

**逐光心理社 章程**

**心理社团**是以学习心理知识， 实践、交流心理学知识，积极传播正能量，帮助自己和他人收获幸福的学生社团。

**第一章 总则**

**一、学会简介**

1、名称：**逐光心理社**

2、性质：全校性学生自主社团， 专业性社团

3宗旨：团结广大的心理学爱好者在实践中学习更多心理学知识， 从而更好地认识自我，挑战自我，并实现自我；与此同时，宣传和普及心理知识。

**二、机构与职能、职务与职权：**

1. **社长**
2. 负责确定社团各个阶段的工作和任务
3. 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
4. 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

**(二)副社长**

1、协助确认各部门的工作进度和任务

2、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）。

3、对心理社全体社员的考核；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。

**(三） 宣传部**

1. 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。

要求：细心、耐心、负责心，想法新颖且切合实际。

 2、 技术组

职责：心理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。

**(四) 财务部**

1. 记账组

职责：对社团财务的记录和管理（包含账目和资产）。保管每次活动购买物资的发票，核实账单，以及及时跟学校完成账单审核，报销。

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。及时审核发票，细心不马虎，做事果断迅速。

1. 采买组

职责：对社团物质进行采买和统计。负责活动所需物资的购买。保管每次活动购买物资的发票，核实账单，以及及时跟学校完成账单审核，报销。

要求：能够建立自己的财务管理条例，采买及时，不得做假账。诚实，有想法。及时统计审核物资数量与种类，做事认真，有时间管理概念。

**(五)活动部**

1. 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。

1. 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。

3、 外联组

职责：与校外心理机构联系，组织社员外出参观或参与校外心理机构举

办的活动，发展社团与外校的合作。

与校内各组织社团联系，组织联合举办活动或合作

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。

**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。

1. **协会主要活动**

 **1策划并开展相关的心理学实验**

 **2协助举行心理学讲座**

 **3开展各种针对性的活动**

 **4 普及心理学健康知识**

**（二）主要活动形式**：

1.开展心理学探究实践，从而从分的理解分析相关的心理学知识并将其应用

2.通过邀请专家教师开办讲座。

3.组织团体咨询等灵活多样的形式，促进广大学生健全人格的形成和自我发展，丰富校园文化生活；

4.通过面谈、网络等形式，帮助同学们解决日常遇到的心理疑难问题；

5.开展其它相关活动，并积极协助学校心理咨询中心及其它有关部门做好相关工作。

**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。

㈠ 遵纪守法，品德良好；热爱生活，奋发向上；

㈡ 对教育、心理科学感兴趣；愿意不断提高自己的心理素质；

㈢ 愿意为促进全校学生的心理素质健康发展做贡献。

㈣ 接受本学会章程，服从学会领导，愿意履行会员义务和职责。

**（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。

1. **权利**

**1有权利社团内部的选拔成为本社团的干事，即成为心理助理**

**2 监督工作，对本社团工作提出批评和建议**

**3优先获取听心理咨询中心举行的专家教师讲座**

**4优先参加本社团举办的活动**

**（四） 义务**

1. 宣传本社团的宗旨，自觉维护本社团的形象声誉和合法权益。

2. 遵守本社团章程、纪律，执行本社团的决议，服从社团安排。

3.完成本社交办的工作；

4. 自觉遵守社团的有关规定，积极准时参加社团会议、活动。

5. 对社团工作提出建议和倡议，为社团做贡献。

**6、**向本社反映情况，提供有关资料；按规定缴纳社费。

**（五）职责**

1.努力学习心理学知识，不断提高相关知识水平和自身心理素质；

2.加强社员之间的联系和互助；

3.积极参加和参与组织本举办的各类活动；

4.用所学心理知识服务学校和社会。

**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） 社费由财务部负责，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财务部

**二、 领导选拔制度**

1. 由全体社员大会选出心理助理

2. 社长和各部负责人在心理助理中产生，组成常务理事会，负责社团日常工作。

3. 上届社长对下届社长有优先提名权，但新社长候选人必须在民主、公平、公正的原则下进行通过以下5项考查：

（1）有无良好的表达能力和丰富的心理学知识。

（2）有无较强的组织、协调、管理能力。

（3）是否有良好的心理素质和气质。

（4）是否有充足的时间和精力投入到协会的发展中去。

（5）是否能够公私分明，尽职

**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：**

为了提高心理社社员的积极性，体现工作公平性，促进心理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、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。

**七、顾问：**

1.太阳树心理中心——张淑君

2.人文学院，心理系教授——李倩

**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。

**逐光心理社**

**2022年9月25日撰写**

**2022年9月25日修正**



Psychology Club Bylaws

The Psychology Club is a student club to learn psychological knowledge, practice and exchange psychological knowledge, actively spread positive energy, and help oneself and others to gain happiness.

**Chapter 1 General Provisions**

I. Introduction of the Society

1、Name: Light by Light Psychology Club

2、Nature: University-wide student independent society, professional society

3 Purpose: To unite the majority of psychology enthusiasts to learn more psychological knowledge in practice, so as to better understand themselves, challenge themselves, and achieve self-realization; at the same time, to promote and popularize psychological knowledge.

