order for events to be well funded and executed smoothly
- II. Establish communication between student government and the club in order to appeal for additional funds to satisfy club objectives
- III. Aid in providing monetary co-sponsorships with other clubs and organizations to offer members extended resources in professional development, cultural exposure and socialization by communicating with other clubs and their treasurers
- IV. Organize club expenditures and submit vouchers for reimbursement
- V. Work with leaders to ensure events go on without mishap
- VI. Prepare appeals and budget proposals with accurate and reasonable data to present our necessity of funds to USG senate and the appeals committee
- VII. Manage funds and keep accurate records of fundraising money and sale of t-shirts
- VIII. Attend Student Life workshops and meetings

Section 5. Executive Secretary

The Executive Secretary serves to maintain logistical organization within UCLA and is responsible for executing efficiency and communication among the organization. The Executive Secretary is expected to transcribe meeting minutes for all board meetings as well as draft and send the UCLA weekly newsletter. Additional responsibilities include but are not limited to:

- I. Ensure club meetings are efficiently organized by transcribing minutes for all meetings and uploading onto Google Drive/Facebook Leader's page once completed

- II. Improve communication between each committee by holding bi-weekly club meetings
- III. Maintain and update both the Internal and External members calendar for logistical updates and scheduling
- IV. Use all forms of contact such as e-mail, phone, or in-person to meet required needs for all events (that includes making reservations for restaurants and other locations, etc)
- V. Assist/fulfill public relations role when necessary such as attending co-sponsorship meetings. However, this is not just limited to the role of a Secretary, but applies to anyone that is available to attend the meetings
- VI. Assist Executive Board with any other responsibilities as needed

VI. UCLA Board Officers

Section 1. Vice President of Events

- I. Plan periodic GIMs to promote club mission and recruit new members
- II. Spearhead our 2 biggest events of the year: Moon Festival and Chinese New Year Celebration
- III. Lead events committee to delegate tasks such as planning games, making rundowns, tracking supplies, ordering food, etc.
- IV. Attend periodic leaders meetings for feedback and further planning of upcoming events

Section 2. Vice President of Chinese Learning Program

- I. Host periodic CLPs to raise cultural awareness and promote Chinese culture
- II. Organize rundown of events such as interactive lessons and/or games
- III. Lead CLP committee to delegate tasks and decision making
- IV. Attend periodic leaders meetings for feedback and further planning of upcoming events

Section 3. Vice President of Membership

- I. Plan periodic socials to encourage participation of new and active members
- II. Maintain attendance and email list of new/ active members in Club Fairs, GIM, CLP, etc.
- III. Lead membership committee to delegate tasks and decision making
- IV. Attend periodic leaders meetings for feedback and further planning of upcoming events

Section 4. Vice President of Marketing

- I. Promote UCLA on multiple social media platforms including Facebook, Instagram, and Snapchat
- II. Collect and manage physical event flyers to reinforce on-campus promotion
- III. Maintain and upkeep official UCLA website to inform others of our organization
- IV. Lead marketing committee to delegate tasks and decision making
- V. Attend periodic leaders meetings for feedback and further planning of upcoming events

Section 4. Vice President of Graphics

- I. Draft flyers and FB cover/profile photos to match the themes of our events
- II. Create videos to promote the community within UCLA via YouTube
- III. Maintain and upkeep official UCLA website to inform others of our organization
- IV. Lead graphics committee to delegate tasks and decision making

- V. Attend periodic leaders meetings for feedback and further planning of upcoming events

Section 5. Vice President of Public Relations

- I. Draft emails to external parties to organize club co-sponsorships & performances
- II. Represent UCLA in co-sponsorship meetings and club events to establish and strengthen interclub relationships
- III. Work closely with Secretary to maintain co-sponsorship requests from other on-campus clubs
- IV. Lead PR committee to delegate tasks and decision making
- V. Attend periodic leaders meetings for feedback and further planning of upcoming events

Section 6. Vice President of Fundraising

- I. Host periodic fundraising events per semester
- II. Host periodic community service events per semester, as well as maintaining connection with outside organizations to give back to the greater community
- III. Arrange and plan UCLA's participation in Relay For Life including any promotional events (ex. Paint the Town Purple)
- IV. Coordinate with PR to see how other clubs can participate in UCLA fundraising events and vice versa
- V. Lead fundraising committee to delegate tasks and decision making
- VI. Attend periodic leaders meetings for feedback and further planning of upcoming events

Section 7. Mentorship Coordinator(s)

- Maintain connections with Alumni and invite them to become mentors and/or to lead workshops for UCLA members
- Emphasize professional development among UCLA members by hosting events focused but not limited to the following: resume review, mock – interview workshops, LinkedIn workshops, etc.
- Open up mentorship program to current UCLA members who are willing to mentor (in addition to Alumni) by hosting a networking info session or kick-off

Section 8. Treasury Assistant

- I. Work closely with treasurer to utilize the entire budget for events throughout the year
- II. Facilitate reimbursement process to ensure members are paid through club funds
- III. Modify budget needs through forms supported by research and pivot tables
- IV. Assist treasurer in purchase requisition and bid forms for food vendors and performers
- V. Attend periodic leader's meetings for full breakdown of events and how the budget will be affected.

