**云汉手工社章程**

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**第一章 总则**

**第一条**：为规范温州肯恩大学手工社的各项工作活动，帮助手工爱好者找到同好，保障促进我社朝着积极、健康的方向发展，更好地实现我社为广大社员真诚服务的目的特制定此章程。

**第二条**：社团宗旨：学习各类手工制作，提高动手创作能力

**第二章 社团干部职权**

**（一）社长：**社团总负责人，负责本协会全局性决策、工作计划、安排，人员的调配和管理，还负责统一各部意见和工作步骤。

**（二）副社长：**重点负责协助社长搞好日常工作

**（三）财务部**：处理本社团经费的统计和报销。在每次活动前做好前期调查，完成财务预算，并上交社长。每学期末在社内公布经费流向。

**（四）策划部**：主要负责筹划活动，在开展活动之前，形成活动策划书。

**（五）技术部**：形成社团的技术支持人才系统，拥有一定手工操作技术和知识。主要负责教授社员手工。

**（六）宣传部：**主要负责社团的招新，以及活动期间的对外宣传。

**第三章 社员的权利及义务**

**第一条**：社团成员自愿选择参与各项活动，发布活动，社员报名即可参加。在报名后如有特殊情况，需请假。

**第二条**：社员参加活动时，应听从教学人员的指导，禁止做出打乱活动秩序的行为。社员需注意自身安全，禁止做出危险行为。

**第三条**：社员在加入社团后，需缴纳一定的社费，用于后期的材料费用。

**第四条**：社员有提出改进社团章程的权利，半数社员投赞成票后即可通过。

**第五条**：社员有邀请非本社成员参加社团活动的权利，但受邀请人需缴纳活动材料费。

**第四章 社团内部日常活动**

**第一条**：社团将每月两次开展社团活动

**第二条**：社团内将长期开展优秀作品评选活动，将以投票形式选出每次每团活动中的最优作品并在下次活动中颁发奖品。

**第五章 干部换届及交接过程**

**第一条：**干部（包括社长、副社长、各部门部长）由社员推荐和投票产生，为确保干部工作积极性，投票时自我推荐的候选人额外附加一票。

**第二条：**干部换届投票将在春秋季学期最后一个月举行，每位社员最多在同一职位连任一次。

**第三条**：原干部应及时将自己分内的工作项目、资料告知新任干部，并在新任干部上任的第一个星期积极提供帮助。

**第四条**：新任干部在夏秋季学期上任。

**第五条**：若出现无人愿意参与换届的情况，新干部将由原干部直接任命。

Chapter I General Provisions

Chapter II Functions and powers of cadres of mass organizations

Chapter III Rights and Obligations of Members

Chapter IV Daily activities

Chapter V the process of cadre transition and handover

**Chapter I General Provisions**

1. In order to standardize the work activities of the Yunhan Manual Club of WENZHOU KEAN University, HELP THE handicraft lovers find their friends, ensure and promote the development of our club in a positive and healthy direction, and better realize the purpose of sincere service for the members of our club.
2. The purpose of the association: to learn all kinds of handwork and improve the ability of hands-on creation.

**Chapter II Functions and powers of cadres of mass organizations**

1. President: the general person in charge of the association, who is responsible for the overall decision-making, work plan, arrangement, personnel deployment and management of the association, and is also responsible for unifying the opinions and working steps of various departments.

2. Vice President: mainly responsible for assisting the president in daily work

3. Finance Department: handle the statistics and reimbursement of the association's funds. Conduct preliminary investigation before each activity, complete the financial budget, and submit to the president. At the end of each semester, the fund flow will be announced within the club.

4. Planning Department: mainly responsible for planning activities and forming activity planning book before carrying out activities.

5. Technology Department: to form a technical support talent system for the community, with certain manual operation skills and knowledge. I am mainly responsible for teaching handicraft to club members.

6. Publicity Department: mainly responsible for the recruitment of new members and the external publicity during the activities.

**Chapter III Rights and Obligations of Members**

1. Club members voluntarily choose to participate in various activities, publish activities, members can register to participate. In case of special circumstances after registration, you need to ask for leave.

2. When participating in activities, members should follow the instruction of teaching staff and prohibit any behavior that disturbs the order of activities. Members should pay attention to their own safety and refrain from dangerous behavior.

3. After joining the club, members shall pay a certain amount of club fee, which shall be used for the material expenses in the later period.

4. Members have the right to propose an improvement of the articles of association, which can be adopted after half of the members vote for it.

5. Members have the right to invite non-members to participate in club activities, but the invitees shall pay the activity materials fee.

**Chapter IV Daily activities**

1. The club will hold club activities twice a month
2. The CLUB will carry out the selection of excellent works for a long time. The best works in each group will be selected by voting and awarded in the next activity.

**Chapter V the process of cadre transition and handover**

1. The cadres (including the president, vice president and heads of departments) shall be recommended and voted by the members. In order to ensure the enthusiasm of the cadres, the candidates recommended by themselves shall have an additional vote.

2. The voting will be held in the last month of the Spring and Fall semester. Each member shall be re-elected to the same position at most once.

3. The former cadres should inform the new cadres of their work items and data in time, and actively provide help in the first week when the new cadres take office.

4. New cadres will be appointed in the summer and fall semester.

5. If there is no one willing to participate in the transition, the new cadres will be directly appointed by the former cadres.