

CONSTITUTION OF STUDENT REPRESENTATIVES' ASSOCIATION

XI'AN JIAOTONG LIVERPOOL UNIVERSITY

Article I. Name of Organization:

The name of this organization shall be Student Representatives' Association (abbreviation: SRA).

Article II. Statement of Purpose:

Section 1. SRA is an organization that mainly consists of university committee student representation. SRA shall be an information hinge that unites all the student representatives to work more effectively, communicates and holds activities for maintaining committee system healthily.

Section 2. SRA is responsible for all student representatives, under the guidance of the university, and the supervision of all resident students of XJTLU (including undergraduate and postgraduate students), and internally ensures that all members abide by the code of conduct.

Section 3. SRA assists student representatives to discuss difficult issues, coordinates manpower deployment issues among committee student representation. The Executive Board is the management core, responsible for providing support to student representatives and holding necessary meetings to deliberate issues among committee student representation mechanism. Normally SRA will not communicate with the committees directly. If there is any issue that is difficult to solve or it relates to a wide range of students, SRA will consult with Academic Services Office in the first instance before taking actions.

Section 4. SRA aims to help sustain the committee system through providing assistance for committee student representation. The assistance mainly includes briefing, training and continuous support like the experience

sharing seminars. The training sessions and seminars for regular student representatives in SRA routine activities complement each other.

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. There are three types of SRA membership: regular membership, assistant membership and honorary membership. The differences and similarities among them shall be written in Bylaws in details. All three types of membership are limited to XJTLU students.
- Section 3. All members must be in good academic standing with the university.
- Section 4. Each member in the membership structure has equal rights and privileges. Each regular member shall have one vote on regular meetings.
- Section 5. For SRA to be recognized by XJTLU a minimum of ten (10) XJTLU students need to be regular or honorary members.

Article IV. Presidium:

- Section 1. The Presidium consists of eight officers from the Executive Board, who are President (1), Vice President (2), Minister of Finance (1), Secretary-General (1), Minister of Human Resource (1), Minister of Outreach (1), Minister of Publicity (1).
- Section 2. The President and the Minister of Human Resource shall be elected from the regular or honorary membership. Members of the Presidium except the President and the Minister of Human Resource shall be elected from all three types of membership.
- Section 3. All of the eight elected officers shall form the Presidium. The term of office for the Presidium shall be for one

academic year. No officer is allowed to hold the same office for more than two consecutive terms.

Section 4. The officers are elected by general election. Refer to the Bylaw X Officers' Election.

Article V. Structure of the Organization:

XJTLU Student Representatives' Association				
President & Vice-President				
Finance (FD)	Secretariat	Human Resource (HR)	Outreach (OD)	Publicity (PD)
Other regular members and other honorary members				

(Note: Student assistants belong to FD, OD, PD and Secretariat)

Article VI. Meetings:

Section 1. General membership meeting (Student Representatives' Congress, SRC) should be held at least once per semester. All three types of membership shall attend this congress. The congress is supposed to meet after midterm.

Special congress 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.

Section 2. The Executive Board (the management layer, refer to Bylaw III and IV) shall meet no less than twice a semester during the academic year. Before the meeting, the Secretariat should prepare and interpret the agenda for every member who supposes to attend. After the meeting, Secretariat will send an email to all the members which contains the minutes of this Executive Board meeting.

Section 3. Officers meetings (Presidium meetings) should be held at least once per month during the academic year. The meeting could be called by any officers. Usually the officers meeting shall be held around the Executive Board meeting.

Article VII. Code of Conduct:

Section 1. Members of this organization shall abide by laws and regulations of the university and China. Comply with constitution-bylaws of this organization.

Section 2. Members of this organization shall support the work of all levels of the organization, actively participate in SRA related activities, implement SRA resolutions, obey superior leadership and complete assigned tasks.

Section 3. One member of this organization shall respect the rights of oneself and others, have an independent sense of responsibilities and personalities, and exercise their rights reasonably.

Section 4. One member of this organization shall maintain good academic and work styles, complete assigned tasks and attend meetings on time.

Section 5. One member of this organization shall follow the confidentiality in Guidelines on Student Representation on University Committees, especially regular member. Members shall maintain confidentiality about any information related to students, staffs and XJTU if they get that information in the course of duty.

Article VIII. Succession of Officers:

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

Section 2. 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 officer may hold only one position at a time.

Article IX. 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.

