

# 温州肯恩大学办公室文件

温肯大办〔2015〕18号

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## 温州肯恩大学办公室关于印发 《温州肯恩大学学生社团管理条例（试行）》的通知

各部门：

《温州肯恩大学学生社团管理条例（试行）》已经校领导同意，现予印发。

温州肯恩大学办公室  
2015年5月22日

# 温州肯恩大学学生社团管理条例（试行）

## 第一章 总则

**第一条** 为了促进校园文化建设，加强对学生社团的管理，促进学生社团的发展，特制定本条例。

（一）学生社团是指广大同学根据共同的兴趣、爱好、志向或成长需要按照一定程序自愿组织起来的群众性团体，是学生锻炼领导力和实现自我教育、自我管理、自我成长的有效载体。

（二）温州肯恩大学学生社团必须遵守宪法、法律法规，及学校规章制度，服从学生事务中心的指导。

（三）凡是温州肯恩大学学生所创立的社团均适用本条例。

## 第二章 社团的成立

**第二条** 凡承认本社团管理规章制度，有健全的社团组织机构、章程及其他相关制度，有明确的活动宗旨和活动内容，会员达到规定数目，并不与现有学生社团相冲突的在校学生团体，可提出成立申请。

**第三条** 学生社团经学生事务中心审批通过后方可成立，并在新成立的学生社团名称前冠以“温州肯恩大学”字样。

### **第四条** 社团成立条件

（一）社团必须由十名或十名以上的在校学生发起。

（二）社团负责人必须符合学校对于学生领袖的要求，

包括以下条件：

1. 必须修完至少 12 学分并在温州肯恩大学就读的全日制本科生；

2. GPA 必须保持在 2.5 或以上；

3. 不得违反任何学校规章制度或有不良行为记录。

（三）社团须有明确的组织章程和规章制度。组织章程包括社团的名称及宗旨，活动范围及内容，组织机构及其权限，主要负责人和职员的生产方法、任期及其权限，成员的权力和义务，章程修改的程序、时间及其他注意事项。

（四）社团必须有一位指导老师。该指导老师必须是温州肯恩大学的教职员，并且有个人兴趣和专业知识可供社团咨询。

### **第五条 社团章程**

社团章程需包括以下内容：

（一）社团官方名称（中英文及简称）；

（二）社团的目的和意义；

（三）申请成为社员的条件；

（四）社团管理人员的选举办法；

（五）社团管理人员的工作职责；

（六）社团的主要活动计划和组织形式；

（七）其他有关社团组织和发展的的重要事宜。

### **第六条 指导师职责**

（一）指导师应和社团成员及负责人保持交流，就社团发展方向、遇到问题进行讨论并给予协助和解决。

(二) 指导师应熟悉学校规章制度包括设备借用流程、场地预订、活动报销流程等，在社团举办活动时给予相关指导和协助。

(三) 指导师应参加社团例会和常规活动，如因故无法参加，社团需发送会议和活动记录给指导老师。

(四) 指导师应参加社团举办的大型活动，如因故无法参加，需指定其他教职员工代为参加。

(五) 指导师应参加社团组织的在校园外的活动和短途旅行并作为校外旅行的带队老师。

### **第七条 社团成立申请流程**

(一) 申请人有意向成立一个新社团时，可先与学生事务中心社团负责老师联系并进行约见，向其阐述所要成立社团的立意以及计划举办的活动。如果社团立意明确并未于已有社团冲突，活动可行性高，则由负责老师指导下一步申请材料的准备。

(二) 由社团负责人在社团注册及管理系统上注册并上传社团章程。通过学生事务中心审批后，社团会收到电子邮件确认。

(三) 收到电子邮件确认后，社团负责人需向学生事务中心递交指导老师合同，社团邮箱申请等一系列手续以完成整个申请流程。

(四) 正式成立的学生社团由学生事务中心向全校师生公布；任何学生组织或个人无权发布社团成立公告。

### 第三章 社团的日常管理

#### 第八条 社团的注册管理

（一）已有学生社团必须在每学年规定时间前完成社团注册，添加社团领导职位变动、社团宪章更新、新进社员等信息。在截止日期后两周未登记注册者，学生事务中心予以注销该社团。

