

# CONSTITUTION OF The Union of Intelligent Engineering Association

## XI'AN JIAOTONG LIVERPOOL UNIVERSITY

Article I. Name of Organization: The name of this organization shall be **The Union of Intelligent Engineering Association XI'AN JIAOTONG LIVERPOOL UNIVERSITY (U.I.E.A).**

Article II. Statement of Purpose:

Section 1. The three majors are part of the same large school, run by the same dean, with up to seven common courses. In this way, the three majors can be merged into one large student-owned organization to deepen the knowledge domains of each group. Therefore, the first purpose of the club is to break down the barriers of engineering majors, to create opportunities for students from different majors to cooperate and communicate, and to understand the application and future of each other's fields. This club will invite some teachers from past PDP training or the campus to hold public lectures, some company leveled based technology will derived out and deeper thesis knowledge will be shared to Engineering school.

Section 2. Among the student groups of the three majors, there is no lack of people involved in academic exploration. For example, 3D printing enthusiasts need space to operate experimental equipment, thermodynamic simulation enthusiasts need space to practice the reliability of theory, and code programming enthusiasts need space to think about the integrity of their own programs. They need a platform and room to be able to provide for their development. The second purpose of the society is to provide reliable support and services for their private experiments through legal procedures and procedures.

Section 3. There is no doubt that the course of engineering major is the most stressful and difficult course. In the experience and practice,

we found that the group discussion and group research can create the maximum possibility for the digestion and processing of knowledge. A person's mastery of a subject of knowledge is very limited and incomplete. Only through joint discussion and research after class can a complete possibility be created. To this end, the third purpose of the CLUB is to encourage those who need and are interested to participate in the discussion of the subject course, not to elevate the inner culture to academic development, but to advance and develop together. Some activities of lectured or review courses will be provided by talented students or teachers.

Article III. Membership:

Section 1. **All student organizations are required to publish an anti-discrimination clause that includes at least the following language:**

The organization is free to accept new members without regard to race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, or disability  
**(required)**

Section 2. Regular membership is limited to XJTLU students. All regular members must be in good academic standing with the university.

Section 3. Each member has equal rights and privileges.

Section 4. Faculty and staff of XJTLU are eligible to be non-voting members.

Section 5. For organization to be recognized by XJTLU a minimum of ten (10) XJTLU students need to be regular members. **(required)**

Section 6. The society opposes chauvinism and excessive bureaucracy, advocates equality among members and mutual protection among members.

Section 7. Bullying and isolation, cyber violence and excessive disrespect to teachers are not allowed in the club.

Section 8. Political reaction and crowd disturbances are prohibited, and the order of the College and the articles of association are strictly maintained

Section 9. Serious disciplinary violations will be dealt with seriously by the Internal Affairs Department and the Central Management Department

Article IV. Officers:

Section 1. The central management department is responsible for the main administration and management of the association, planning the future development policy of the association, dealing with the feedback of the association members, arranging, and issuing notifications and suggestions from the superior, and coordinating and communicating with other departments.

Section 2. The Ministry of Foreign Affairs will be responsible for communication and coordination with other societies and professional members, as well as recruitment and participation in relevant important meetings. This department will also be responsible for the communication and coordination with the instructor, as well as the communication and exchange between members of all grades.

Section 3. Management disputes are bound to occur, and serious bureaucracy may also arise at any time. When there is a serious conflict within a community, the Ministry of Internal Affairs will start to deal with and solve the relevant conflicts. If necessary, necessary measures can be taken to balance the interests of the management and the scientific research level.

Section 4. Special subject lectures, as well as the planning and arrangement of additional tutorials, need to be handled by the activities department. This department also needs to actively respond to the organization federation's arrangement and management of cultural festivals, recruitment, and other tasks.

Section 5. The academic department is the core of the whole community. It is the producer and transmitter of academic materials. People in this department should have some degree of excellent technical

ability and be able to get a high score in the examination, and actively promote the learning atmosphere and academic research. This department also needs to actively ask the students of the next class about the matters needing attention in related subjects, and actively provide the students of the next class with suggestions and high-quality materials about related subjects.

Section 6. This department will cooperate with the marketing assistants of the college. The marketing assistants of the three colleges will be part-time members of the publicity department of the association. While providing publicity services for the college, they also need to actively release WeChat Article summarizing the activities of the association.

Section 7. The secretarial department is a special department whose members are called upon to respond when other departments are understaffed or need advice on certain decisions.

Section 8. This department will be responsible for the implementation and planning of relevant scientific research projects. It is suggested to communicate with teachers of each school about relevant content and arrangement. After accepting the participation request, relevant research work can be carried out under the protection of the community.

Article V. Meetings:

Section 1. An Officer Meeting should be held at least once per month during the academic year. A General Membership Meeting should be held at least once per semester.

Section 2. 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.

Article VI. Executive Board: *(optional to include)*

Article VII. Method to Amend the Constitution:

Section 1. Members need to meet once a month to discuss the current situation

- Section 2. Members of each department need to participate in the weekly knowledge summary and discussion activities once a week
- Section 3. Approval by the Academic Club Council is needed to change the constitution. **(required)**
- Section 4. Research team members are required to report progress every terms
- Section 5. Encourage groups to go out to play and gather esports, but not excessive, the cost of the participants to pay themselves.
- Section 6. Prior to the mid-term and the end of the semester, relevant teachers should be requested to organize additional tutorials and explanations according to their needs
- Section 7. Every year, it is necessary to release a certain amount of research results as a community, and hold technical exhibitions
- Section 8. Special events will be planned for specific events in the future

Article VIII. Succession of officers:

- Section 1. In the event of permanent incapacitation, resignation, or removal from office, the line of temporary succession shall be as follows: President, Vice President, Treasurer, and Secretary.
- Section 2. Upon the vacancy of any office, a new candidate will be elected at the next regular meeting or at a special meeting.

