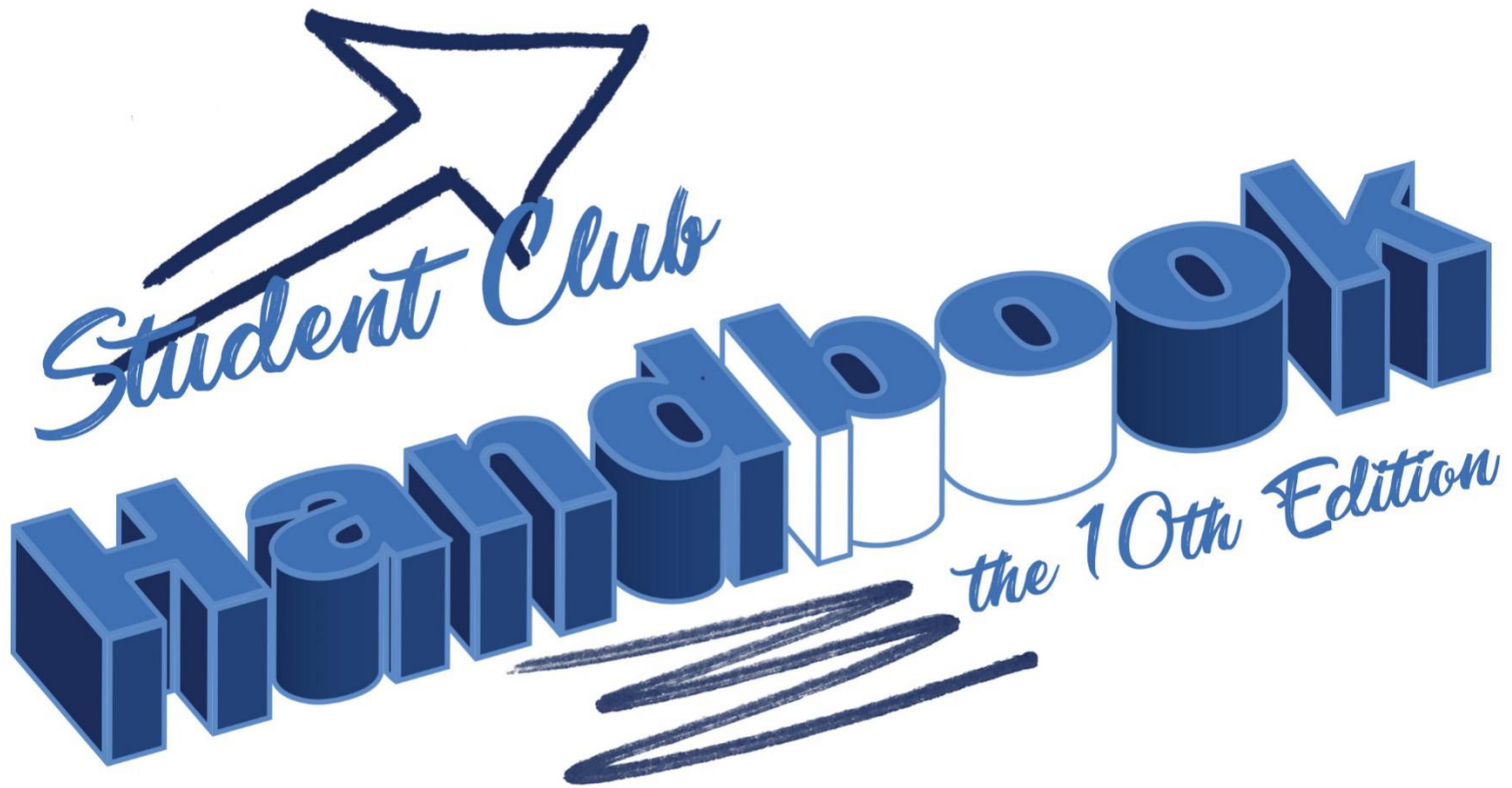




Xi'an Jiaotong-Liverpool University

西交利物浦大學



**Student Club Support Centre  
Division of Student Affairs Office**

**August, 2019**

Jiangsu Province, PRC

Address: 111 Ren' ai Road, Dushu Lake Higher Education Town, Suzhou Industrial Park, Suzhou 215123,



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## Introduction

Student clubs and activities are an integral part of university life. They provide opportunities and platforms for students to get involved in communities and enrich their holistic university experience, which plays a significant role in helping with the development of their knowledge system, capability system and value & philosophy system.

