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**温州肯恩大学**

体

育

协

会

章

程

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# 第一章 总则

## 第一条 协会名称

温州肯恩大学体育协会（WKU Athletic Association）

## 第二条 徽章

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## 第三条 体协成立与解散

 体协由八大社团、校运动队等组成，超三分之二投票通过，且国情中心同意批准成立

 若委员会三分之二投票通过，体协即解散

## 第四条 协会性质

本协会由温州肯恩大学体育类社团自发结合组成，服务于全体会员的非营利性体育社团联盟的学生组织，由国情中心和学生领导力中心支持组织成立，将按照所有与温州肯恩大学相关的规章制度和政策执行。

## 第五条 协会宗旨

本协会旨在配合国情中心进行体育建设，促进校园体育文化的发展，帮助学校体育建设的推广，积极推动课余体育活动及运动训练，提高学生的身心健康水平，为温肯体育爱好者提供一个融洽而稳定的拓宽人际、增进友谊并且提高锻炼身体素质的平台

本协会努力倡导社会公德、体育道德风尚，为丰富学生校园文化生活、促进社会主义精神文明建设发挥积极作用

本协会积极推动学校课余体育训练，培养学生运动员具有良好的思想品质、努力学习、刻苦锻炼，为提高温肯体育运动技术水平而努力。

## 第六条 组织管理

本协会由国情中心负责指导和管理，学生领导力中心负责监督，学生自主运行。

# 第二章 组织机构

## 第一条 社团组成

 根据学校实际情况，体协现由乒乓社、篮球社、足球社、羽毛球社、网球社、棒球社、散打社与骑行社组成

注：新体育社团类社团的加入需要经过体协委员会同意且加入的第一学年无选举权但仍需出席各种会议，如果各社团降为兴趣小组，则并入日常事务部，保留其原有位置，等恢复成再给予原有权利

