

# CONSTITUTION of CLUB PROGRAM OFFICE

Name of Organization: Association for Artificial Intelligence (AAI)

Statement of Purpose: The purpose of is to serve, guide, support and develop clubs in order to enrich the university Club culture and the promote the brand of AAI . It is a self-managed organization by students which is under the guidance of university and the monitoring of clubs. AAI contains 6 departments: Activity and Planning Department, Propaganda Department, Finance Department, Algorithm Department, Ministry of Science and Technology. To promote ethical leadership and achievement, and to cultivate civic responsibility. To provide the students opportunities for association and interaction with the faculty and administrative staff of XJTLU.

Membership: AAI is free to accept new members without regard to race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, or disability. Regular membership is limited to XJTLU students. All regular members must be in good academic standing with the university. Each member has equal rights and privileges. Faculty and staff of XJTLU are eligible to be non-voting members. For organization to be recognized by XJTLU a minimum of ten (10) XJTLU students need to be regular members.

Officers: 1 President, 2 Vice-Presidents, 6 department heads

The officers has equal privilege despite the different duties.

Meetings: An Officer Meeting should be held at least three times per month during the each semester. A General Membership Meeting should be held at least twice per semester. Special meetings may be called by the President or a member. All members must be given a minimum of 48 hours' notice, weekends and holidays excluded, prior to the meeting time. If one is not available, he/she needs to tell the president 24 hours in advance. The meeting should not interfere with the study of all members.

Method to Amend the Constitution:

Proposed constitutional amendments made by a member shall be presented to the AAI, in writing, one meeting before it may be voted upon.

Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.

Succession of officers: In the event of permanent incapacitation, resignation, or removal from office, the line of temporary succession shall be as follows: President, Vice President, and Department Head.

Upon the vacancy of any office, a new candidate will be elected at the next regular meeting or at a special meeting.

Statement of affiliation with national or other off-campus organization:

Organizations of Tinggi University, Fudan University, Suzhou University, and Shanghai Jiao tong University, Changzhou University, Shanghai Normal University, Nanjing University, Nanjing Normal University, Nanjing University of Aeronautics and Astronautics.

Each organization has equal privilege and accepts others' opinions politely. During the meeting, all the members ought to voice their opinions as many as possible.

**Bylaw:**

Membership:

All of members are supposed to have a sense of honor in the AAI family.

## Regular and Honorary

Regular members should obey the regulations of AAI and complete the tasks given by officers on time.

Honorary: As the leader of the organization, they take the responsibility for all the affairs which are relevant to the development of AAI.

To be a regular member

He/she firstly fill out the application form

He/she has to pass the group interview and individual interview which applies to the need of the six departments.

He/she needs to have training lessons tests offered by the corresponding department.

He/she ought to be evaluated by the head of departments at regular intervals.

To be a honorary member

He/she has to have outstanding performances during the activity.

He/she has good relationship with members in AAI.

He/she has the approval of heads and presidents.

He/she has the spirit of perseverance to develop AAI

Pay dues: None

Up to a maximum of 20 percent of the members of a student organization may be individuals who are not XJTLU students, e.g., community members, students at other colleges. Only students enrolled at XJTLU may vote on issues that come before the student organization.

Any member may be suspended or expelled from the organization for conduct contrary to the constitution of the organization or for conduct that grossly impairs the

rights of the members to enjoy the benefits of the organization. The offense must be submitted in writing by a member. After the offense has been submitted to the organization, the offending member shall have the right to a hearing before the organization at a regular meeting and may be suspended or expelled only upon the affirmative vote of three-fourths of the voting members present. The offending member has the right to appeal an adverse decision at a regular meeting, and such offending members shall be reinstated only if the suspension or expulsion is overturned by a three-fourths vote of voting members present.

#### Officers:

The President shall preside at all meetings of the organization. He/she shall be the official spokesperson of the organization, representing policies, views, and opinions of the organization in its relations with the campus and community at large. He/she shall have such further powers and duties as may be prescribed by the organization.

The Vice President shall preside at the organization meetings in the absence of the President. He/she shall perform all legal duties assigned to him/her by the President. He/she shall notify all members of the organization meetings.

The Treasurer shall handle all financial affairs and budgeting of the organization, maintaining all necessary accounting records. Said records shall be maintained in accordance with generally accepted accounting principles. He/she shall maintain accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements. All disbursements require the majority approval of the officers and SAO.

In the event that an elected officer is unable to fulfill his/her term of office, there shall be an election to fill the vacancy at the next regular meeting or at a special meeting. Any eligible member, including those already holding office, may be nominated for a vacant office. However, an executive officer may hold up to two positions at a time.

Petition by one-third of the total number of members shall be cause for a recall election. The offense must be submitted in writing by a member. After the offense has been submitted to the organization, the offending officer has 48 hours before the hearing. A recall election shall be held at the next regular business meeting after the presentation of the recall petition and shall be conducted as a special election. Recall will require a favorable vote of three-fourths of the total voting members present.

To be eligible for office in the organization, a candidate for office must be a full-time student in good academic standing.

The term of office for the officers of the organization shall be for one academic year. No officer is allowed to hold the same office for more than two consecutive terms.

Adviser:

There shall be at least one adviser from the faculty or administrative staff of XJTLU elected by the organization.

The advisers shall serve a term of one year and will be elected at the same time as the officers of the organization.

The adviser(s) shall be ex-officers, non-voting member(s).

Committees:

*Membership recruitment committee: Set up by officers and they will track its procedure.*

Election committee: Constituted by president group and tutors from SAO. Voted by the presidents, department heads, tutors and club presidents.

Quorum:

The percentage of members that constitutes a quorum shall be fifty percent plus one.

In voting, a majority shall consist of more than fifty percent of those voting.

There must be a quorum in order for any official vote or election to occur.

Elections:

Elections will be held once each academic year. Date of election to be established by the presidium.

At least one week's notice shall be provided for any meeting at which a regular election is to be held.

Elections shall be by secret ballot (intraday).

Method to Amend the Bylaws:

Proposed bylaw amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.

Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment