

CONSTITUTION OF *Association of Mindfulness*

XI'AN JIAOTONG LIVERPOOL UNIVERSITY

Article I. Name of Organization: 西浦正念协会 *Association of Mindfulness*.

Article II. Statement of Purpose:

Section 1.

正念是有意识地、不带任何评判地专注于每一刻不断展现的体验所产生的一种察觉。在当今这个变化层出不穷的时代（易变性、不确定性、复杂性、模糊性），主动适应时代发展，我们需要一个健康的身体，同时保持大脑的坚定、专注，去面对纷繁的干扰与挑战，挖掘自身的无穷潜能。作为西交利物浦大学正念中心直属学生协会，我们的团队致力于帮助学生倾听身体需求，探索内心世界，与自己建立深刻的内在对话，学会觉察自我与接纳自我。

协会定期开展工作坊和圆桌对话，为学生提供一个暂停思考的机会，倾听自己的声音和需求，从而更好地学习和工作。协会通过帮助学生进行自我觉察，挖掘内心真实需求，从而以正念的智慧拉近人与人的距离，助力学生专注当下，摆脱焦虑，更好地了解他人和关爱自己。

Mindfulness is the awareness that arises from consciously and non-judgmentally focusing on the present moment experience. In this ever-changing era of volatility, uncertainty, complexity, and ambiguity, it is essential to actively adapt to the changing times. We need a healthy body and a focused mind to face the myriad of distractions and challenges and to tap into our infinite potential. As a student association directly affiliated with the Mindfulness Center of Xi'an Jiaotong-Liverpool University, our team is committed to helping students listen to their body's needs, explore their inner world, establish a profound inner dialogue, and learn to be aware of and accept themselves.

The association regularly holds workshops and panel discussions, providing students with an opportunity to pause, reflect, listen to their own voices and needs, and thus learn and work better. By helping students become more self-aware and uncover their true needs, the association uses the wisdom of mindfulness to bring people closer together, help students focus on the present moment, overcome anxiety, better understand others, and care for themselves.

Section 2. To promote ethical leadership and achievement, and to cultivate civic responsibility. 促进道德领导和成就，培养公民责任感。

Section 3. To provide the students opportunities for association and interaction with the faculty and administrative staff of XJTLU. 为学生提供与西交利物浦大学教职员和行政人员交流和互动的机会。

Article III. Membership:

Section 1. **All student organizations are required to publish an anti-discrimination clause that includes at least the following language:** 所有学生组织都必须发布至少包括以下语言的反歧视条款：

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) 该组织可以自由接受新成员，不分种族、宗教、国籍、种族、肤色、年龄、性别、婚姻状况、公民身份或残疾（必填）

Section 2. Regular membership is limited to XJTLU students. All regular members must be in good academic standing with the university. 正式会员仅限西交利物浦大学学生。所有正式成员必须在大学有良好的学术地位。

Section 3. Each member has equal rights and privileges. 每个成员都有平等的权利和特权。

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

西交利物浦大学的教职员有资格成为列席会员。

Section 5. For organization to be recognized by XJTLU a minimum of ten (10) XJTLU students need to be regular members. **(required)** 要获得西交利物浦大学认可的组织，至少需要十 (10) 名西交利物浦大学学生成为正式会员。（必需的）

Article IV. Officers:

Section 1. The elected officers of the Executive Board shall be the President, Vice President, Treasurer, and Secretary.

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)

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 organization.

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. **(required)**

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: *NONE*
(Also, attach copy of your inter/national organization's constitution and bylaws. State *NONE*, if there is no affiliation.)

BYLAWS OF *Association of Mindfulness*

XI'AN JIAOTONG LIVERPOOL UNIVERSITY

Bylaw I. Membership:

Association of Mindfulness

Section 1. (Required) – 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).

Regular and management

Section 2. Instruction – Explain how someone becomes a regular member, completes a membership form, pays dues (if any) and submits these to the organization secretary.

Fill out the membership application and attend an offline interview

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. **(required)**

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: *(optional to include)*

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 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 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 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)*

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. 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.