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CONSTITUTION OF XJTLU Sagittarius Astronomy Club (TC)

XI'AN JIAOTONG LIVERPOOL UNIVERSITY

Article I. Name of Organization: XJTLU Sagittarius Astronomy Club (TC)

Article II. Statement of Purpose:

Section 1. XJTLU Sagittarius Astronomy Club was established in 2016, the Taicang Campus branch was established in 2024. We are committed to spreading astronomy knowledge to students, and occasionally holding some interesting astronomy academic lectures, astronomical observation, camping and other activities. Let us enjoy the starry night feast together in XJTLU Sagittarius Astronomy Club Astronomical Society, discover the beauty of the universe. Our conquest is the sea of stars.

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. Every member enjoys the right to vote and the right to be elected equally.

Section 5. Faculty and staff of XJTLU are eligible to be non-voting members.

Section 6. 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, Academic Director, Activity Director, Liaison Director, Propaganda Director and Metaphysician Director.

Section 2.

Article V. Meetings:

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

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:

Section 1. The elected officers shall constitute the executive board of the organization and each shall have one vote. The advisor(s) shall be ex-officio, non-voting members.

Section 2. The Executive Board shall meet no less than once a month during the academic year. Meetings of the board shall be open to any member.

Section 3. Approval by the President and the Treasurer is needed for all disbursements of 500 RMB or less, which are not first brought before the organization for approval. Expenditures in excess of 500 RMB must have majority approval of the elected officers.

Section 4. The Executive Board shall serve as a planning committee.

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 Academic Club Council is needed to change the constitution.

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, Academic Director, Activity Director, Liaison Director, Propaganda Director and Metaphysician Director
- Section 2. Upon the vacancy of any office, a new candidate will be elected at the next regular meeting or at a special meeting.

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BYLAWS OF Sagittarius Astronomy Club (TC)

XI'AN JIAOTONG LIVERPOOL UNIVERSITY

Bylaw I. Membership:

- Section 1. There are two types of constituent members in the Organization, honorary members and regular members.
- Section 2. To become a regular member of the club, you need to submit an application to the President or Vice president, with a membership fee of 50 Chinese yuan (CNY) after permitted, and sign up on the relevant page of XJTLU Student Engagement website.
- 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. Dues:

- Section 1. Dues shall be voted on by the membership.
- Section 2. Dues shall be collect and manage by the Finance Department of the club.
- Section 3. Club members have the right to request financial report of the use of membership fees

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 Academic Director shall focus on the academic event and astronomical phenomena. He/ she shall provide appropriate suggestions based on his/ her knowledge to the club's event. He/ she shall connect with the club advisers regularly. He/ she shall look for and buy the items for events if needed. He/ she 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. The Activity Director shall be responsible for the activity organizing of the club.
- Section 6. The Liaison Director shall in charge of connecting and form a good relation with other clubs in XJTLU, similar clubs in other universities and astronomy organizations. He/ she shall make the cooperation between our club and others smoothly when communicating.
- Section 7. The Propaganda Director shall manage the work of club advertising. He/ she shall manage including publishing tweets before and after the event, drawing promotional posters, designing cultural creative products and saving photo&video materials for club activities
- Section 8. The Metaphysician Director shall provide the knowledge in astrology as a supplementary of the academic director.
- Section 9. 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 10. 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 11. To be eligible for office in the organization, a candidate for office must be a full-time student in good academic standing.

Section 12. The term of office for the officers of the organization shall be for one academic year. Officers are allowed to hold the same office for no more than two academic years.

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).

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

Section 1. Standing Committees: *(Describe your organization's permanent committees, if applicable. i.e. Fundraising committee, Membership recruitment committee, competitive scheduling committee, etc.)*

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 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. The candidates must be one of the club members who is in good academic standing with the university

Section 3. At least one week's notice shall be provided for any meeting at which a regular election is to be held.

Section 4. Elections shall be by secret ballot and vote by the current club officers in charge.

Section 5. The ballot counting process must take place on campus.

Section 6. The election outcome shall be published by the current officers and report to the XJTLU association federation on time.

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.

Bylaw IX. Parliamentary Authority:

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