

Constitution of Chinese Calligraphy Club

Chinese Calligraphy Club is an IU student organization, which aims to improve the awareness of Chinese calligraphy culture among campus, build up a communicative environment to learn and practice calligraphy, and give a chance for calligraphy lovers to share calligraphy work and experience. We provide calligraphy workshop every week. It is open to the public and free supplies and food provided.

Article I: Membership

There are two classes of membership in Chinese Calligraphy Club. They are Board members and Executive Board members. To be a Board member, students need submit an application before the deadline and pass a 20-minutes interview. Rights of a Board member includes electing the Executive Board member, joining internal events, being the director of one of the five departments and so on. Also, to be an Executive Board member, students need to be Board members at least one semester, then they can apply the position in the Executive Board. After applicants submit the application and pass the interview, they will be Executive Board members. Rights of Executive Board members include interviewing Board members candidates, assigning work among the Board members, and attending the Executive Board meetings. In addition, there is no membership fee in our club. If a Board Member violated the rule set by the Executive Board, the Executive Board will host a meeting to decide whether to remove him or her from the membership.

Article II: University Compliance

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article III: Executive Officers

In the Executive Board, there is President, Treasurer, Secretary, Vice-President of Finance Department, Mentor Department, Public Relationship Department, Activity Department and Media Department.

President will set the goal and make the overall plan for the events that will be hosted in the next year. Also, President needs to host call-out meeting once a semester, Board meetings three times per semester, and Executive meeting twice a month. In addition, President needs to track the progress of major tasks in each department to ensure that everything is on the right track.

There are several requirements to be President. First, the candidate needs to have a clear idea of the purpose and meaning of the club. He or she needs to know how each department functions and how the major events are hosted in general. Also, the candidate needs to have a strong leadership ability to lead the entire club.

To be the Treasurer, a member needs to be patient attentive enough to be able to record all kinds of expense accurately. To be the Vice-President of Finance Department, a member needs to have an overall plan about how to find potential sponsors for the club. Also, a member needs to be able to make a budget plan by communicating with other departments and understanding their

needs. Last, a member needs to have a clear mind so that he or she could reimburse all kinds of expense to other departments accurately. To be the Vice-President of Mentor Department, a member needs to have an overall plan about how to improve the quality and quantity of workshops we host before and should be able to monitor the progress of how other mentors prepare for the work in the future weeks. To be the Vice-President of Public Relationship Department, a member needs to have the ability of managing the operation of our main social media platform – WeChat. In addition, a member needs to have good relationship building skill so that he or she could maintain a long-term relationship with other clubs, school office, and other organizations. To be the Vice-President of the Activity Department, a member needs to be able to have the ability of making a detailed event plan and executing the plan including purchasing supplies needed. Also, a member needs to lead other members in this department to organize internal events for the Board members. Last, to be the Vice-President of the Media Department, he or she needs to have great aesthetic ability so that posters, videos and pictures and be reviewed or checked and to ensure the overall high quality. Also, a member needs to guide and aid the work of new members to ensure the work is finished in time.

In our club, E-Board members will be changed in the end of November each year. Past officers typically don't have a specific role in the organization.

Article IV: Advisor

The advisor will meet with the Executive Board whenever an emergency happens or the club needs extra help. The advisor is typically resigned each year and selected by the Executive Board.

Article V: Meetings

There are three Board member meetings in each semester. The president will call and hold the meeting as well as setting the agenda for the meeting. Board members will be notified these meeting through group chat in WeChat. And it is typically mandatory for all Board members except the exam and illness.

Article VI: Elections

The election will be held in the end of November each year and every Board Member has the right to run for an office. Usually, an upcoming election will be notified two months in advance in group chat in WeChat. And, a member needs to pass the interview to be on the Executive Board.

Article VII: Non-Hazing

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article VIII: Dues & Budgets

Students don't need to pay any fee for a Board membership in our club.

Article IX: Finances

The Finance Department is in charge of financial affairs and applying for funds from the IU Funding Board.

Article X: Personal Gain Clause

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

Article XI: Amendments

The election of the Executive Board is through interview by the current officers instead of voting.