## 第二条 人员安排

体协设置会长一名，副会长两名，校队总经理（副会长）一名，各部门部长一名，各社社长一名，校队成员若干

成员必须具备以下条件：

1. 精通本社团工作，有一定组织能力、协调和管理能力

2. 思想积极上进，坚持四项基本原则

 3. 工作上积极主动，团结同学，乐于助人，有奉献精神

## 第三条 选举方式

 会长在三分之二参会人员到场的情况下，超过四分之三投票通过

社长由选举产生，任期一年，换届由委员会投票通过

注：如会长连任，由委员会同意；如会长提前卸任，则新会长在原会长任期内从副会长中选举产生

两位副会长一位由社长直接任命管理行政，另一位社团社长中推荐并选举产生，负责日常事务部和体育类社团的管理

校队总经理（副会长）从各校队队长或者经理中投票选出

部长由每部门干事选举产生且会长同意，日常事务部不设部长

各社团及各运动队经理（队长）由各社团（运动队）原有制度选举产生，经委员会同意任命

各社社长由社团内部选举产生，各委员通过，普通成员一票，会长两票，国情中心两票

委员会成员由各社社长、各运动队队长（经理）、会长、副会长及各部门部长组成

注：第一年的部长和部员由会长面试通过，第二年则按上述制度执行

 各部门是否产生副职由各部门负责人提出，并且由会长同意通过

社团社长与校队队长为同一人时，票数按人数来算

## 第四条 行政层人员

会长：余任康

副会长：杨帆，黄志远

校队总经理（副会长）：孙祥玺

策划部部长：胡烨柠

公关部部长：赵睿，何嘉欣

人资部部长：朱佳锐

财务部部长：曹占京

常务部部长：待定

## 第五条 会长职责

 1. 服从学校方面领导

 2. 负责确定体协各个阶段的工作目标和任务

3. 定期召开例会并制定体协的规章制度、活动计划

4. 组织体协成员开展各项活动

5. 根据体协规章制度吸收和处分成员

 6. 监督各部门工作，对各部门工作进行考评

7. 加强校内外之间的社团交流，扩大体协影响，树立良好形象

8. 培养推荐体协下一届接班人，做好负责人换届选举工作

## 第六条 副会长职责

副会长协助社长处理日常工作，做好分工负责的各项工作

## 第七条 部门设置

体协下设策划部、公关部、人资部、财务部、日常事务部和校运动队，各部门具体职能具体为：

1. 策划部：拟出活动的详细策划，分配协调各个部门的工作，对社团的策划案进行报备；活动中及时解决问题，进行场控，活动善后，最后总结活动中遇到的问题
2. 公关部：对外宣传及沟通，处理好公共关系，与校外高校及机构进行交流商谈；与校内各组织进行沟通，拉赞助等
3. 人资部：对社团所有成员信息的管理以及任免调动；招新工作的准备和开展；对参赛人员信息的收集与统计整理；记录每学期干事的详细工作
4. 财务部：掌握社团经费支出情况，严格按照各项费用开支范围和标准，做好经费的支出与管理； 加强社团财务管理制度，严格执行财务纪律，监督社团合理使用经费 ；对社团每月所花经费整理、结余、存档
5. 日常事务部：负责管理各个兴趣小组，各兴趣小组须履行体协的各项要求并参加每次活动
6. 学校运动队：从校队经理（队长）中选拔一位副会长来管理校队的日常事务，副会长对会长直接负责。校队的日常比赛训练统计和汇报由体协整理，校队的成员的变动由体协审核，比赛成员名单由校队提出，体协审核，人资部公布最终名单，以外联部联络为准

温肯体育协会组织结构图：



## 第八条 组织工作

1. 组织会员和国情中心的会议

2. 牵头组织校级大型体育活动

3. 统筹会员的学期活动规划，调解内部时间冲突

4. 统筹会员的宣传工作，减少单独宣传导致的混乱无序

5. 评价会员工作，提出改进建议

6. 维护会员利益，向国情中心、学生事务中心、社联、团委反馈会员需求

7. 联络校内外社团，促进社团间交流

8. 体育器材的管理

## 第九条 组织义务

1. 遵守中国宪法和法律法规，遵守温肯、美肯校规

2. 接受国情中心、学生事务中心的指导

## 第十条 社团与校队关系

校队与社团分开管理，校队的日常活动继续进行，社团精英可填充校队；校队和社团有日常工作的合作，例如表演赛，指导训练等

# 第三章 成员制度

## 第一条 入会条件

温州肯恩大学在籍学生（学生可根据兴趣选择项目），凡是温州肯恩大学体育类社团，承认并遵守本守则的，经半数以上成员同意即可加入

体协干事需要经过基本面试才能加入体育协会

## 第二条 成员的基本权利

 1. 体协成员享有选举权

 2. 对体协工作提出建议、批评和实行监督

 3. 向体协提出本社团的需求，有权参加各社团举办的活动

 4. 作为温州肯恩大学学生社团所享有的其他权利

## 第三条 干事的基本权利

1. 除享有成员的基本权利外，干事还拥有被选举权

2. 对成员的监督管理权

## 第四条 成员的基本义务

 1. 遵守中国宪法和法律法规，遵守我校校规，服从校方领导

 2. 认真开展体育活动，营造体育锻炼氛围

 3. 参加体协的会议

 4. 服从体协的决议，认真完成分配到的任务

 5. 接受人员抽调以完成体协的工作

## 第五条 干事的基本义务

1. 除成员的基本义务外，干事还需负责活动的各项准备，并做好工作记录

2. 组织对成员的培训和经验交流

3. 明确组织的活动计划

4. 向上级汇报活动进程

## 第六条 成员的退出和除名

 1. 学生毕业离校，自动退出体协

 2. 根据本人自愿原则，经本人提出书面申请，经相关领导或负责人同意，即可退出体协，取消成员资格

 3. 有严重影响组织名誉行为的成员、违反工作制度以及违法乱纪等，破坏学校声誉、触犯法律的成员经过教育并不积极改正立即除名

 4. 不服从组织安排，工作不积极主动的成员，一学期内缺席三次及以上重要会议的，

经管理人员决议后可予开除

# 第四章 内部管理制度

## 第一条 常规会议

1. 每周或每月举行一次八大社团联合会议

2. 各社团每两周或一个月举行一次会议

3. 各部门每月举行一次会议

4. 紧急情况下可由会长召开紧急会议

5. 每学期期初召开会议，布置本学期的主要任务；期末召开会议，总结各项活动中遇到的问题

## 第二条 方案修改

若成员半数以上同意修改方案，则会长需要对方案做出修改。一旦批准了修正案，并且会议记录反映了投票结果，该组织必须将修改后的文件以电子方式提交给领导和服务中心进行审查

