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Primary Acct. Code: \_\_\_\_\_ Deconstituted \_\_\_\_\_



# CLUB CONSTITUTION

## The Recognized Constitution of:

Global China Connection UBC

Club Name

November 21<sup>st</sup>, 2011

Date

**READ THROUGH ALL PARTS CAREFULLY.  
THIS IS THE CONSTITUTION OF YOUR ORGANIZATION.**

General questions and inquiries are to be directed to:

**Vice-President Administration**

SUB Room 238G

(604)-822-3961

[vpadmin@ams.ubc.ca](mailto:vpadmin@ams.ubc.ca)

or

**SAC Vice-Chair**

SUB Room 238F

(604)-822-2361

[sacvc@ams.ubc.ca](mailto:sacvc@ams.ubc.ca)

**Original Copy filed in SAC Vice-Chair's Club Files  
(Revised June 2008)**

## ARTICLES

### ARTICLE 1: NAME

- 1.1 The name of the Club shall denote affiliation with the Alma Mater Society, either “The AMS” or “The \_ of the AMS” or “The UBC” or “The \_ of UBC”.
- 1.2 The name of the Club shall **not** contain the words “Council”, “Undergraduate Society” or “Society” in their names.
- 1.3 The name of the Club shall imply the purposes of the Club.
- 1.4 In case of using a name or logo which is being used by another organization, association, or society, written permission in the form of a contract is to be sought for the use of the same name or logo.

THE NAME OF THIS ORGANIZATION SHALL BE:

Global China Connection UBC

### ARTICLE 2: PURPOSE

- The Purpose of the Club is stated to ensure continuity from year to year. It also distinguishes you from the other clubs on campus

THE PURPOSES OF THIS ORGANIZATION ARE:

- 2.1 Create opportunities for Chinese students and their international counterparts to socialize learn and work together.
- 2.2 Advance international trust and understanding through GCC member and alumni personal and professional relationships.
- 2.3 Promote high ethical standards for GCC members’ academic, professional and personal lives along with a commitment to make the world a better place through lifelong fellowship.
- 2.4 Through events and educational seminars—and the latest Internet, telecommunications and multimedia tools—bring together GCC members for learning, networking and developing future professional opportunities.

### ARTICLE 3: CATEGORY

- 3.1 The Category is to help Administration organize the club directory
- 3.2 The Categories are: Academics/Management, Community Service, Cultural/Identity, Leisure/Hobby/Special Interests (Other), Media/Arts/Performance, Political/Social Action, Recreational/Athletic, Science, Social, and Spiritual.

THE Global China Connection UBC IS A (N) Academics/Management CLUB.

#### **ARTICLE 4: MEMBERSHIP**

THE MEMBERSHIP OF THIS ORGANIZATION SHALL COMPRISE OF:

- 4.1 Active Members shall be those members who are registered in a credit course at the University or its affiliated institutions, and are not in default of payment of the AMS fee, and who pay a club membership fee.
- 4.2 Associate members shall be those club members who are not Active Members but who pay a club membership fee. They can be UBC alumni, research fellows, faculty members, staff, non-UBC students, or others willing to be involved in Club activities. They shall not be permitted to vote, or sign Club Petitions (See SAC Policy Handbook).
- 4.3 Honorary Members shall be Club members who are not Active Members and who do not pay club membership fee, and shall not be permitted to vote, hold office or sign Club Petitions.
- 4.4 A minimum of two-thirds (2/3) of the club's membership shall be Active Members of the AMS.
- 4.5 The number of Associate Members and Honorary Members shall not be more than one-third (1/3) of the Club's membership.
- 4.6 The membership period shall not be longer than one (1) year, and shall end no later than September 30<sup>th</sup>.
- 4.7 Active Members shall pay an annual non-refundable membership fee of a minimum of one dollar (\$1) as approved by resolution of a General Meeting with quorum, at the time of registration. Associate membership fees shall be at least fifty percent (50%) more than Active membership fees.
- 4.8 Changes in membership fees shall not become binding on established members until the termination of the current membership period.

- 4.9 Each new member of a club must sign an AMS General Member waiver form (the waiver form can be found in the Treasurers' Handbook).

#### **ARTICLE 5: EXECUTIVE COMMITTEE**

The Club shall have an Executive Committee comprising of the following Executive Officers elected annually by the Active Members.

- 5.1 President – Jerry Lin
- 5.2 Treasurer – Joe Xu
- 5.3 Vice- President External – Richard Hou
- 5.4 Vice- President Internal – Heiju Song
- 5.5 Secretary – Michelle Cheung
- 5.6 Corporate Relations Director – Jerry Tang
- 5.7 Logistics Director – Charles Shao

Note: Two Executive Officers must be Booking Representatives, one of whom must be the Treasurer.

