**温州肯恩音乐社章程**

为完善社团组织机构，便于社团管理及远景规划，根据有关规定制定此章程。

**第一章 总则**

**一、学会简介**

1、名称：**音乐社**

2、性质：本社团为学生当代音乐文化传播及交流组织，自愿结成。

3宗旨：“让所有喜欢音乐的人共同享受音乐带来的乐趣。” 活跃校园音乐艺术文化氛围，倡导原创精神，为有梦想、爱音乐的青春构筑一个交流的平台；了解当代音乐艺术知识，加深对音乐与社会历史文化之间关联的认识与理解，传播多元音乐文化

4、 Advisor 陈偲偲 电话 55870144 邮箱 chensisi@wku.edu

**二、机构与职能、职务与职权：**

* 社长
* 负责确定社团各个阶段的工作和任务
* 领导各部门及下属组织日常工作，主持例会监督各部门工作，对各部门工作进行考评
* 审核负责社团重大活动的筹备和组织加强内部人员的团结，充分调动各方面积极性，协调各方关系，争取各方支持
* 宣传部
* 编辑组

职责：微信平台原创文章的编写、排版，宣传文稿、新闻稿、通讯稿、

反思稿的编写、排版、翻译及审核，qq小助手的平常运行与空

间管理，宣传maka。

要求：细心、耐心、负责心，想法新颖且切合实际。

 2、 技术组

 职责：音乐社周边产品的制作与管理，照片、影像记录与整理，宣传海报、视频的制作

 要求：有摄影技术以及视频、海报制作技术，想象力丰富。

* 外联部
* 校内组

职责：与校内各社团交流联系，争取合作，社团活动与校方的申请对接，

与校内老师和同学沟通联系。

* 校外组

职责：与校外其他学校音乐组织联系，组织社员外出参观或参与校外音乐组织举办的活动，发展社团与外校的合作。

要求：有较好的英语口语水平，应变和沟通能力较强。外型开朗，阳光，说话诙谐幽默， 有亲切感。积极配合组长工作，主动参与对外活动，吃苦耐劳。态度端正，有上进心，有工作积极热情，肯吃苦。