## 第三条 成员考勤制度说明

 1. 各部工作及召开例会时，由各部副部长统计出勤情况

 2. 每学期工作、会议等活动中迟到三次者给予警告

 3. 请假须在事先通知所属部门部长或副部长

## 第四条 奖罚、缺席说明

 1. 给予1-2支成绩突出的校队“优秀运动队”的称号

2. 各部门干事根据人资部的记录评选1-2名优秀干事并给予国情中心奖状

3. 每学期各社团评选3-4名优秀社员并给予国情中心奖状

4. 满任期的社长、副会长会得到国情中心的证书

5. 每位获奖者均能够活动体协准备的奖品一份

 6. 惩罚制度，对体协工作漠不关心，且不服从社团各项安排的干事可给予适当的批评与警告，情节严重者可给予除名处理；对于不服从体协章程的成员减少其享有的权利，并进行劝退；对违反章程且经教育不改者，取消成员资格；在工作中出现严重失误者予以惩罚

# 第五章 经费来源

## 第一条 协会经费来源

1. 体育社团类的活动经费（学生领导力中心）

2. 运动队赛事经费（国情中心）

3. 校级大型体育类活动经费由国情中心和学生领导力中心共同协商后列支

4. 校外赞助

## 第二条 经费的使用与管理

 1. 经费统一交由财务部负责管理，严格按照各项费用开支标准支出并做好相应记录

2. 大型活动申办所产生的经费由国情中心报销支出

3. 各社团单独活动由社团社费或者向学生事务中心报销，每笔支出需记录在账且由

 体协财务部进行监管记录

# 第六条 附则

1. 会长可被弹劾，投票通过后则被除名，权力终止。

2. 副会长若从行政部门中挑选，则无投票权；若从八大社团中挑出，则投票权重不变。

 3. 体协干事连续三次或总计五次不参加体协活动者取消其成员资格

 4. 社团社员活动积极表现优异者，将予以嘉奖

 5. 任何个人不得盗用体协名义开展活动，否则后果自负，体协保留诉诸法律的权利

 6. 成员不得参与和进行任何有损国家、集体和体协的事情，如有发现则开除

 7. 成员在会期间有权参与体协各项公开活动，并有权知晓本社团的相关讯息

8. 成员在会期间有权反映体协问题，并督促体协改正

9. 各社除社长外，原则上其社团干事和普通成员的人事调动体协不参与干涉

10.所有的会议须有三分之二以上的成员参加才能视为效会议

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**Wenzhou-Kean University**

Athletic Association Constitution

Catalogue

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# Chapter I. General Provisions

## Article 1. Name of Association

Wenzhou-Kean University Athletic Association

## Article 2. Badge

## ../../Library/Containers/com.tencent.xinWeChat/Data/Library/Application%20Support/com.tencent.xinWeChat/2.0b4.0.9/07c07cc1088f3b5ed730137d4a320443/Message/MessageTemp/9e20f478899dc29eb19741386f9343c8/Image/1721560911536_.pic_hd.jpg

## Article 3. Formation and Dissolution of the Sports Association

 The association is made up of eight organizations and school sports teams. More than two-thirds of the votes and the Chinese Curricula Center approved the establishment

 If the committee votes by two-thirds, the association will be dissolved

## Article 4. Nature of the Association

The association is a student organization of the non-profit sports association alliance, which is composed of the sports associations of Wenzhou-Kean University and serves all the members. It is supported by the Chinese Curricula Center and the Student Leadership Center and will be implemented in accordance with all the regulations and policies related to Wenzhou-Kean University.