VII. UCLA Committee Member

Section 1. Events Committee

- I. Plan periodic GIMs to promote club mission and recruit new members
- II. Coordinate with VP of Events for event activities and icebreaker games

- III. Responsible for planning creative games and providing supplies necessary for the event
- IV. Assist in the spearheading of our 2 biggest events of the year: Moon Festival in the fall and Chinese New Year in the spring
- V. Work closely with the VP of Events and attend periodic committee meetings for feedback and further planning

Section 2. Chinese Learning Program (CLP) Committee

- I. Plan and attend Chinese Learning Program workshops to raise cultural awareness
- II. Organize rundown of events such as interactive lessons and/or games
- III. Work closely with the VP of CLP and attend periodic committee meetings for feedback and further planning

Section 3. Membership

- I. Plan interactive socials to encourage participation of new and active members
- II. Stay connected with prospective members and include them in our upcoming UCLA events
- III. Invite prospective members to our organization with a welcoming impression
- IV. Work closely with the VP of Membership and attend periodic committee meetings for feedback and further planning

Section 4. Marketing committee

- I. Promote UCLA event occurrences through multiple social media platforms
- II. Manage physical event flyers distribution to reinforce on-campus promotion
- III. Be a part of the strategic team that manages the overall marketing strategy of UCLA
- IV. Work closely with the VP of Marketing and attend periodic committee meetings for feedback and further planning

Section 5. Graphics Committee

- I. Draft flyers and FB cover/profile photos to match the themes of our events
- II. Create videos to promote the community within UCLA via YouTube and Facebook
- III. Work closely with the VP of Graphics and attend periodic committee meetings for feedback and further planning

Section 6. Public Relations (PR) Committee

- I. Reach out to external parties and organize club co-sponsorships and performances
- II. Establish and strengthen interclub relationships with members of their respective organization
- III. Work closely with VP of PR to maintain co-sponsorship requests from other on-campus clubs
- IV. Attend periodic committee meetings for feedback and future planning

Section 7. Fundraising Committee

- I. Plan and attend fundraising events to help raise organization's budget for supporting events
- II. Plan and attend service events to help give back to the greater community
- III. Assist in the planning of UCLA's participation in Relay For Life including any promotional

- events (ex. Paint the Town Purple)
- IV. Organize rundown of fundraising events such as providing selling merchandise and supplies.
 - V. Work closely with the VP of Fundraising and attend periodic committee meetings for feedback and further planning

Section 11. UCLA Photographer

- I. Document top-quality images and videos that capture the energy and spirit of various UCLA-hosted events
- II. Maintain steady attendance to most UCLA-hosted events
- III. Coordinate with E-Board, VP of Events, and VP of Marketing to discuss upcoming events and to ensure the experience is captured through photographs/videos

VIII. UCLA Mentorship

Section 1. The purpose of UCLA's mentorship program is to provide professional development to UCLA's current active members. While UCLA is a Chinese culture club, Baruch College is known to be a business school, which is the purpose behind providing UCLA members with this exposure to professional development.

Section 2. The second purpose of UCLA's mentorship program is to serve as a bridge to facilitate bonding and companionship among UCLA's current members and alumni.

Section 3. The curriculum for UCLA's mentorship program is set for 1 year, in that year mentees are to be paired with older mentor alumni in order to facilitate bonding and professional development.

Section 4. The curriculum of UCLA's mentorship program is to be determined by the coordinator of the UCLA mentorship program at the discretion of the current Executive Board. The current Executive Board will have the final say on curriculum as well as pairing of mentors and mentees.

Section 5. Mentorship workshops (ie. Resume reviews, excel workshops, etc.) will be open to the general public. Mentor-Mentee pairings are to be reserved to those who have attained active membership status only.

IX. General election/ Officer Appointment

Section 1. General Election for E-board shall be held once a year during April. The current Executive board will choose candidates.

Section 2. The current Executive Board shall elect Executive Board officers for the following year. Any current executive board member seeking re-election shall not be involved in the decision making process.

Section 3. Only active members are eligible to run for an executive board position.