Article IX. Statement of affiliation with national or other off-campus organization:  
*(Also, attach copy of your inter/national organization's constitution and bylaws. State NONE, if there is no affiliation.)*

**(NONE)**

## BYLAWS OF The Union of Intelligent Engineering Association

### XI'AN JIAOTONG LIVERPOOL UNIVERSITY

#### Bylaw I. Membership:

- Section 1. (Required) There shall be three types of membership in the organization: Management layer, academia layer, and common members.
- Section 2. Instruction – The management layer manager will be selected after every election. The Academia layer manager shall need to submit an application that contains the current performance grade and research project introduction. Common members shall only need to pass the interview of each new-welcome activities.
- Section 3. Any member of the XJTLU faculty and staff who has rendered outstanding service to the organization may be conferred with honorary membership by receiving a outstanding reward of the organization.
- Section 4. 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. **(required)**
- Section 5. The specific management rules and future operation plans will be completely responsible for or changed by the new members, and the changes need to be reviewed and approved by the central management department and the internal Affairs department of the previous term.
- Section 6. Membership IS LIMITED TO STUDENTS OF TAICANG College OF ENGINEERING. Students of other majors and students from Suzhou Campus who want to join the club must apply to become

a Foreign Affairs administrator and will be placed under the administration of the Ministry of Foreign Affairs.

- Section 7. All members have the right to participate in the activities of any department except the Internal Affairs Department, but the right of management and access of the community laboratory is limited to the management of the academic Department.
- Section 8. Quality documents and reference reports that contain sensitive information should be kept and processed by the Science Center, and no leaks should be allowed during the period.
- Section 9. Members who violate the rules and regulations and cause adverse effects will be jointly handled by the management, and need to be recorded and properly handled. A member who makes a mistake for the first time will be penalized, and a member who makes a mistake for the second time will be fired. Any bullying or disrespectful behavior to teachers in the club will be dealt with severely or dismissed directly.
- Section 10. If there is a serious dispute between the management and the academic level, the Internal Affairs Department will handle it properly.

Bylaw II. Dues: *(optional to include)*

Bylaw III. Officers:

- Section 1. 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.
- Section 2. 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.

- Section 3. The Minister of the Interior shall preside at the organization meetings in the absence of the President as well. His/her main responsibility is to balance the balance between various departments and classes, deal with disputes, and assist the president in decision-making.
- Section 4. The Minister of Foreign Affairs is responsible for communicating with other departments and maintaining communication and exchanges at all levels. He/she is also responsible for recruiting new members and answering their questions.
- Section 5. The head of the activity planning department shall formulate and arrange every activity, which is not limited in content, including lecture arrangement and relevant course planning, and encourage the arrangement of recreational activities such as group building planning, which shall be carefully arranged every time.
- Section 6. Academic Center directors also need to be involved in every event planning and meeting, and they need to actively participate in every student lecture. Academic center ministers also need to organize the current quality academic resources, and secure and deliver.
- Section 7. The head of the culture and Publicity department needs to write necessary tweets related to the activities every time, and participate in the sending of relevant emails and the production of posters. The head of Publicity Department better is the marketing helper of the institute.
- Section 8. The secretarial department is a special department whose members are called upon to respond when other departments are understaffed or need advice on certain decisions. He/she in this department will need to be actively involved in every event and meeting.
- Section 9. Laboratory management personnel need to maintain the independent laboratory of the community, and actively drive the scientific research work of the community, in line with every activity. Each cycle, he needs to lead the relevant participants to the results and arrange the presentation work.



- Section 10. 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 only one position at a time.
- Section 11. 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.
- Section 12. To be eligible for office in the organization, a candidate for office must be a full-time student in good academic standing.
- Section 13. 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.

Bylaw IV. Advisors:

- Section 1. There shall be at least one advisor from the faculty or administrative staff of XJTLU elected by the organization.
- Section 2. The advisors shall serve a term of one year and will be elected at the same time as the officers of the organization.
- Section 3. The advisor(s) shall be ex-officio, non-voting member(s).  
**(required)**

Bylaw V. Committees: *(optional to include)*

Bylaw VI. Quorum:

- Section 1. The percentage of members that constitutes a quorum shall be fifty percent plus one.

- Section 2. In voting, a majority shall consist of more than fifty percent of those voting.
- Section 3. There must be a quorum in order for any official vote or election to occur.

Bylaw VII. Elections:

- Section 1. Elections will be held once each academic year. Date of election to be established by the organization.
- Section 2. At least one week's notice shall be provided for any meeting at which a regular election is to be held.
- Section 3. Elections shall be by secret ballot. *(Show of hands is permissible. However, if using ballots, we recommend that you indicate that a separate document will specify elections procedures that will cover who can handle ballots once they are cast, who will count the ballots, and the deadline by which ballots must be counted. **Important to include in bylaws that the ballot counting must take place on campus.)***

Bylaw VIII. Method to Amend the Bylaws:

- Section 1. Proposed bylaw amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.
- Section 2. Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.
- Section 3. Approval by the Academic Club Council is needed to change the bylaws. **(required)**

Bylaw IX. Parliamentary Authority:

Source of authority shall be Robert's Rules of Order, newly revised.