## Article 5. Propose of the Association

This association is to cooperate with construction of Chinese Curricula Center for sports, promote the development of campus sports culture, help the construction of school sports promotion, actively promote the extracurricular sports activities and sports training, improve the level of students' physical and mental health, for Wenzhou-Kean University sports enthusiasts to provide a harmonious and stable to broaden interpersonal, enhance friendship and enhancing the quality of the physical exercise platform

The association strives to advocate social ethics and sports ethics, and plays an active role in enriching students' campus cultural life and promoting the construction of socialist spiritual civilization

This association promotes the school after-school sports training positively, raises the student athlete to have the good thought quality, studies diligently, exercises diligently, in order to improve the WKU sports technical level diligently.

## Article 6. Organization and Management

The association is guided and managed by the Chinese Curricula Center, supervised by the student leadership center, and operated independently by students.

# Chapter II. Organizational Structure

## Article 1. Association Composition

 According to the actual situation of the school, the sports association is composed of Ping-Pong Society, Basketball Club, Football Club, Badminton Club, Tennis cCub, Baseball Club, Free Combat Club and Cycling Club

Note: the new sports associations shall be approved by the sports association committee and shall not have the right to vote in the first year of participation, but shall still attend various meetings. If the associations are reduced to interest groups, they shall be merged into the daily affairs department, and their original positions shall be retained, and the original rights shall be granted after the clubs are restored

## Article 2. Personnel Arrangement

The association has one President, two vice presidents, one general manager (vice President) of the school team, one minister of each department, one club President and several members of the school team

Members must meet the following requirements:

1. Proficient in the work of the association, with certain organizational ability, coordination and management ability

2. Positive thinking, adhere to the four basic principles

 3. Take the initiative in work, unite with classmates, be ready to help others, and have the spirit of dedication

## Article 3. Election Method

 The President voted with more than three-quarters of the attendances present

The President shall be elected for a term of one year, and the change of term shall be approved by vote of the committee

Note: if the chairman is re-elected, the committee shall agree. If the President steps down early, the new President shall be elected from among the vice presidents during the term of the former President

One vice President is directly appointed by the President to manage the administration, and the other club President is recommended and elected to be responsible for the daily affairs and sports club management

The President (vice President) of the varsity team is elected from among the captains or managers of the varsity team

The minister is elected by each department officer and agreed by the President. There is no minister for daily affairs

The managers (captains) of each association and each sports team shall be elected by the original system of each association (sports team) and appointed with the approval of the committee

The President of each club is elected by the club and approved by the committee members. One vote for the ordinary members, two votes for the President and two votes for the Chinese Curricula Center

The members of the committee are the President of each club, the captain (manager) of each sports team, the President, vice President and the minister of each department

Note: in the first year, the ministers and members of the department will be interviewed by the President.

Whether or not each department produces a deputy post shall be proposed by the head of each department and approved by the President

When the club President and the school team leader are the same, the votes will be counted according to the number of people

## Article 4. Administrative Personnel

Chairman: Yu Renkang

Vice President: Yangfan, Huang Zhiyuan

General manager (vice President) of the school team: Sun Xiangxi

Director of planning department: Hu Yening

Director of public relations: Zhaorui, Hejiaxin

Minister of human resources: Zhu Jiarui

Finance minister: Cao Zhanjing

Executive director: to be determined

## Article 5. Duties and Responsibilities of the President

 1. Obey the leadership of the school

 2. Responsible for determining the objectives and tasks of each stage of the association

3. Hold regular meetings and formulate rules and regulations and activity plans of the association

4. Members of the association carry out various activities

5. Recruit and punish members according to the rules and regulations of the association

 6. Supervise and evaluate the work of all departments

7. Strengthen the communication between the community inside and outside the school, expand the influence of the sports association, and establish a good image

8. Train and recommend the next successor of the association, and do a good job in the election of leaders

## Article 6. Responsibilities of Vice-Chairman

The vice President assists the President in daily work, and completes various tasks in charge of division of labor

## Article 7. Establishment of Department

Under the association, there are planning department, public relations department, human resources department, financial department, daily affairs department and school sports team. The specific functions of each department are as follows:

1. Planning department: draw up the detailed planning of activities, assign and coordinate the work of each department, and report the planning cases of the community; Solve problems in time, control the site, deal with the aftermath of the activity, and summarize the problems encountered in the activity
2. Public relations department: external publicity and communication, deal with public relations, communicate with off-campus universities and institutions; Communicate with various organizations in the school, get sponsorship, etc.
3. Human resources department: management, appointment, removal and transfer of information of all members of the association; Preparation and implementation of new recruitment work; Collect and statistic the information of the competitors; Keep a detailed record of the work of each semester officer
4. Financial department: grasp the situation of community expenditure, strictly follow the scope and standard of each expenditure, and do a good job in the expenditure and management of the expenditure; Strengthen the financial management system of the association, strictly implement the financial discipline, supervise the reasonable use of funds of the association; Organize, balance and archive the monthly expenditure of the association
5. Daily affairs department: responsible for the management of all interest groups, all interest groups must fulfill the requirements of the association and participate in each activity
6. School sports team: select a vice President from the team manager (captain) to manage the daily affairs of the school team. The vice President is directly responsible to the President. The statistics and reports of the daily competition training of the school team shall be sorted out by the sports association, the changes of the members of the school team shall be reviewed by the sports association, the list of the members of the competition shall be proposed by the school team, the sports association shall review, and the human resources department shall publish the final list, subject to the contact of the public relations department

Wenzhou-Kean University sports association organization chart:

Wenzhou-Kean University Athletic Association

##

President

Vice-Chairman

Vice-Chairman

School Team Manager

Administrative

department

Sports Association

Daily affair department

School Team

Financial department

Human resource department

Public relation department

Planning

department

## Article 8. Organizational Work

1. Organize meetings of members and the state of the union center

2. Lead and organize large-scale sports activities at the university level

3. Coordinate the planning of members' semester activities and mediate internal time conflicts

4. Coordinate the publicity work of members to reduce the disorder caused by individual publicity

5. Evaluate the work of members and propose Suggestions for improvement

6. Maintain the interests of members, and provide feedback to the Chinese Curricula Center, student affairs center, social council and youth league committee on the needs of members

7. Contacted and promoted the communication between communities inside and outside the university

8. Sports equipment management

## Article 9. Organizational Obligations

1. Abide by the Chinese constitution, laws and regulations, and the regulations of WKU students.

2. Receive guidance from Chinese Curricula Center and student affairs center

## Article 10. Relationship Between Societies and School Teams

The school team and the club are managed separately. The daily activities of the school team continue. The school team cooperates with the club in daily work, such as exhibition games, coaching and training

# Chapter III. Membership System

## Article 1. Conditions for Membership

The students of Wenzhou-Kean university (students can choose the program according to their interests), those sports associations of Wenzhou-Kean University who acknowledge and abide by this code, can join with the consent of more than half of the members

Sports association officials need to go through a basic interview before they can join a sports association

## Article 2. Basic Rights of Members

 1. Members of sports associations have the right to vote

 2. Propose, criticize and supervise the work of the sports association

 3. Put forward the needs of the association to the sports association and have the right to participate in the activities held by the association

 4. Other rights as a student association of Wenzhou-Kean University

## Article 3. Basic Rights of Officers

1. In addition to the basic rights of members, officers have the right to stand for election

2. Right of supervision and management of members

## Article 4. Basic Obligations of Members

 1. Abide by the constitution, laws and regulations of China, rules and regulations of our university, and obey school leaders

 2. Carry out sports activities seriously to create an atmosphere of physical training

 3. Attend sports association meetings

 4. Obey the resolution of the sports association and conscientiously complete the assigned tasks

 5. Accept personnel transfer to complete the work of the sports association

## Article 5. Basic Duties of Officers

1. In addition to the basic duties of members, the officer is responsible for the preparation of activities and the keeping of work records.

2. Organize training and experience exchange for members.

3. Define the activity plan of the organization.

4. Report the progress of activities to superiors.

## Article 6. Withdrawal and Expulsion of Members

 1. Students will automatically quit the sports association upon graduation.

 2. According to my voluntary principle, after I submit a written application and get the consent of the relevant leader or responsible person, I can quit the association and be disqualified from membership.