Section 4. General election for committee VP and other board members shall take place in June and consist of one one-hour interview.

Section 5. The following year's Executive board will choose and elect board candidates once they take office.

Section 6. VP Applications must obtain active membership status in order for their application to be entertained.

Section 7. Committee members shall be decided jointly with the E-Board and VPs twice per year before the start of the next academic semester. There shall be no interview process to join a committee.

Section 8. Committee Applicants must be a general member in order for their application to be entertained.

X. Officer/Executive Board Regulations

Section 1. All officers, including E-board and VPs of the United Chinese Language Association must be matriculated undergraduate students of Baruch College, have a minimum overall grade point average of 2.5, and must be registered for at least one course for the term during which they are to serve.

Section 2. No one shall serve an Executive Board position of UCLA while simultaneously serving a leadership position of another student organization.

Section 3. All officers shall serve for one-year terms. Officer's who wish to serve for additional terms must seek re-election.

Section 4. In the event that an officer steps down mid-term, the Executive shall assume the responsibilities until a successor can be properly and appropriately appointed.

Section 5. In the event that the President is unable or unfit to fulfill the executive role, the Executive Vice President shall succeed the President. The line of succession is as follows: Executive Vice President, Treasurer, Secretary. After such, the succession will go in order of the committee VPs as listed in Article VI.

Section 6. The Executive Board shall consist of the elected officers of the organization.

Section 7. The Executive Board shall formulate the agenda, take emergency action, and have general management of the student organization in the absence of the full membership.

Section 8. The Executive Board shall attend functions as required by the Baruch College Office of Student Life.

Section 9. The Executive Board shall know the *Fiscal Guidelines for Expenditure of Student Activity Fees* as established by the Board of Trustees of The City University of New York & by the Bernard M. Baruch College Association, Inc.

XI. Removal of an Officer

Section 1. Removal of a Board Officer:

- I. Removal of a board officer shall be at the discretion of the Executive Board
- II. A hearing with the accused and the Executive Board will be set up to discuss the charges; all parties must be allowed to respond
- III. Final decision is made by current executive board

- IV. Determine how a replacement will be selected and when the new person takes office
- V. A copy of the typed minutes from both, the meeting when the impeachment proceeding was enacted, and the meeting when the voting for removal in order for the officer to be impeached must be submitted to the Office of Student Life

Section 2. Removal of an Executive Board officer:

- I. Removal of the Executive Vice President, Treasurer, or Secretary shall be at the discretion of the President.
- II. Removal of the President may only be passed during a vote of no confidence, whereas a 4/5ths majority of the board may vote for impeachment.

XII. Faculty Advisor

Section 1. The faculty advisor for the 2017 - 2018 term is Oliver Colbert.

XIII. Board Meetings

Section 1. This organization shall hold regular meetings on a bi-weekly basis.

Section 2. A quorum consisting of at least two officers plus a majority of duly registered members is necessary for the transaction of any business.

Section 3. The President shall preside and moderate over all board meetings unless otherwise noted.

Section 4. Please be respectful of everyone's opinions and time. In order to facilitate board meetings in a timely and smooth manner, board members must wait for the President to call on them to speak.

Section 5. Board meetings are mandatory unless brought to the attention of an E-board member beforehand with a valid reason of absence. Unexcused absences to meetings are unacceptable.

Section 6. Meeting agendas are to be sent out to board members prior to every meeting and it is the responsibility of every leader to review it beforehand. Board members shall ask the secretary or President to include a topic of discussion into the agenda if necessary.

Section 7. It is the Secretary's duty to record and edit meeting minutes accordingly during each board meeting. It is the leader's responsibility to review those minutes afterwards as deemed necessary.

XIV. Amendments

Section 1. Amendments to this constitution shall be introduced from the floor and submitted to the Secretary in writing at a regular business meeting. Amendments shall be voted upon at the board next meeting of the organization.

Section 2. The entire membership shall be notified in writing at least seven (7) days prior to a vote on the proposed amendment.

Section 3. A win two-thirds majority vote of the voting membership present shall be necessary for the passage of an amendment.

Section 4. A copy of the typed minutes from the meeting when the amendment was passed to prove that this amendment was adopted must be submitted to the Office of Student Life with the revised constitution of the organization.

XV. Dissolution

Section 1. In the event of the dissolution of this group, all accrued funds and assets shall revert to the Bernard M. Baruch College Association, Inc.

Enactment of Constitution

This constitution is now enacted on the 12th of August, 2017.

Signed by:

- President: Lewis Diep
- Vice – President: Zoe Wong
- Treasurer: Alexis Montesinos
- Secretary: Russel Tsang