（二）社团秋季学期注册在每年九月份，春季学期注册在每年三月份。秋季学期注册完成后，学生事务中心组织每学年的统一社团宣传和招新活动。在社团统一招新后两周内，需在社团管理系统内更新社团最新成员名单。

（三）新成立社团的负责人和已成立社团的换届负责人需参加由学生事务中心组织的社团相关制度培训后方可就任。

#### 第九条 社团的经费管理

（一）社团运行经费主要依靠会费和自行筹资，同时学校将根据社团规模、活动情况及其贡献度给予一定的活动经费支持。社团活动经费的申请政策请参照《学生活动经费使用管理办法》。

（二）社团自成立之日起必须设有专门的财务管理人员，合理使用社团资金并做好账目记录。

（三）社团应定期向社团会员公开经费的收支情况。

#### 第十条 社团的活动管理

（一）社团的常规活动需提前一周向学生会社团中心提出申请，批准后方可进行。

(二) 由一个或多个社团联合举办的大型活动需提前一个月向学生事务中心提出申请，并遵循《温州肯恩大学学生活动组织流程》，批准后方可进行。

(三) 社团活动的海报及其他媒体在校园的使用需遵循《温州肯恩大学校内宣传媒介管理办法》。

(四) 社团活动经费的申请、使用和报销需遵循《学生活动经费使用管理办法》。

(五) 社团如需进行外出活动，需向学生事务中心报备并填写《外出活动申请单及安全协议》。过夜的外出活动必须要有一位带队老师。带队老师为社团的指导老师或其他温州肯恩大学职员。

#### **第十一条 社团绩效的评定**

(一) 学校每年对全校正式登记注册的学生社团根据活动影响力、活动效果、学生认可度等因素进行评审，对评审出的优秀社团给予认可和活动资金的支持奖励。

(二) 社团的考核由学生会社团委员会执行，学生事务中心监督。考核标准按照《社团年终考评评分表》执行。

#### **第十二条 社团的解散**

(一) 社团如在活动组织中严重违反学校规章制度，学生事务中心将有权予以解散。

(二) 社团内部民主协商同意解散时，由社团负责人向学生事务中心提出解散申请，经批准后，该学生社团予以解散。

(三) 社团解散时，社团最后一任负责人须列出固定资

产和财务清单，并移交学生事务中心。

### 附则

**第十三条** 本管理条例由学生事务中心负责解释，并自发布之日起开始实施。

May 22<sup>nd</sup>, 2015

## **Policy on Wenzhou-Kean University Student Group (In Trial)**

### **I. General Statement**

1.1.This policy is to promote campus culture and foster the development of student group in Wenzhou -Kean University.

1.1.1.Student Group is an organization which formed on common interests, hobbies, or growth needs of the students. Students Group is usually voluntarily organized based on certain procedures. Students are able to develop leadership skills and realize self-education, self- management and self- service through the establishment and management of a student group.

1.1.2.Student Group must abide by the national laws, and rules and regulation of Wenzhou-Kean University. Student group is advised by Student Affairs Office.

1.1.3.This policy shall apply to all registered and officially recognized student groups in Wenzhou-Kean University.

### **II. Establishment of Student Group**

2.1.Any student group recognizing this policy that boasts a completed organization structure, constitution, organizational purpose, activity plan and reaches the minimum number of establishing a student group can be recognized as the official



Wenzhou-Kean University Student Group after submitting an application. A newly recognized student group should not be conflicted with an existing student group.

2.2.The student group can be established after approved by Student Affairs Office and named after “Wenzhou-Kean University” in the group name.

2.3.Establishment Requirements:

2.3.1.At least 10 student members in the group

2.3.2.The leader of student group must meet the student leadership criteria of Wenzhou-Kean University:

a.Have completed a minimum of 12 credits at Wenzhou-Kean University and be fully matriculated

b.Have a minimum of a 2.50 cumulative grade point average

c.Be free of probation with restrictions in residence, University-wide disciplinary probation or higher level disciplinary sanctions

2.3.3.The student group must have a clear constitution and regulation including the name and purpose of student group, the activity plan, member’s right and obligations, and etc.

2.3.4.The student group must have an advisor. The advisor must be Wenzhou -Kean University’s full-time faculty or staff member and have interest and expertise.

