

CONSTITUTION OF Everything You Know
XI' AN JIAOTONG LIVERPOOL UNIVERSITY

Article I. Everything You Know: The name of this organization shall be *Everything You Know*

Article II. Statement of Purpose:

Section 1. The main purpose of EYK is to utilize the resources provided on campus and online. We will integrate the resources on campus and categorize them into three main categories: academic, living and recreation. No matter who you are, you can get the all campus's information from only one stage. Apart from them, the foundation of our club is the EAP, which is divided into the school's EAP curriculum and activities to improve English skills.

Section 2. To promote ethical leadership and achievement, and to cultivate civic responsibility.

Section 3. To provide the students opportunities for association and interaction with the faculty and administrative staff of XJTLU.

Article III. Membership:

Section 1. The organization is free to accept new members without regard to race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, or disability.

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.

Article IV. 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 72 hours notice, weekends and holidays excluded, prior to the meeting time.

Article V. Method to Amend the Constitution:

Section 1. Proposed constitutional 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 three-fourths of the voting members present at a regular meeting shall pass a proposed amendment.

Section 3. Approval by the Functional Club Council is needed to change the constitution.

Article VI. 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, Secretary and other Department Ministers.

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 VII. Method to Amend the Constitution:

Section 1. Proposed constitutional 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 Functional Club Council is needed to change the constitution.

BYLAWS OF Everything You Know

XI AN JIAOTONG LIVERPOOL UNIVERSITY

Bylaw I. Membership:

- Section 1. Indicate what types of membership are available in the organization. (i.e. There shall be two types of membership in the organization: regular and honorary).
- Section 2. 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.
- Section 3. 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.

Bylaw II. Dues:

Dues shall be voted on by the membership.

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 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 in excess of 500 RMB require the majority approval of the organization.

Section 4. The Secretary shall take minutes at all meetings of the organization, keep minutes on file and submit required copies to all organization members. He/she shall be responsible for all organization correspondence and shall keep copies thereof on file. He/she shall also act as historian and shall maintain all records of the organization.

Section 5. 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 6. Petition by two-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 has been submitted to the organization, the offending officer offense 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 7. To be eligible for office in the organization, a candidate for office must be a full-time student in good academic standing.

Section 8. 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 term of an advisor changes with the changes in management.

Section 3. The advisor(s) shall be ex-officio, non-voting member(s).

Bylaw V. Committees:

Section 1. Standing Committee: The Standing Committee of the society is a decision-making and deliberative body of the society's governing body, consisting of the president, the vice-president, and the remaining three ministers, a total of five members. Its powers and functions are to formulate and amend the bylaws, consider reports on the work of the society's departments, decide on the termination of the society, and decide on other important matters, as well as other matters that fall within the jurisdiction of this committee. Each department must unswervingly implement the policies and measures formulated by the Standing Committee on Associations in favor of the development of associations.

Supervisory Committee: The Supervisory Committee of the society is the feedback body of the society, consisting of the president, vice-president, head of the secretariat, and the remaining two ministers, a total of five people. With the consent of the Standing Committee of the society, it is responsible for collecting, organizing, and giving feedback on the opinions and suggestions of the society members, and accepting the complaints and reports from the society members within three working days. Scope of Complaint Reporting (President, Vice President, and Department Heads) This committee is required to report regularly (in the middle of each month) to the Standing Committee of the society.

Committee: The committee is the leading body of the association, composed of all the officers of the association, adopting the democratic centralized system, deliberating, researching and

discussing the affairs of the association, convening a meeting when it encounters important or urgent matters, and exercising the powers and functions on behalf of the association by the standing committee of the association in other time periods.

Section 2. The President shall have the authority to create committees to further the purposes of the organization.

Bylaw VI. Quorum:

Section 1. The percentage of members that constitutes a quorum shall be three-fourths.

Section 2. In voting, a majority shall consist of two-thirds 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 two 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. 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 three-fourths of the voting members present at a regular meeting shall pass a proposed amendment.

Section 3. Approval by the Functional Club Council is needed to change the bylaws.