BYLAWS OF STUDENT REPRESENTATIVES' ASSOCIATION

XI'AN JIAOTONG LIVERPOOL UNIVERSITY

Bylaw I. Membership:

- Section 1. There are 3 kinds of membership in SRA: regular members (committee student representatives of the term), assistant members (student assistants) and honorary members (honorary student advisors).
- Section 2. The first membership is regular membership, which includes all fresh committee student representatives every year. If an XJTLU student wants to be a regular member, he/she needs to win the election holds annually. The entire committee student representation forms the first membership. Once an XJTLU student became a regular member, the term of his /her should be subjected to the stipulation in Terms of Reference of each committee and need not to change his/her membership until the end of his/her term.
- Section 3. The second membership is the assistant membership. Assistant members are student assistants. Assistant members are responsible for giving suggestions and taking actions to improve the administration of SRA. Student assistants shall not be student representatives. The entire student assistance forms the second membership. If an XJTLU student wants to be an assistant member, he/she need to fill in the membership application form, if the application is accepted by HR Division, there will be a special interview for him/her. According to his/her performance in this interview to decide whether he/she can be an assistant member. The officers have the right to include/not include new student assistant. The student assistant can change his/her membership to regular membership by winning the election. All student assistants have the term of one academic year.

Section 4. The third membership is the honorary membership. When a regular member's term is over (subjected to the stipulation in Terms of Reference of each committee), SRA will decide whether invite him /her to become honorary members or not. It is entirely voluntary for all the regular members who receive the invitation to decide whether stay in SRA to enter the honorary membership. Honorary members shall help SRA to solve some problems and provide advice to improve the management of SRA. For instance, honorary members can participate in the meeting of Executive Board meeting or help SRA communicate with and provide trainings for student representatives.

Once an XJTU student became an honorary member, he/she need not to change his membership till he/she leaves the campus (graduation, withdrawal, go to Liverpool, etc.).

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 the voting members present.

Bylaw II. Presidium:

- Section 1. There shall be eight Officers in Presidium of SRA, referring to the SRA Constitution.
- Section 2. The President is in charge of the overall work of SRA. Host the plenary session of the Executive Board, give the regular work report to the upper management institution. The president is responsible for guiding, helping and supervising every implementation and coordinating all parties' contact.
- Section 3. The Vice President assists the president to complete the responsibilities. Take charge of all ministers and being the back-up of president when he/she is not available.
- Section 4. The Minister of Finance takes charge of all events in the financial division, set up, submit and finalize the financial budget report. Monitor and supervise the management system and regulations of financial events. Examine and approve the budget.
- Section 5. The Secretary-General is responsible for the work of the division and the adjustment of important issues of the SRA, preside over the drafting of relevant documents of SRA, arrange relevant meetings, and supervise the implementation of the management system and relevant regulations of the Secretariat.
- Section 6. The Minister of Human Resource sets up the working schedule, completes the personal dossier management of regular members, completes the performance appraisal of each division, assists with the communication network within the regular members, assists with improving the connection with student representative and other specific events.
- Section 7. The Minister of Outreach is responsible for the liaison work with all associations external, coordinating the work of all departments to finish some contact tasks, managing the division effectively and trying to include more international students in.

Section 8. The Minister of Publicity is responsible for the promotion of SRA and the committee culture among students, using a variety of publicity means to carry out relevant work for SRA, responsible for coordinating the public opinion of students, carrying out publicity for various activities, and assisting other divisions in carrying out real-time publicity.

Bylaw III. Executive Board:

Section 1. The Executive Board is the core management layer of SRA, consisting of all eight elected officers (presidium), some regular members appointed by the officers (Presidium will have an interview with each regular member who want to join in Executive Board to decide whether he/she can join in), and all assistant members (student assistants). The honorary members appointed by the officers are ex-officio as well.

Section 2. The Executive Board shall serve as a planning committee. It is responsible for all daily operation of the organization through five divisions work together. Except the President and Vice presidents, each Executive Board member belongs to one division.

Section 3. There are five divisions inside the Executive Board, Finance Division, Secretariat, Human Resource, Outreach Division, and Publicity Division. Student assistants shall all serve in the four divisions but Human Resource.

Section 4. The right and responsibilities of the Executive Board:

Hold regular meetings during the closing of the Student Representatives' Congress. According to actual conditions, regular meetings will discuss work directions and implementation details during the inter-session period, make reasonable suggestions, or adjust existing work arrangements through voting.

Discuss details about matters and plans for regular work such as standardized training for the next student

representatives, and write proposals to submit to the superior department or offices.

Bylaw IV. Divisions of Executive Board:

Section 1. Finance Division's responsibilities

- a) Calculate the financial budget and balance, submit the financial report as the university's requirements.
- b) Control the finance, assist the president and other officers when planning an activity.
- c) Perform daily tasks such as printing, typing, office management and provide advisory services.

