

# Statutes of the Chinese Studies Student Association

苏黎世大学汉学系学生会章程

## I. Name and Registered Office

### Art. 1 Name

Under the name

Chinese Studies Student Association 苏黎世大学汉学系学生会 / 蘇黎世大學漢學系學生會

hereinafter referred to as the «Association», exists at the University of Zurich in accordance with these statutes as an association within the meaning of Art. 60 et seq. of the Swiss Civil Code (ZGB).

### Art. 2 Registered Office

The registered office of the Association is located in Zurich.

### Art. 2a Official Online Presences

The official online presences of the Association are:

1. Website: <https://www.fvsinologie.uzh.ch>
2. Instagram: @fvsinouzh
3. X: @fvsinologie
4. LinkedIn: Fachverein Sinologie der Universität Zürich
5. The Board may establish additional presences or modify existing ones. Changes must be communicated to members through the existing channels.

## II. Purpose and Means

### Art. 3 Purpose

The Association

1. aims to represent the interests and concerns of Chinese Studies students at the University of Zurich;
2. intends to promote contact among Chinese Studies students and with faculty members;
3. fosters a deep understanding of Chinese Studies and builds bridges between different cultures. It provides a platform that supports education and research as well as enriches intercultural dialogue and exchange;
4. organises and promotes cultural events, workshops and lectures related to the Sinophone world;
5. informs Chinese Studies students about extracurricular and intracurricular events and job opportunities relevant to Chinese Studies;
6. may cooperate with other organisations insofar as this serves the fulfilment of the Association's purpose.

### Art. 4 Means

1. The Association levies a membership fee of CHF 5.– per semester. Alumni (Art. 8) are exempt from this.
2. The membership fee is collected per semester.
3. Changes to the amount of the membership fee are decided at the General Assembly.
4. The Association may additionally generate income from student services (e.g. active participation in EST, SIT, etc.), donations, surpluses from fee-based events or other services.

## III. Membership

### Art. 5 General Provisions

1. The following may become members of the Association: all students enrolled at the University of Zurich who study Chinese Studies as a major or minor (Bachelor, Master, PhD).
2. To become a member, the following contact details must be provided to the Secretariat: first and last name, telephone number and email address. The membership fee for the current semester must have been paid.
3. Anyone who fulfils the requirements of Art. 5 para. 1 and 2 will be registered by the Secretariat in the membership register.
4. Membership commences upon entry in the membership register.
5. The membership card is provided digitally for wallets through Localclubs. The Board may introduce alternative solutions.
6. All membership categories may be admitted to the WhatsApp community and other social media channels.

### Art. 6 Membership Categories

The categories of membership are:

1. Active Members
2. Honorary Members
3. Alumni

## **Art. 7 Active Members**

1. Active Members are enrolled students pursuant to Art. 5 para. 1 who have paid the membership fee of CHF 5.– per semester.
2. Active Members support the Association's activities through payment of the membership fee and contribute to the Association's activities through their participation in events and other activities.
3. Association work includes: organising an event, assisting at an event, serving on the Board, taking minutes at the General Assembly, serving on the Auditing Body, or other activities for the benefit of the Association.
4. Member data is collected in a register.
5. Active Members undertake to notify the Secretariat of any changes to their contact details and to pay the membership fee on time.
6. Active Members receive benefits such as reduced prices at Association events or discounts on merchandise. Benefits are determined on an event-by-event basis.
7. Active Members have voting rights at the General Assembly.

## **Art. 7a Honorary Members**

1. Honorary Members are persons who have rendered outstanding service to the Association or who promote the Association's purpose in an exceptional manner. The appointment as Honorary Member is not restricted to students.
2. Honorary Members are recognised by a simple majority of the Board.
3. Honorary Members pay a membership fee of CHF 5.– per semester.
4. Honorary Members receive the same information as Active Members and may participate in events under the same conditions.
5. Honorary Members have no voting rights at the General Assembly.

## **Art. 8 Alumni**

1. Alumni are former Chinese Studies students at the University of Zurich who have deregistered or completed their studies.
2. To become an alumnus/alumna, one must register with the Secretariat. Alumni are designated as such in the membership register.
3. Alumni do not pay a membership fee.
4. Alumni receive the same information as other members.
5. Alumni may participate in Association events under the same conditions as Active Members.
6. Alumni have no voting rights at the General Assembly but may attend and may serve on the Auditing Body.

## **Art. 9 Membership Card**

1. The membership card is provided digitally for wallets through Localclubs.
2. The Board may introduce alternative solutions for the membership card if better options are available.