2.4.Student Group Constitution includes:

2.4.1.The official name (both Chinese and English and its abbreviation)

2.4.2.The purpose and goal

2.4.3.Criteria for becoming a group member

2.4.4.Election of executive board

#### 2.4.5.Roles and responsibilities of Executive Board

#### 2.4.6.Activity plans

#### 2.4.7.Others

#### 2.5.The responsibilities of advisor:

2.5.1.Advisor should stay in contact with the student group executive board, keep up to date with their progress and provide guidance and assistance.

2.5.2.Advisor should be familiar with university's rules and regulations, including equipment rental process, venue reservation and reimbursement procedures. Advisor should give relevant guidance and assistance when the student group organizes an event.

2.5.3.Advisor should be invited to attend student group standing meeting and regular activities. If the advisor is unable to attend the meeting, student group should send the meeting notes to advisor.

2.5.4.Advisor should participate in student group organized large-scale event. If the advisor is unable to attend, he/she needs to designate another faculty or staff member to attend on his /her behalf.

2.5.5.Advisor needs to participate in student group's off-campus events or act as the trip advisor on field trips.

#### 2.6.How to start a student group

2.6.1.Applicant should make an appointment with Student Affairs Office staff to clarify the purpose and to check the feasibility of the group you are going to form.

If the student group has its clear purpose and does not conflict with other student groups, they can start to prepare next step's application materials under the guidance of Student Affairs Office.

2.6.2. Complete and submit an application to Student Affairs Office before the registration deadline. Upon approval, student leaders will receive e-mail confirmation.

2.6.3. After receiving the confirmation, student leader should submit the Advisor Contract and apply for a group email account to finish the process.

2.6.4. The Student Affairs Office will announce the establishment of the student group by email to all the students and staff members in Wenzhou-Kean University. Any student organization or individual is not entitled to announce that a student group is established.

### **III. Management of Student Groups**

#### **3.1. Student Group Registration**

3.1.1. All student groups should register in Fall Semester to update leadership position changes, constitution, and new members' information. The Student Affairs Office will de-activate a student group which remains unregistered after two weeks of the deadline.

3.1.2. Student group registration is in March and September each year. Student Affairs Office organizes Student Group Fair for new members' recruitment after Fall registration. Student Group needs to update new members' information in two weeks

after the recruitment.

3.1.3. Newly established student group executive board and the new student leaders in existing student groups should attend the student leadership trainings organized by Student Affairs Office before they take the office.

### 3.2. Student Group Funds

3.2.1. The fund of student group is mostly from member fees and fundraising. Student Affairs Office sponsors certain amount of fund in campus-wide events organized by student groups.

3.2.2. Each student group should have a treasurer to manage and keep records of the use of fund.

3.2.3. Student group must publish the details of fund using regularly.

### 3.3. Activity Management

3.3.1. Regular student group activity should request one week before the activity and proceed after approval of Student Affairs Office.

3.3.2. Campus-wide events organized by one or more student groups should request one month before the event, following Wenzhou-Kean University Student Activity Procedure and proceed after approval of Student Affairs Office.

3.3.3. Student group activity posting should follow the Guidelines and Policies for Posters and Publicity on Wenzhou-Kean Campus.

3.3.4. The request and reimbursement of Student group activity funds should follow the Interim Policy of Student Activity Fund.

3.3.5. For fieldtrips and outdoor activities, student group should complete the Wenzhou-Kean University Student Fieldtrip Form and proceed after approval of Student Affairs Office.

#### 3.4. Assessment of student group

3.4.1. Student Affairs Office will assess student groups on activity influence, student recognition, etc. to award the outstanding student groups.

3.4.2. Student Group Committee in Student Government will assess the student groups yearly following the Student Group Assessment Guidelines supervised by Student Affairs Office.

#### 3.5. Dissolution of Student Groups

3.5.1. Student Affairs Office has the right to dismiss a student group if it violates the university policies and regulations.

3.5.2. When most members within the student group agree to dismiss the group, the student group can request to Student Affairs Office for dismissal.

3.5.3. The student group's last term student leader should list the fixed assets and publish financial statement and then hand the assets over to Student Affairs Office before dismissal.

3.6. Student Affairs Office has the right of interpretation of this policy, and it will take effect from the date of releasing.