Currently there are more than 158 student clubs on campus which fall into 6 categories, i.e. the functional student clubs, academic clubs, arts clubs, sports clubs, social service clubs, and recreational clubs. Clubs of each category compose its own Club Council which discusses and decides issues of various levels regarding to their development such as their objectives, financial resources, etc.

Student Club Support Centre (SCS hereafter) is devoted to providing resources and guidance to support the development of student clubs in our university. During years of practice and exploration, it has been gradually defining its role as the service provider, resource supporter, platform builder, guidance offer and leadership training centre.

This handbook, drafted by SCS, aims to provide the general guidelines for student clubs as to how to set up a new club, how to manage a club, where and how to get the facility and finance supports, and some other issues related to the running of student clubs and activities.

Contacts of Student Club Support Centre: [SCS@xjtlu.edu.cn](mailto:SCS@xjtlu.edu.cn)



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The final interpretation rests with the Student Club Support Centre

## Chapter 1 General Provisions

### 第一章 总则

#### Article 1 Definition of Student Clubs at XJTLU 学生社团界定

Student clubs at XJTLU refer to those self-managed and self-developed organizations that are initiated and officially set up by XJTLU registered students based on their common interests and objectives. 西交利物浦大学学生社团是具有西交利物浦大学本校正式学籍的在校学生在共同的意愿、兴趣、爱好、志向的基础上发展起来的自我管理、自我发展、自我完善的有固定章程的学生团体组织。

#### Article 2 Establishment of Student Clubs 学生社团的成立

The establishment of student clubs should be first checked and approved by Student Club Support Centre, and voted on the council meeting, registered at the XJTLU. 学生社团的成立需经学生社团支持中心审批核准，并在 council meeting 上投票通过，在西交利物浦大学注册登记。

#### Article 3 Running of Student Clubs 学生社团运行

Student clubs must have fixed constitutions which clarify the development purposes of the associations, define the rights, responsibilities and obligations of members, clarify the mechanism of the generation and withdrawal of leadership, and ensure the orderly operation of the clubs and the orderly conduct of their activities. 学生社团必须有固定的章程，明确社团的发展目的，界定各成员的权利、责任和义务，明确领导层的产生和退出机制等；要有严密的社团机构、健全的管理机制和明确的规章制度，确保社团的有序运转和活动的有序进行。

#### Article 4 Regular Filing & Annual Activation 学生社团的备案和年度注册



Information concerning big changes in all student clubs, including adjustment of regulations, change of membership and leadership must be submitted to club council directors, who would then file them in the SCS. All student clubs are supposed to register annually in the SCS in September when a new semester begins. You can find the Club Annual Activation Form (Appendix 1), Change of Officer Form (Appendix 2), Officer Acceptance of Responsibility Form (Appendix 3), Student Club/Organization Work Plan(Appendix 4) and Student Club Roster(Appendix 5) to finish the annual register process. 所有学生社团的重大变更，包括章程的修改、成员组成变化，管理层的更迭等都将相应信息及时提交给各自指导老师，由指导老师到学生事务办公室报备。所有学生社团每学年开始（每年九月份）都要在学生社团支持中心填写《学生社团年度注册表》（附件 1）、《管理层成员变更表》（附件 2）、《社长责任书》（附件 3）、《社团工作计划表》（附件 4）、《社团人员名单》（附件 5）进行年度注册。

