

**CONSTITUTION OF RUNNING CLUB**  
**XI'AN JIAOTONG LIVERPOOL UNIVERSITY**

Article I.     Name of Organization: Running Club

Article II.    Statement of Purpose:

Section 1.     The Xi'an Jiaotong Liverpool University Running Club was established in 2013. Our aim is to promote various running related activities and unite all Xi'an Jiaotong Liverpool students and teachers who love running. We have regular night runs and large-scale events. It has attracted many teachers, students, and international students to participate.

Section 2.     Enable students to maintain good physical health and make more friends.

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.   Officers:

Section 1.     The elected officers of the Executive Board shall be the President, Vice President, Treasurer, administration department, publicity department and activity department.

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. 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 Academic Club Council is needed to change the constitution.

Article VII. 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 Administration Department, Publicity Department and Activity Department.

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 VIII. Running Club has no affiliation with national or other off-campus organization.

## BYLAWS OF RUNNING CLUB

### XI'AN JIAOTONG LIVERPOOL UNIVERSITY

#### Bylaw I. Membership:

- Section 1. There shall be two types of membership in the organization: regular and honorary.
- Section 2. Someone who wants to become a regular member, needs to pay dues and find the treasurer to join in the WeChat group.
- 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 majority vote of the organization. Honorary members are ex-officio.
- 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.
- Section 5. 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. 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 Administrative Department shall be responsible for the administrative management of the club and promptly guide and supervise the daily administrative management work of each department.
- Section 5. The Activity Department shall plan and prepare for the activities, enrich the extracurricular cultural life of students in school, and promote the development of club culture.
- Section 6. The Publicity Department shall be responsible for the publicity work during the activities organized by the club, mainly through a combination of online and offline methods such as posters, filming and tweets, to help students directly, timely, and detailed understand the latest trends of the club.
- Section 7. 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 8. 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 9. To be eligible for office in the organization, a candidate for office must be a full-time student in good academic standing.

Section 10. 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 III. 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).

Bylaw IV. 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 V. 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)

Bylaw VI. 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.

Bylaw VII. Parliamentary Authority:

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