* 活动部
* 策划组

职责：负责各项活动的策划并以书面形式给出活动具体方案,全面负责

 活动项目的推广定位和主题创意。

要求：沟通，交流，表达能力较好；要有大局观，考虑全面；有创意；

 思维活跃点；有个人的主观意志；做事认真负责。

* 组织组。

职责：活动时的人员组织与场地布置，活动道具的收集和管理，现场秩

序管理，设备租借与管理，活动准备的进度监督及反馈，收集各

部门从自己部门角度对活动的意见和建议。

要求：大度负责，对繁琐工作有决心和耐心。

* 文秘部
* 秘书组：

职责：管理社员资料，记录人员变动；会议的通知和记录；整理工作

 计划（月初），工作总结（月末）。

要求：细心，耐心，具有责任心，做事不拖沓。

 2.财务组：

职责：对社团财务的记录和管理（包含账目和资产）。负责活动所需器

 材的租借和购买。

要求：能够建立自己的财务管理条例，账目清楚，不得做假账。诚实，

 有想法。

 3.考评组：

 职责：对音乐社全体社员的考核；根据奖罚机制记录社员的加分和扣分

 情况；学期末统计社员的考核分；负责每次活动的签到点名。

 要求：组内与不馁信息要及时密切的交流，尽可能的不要产生任何断片

 的情况；正常情况下不馁一个月一次工作总结，不能产生拖沓现

 象；处事公正，不要出现弄虚作假行为。

**三、活动**

一切活动，必须遵守国家的各种法律法规和学校的各项规章制度。

* **社团主要活动**

1.社团的活动将采用定期训练的方式，活动时间根据演出需要而定。

2.社团活动的内容包括：学校组织的大.小型文艺演出，与外校进行联谊演出。

**第二章 会员**

**（一）会员条件：**

凡本校在读学生，具备下列条件者，均可申请审批为本协会会员。

1 所有在校学生；

2 觉悟高，自觉遵守大艺团各项规章制度；

3 有一定的专业基础，具有奉献精神，责任心强，能吃苦耐劳；

4 刻苦努力，表现良好。

**（二）入会手续：**

由申请人提出入会申请，填写会员登记表，面试审批同意，方可加入本协会，会员资格一年重新注册登记一次。

* **权利**
* 1 参加训练和接受培训的权利；
* 2 提出合理化意见和建议的权利；
* 3 选举和被选举的权利；
* 4 有自由选择多种团体的权利。

**（四） 义务**

1 团员有遵守本团章程，按时参加本团训练，演出，执行本团决议，遵守校规校纪，遵守本社团的各项规章制度，维护本团利益的义务。

2 努力学习，刻苦训练，不迟到.不早退.不缺勤，有特殊情况必须提前请假。

3 爱护社团的公共财物。

4 积极提高自身的艺术修养，维护艺术团的声誉。

5 为社团作宣传，吸纳新成员。

6 退出社团，需向社团提出申请。

**五、 经费来源和管理**

（一）经费来源：

 1、拨款 2、社费 3、资助与捐赠 4、活动收益与其他

（二）经费用途：举办各种活动，社员的奖励

（三） 社费由文秘部负责，由主席审批后使用，每次开销必须有票据证明，并有本人签字，学期末由主席核实、公示。

**第三章 制度**

**一、 组织机构**

1. 本社团的最高权力机构为全体会员大会。每年召开一次，必要时可提前或推迟召开。

2. 本协会实行社长领导下的各职能部门负责制。常设部门为

1.宣传部 2.活动部 3.外联部 4.策划部 5.才艺部

**二、 考核制度**

1 社长、副社长业绩由校团委考核，各队总干事业绩将由社长评估。

2 社长有对下辖干部聘任的建议权，对违反纪律，不守团规的社员社团负责人应及时给予批评教育，对违纪屡教不改或者犯错误性质严重者应由艺术团全体干部会议讨论并形成除名决议后方可上报团委批准执行。

**四**、**社员考勤制度**

要求会员具备较强的时间概念，准时参加各种活动。对无故缺席或迟到者，给予通报批评，无故缺席次数累计两次以上者取消其社员或干事资格。

**五、财务管理：**

1．预算制度：以“少花钱，多办事”的原则进行各种预算。

2．审批制度：预算上报文秘部，社长审批签字方可支出。

3、报销制度：必须有社长、经手人和见证人的签名；还要有用途、日期说明方可报销。

4、有财政收支明细账目并每学期公布。

**六、考评制度：**

**（一）对象和目的：**

为了提高音乐社社员的积极性，体现工作公平性，促进音乐社团内部团结合作和活动开展。对全体会员和理事学期考评。选优奖优。

**（二）评优内容：**

1、考勤：

⑴ 全勤：100分

⑵ 缺席：每次扣5分（即未到且没有请假）

⑶ 迟到：每次扣2分（以开会地点的钟为准）

⑷ 请假：每次扣1分（以书面形式请假并获秘书长批准方有效）

注：（1）考勤规则将适用于全体干事会议和其他部门会议；全体干事会议的考勤由文秘部负责，其他部门会议由各部部长或副部长负责，大家共同监督。（2）全勤者优先享有当选权（3）考勤情况累计分低于85分者将取消其评优权利。（4）负责登记考勤的部门或个人如有隐瞒、虚报等情况将取消其评优权利。

2、活动：100分

⑴ 服从社团分工，履行职责20分。拒绝和敷衍每次扣5分

⑵ 积极参加组织活动20分。缺席、懈怠或延时完成每次扣5分

⑶ 按时完成协会安排的任务20分

⑷ 献计献策，建议提议，参与组织活动20分。

（5）领导评价

其具体细则及评价标准将由文秘部决定。

3、自我鉴定：

每位参与评优的干事都必须在学期末交一份“自我鉴定”，其内容主要包括：本学期所做的每项工作和完成状况，身心投入程度和收获（包括本部门内的日常工作以及本社团部门间合作的工作），作为评优参考。

**注：评优委员会**：社长、文秘部、各部部长、组长等（即：常务理事会成员）组成。评优委员会将有权决定、修改、解释评优制度。评优委员会受全体理事会监督管理。

**第四章 章程修改**

根据需要，章程修改可由干事的2 /3通过修正案。

 温州肯恩音乐社

 **2019年2月22日**

Constitution of Wenzhou Ken Music Society

In order to improve the organization of associations, facilitate the management of associations and long-term planning, this statute is formulated in accordance with the relevant provisions.

**Chapter I General Provisions**

**I. Introduction to the Society**

1. Name: Music Club

2. Nature: The association is a voluntary organization for students to disseminate and exchange contemporary music and culture.

Aim: Let all people who like music enjoy the joy of music together. Enliven the cultural atmosphere of campus music art, advocate the spirit of originality, and build a platform for youth with dreams and love of music; understand the knowledge of contemporary music art, deepen the understanding and understanding of the relationship between music and social history and culture, and disseminate multicultural music.