#### **Article 5 Basic Norms for Student Clubs & Activities 学生社团基本活动准则**

All student clubs must abide by the Constitution, laws, and other relevant policies, as well as regulations and rules of XJTLU. Any activity that may threaten the country's unity and security and national stability or carries religious intention is forbidden. Student activities are to be carried out under the principle of separating from religion, constructing a stable and harmonious campus, improving students' comprehensive quality, enriching students' extracurricular cultural life as well as guiding students to develop healthily and successfully. All student activities can only be implemented after being approved by adviser and reported to SCS. 学生社团必须遵守宪法、法律、法规和相关政策，以及学校规章制度和有关规定，不得危害国家统一安全和民族的安定团结，保持与宗教相分离原则，并有助于学校的正常的教学科研秩序与安定和谐的校园氛围，提高学生综合素质，繁荣校园文化生活，引导学生健康成长，积极成才。所有学生活动都要



通过指导教师同意并在学生事务办公室或业务主管办公室备案后方可进行。

## **Article 6 Qualifications for Student Organization Leaders 学生社团干部的资质**

**Section 1** Qualified student leaders should be those who are responsible, passionate and willing to serve students, and have the spirit of team cooperation and the ability to coordinate efficiently; besides, they are supposed to discipline themselves, setting up a good example for other members. It is forbidden that any student leader should take advantage of his/her leadership for personal benefits. 学生干部要品学兼优，有责任心，热心学生社团工作，愿意为同学服务，具有较好的团队合作精神和沟通协调能力；在工作中能够以身作则，严于律己，在团队中起到模范带头作用。严禁任何学生干部利用职务之便谋取个人利益。

**Section 2** Student leaders and club management members are not allowed to participate in any form of non-entrepreneurial team business organizations or carry out any form of business activities (such as selling broadband, selling off-campus courses, developing underling, leaking student information etc.) 学生干部与社团管理层成员不得以任何形式参加任何非创业团队商业组织或进行任何形式的商业活动（如拉宽带，推销手机卡，推销校外课程，推荐语言、留学中介，泄露学生信息等）。

**Section 3** If any student leaders or members of the management of the club are found to participate in any non-entrepreneurial business organization or engage in any form of business activities, the student will be given a warning based on severity or removed from the club / organization the qualification of excellent is cancelled. Once a President or management member is removed, the club must choose a new President within a week. 如有发现学生干部或社团管理层成员以任何形式参加任何非创业团队商业组织或进行任何形式的商业活动的，将对该生作出如下处罚：若非主要责任人，且违规情节较轻的，第一次发现时，对该学生提出警告，

同时将取消评优资格；第二次发现时，将其从社团/组织处除名。若为主要责任人，或违规情节较重的，则将其从社团/组织处除名。社长或管理层成员被除名的，该社团需要在一周内选出新任社长或管理层填补空缺。

#### **Article 7 Management of Student Clubs 学生社团的管理**

All student clubs registered in XJTLU are to be managed by students themselves, and they should also accept the guidance from the SCS and other offices/departments and they are affiliated. 西交利物浦大学所有学生社团遵循学生自我管理，学校支持与引导的原则，由西交利物浦大学校团委（学生事务办公室学生社团支持中心）领导，同时接受西交利物浦大学各挂靠的相关部门或院系（学生事务办公室，招生与就业办公室，校园管理办公室，品牌与发展办公室等）的直接管理和具体业务指导。（学生社团接受学校党委领导下的校团委、以及其他业务部门的指导）

#### **Article 8 Supervision of Student Clubs 学生社团的监督**

All student clubs registered in XJTLU are to be supervised by Club Program Office. The Club Program Office has the function of supervising and serving student clubs, supervising promotion materials of all student clubs, organizing propaganda materials, classroom usage, etc. 西交利物浦大学的所有学生社团、组织均受社团联合会监督。社团联合会负有监督管理与服务学生社团及组织的职能，负责监督审核所有学生社团、组织的宣传品（海报、易拉宝、宣传单等）、教室场地租借及使用、商业行为监管等工作。

#### **Article 9 Student Club Councils 学生社团理事会**

Under the guidance of the SCS, Student Club Council is the realization form of self-management and development. Student Club Council mainly