 3. The members who have serious influence on the reputation of the organization, violate the work system and the law and discipline, destroy the reputation of the school, and violate the law are not removed immediately after education.

 4. The member who disobeys the organization arrangement and does not take the initiative in work and is absent from three or more important meetings in one semester; Dismissal may be granted upon resolution of the management personnel.

# Chapter IV. Internal Management System

## Article 1. Regular Meeting

1. Hold a joint meeting of the eight associations once a week or month.

2. The associations hold a meeting every two weeks or a month.

Each department holds a meeting once a month.

4. In case of emergency, the President may call an emergency meeting.

5. Hold a meeting at the beginning of each semester to arrange the main tasks of this semester; Hold a meeting at the end of the term to summarize the problems encountered in various activities.

## Article 2. Modification of Plan

If more than half of the members agree to change the plan, the President needs to make changes to the plan. Once the amendment is approved and the meeting minutes reflect the vote, the organization must electronically submit the revised document to the leadership and service center for review.

## Article 3. Description of The Attendance System for Members

 1. During the work and regular meetings of the ministries and commissions, the deputy ministers of the ministries and commissions shall make statistics on the attendance.

 2. Those who are late for work, meeting or other activities three times in each semester will be warned.

 3. Leave in advance to inform the department or deputy minister.

## Article 4. Rewards and Punishments and Absence Explanation

 1. Give 1-2 outstanding school teams the title of "excellent sports team".

2. Officials of each department shall select 1-2 outstanding officers based on the records of the ministry of human resources and award certificates to the Chinese Curricula Center.

3. Each semester, each club selected 3-4 outstanding members and awarded the certificate of Chinese Curricula Center.

4. The full term President and vice President will get the certificate of China Chinese Curricula Center.

5. Each winner is entitled to a prize prepared by the sports association.

 6. Punishment system.

Officers who are indifferent to the work of the sports association and do not obey the arrangements of the association can be given appropriate criticism and warning. Reduce the rights enjoyed by the members who do not obey the constitution of the sports association and persuade them to withdraw; Those who violate the articles of association and fail to change through education shall be disqualified from membership; Those who make serious mistakes at work shall be punished.

# Chapter V. Sources of Funds

## Article 1. Sources of Funds for The Association

1. Funds for sports club activities (Student leadership Center)

2. Sports team competition funds (Chinese Curricula Center)

3. Funds for large-scale sports activities at the university level shall be allocated by the Chinese Curricula Center and the student leadership center after consultation

4. Sponsor outside of school

## Article 2. Use and Management of Funds

 1. The financial department shall be responsible for the management of the funds, and make corresponding records in strict accordance with the expense standards

2. The funds generated by bidding for large-scale activities shall be reimbursed by the Chinese Curricula Center

3. Individual activities of each club shall be reimbursed by club fees or the student affairs center. Each expenditure shall be recorded in the account and be reimbursed by the student affairs center

The financial department of the sports association keeps supervision records

# Chapter VI. Supplementary Provisions

1. The President may be impeached, removed by vote, and his powers terminated.

2. Vice-presidents, if elected from among the executive branch, do not have the right to vote; If selected from the eight groups, the voting weight will remain unchanged.

 3. Persons who have failed to participate in sports association activities for three consecutive times or for a total of five times shall be disqualified from membership

 4. Awards will be given to those who have shown outstanding performance in club membership activities

 5. No individual shall carry out activities in the name of the sports association, otherwise the association shall bear the consequences. The association reserves the right to resort to law

 6. Members shall not engage in or engage in anything detrimental to the state, the collective or the sports association and shall be expelled if found to be so

7. Members have the right to participate in all public activities of the association and have the right to know the relevant information of the association

8. Members shall have the right to report and urge the association to correct the problems during the meeting

9. In principle, except for the club President, the associations of club officers and ordinary members shall not interfere in the personnel transfer

10. All meetings must be attended by more than two thirds of the members in order to be considered a primary meeting

Tips: The Athletic Association of Wenzhou-Kean University reserves the right of final interpretation.