II. Institutions and functions, positions and powers.

(A) President

1、Responsible for determining the work and tasks of the association at all stages

2、Leading all departments and subordinate organizations in their daily work, presiding over regular meetings to supervise the work of all departments, and evaluating the work of all departments

3, review the preparation and organization of major activities of the association to strengthen the unity of internal staff, fully mobilize the enthusiasm of all parties, coordinate all relations and seek support from all parties

(II) Vice President

1、Assist in confirming the work progress and tasks of each department

2、Manage membership information, record personnel changes; notice and record of meetings; organize work plan (at the beginning of the month), work summary (at the end of the month).

3、Assessment of all members of the psychological club; record the extra and deducted points of members according to the reward and punishment mechanism; count the assessment points of members at the end of the semester; be responsible for the sign-in roll-call of each activity.

(III) Publicity Department

1、Editing Team

Responsibilities: preparation and layout of original articles for the WeChat platform, and the preparation and layout of publicity articles, press releases, newsletters and

The preparation, typesetting, translation and review of the reflection draft, the usual operation and space management of the qq

Space management, propaganda.

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

 2、 Technical Team

Responsibilities: Production and management of the peripheral products of the psychological club, photo and video recording and organization, production of posters and videos.

Production of posters and videos

 Requirements: Photography skills, video and poster production skills, imagination.

(iv) Finance Department

1. Bookkeeping Team

Responsibilities: Record and manage the club's finances (including accounts and assets). Maintain invoices for supplies purchased for each event, verify bills, and complete bill audits and reimbursements with the school in a timely manner.

Requirements: Able to establish their own financial management regulations, clear accounts, and no false accounting. Honest and thoughtful. Timely review of invoices, careful and not sloppy, decisive and fast.

2、Buying group

Responsibilities: To buy and count the materials for the association. Responsible for the purchase of materials needed for the activities. Maintain invoices for each activity, verify bills, and complete bill review and reimbursement with the school in a timely manner.

Requirements: Be able to establish your own financial management rules, buy in a timely manner, and not make false accounts. Be honest and thoughtful. Timely statistics and audit of the quantity and type of supplies, conscientiousness and time management concepts.

(V) Activity Department

1、Planning group

Duties: responsible for the planning of activities and give the specific program in written form, fully responsible for

Promote the positioning and theme ideas of the project.

Requirements: good communication, communication and expression skills; have a big picture view and comprehensive consideration; be creative.

Active thinking; have personal subjective will; work seriously and responsibly.

2、Organization group

Responsibilities: organization of personnel and site layout, collection and management of props, site order management, equipment rental and management.

order management, equipment rental and management, supervision and feedback of the progress of the preparation of activities, collection of all

Collect opinions and suggestions from all departments from their own perspective.

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

3. Outreach Team

Responsibilities: Contact with outside psychological institutions, organize visits or participation in activities organized by outside psychological institutions.

To develop cooperation between the club and other schools.

Contact with various organizations on campus to organize joint activities or cooperation.

Requirements: Good command of spoken English and strong communication skills. Be cheerful, sunny, witty and humorous, and have a sense of cordiality. Actively cooperate with the team leader, take the initiative to participate in external activities, and be hard-working. Have a good attitude, motivation, enthusiasm and willingness to work hard.

III. Activities

All activities must abide by the laws and regulations of the country and the rules and regulations of the school.

(A) The main activities of the association

 1 planning and carrying out relevant psychology experiments

 2 Assist in holding psychology lectures

 3 Carry out various targeted activities

 4 Popularization of psychological health knowledge

(II) The main forms of activities.

1. Conducting psychological inquiry practices so as to analyze relevant psychological knowledge and apply it from a divided understanding

2. Lectures by inviting expert teachers.

3. Organizing group counseling and other flexible forms to promote the formation of sound personality and self-development of the majority of students and to enrich the cultural life of the campus.

4. helping students to solve their daily psychological problems through face-to-face meetings, the Internet, etc.

5. to carry out other related activities and actively assist the school counseling center and other related departments to do their work.

**Chapter II Membership**

(A) Membership conditions.

All students enrolled in this school, who have the following conditions, can apply for approval as members of this association.

(i) Compliance with the law, good moral character; love of life and motivation.

(ii) Interested in education and psychological science; willing to continuously improve their psychological quality.

(iii) Willing to contribute to the promotion of the healthy development of the psychological quality of students in the whole school.

(iv) Accept the constitution of the Society, obey the leadership of the Society, and be willing to fulfill the obligations and responsibilities of membership.

(ii) Membership procedures.

The applicant shall submit an application for membership, fill in the membership registration form, and interview and approve consent before joining the Society, and re-register membership once a year.