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consists of leaders of student organizations, who are in charge of making decisions about organizations' developing direction, goal and rules etc. Club Program Office is the support team that assists in the daily operations of Student Club Councils as well as the implementation of the decisions made by them. 学生社团理事会是学生社团实现自我管理、自我发展的实现形式，接受校团委的直接指导，对学生社团委员会负责。社团理事会由各社团主要负责人组成，共同商讨和决议各类社团发展的方向、目标、规则等。社团联合会协助和支持社团理事会的日常工作和运行，执行理事会通过的相关决议等。

## Chapter 2 Setting up a New Student Club at XJTLU

### 第二章 成立新社团

#### Article 1 Recognition Criteria 认可条件

A student group that intends to become a registered club at XJTLU must meet all of the following criteria. 欲成立社团需满足以下条件：

- The group must have a minimum of 10 student initiators. 至少有十名学生发起人
- The 10 student initiators must be all XJTLU registered students. 十名学生发起人必须为西交利物浦大学注册在籍学生
- XJTLU students must fill the leadership roles within the club. 社团领导者由西交利物浦大学学生担任
- Only XJTLU students may travel and compete on behalf of the university. 有且仅有西交利物浦大学学生有权在校外活动中代表学校
- All organizational decisions must be made by students elected leaders. 所有社团内部决定需由学生社团主席决定
- The group must find an adviser from staff members or faculties. 社团或社团必须由一位本校教职员工担任指导老师
- Membership in the group must be open to all XJTLU students, staff, and faculties. 社团需对全校师生及教职工开放
- A student club/organization that intends to be a registered club/organization shall have only one opportunity to apply in one council in each semester. 欲成立的学生社团每学期只有一次在指定学生社团理事会申请答辩成立机会
- The nature, objectives and activities of the club to be established must comply with relevant national regulations and school regulations 欲成立的社团性质、目标、活动必须符合相关国家规定及学校相关规定

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## Article 2 Petitioning Procedures for Potential Student Clubs 申请成立学生社团流程

**Step 1** Before the formal start of the establishment process, student group that meet the Recognition Criteria of student club should consult the Student Club Service Centre (G57E, Central Building) and confirm that there is no club of the same type and that the nature, objectives and activities of the club is in conflict with relevant national regulations and school regulations. 满足学生社团申请成立规则的学生团体在成立流程正式开始前，应前往学生社团服务中心(G57E, Central Building)进行咨询，确认并无同类型社团且社团性质、目标、活动等与相关国家规定及学校规定无冲突后，方可开始成立流程；

**Step 2** According to the nature of the club and the purpose of the activity to choose the council to which the club will be established, it is not possible to decide the club of the club, after consulting the Student Club Service Centre, to determine the council of the club; 根据社团性质及活动目标选择将要成立社团所属的类别，不可自行决定社团分类，需咨询学生社团服务中心后，确定社团所属理事会；

**Step 3** The leader of the pre-establishment club complete the relevant club establishing form (Appendix 5-10), and submit it to the Student Club Service Centre for audit; 欲成立社团的负责人填写相关的社团成立表格（附录 5-10）并交至学生社团服务中心审核；