## **Art. 10 Termination of Membership**

1. Membership is terminated by:
  - a) Deregistration or completion of studies (except upon transfer to Alumni status);
  - b) Resignation by declaration to the Board;
  - c) Non-payment of the membership fee;
  - d) Exclusion by the General Assembly;
  - e) Exclusion by the Board on the grounds of:
    - i. Non-compliance with the statutes,
    - ii. Non-payment of the membership fee after two reminders,
    - iii. three violations of Association rules at events or on chat platforms,
    - iv. violation of the law in the name of the Association, or
    - v. violation of University regulations in the name of the Association.
2. Persons who have been excluded from the Association may not become members again.
3. Upon termination of membership, outstanding financial obligations, in particular the membership fee for the current semester, remain owed. There is no entitlement to a refund of the membership fee.
4. Alumni membership does not terminate automatically but must be cancelled with the Secretariat.

## IV. Organisation

### Art. 11 Bodies

1. The bodies of the Association are:
  - a) the General Assembly;
  - b) the Board;
  - c) the Auditing Body.
2. They serve on a voluntary basis and are only entitled to reimbursement of their actual expenses and out-of-pocket costs.

### Art. 12 Composition and Conduct

1. The assembly of all members constitutes the General Assembly. It is the supreme body of the Association.
2. The General Assembly is convened by the Board, as a rule once per semester.
3. The General Assembly may also be convened at the request of at least one fifth of all members. It must then take place within four weeks of being convened.
4. The date, format and initial information about the venue of the General Assembly are announced by the Board through the usual channels (social media, website, flyers).
5. Only Active Members have voting rights. Representation by another Active Member is permitted. A member may only represent one absent member. A written power of attorney is required.
6. Members with voting rights may submit motions at the General Assembly. These must be submitted to the Board before the General Assembly.

## **Art. 13 Responsibilities of the General Assembly**

The General Assembly is responsible for:

1. The revision of the statutes;
2. The adoption of the minutes of the last General Assembly;
3. The approval of the annual report; the receipt of the Auditing Body's report and the approval of the annual accounts;
4. The discharge of the Board;
5. The determination of the principles of the Association's activities;
6. The determination of whether and at what level membership fees are to be set;
7. The election of the Board;
8. The election of the Auditing Body;
9. The removal from office of individual Board members at any time. The removal takes effect upon the appointment of a new Board member;
10. The dissolution of the Association (see Art. 24).

## **Art. 14 Resolutions and Quorum**

1. Any duly convened General Assembly has a quorum regardless of the number of voting members present.
2. Unless otherwise provided for in these statutes, resolutions require a simple majority of the voting members present. In the event of a tie, the chairperson casts the deciding vote after a repeat vote.
3. Votes are taken openly unless at least one quarter of the voting members present request a secret ballot.
4. Circular resolutions in virtual spaces (chat programmes) are permissible.

## **Art. 15 Chair**

The General Assembly is chaired by the President; in the event of the President's absence, by the Vice-President or another Board member.

## **Art. 16 Protocols**

1. Protocols are taken of the General Assembly.
2. Members may inspect the minutes with the President and may raise objections if necessary.
3. The protocols are approved by the next General Assembly.

## **Art. 17 General Provisions**

1. The Board
  - a) is the executive body of the Association;
  - b) consists of at least three members;
  - c) operates in the following offices: Presidency, Vice-Presidency, Finance, Secretariat, Event Management, PR Management, Community Management;
  - d) constitutes itself.
4. Authorised signatories are the President and the person responsible for Finance.
5. The term of office for each Board member is one semester.
6. Re-election is permitted.

## **Art. 17a Areas of Responsibility of Board Members**

Board members bear responsibility in their respective areas and are accountable to the Board and the General Assembly:

**Presidency:** Overall leadership of the Association; external representation; chairing Board meetings and the General Assembly; coordination among Board members; contact person for the AOI and VSUZH.

**Vice-Presidency:** Support of the Presidency; deputising in case of absence; assumption of delegated tasks.

**Finance:** Double-entry bookkeeping of income and expenses and the financial position; preparation of the annual financial statements consisting of balance sheet, income statement and cost centre report; management of the Association's bank account; collection of membership fees; financial processing of events and sponsoring. Additionally: maintenance of a physical cash journal in which all cash movements are recorded with date, amount and purpose. Maintenance of a physical booking journal in which all non-cash transactions are recorded to maintain oversight and provide evidence. The principle applies: no booking without an invoice or receipt. Invoices, receipts and payment records must be collected physically in a folder. All bookings must be recorded promptly.