Section 2. Secretariat's responsibilities

- a) Be responsible for the drafting of comprehensive documents and materials such as organizational development plans, work schedules, work summaries and important rules and regulations.
- b) Be responsible for arranging the agenda then keeping minutes of internal meetings, including the congress meetings, Executive Board meetings and officer meetings.
- c) Be responsible for archiving the files from all divisions in SRA (including agendas, meeting minutes, handbooks, questionnaires, etc.). Collect files and terms of all relating committees and associations for reference.
- d) Be responsible for administrating the official mailbox of SRA and be responsible for composing the SRA's external mails formally.

Section 3. Human Resource's responsibilities:

- a) Be responsible for the collection and management of internal personnel information and the establishment of internal personnel files.

- b) Be responsible for the recruitment and training of student representatives and student assistant, undertake the liaison work.

Due to the Human Resources Division's responsibility of election and training process, all members of the division are encouraged to have experiences of student representative or be currently serving as a student representative, which means the majority of HR members should be in regular membership.

Section 4. Outreach Division's responsibilities

- a) Connect with clubs and associations in campus and other universities.
- b) Connect with honored guests and personnel for communicating in activities.
- c) Connect with the organization outside the campus, such as sponsorship.
- d) Explore and expand the development of international students' participation in SRA.

Section 5. Publicity Division's responsibilities

- a) Be responsible for monitoring and guiding public opinion, making relevant reports related to the organization.
- b) Through the online and offline platforms, the organization's publicity work shall be carried out reasonably and effectively in publicity division's administration.
- c) Manage the SRA's publicity accounts including Clubs-XJTLU, WeChat, ZHITIAO, Weibo, etc.

Bylaw V Student Representatives Congress:

Section 1. Student Representatives' Congress is a general membership committee. All three types of membership shall attend this congress. The congress is supposed to

meet after midterm. The congress shall review and deliberate the work report from previous SRA members, including the completions of related SRA activities.

Section 2. Integrate and check student representatives' feedback into agenda. Discuss and provide the solution, supervise related student representation to follow-up. If the feedback is in the form of proposal, public document should be drew up by the Secretariat and put under the administration of all the SRA members.

Section 3. Supervise the implementation of regulations and constitutions of organization. Adjust the inter-session measures and decision made by the Executive Board.

Section 4. The Executive Board working policies shall be formulated by the congress. The Secretariat shall take the responsibility to prepare an agenda before each congress meeting, sum up and track the problems encountered by SRA members after the congress meeting.

Section 5. Proposals for the next session of student representatives' training and guidance program shall be put on the agenda of each congress meeting.

Bylaw VI. Staff Advisors:

Section 1. There shall be at least one advisor from the faculty or administrative staff of XJTLU.

Section 2. The advisor(s) shall be ex-officio, non-voting member(s).

Bylaw VII Student Advisors:

Section 1. Student advisors shall be all the resident students who want to participate in SRA's operation. Student advisors shall be managed by Human Resource and they shall not belong to any membership.

Section 2. A student advisors' agreement should be posed by the Executive Board before the recruitment every year.

Section 3. Student advisors will participate in the SRA routine activities by connected with student representatives and provided suggestions for some accessible issues.

Section 4. SRA will arrange some advanced seats for student advisors at congress meeting.

Bylaw VIII. Committees:

Section 1. Students Representatives' Congress consists of all members in this organization (Bylaw V).

Section 2. The Executive Board consists of eight Executive officers, some regular and honorary members appointed by the officers, and all student assistants.

Section 3. Presidium consists of President, Vice President, Minister of Finance, Secretary-General, Minister of Human Resource, Minister of Outreach, and Minister of Publicity.

Section 4. Election Panel are responsible for initial screening and interviews before the annually officers' election. The panel consists of all Executive Officers and all members in the Secretariat, but except the candidates every year.

Section 5. The President shall have the authority to create committees to further accomplish the purposes of the organization.

Bylaw IX. Quorum:

Section 1. The percentage of members that constitute 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 X. Officers' Election:

Section 1. Officers' Elections will be held once each academic year. Date of election to be established by the Executive Board according to the Committee Service Team. At least **one week's notice** shall be provided for any meeting at which a regular election is to be held.

Section 2. Candidates shall be in any membership in the organization (the candidates for President and HR minister shall be regular members).

Candidates with at least one nomination from any XJTLU students can obtain the right to run in election.

Section 3. All regular members shall constitute the election panel of SRA. The detailed Election Regulation will be discussed and released before the election each year.

Section 4. Elections shall be by secret ballot.

Bylaw XI. Method to Amend the Bylaws

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 Organization Council (according to the handbook of SAO) is needed to change the bylaws.