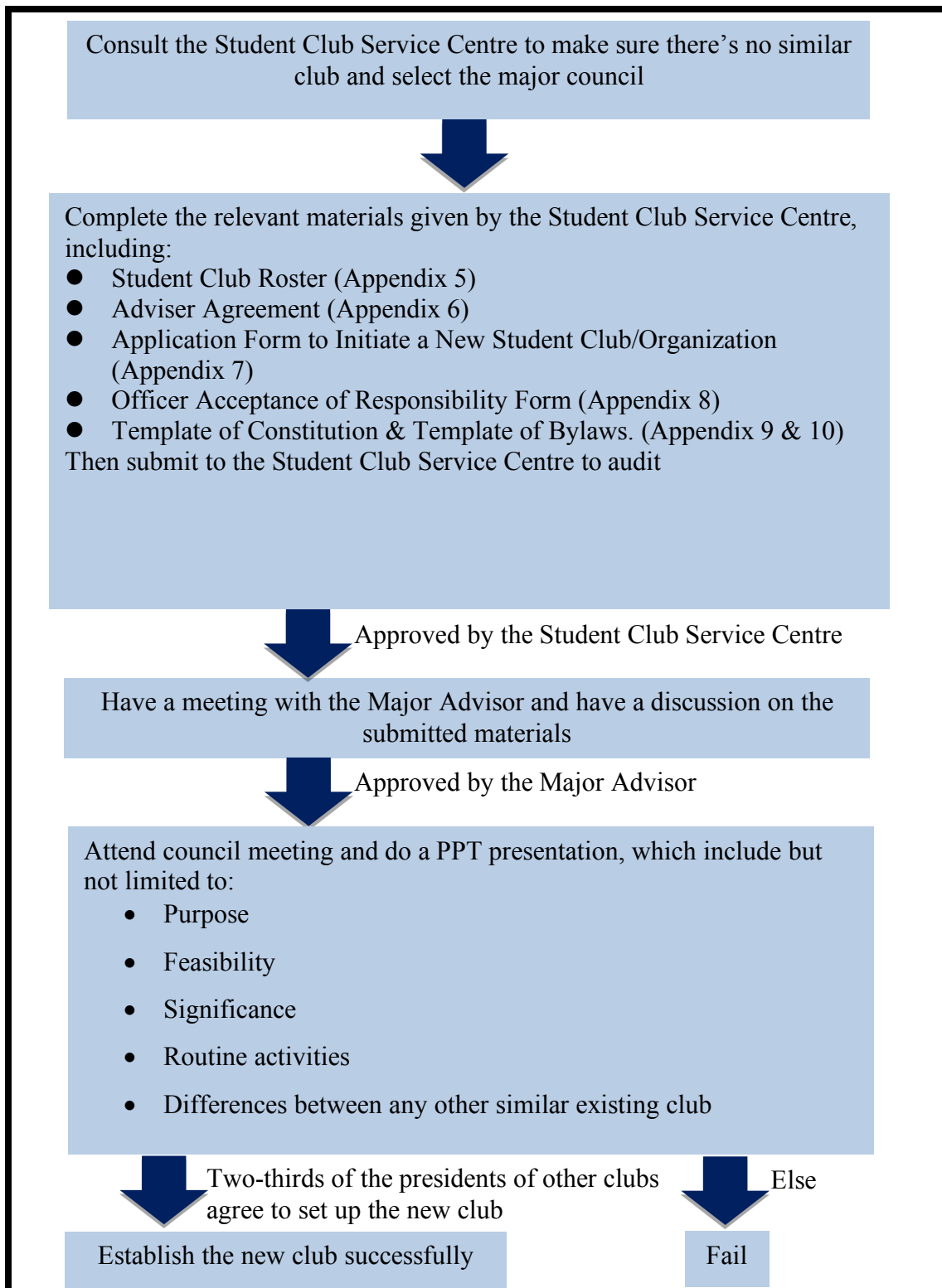
**Step 4** After the Student Club Service Centre has approved the forms, the SCSC will arrange a meeting between the students who wish to establish a club and their auditor of the corresponding club council, after obtaining the permission of the council advisor, the student must submit the relevant form of club formation to the advisor. 在学

生社团服务中心通过该表格后，学生社团服务中心将会安排欲成立社团的相关负责人与对应大类的指导老师进行沟通，在得到大类指导老师的许可后，该学生需向指导老师提交相关的社团成立表格；

**Step 5** After the relevant club establishing form is approved, the student will be notified to attend council meeting. After the reply was approved, the new club is established. 在社团成立表格审核通过后，大类指导老师将通知该学生参加 council meeting 答辩。如答辩通过，新社团即可成立；反之则不可成立。如需二次申请答辩，需在下一学期重新进行申请。



**Article 3 Operation Procedure 操作流程**



## Chapter 3 Policy on Activities by Student Clubs

### 第三章 社团活动规定

**Article 1** All student activities should comply with the rules and regulations of the University. Student activities should not interfere with the regular learning and teaching of the University as well as with everyday campus life. 学生社团应在法律、法规规定的范围内活动，服从学校的领导和管理。各学生社团举办的各项活动不得影响学校正常的教学秩序和生活秩序。