#### **ARTICLE 6: FUNDS**

- 6.1 All constituted AMS clubs by SAC must have an AMS account.
- 6.2 All financial transactions shall be made explicit through the AMS account; all financial dealings shall be done through the AMS Administration Office.
- 6.3 If any unauthorized accounts are discovered (i.e. outside bank accounts), the Club will be subject to deconstitution under the discretion of SAC. These controls are necessary for the protection of the Club against a dishonest signing officer, or for protection against the loss of the Club's monetary transaction records.
- 6.4 Under the B.C. Societies Act, the AMS must be audited once a year or it will lose its status as a society. Before the auditor will sign the financial statements of the AMS they must be certain that all monies of the society (including monies held by all AMS service organizations, clubs and undergraduate societies) have been accounted for. Therefore, so as not to put the status of the AMS as a society in jeopardy, the above rule **MUST** by strictly adhered to.
- 6.5 All membership fees must be deposited in the AMS club account.

THE SOLE SIGNING OFFICER OF THIS ORGANIZATION SHALL BE THE:

Treasurer

The signing officer cannot also be the President.

#### **ARTICLE 7: CONSTITUTIONAL AMENDMENTS**

- 7.1 An amendment may be proposed at a General Meeting if it is passed by the Executive Committee and presented with signed minutes.
- 7.2 An amendment may be proposed at a General Meeting if it is presented by a signed petition representing 20 percent + 1 of the **non-executive active membership**.
- 7.3 All amendments to the Constitution shall be proposed at a General Meeting of the Club at least two weeks before they are voted upon. All amendments must be passed by two-thirds (2/3) majority at the General Meeting where the quorum is fulfilled.
- 7.4 All amendments shall be forwarded to the SAC Vice-Chair and shall be favourably voted upon by SAC in order to become effective.

#### **ARTICLE 8: QUORUM**

- 8.1 Unless otherwise stated, the quorum for all meetings shall be 20 percent + 1 of the Active membership of the Club excluding the Executive Members.

## **BYLAWS**

### **BYLAW 1: GENERAL MEETINGS**

- 1.1 Each Club shall have at least one General Meeting during each term of the school year. There shall be a minimum of one (1) Annual General Meeting (AGM) during the University winter session.
- 1.2 A General Meeting shall be called by the President at the request of the Executive Committee.
- 1.3 A General Meeting shall be called by the President on receipt of a petition representing at least forty percent (40%) of the active membership of the Club, or quorum as specified in the Club constitution, whichever is lesser. The dates must be at least seven (7) days after the initial receipt of the petition.
- 1.4 Notice of the General Meeting shall be posted in an obvious place at least seven (7) days before the meeting is to take place.
- 1.5 The President shall post the Agenda for the General Meeting at least three (3) days prior to the meeting.
- 1.6 Minutes of the meetings must be kept if Club decisions are to be upheld by SAC in case of dispute, and shall be the accepted record of proceedings.

### **BYLAW 2: ELECTIONS**

- 2.1 The election of Executive Officers shall take place during the first two (2) weeks of March.
- 2.2 Voting shall take place through secret ballot.
- 2.3 Nominations shall be submitted to the President at least a week before the election meeting. If the President is running for a second term, the VP shall accept nominations.
- 2.4 The President may accept nominations from the floor.
- 2.5 The new Executive Committee shall assume office at the second Executive Meeting after the election.
- 2.6 Results of the election shall be submitted to the SAC Vice-Chair no later than seven (7) days after the election.
- 2.7 By-elections shall be called by the President to fill vacant Executive positions. In the event of the Presidency being vacated, the Vice-President shall call a by-election.

2.8 The elected President of the club cannot also be the signing officer of the club.

### **BYLAW 3: ELIGIBILITY OF EXECUTIVE OFFICERS**

3.1 Only living, Active Members of the Alma Mater Society shall be eligible to hold executive offices.

3.2 All Executive Officers must be registered in at least one class (3 credits) during both Winter Sessions (at least a 6 credit total).

### **BYLAW 4: MEMBERSHIP PRIVILEGES**

4.1 Only Active AMS members shall vote, sign Petitions or be elected to the club executive.

4.2 Free admission to all of our sponsored events.

4.3 Participation in GCC exclusive opportunities.

4.4 Chance of subsidized trips based on merit and activity.

### **BYLAW 5: EXECUTIVE DUTIES**

#### **Title Duties**

- President 5.1.1 Act as liaison to the Student Administrative Commission  
5.1.2 Calling a General Meeting  
5.1.3 Act as a liason between GCC headquarters and our chapter

#### **Title Duties**

- Treasurer 5.2.1 Act as liaison to Finance Commission  
5.2.2 Act as one of the two Bookings Representatives of the club  
5.2.3 Control the funds and accounts of the Club

#### **Title Duties**

- Vice-President External 5.3.1 Liason between the club, foreign chapters and the public  
5.3.2 Manage all directors dealing with external affairs

5.3.3 Signing officer for GCC UBC

**Title Duties**

- Vice-President Internal 5.4.1 Manage directors dealing with internal affairs  
5.4.2 Host executive board meetings when the President is not available  
5.4.3 Coordination of actions between all departments in the club

**Title Duties**

- Secretary 5.5.1 Act as one of the two Bookings Representatives of the club  
5.5.2 Record meeting minutes  
5.5.3 Maintenance of club property

**Title Duties**

- Corporate Relations Director 5.6.1 Maintain and build relationships with corporations  
5.6.2 Actively search for monetary sponsorships

**Title Duties**

- Logistics Director 5.7.1 Planning and execution of all events  
5.7.2 Mobilization of volunteer base for club activities

ALL EXECUTIVE CONTACT INFORMATION MUST BE UP-TO-DATE.