2. Institutions and functions, functions and powers:

President

Responsible for identifying the work and tasks of associations at all stages

Leading the daily work of departments and subordinate organizations, presiding over regular meetings, supervising the work of departments and evaluating the work of departments

Audit the preparation and organization of major activities of associations, strengthen the unity of internal personnel, fully mobilize the enthusiasm of all parties, coordinate relations among all parties, and win support from all parties

Ministry of Public Information

Editorial Team

Responsibilities: Writing and typesetting original articles on Wechat platform, publicity, press releases, newsletters, etc.

Writing, typesetting, translation and auditing of reflective manuscripts, the normal operation and emptiness of QQ assistant

Inter-management, promotion of maka.

Requirements: Careful, patient, responsible, innovative and practical.

2. Technical Group

Responsibilities: Production and management of products around music clubs, recording and collating of photos and images, production of posters and videos

Requirements: Photography technology, video and poster production technology, rich imagination.

Outreach Department

- In-school group

Responsibilities: Exchange and contact with the various associations in the school, strive for cooperation, and dock the activities of the associations with the application of the school.

Communicate with teachers and classmates in school.

Off-campus groups

Responsibilities: To liaise with music organizations of other schools outside school, organize members to visit or participate in activities organized by music organizations outside school, and develop cooperation between associations and schools.

Requirements: Good oral English, adaptability and communication skills. Outward appearance, sunshine, witty and humorous, have a sense of cordiality. Actively cooperate with the team leader, actively participate in external activities, hard-working. Positive attitude, ambition, enthusiasm and willingness to endure hardships.

Ministry of Activities

- Planning Group

Responsibilities: Responsible for the planning of activities and giving specific plans in written form, fully responsible

Promotion orientation and theme creativity of the activities.

Requirements: good communication, communication and expression skills; overall outlook, comprehensive consideration; creative;

Think actively; have personal subjective will; do things conscientiously and responsibly.

Organizational group.

Duties: Personnel organization and site arrangement, collection and management of activities props, site rank

Procedure management, equipment leasing and management, progress monitoring and feedback of activity preparation, collection of each

Departments'opinions and suggestions on activities from the perspective of their own departments.

Requirements: Great responsibility, determination and patience for tedious work.

Secretariat Department

Secretariat group:

Responsibilities: Managing membership information, recording personnel changes, notifying and recording meetings, and sorting out work

Plan (at the beginning of the month) and work summary (at the end of the month).

Requirements: Careful, patient, responsible, do things without delay.

2. Finance Section:

Responsibilities: Recording and managing the financial affairs of associations (including accounts and assets). Responsible for Activity Requirements

Rental and purchase of materials.

Requirements: Can establish their own financial management regulations, clear accounts, not to make false accounts. Honesty,

There are ideas.

3. The evaluation team:

Responsibilities: Assessment of all members of the music club; Recording the bonus and deduction of members according to the reward and punishment mechanism

Situation; Statistical member's assessment points at the end of the semester; responsible for the registration and roll call of each activity.

Requirements: In-group and non-discouraged information should be exchanged in a timely and close manner, and no fragments should be generated as far as possible.

Normally, we should not be discouraged from summarizing our work once a month, so that we can not procrastinate.

Be impartial and don't act fraudulently.

Three, activities

All activities must comply with various laws and regulations of the state and the rules and regulations of schools.

Major activities of associations

1. The activities of the club will be conducted by regular training, and the time of the activities will be determined according to the needs of the performances.

2. The contents of community activities include: large-scale and small-scale literary and artistic performances organized by the school, and social performances with other schools.

**Chapter II Membership**

(1) Membership conditions:

All students who have the following qualifications can apply for approval as members of the Association.

All students in school;

2. Highly aware and consciously abide by the rules and regulations of the Grand Arts Troupe;

3. Have a certain professional foundation, dedication, strong sense of responsibility, can bear hardships and stand hard work;

4. Hard work and good performance.

(2) Entry procedures:

Only when the applicant submits an application for membership, fills in the membership registration form and approves the interview, can he join the association. Membership can be re-registered once a year.

Rights

1. The right to participate in and receive training;

2. The right to rationalize opinions and suggestions;

3. The right to vote and to be elected;

4. The right to choose a variety of groups freely.

(4) Obligations

Members of the league have the obligation to abide by the rules and regulations of the league, attend the training, perform on time, implement the resolutions of the league, abide by the rules and regulations of the school, and safeguard the interests of the league.