(II) rights

1 have the right to the association's internal selection to become an officer of the association, that is, to become a psychological assistant

2 Supervise the work, criticize and suggest the work of the association

3 priority to listen to the lectures held by the psychological counseling center expert teachers

4 priority to participate in the activities held by the association

(iv) Duties

1. to promote the purpose of the association, consciously maintain the image reputation and legitimate rights and interests of the association

2. abide by the constitution and discipline of the association, implement the resolutions of the association, and obey the arrangements of the association.

3. to complete the work assigned by the society.

4. consciously abide by the relevant regulations of the society and actively participate in the society's meetings and activities on time.

5. make suggestions and initiatives for the work of the society and contribute to the society

6. to reflect the situation to the society and provide relevant information; to pay the society fees as required.

(V) Duties

1. Strive to learn about psychology and continuously improve the level of relevant knowledge and their own psychological quality.

2. strengthen the contact and mutual assistance among the members of the society.

3. actively participate and engage in the various activities organized by the organization.

4. To serve the school and society with the psychological knowledge learned.

V. Sources of funding and management

(i) Sources of funding.

 1、Appropriation 2、Society fee 3、Funding and donation 4、Activity income and other

(2) Use of funds: Holding various activities and rewards for members

(3) The finance department is responsible for the use of social funds after approval by the chairman, and each expense must be supported by a bill and signed by the person himself, and verified and publicized by the chairman at the end of the semester.

**Chapter 3 System**

I. Organizational structure

1. The highest authority of the association is the general meeting of all members. It shall be held once a year, and may be postponed or advanced if necessary.

2. The association shall have a system of functional departments under the leadership of the president. The permanent departments are

①Publicity Department ②Activity Department ③Finance Department

II. Leadership selection system

1. All members of the association shall elect a psychological assistant at the general meeting.

2. The president and the heads of each department will be elected from among the psychological assistants to form a standing council, which will be responsible for the daily work of the association.

3. The previous president has the priority to nominate the next president, but the candidate for the new president must pass the following five tests under the principle of democracy, fairness and impartiality.

(1) Have good expression ability and rich knowledge of psychology.

(2) Have strong organizational, coordination and management skills.

(3) Whether there is a good psychological quality and temperament.

(4) Whether there is sufficient time and energy to devote to the development of the association.

(5) Whether they can distinguish between public and private affairs and do their duties

IV. Attendance system for members of the society

Members are required to have a strong concept of time and attend various activities on time. Those who are absent or late without any reason will be notified and criticized, and those who are absent for more than two times without any reason will be disqualified as members or officers.

V. Financial Management: 1.

1. budget system: the principle of "spend less, do more" for various budgets.

2. Approval system: The budget is submitted to the secretary department, and the president approves and signs before expenditure.

3, reimbursement system: must have the president, the person in charge and witness signatures; also have the purpose, date description before reimbursement.

4. Detailed accounts of financial income and expenditure and published every semester.

VI. Appraisal system.

(i) Object and purpose.

In order to improve the enthusiasm of the psychological community members, reflect the fairness of the work, and promote the unity and cooperation within the psychological community and the development of activities. The semester evaluation of all members and directors. Selection and award of merit.

(B) evaluation of merit content.

1、Attendance.

(1) Full attendance: 100 points

(2) Absence: 5 points deducted each time (that is, not present and no leave)

(3) Late: 2 points per deduction (based on the clock of the meeting place)

(4) Leave: 1 point for each deduction (valid only if leave is requested 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 will be the responsibility of the Secretary Department, and other departmental meetings will be the responsibility of the ministers or vice ministers of each department, with joint supervision. (2) Full attendance will be given priority to enjoy the right to be elected (3) Those whose cumulative attendance score is less than 85 will have their right to be evaluated for merit cancelled. (4) The department or individual responsible for registering attendance will have their right to be evaluated for merit cancelled if they conceal or misrepresent.

2、Activities: 100 points

(1) Obey the association's division of labor and perform their duties 20 points. 5 points will be deducted for each refusal and perfunctory

(2) Actively participate in the organization's activities for 20 points. Absence, slackness or delay in completing each deduction of 5 points

(3) Complete the tasks arranged by the association on time 20 points

(4) Contribute ideas, suggestions and proposals, and participate in the organization of activities 20 points.

(5) Leadership evaluation

The specific rules and evaluation criteria will be decided by the secretary department.

3、Self-appraisal.

Each officer participating in the evaluation of merit must submit a "self-appraisal" at the end of the semester, which mainly includes: each work done this semester and the completion status, physical and mental commitment and gains (including the daily work of the department and the inter-departmental cooperation work of the association), as a reference for evaluation.

Note: The merit committee consists of the president, department chairs, and group leaders (i.e., members of the executive board). The merit committee will have the right to decide, modify and interpret the merit system. The merit committee is supervised and managed by the full council.

Ⅶ. Advisor

1. The Psychological Center of the Sun Tree--- Zhang Shujun
2. CLA, Professor of psychology---Li Qian

**Chapter 4 Constitution Amendment**

As needed, amendments to the constitution may be adopted by 2 /3 of the officers.

Light-by-Light Psychology Club

Written on September 25, 2022

Amended September 25, 2022