**Secretariat:** Maintenance of the membership register; taking minutes at meetings and General Assemblies; management of correspondence; administrative support of the Board.

**Event Management:** Planning, organisation and execution of events; coordination with external partners and service providers; budgeting of events in consultation with Finance.

**PR Management:** Acquisition and cultivation of sponsors, cooperations and partnerships; establishing and maintaining contacts with other associations, companies and persons of interest; requesting, negotiating and concluding sponsoring, cooperation and partnership agreements of any kind; networking and participation in external events of partners, sponsors and other organisers.

**Community Management:** Management of the WhatsApp community and other internal communication channels; promoting exchange among members; moderation of chat platforms; management of social media channels (X, Instagram, LinkedIn); creation of promotional material and flyers; maintenance of the website; public relations and external communication.

## **Art. 18 Responsibilities of the Board**

The Board

1. passes resolutions that are not assigned to another body;
2. implements the resolutions of the General Assembly;
3. represents the Association externally and manages ongoing business;
4. represents the Association at the AOI institute meeting;
5. prepares the General Assembly;
6. maintains an up-to-date register of all members;
7. maintains double-entry bookkeeping of income and expenses and the financial position of the Association, and prepares an annual financial statement consisting of balance sheet, income statement and cost centre report;
8. moderates the Association's information channels;
9. issues warnings in case of non-compliance with rules.

## **Art. 19 Resolutions and Quorum**

1. The Board has a quorum when at least three Board members including the President or Vice-President are present.
2. Circular resolutions in virtual spaces (chat programmes) are permissible.
3. Each Board member has one vote. Resolutions require a simple majority. In the event of a tie, the President or Vice-President casts the deciding vote.

## **Art. 20 Termination of Office**

2. The term of office expires automatically one semester after election.
3. The term of office terminates upon submission of a resignation.
4. The resignation takes effect from the following semester.
5. The term of office terminates immediately upon exclusion by the General Assembly.

## **Art. 21 Auditing Body**

1. The Auditing Body confirms, as a neutral and qualified authority, the correctness and completeness of the Association's accounting and ensures transparent reporting.
2. The Auditing Body is elected annually by the General Assembly.
  - a. Its members may not be part of the Board;
  - b. The Auditing Body consists of Active Members, Honorary Members or Alumni.

## V. Sponsoring, Cooperations and Partnerships

### **Art. 22 Sponsoring, Cooperation and Partnership Agreements**

1. A written contract must be concluded for any collaboration with sponsors, cooperation partners or other partners.
2. The contract must regulate at least: services and consideration, duration of the collaboration, financial conditions and termination terms.
3. PR Management is responsible for requesting, negotiating and concluding such contracts.
4. Sponsoring, cooperations and partnerships must not impair the Association's purpose pursuant to Art. 3.

## VI. Amendment of Statutes and Dissolution

### Art. 23 Statutes and Amendment of Statutes

1. The announcement of an amendment to the statutes must be made together with the announcement of the General Assembly.
2. The draft of the proposed amendments must be made accessible before the General Assembly.
3. Amendments to the statutes are adopted or rejected at the General Assembly.
4. The statutes must be accessible to all.

### Art. 24 Dissolution

1. The dissolution of the Association may be proposed by the General Assembly or the Board.
2. The dissolution of the Association must be approved at the General Assembly by at least three quarters of all members.
3. In the event of dissolution, the assets shall pass to an organisation that pursues the same or similar purposes as this Association.
4. This organisation shall be decided jointly at the General Assembly.
5. The Association is liable only with its assets. Personal liability of members is excluded.
6. The Association is dissolved if no Board can be found.

## VII. Information Channels, Events and Rules

### Art. 25 Information Channels

1. The Association informs its members through the following channels:
  - a) X: @fvsinologie;
  - b) Instagram: @fvsinouzh;
  - c) LinkedIn: Fachverein Sinologie der Universität Zürich;
  - d) WhatsApp Community;
  - e) Website: <https://www.fvsinologie.uzh.ch>.
2. The Board may introduce additional channels or replace existing ones, provided that members are informed.
3. The Board is responsible for the information channels, their rules and access.

## **Art. 26 Events and Rules**

1. Rules for WhatsApp chats and social media channels are set by the Board and noted in the information boxes of the respective channel.
2. Rules for events regarding costs, venue, registration and cancellation deadlines, and conduct are determined by the respective organising committees.
3. In the event of non-compliance with the rules for chats, internet platforms and events, the Board may issue warnings or decide on exclusion from chats, platforms or events.

*These statutes were adopted at the General Assembly on 24 February 2026.*