2. Study hard, train hard, be late, leave early, absent from work, and take leave in advance in special circumstances.

Care for the public property of the association.

4. Actively improve their artistic accomplishment and maintain the reputation of the art troupe.

5. Publicize the community and recruit new members.

To withdraw from the association, an application must be submitted to the association.

V. Sources and management of funds

(1) Sources of funding:

1. Allocation 2, Social Fee 3, Funding and Donation 4, Activity Income and Others

(2) Use of funds: organizing various activities and rewarding members

(3) Social expenses shall be charged by the secretarial department and used after the examination and approval of the chairman. Each expenditure shall be certified by a bill and signed by the chairman, who shall verify and publicize it at the end of the semester.

**Chapter III Institutions**

I. Organizational structure

1. The supreme authority of this association is the general assembly of its members. It is held once a year and may be held in advance or postponed if necessary.

2. The Association implements the responsibility system of all functional departments under the leadership of the president. Permanent departments are:

1. Propaganda Department 2. Activity Department 3. Outreach Department 4. Planning Department 5. Talent Department

II. Assessment System

1. The performance of the president and Vice-President will be assessed by the school league committee, and the performance of the team directors-general will be assessed by the president.

2. The president has the right to recommend the appointment of cadres under his jurisdiction. The leaders of members'associations who violate discipline and do not abide by the rules of the associations should give timely criticism and education. Those who violate discipline and repeat their education or commit serious mistakes should be discussed by all the cadres of the art group meeting and form a delisting resolution before they can be submitted to the Committee for approval and implementation.

IV. Attendance System of Members

Members are required to have a strong concept of time and participate in various activities on time. For those who are absent or late without reason, they shall be notified and criticized. Those who are absent more than twice without reason will be disqualified as members or officers.

Fifth, financial management:

1. Budget system: carry out all kinds of budgets according to the principle of "less money, more work".

2. Examination and approval system: Budget submission to secretarial department, President approval signature can be expended.

3. Reimbursement system: the signature of the president, the dealer and the witness is necessary, and the account of the purpose and date can be used for reimbursement.

4. Detailed accounts of revenue and expenditure shall be published every semester.

6. Evaluation system:

(1) Objects and purposes:

In order to improve the enthusiasm of members of music clubs, reflect the fairness of work, and promote unity and cooperation and activities within music clubs. Assessment of all members and board members during the semester. Choose the best and award the best.

(2) Contents of merit evaluation:

1. Attendance:

(1) Full attendance: 100 points

(2) Absence: 5 points deducted each time (i.e. absence and absence)

(3) Lateness: 2 points deducted each time (whichever clock is at the meeting place)

(4) Leave: 1 point deduction per time (valid only if the leave is in writing and approved by the Secretary-General)

Note: (1) Attendance rules will apply to all officers'meetings and other departmental meetings; attendance of all officers' meetings is the responsibility of the secretarial department, and other departmental meetings are the responsibility of ministers or deputy ministers, under the joint supervision of all. (2) Full-time attendants have the priority of being elected. (3) If the cumulative attendance score is less than 85, the right to be judged will be cancelled. (4) The departments or individuals responsible for registration and attendance will cancel their right of merit evaluation if they conceal or make false reports.

2. Activities: 100 points

(1) Subordinate to the division of labor of associations and perform their duties for 20 minutes. Refusal and perfunctory deduction of 5 points each time

(2) Actively participate in organizational activities for 20 points. 5 points deduction for absence, slack or delay

(3) Complete the tasks assigned by the Association on time by 20 points.

(4) Provide suggestions and suggestions. Participate in organizing activities for 20 points.

(5) Leadership Evaluation

Its specific rules and evaluation criteria will be decided by the secretarial department.

3. Self-identification:

Every officer who participates in the evaluation must submit a "self-appraisal" at the end of the semester. The main contents include: every work done and the status of completion, the degree of physical and mental involvement and the harvest (including the daily work within the Department and the work of cooperation between the departments of the community), as a reference for the evaluation.

Note: Excellence Committee: The president, Secretary department, ministers, group leaders, etc. (i. E. members of the Standing Council). The merit evaluation committee will have the power to decide, modify and explain the merit evaluation system. The merit appraisal committee shall be supervised and administered by the whole board of directors.

**Chapter IV Amendment of Articles of Association**

As required, amendments to the statute may be adopted by two-thirds of the officers.

Wenzhou Ken Music Society

February 22, 2019