**BYLAW 6: PROCEDURE**

- 6.1 All procedural matters shall be governed by Robert's Rules of Order, Newly Revised.  
6.2 Any further discrepancies shall be decided by Student Council, which is the final authority.

**BYLAW 7: MEMBERSHIP FEES**

- 7.1 Fees shall *not* be refundable under any circumstances
- 7.2 The Executive Committee may amend the fees at the first Executive meeting of the winter session, but the amendment shall not be valid unless passed by SAC.
- 7.3 Active membership fees shall be \$5
- 7.4 Associate membership fees shall be at least fifty percent (50%) more than the Active membership fees.  
  
\$10
- 7.5 Honorary membership fees shall be zero (0) dollars.

**BYLAW 8: COMMITTEES**

- 8.1 Committees shall be appointed by the Executive Officers or at a General Meeting. The Executive Officers still shall take the responsibility to supervise and control the activities of all the committees.

**BYLAW 9: BUDGET**

- 9.1 In accordance with the AMS Bylaw 13(6), all funds shall be remitted to the Finance commission by May 30<sup>th</sup>.
- 9.2 An annual report including a statement of C
- 9.3 Club proposed expenditures and expected revenues shall be submitted to the Finance Commission along with the budget.

**BYLAW 10: INTERPRETATION**

- 4.9 Nothing in these bylaws shall be interpreted in a manner contradictory to the AMS Constitution, Code, rules, regulations or policies enacted from time to time by the Alma Mater Society.

**EXECUTIVE OFFICERS:**

All Executives must be Active Members of the AMS.

Position: President

Name: Jerry Lin Student #: 73920092

Email Address: LJerryXiao@gmail.com Tel #: 778-892-7768

Position: Treasurer

Name: Joe Xu Student #: 21943097

Email Address: joexu11@gmail.com Tel #: 778-968-7757

Position: Vice-President Internal

Name: Heiju Song Student #: 77835098

Email Address: heijusong@gmail.com Tel #: 778-822-6812

Position: Vice-President External

Name: Richard Hou Student #: 37979093

Email Address: richardhou106@hotmail.com Tel #: 778-994-8938

Position: Secretary

Name: Michelle Cheung Student #: 41258104

Email Address: mcheung116@gmail.com Tel #: 604-616-8386

Position: Corporate Relations Directors

Name: Jerry Tang Student #: 25536095

Email Address: jerrytang.yh@gmail.com Tel #: 778-895-3339

Position: Logistics Director

Name: Charles Shao Student #: 78437092

Email Address: charles.f.shao@gmail.com Tel #: 778-384-9896

ALL EXECUTIVE CONTACT INFORMATION MUST BE UP TO DATE.  
ANY CHANGES MUST BE SUBMITTED TO THE SAC VICE-CHAIR.

**ACTIVE MEMBERSHIP**

To be constituted, you must have and maintain at least 10 active non-executive UBC members

| Name:               | Student #: |
|---------------------|------------|
| 1. Benson Lai       | 28539097   |
| 2. Elizabeth Pratt  | 73486094   |
| 3. Chya Chi Chen    | 26199109   |
| 4. Jenny Nguyen     | 45221108   |
| 5. Opal Leung       | 25965104   |
| 6. Belinda Lai      | 25476102   |
| 7. Jessie Yu        | 20721098   |
| 8. Trisha Roberson  | 14867089   |
| 9. Yuda Shih        | 17071085   |
| 10. Michelle Cheung | 45594108   |
| 11. Conrad Chan     | 49630106   |
| 12. Jason Zheng     | 71834097   |

**ASSOCIATE MEMBERSHIP**

| Name:    | Affiliation: |
|----------|--------------|
| 1. _____ | _____        |
| 2. _____ | _____        |
| 3. _____ | _____        |
| 4. _____ | _____        |
| 5. _____ | _____        |

### HONORARY MEMBERSHIP

Name:

Affiliation:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Note: The number of Associate and Honorary members may not be more than one third (1/3) of the total membership.**

### DOCUMENTATION

Please also attach a copy of the following:

1. Letter to SAC Vice-Chair that further explains the intended purpose of the Club.
2. Filled in Club Constitution; one (1) soft copy and one (1) hard copy.
3. Annual plan of events and activities for one (1) year.
4. Filled in Prospective budget template for one (1) year; one (1) soft copy and one (1) hard copy.

This Constitution is submitted by Richard Hou

Position: VP External

Date: November 23<sup>rd</sup>, 2011

Signature: \_\_\_\_\_