**Article 2** The activity application procedure is shown as following. Before the student activities, activities, clubs should apply for application and fill in Event Request Form (Appendix 11). After approved by SCS and SCSC, resources such as facilities, funds and promotion incentives could be supported. 学生社团开展活动前，应向指导老师及学生社团服务中心提出申请，填写《学生活动申请表》（附件 11）取得同意后，将从经费、场地等方面予以支持。

#### **Details & Documents to be submitted 需提交文件及步骤**

##### **Section 1 For routine activities 日常活动:**

**Step 1** XJTLU Activity Plan of Student Club/Organization (Appendix 11) 活动策划案（附录 11）

**Step 2** Event Request Form (Appendix 12) 活动申请表（附录 12）

**Step 3** XJTLU Activity Budget Request Form of Student Activity (Appendix 13) 预算表（附件 13）

**Step 4** XJTLU Student Activity Newsletter (Appendix 14) 活动总结（附件 14）





**Step 5** *XJTLU Actual Cost Form for Student Activity (Appendix 15)* 決算表 (附件 15)

**Section 2 For off-campus activities 校外活动:**

**Step 1** *XJTLU Activity Plan of Student Club/Organization (Appendix 11)* 活动策划案 (附录 11)

**Step 2** *Event Request Form (Appendix 12)* 活动申请表 (附录 12)

**Step 3** *Registration Form for Off-campus Activities of Student Organizations (Appendix 16)* 校外活动社团登记表 (附录 16)

**Step 4** *XJTLU Activity Budget Request Form of Student Activity (Appendix 13)* 预算表 (附件 13)

**Step 5** *Notice to Participants in Off-campus Activities of Risk and Waiver of Responsibilities (Appendix 17)* 校外活动风险责任书 (附录 17)

**Step 6** *XJTLU Student Activity Newsletter (Appendix 14)* 活动总结 (附件 14)

**Step 7** *XJTLU Actual Cost Form for Student Activity (Appendix 15)* 決算表 (附件 15)

**Section 3 For activities inviting off-campus guests 邀请校外嘉宾的活动:**

*Registration Form for Activities Inviting Off-campus Honored Guests (Appendix 18)* 校外嘉宾邀请登记表 (附录 18)

**Article 3** When issuing certificates, releasing notices, and putting up advertisements, student clubs shall provide reliable content as well as the full name of the student club. Student clubs should not usurp the name of service departments, supervising departments or other clubs to hold an activity. Student club should not use the school logo to for promotional activities. 学生社团出具证明、发布公告、进行宣传时，必须遵循相关法律法规，做到内容充实可靠，并署社团全称，不得盗用校团委、业务主管部门、社团指导单位或其他社团的名义开展活动，未经允许学生社团不得使用学校 Logo 进行宣传活动。

**Article 4** All student clubs shall accept the guidance of the University. Student clubs shall not damage the University's image or public property during activities. 学生社团活动应服从其业务主管部门的安排，不得损坏学校形象和公物。

**Article 5** Activities held by student clubs shall be scheduled after class. Student activities shall not affect the normal learning and teaching routine as well as the normal campus life. 各学生社团举办的活动应尽量在课余时间进行，不得影响正常的教学秩序和生活秩序。

**Article 6** If a student club wants to hold an activity with student club from other universities, the student organization shall fill and send the *XJTLU Activity Plan of Student Club/Organization (Appendix 11), Event Request Form (Appendix 12) and Registration Form for Interuniversity Activities of Student Organizations (Appendix 19)* to Student Affairs Office or affiliated departments before the planning. The activity can be held only after the application is approved. 若学生社团与其它学校学生社团联合举办活动，在策划前必须向学生事务办公室或其业务主管部门提交 《活动策划案》（附件 11）《活动申请表》（附件 12）及《校际学生活动注册表》（附件 19），经同意后方可实施。



**Article 7** If a student organization wants to invite a guest outside the University to an activity, an application including the background information about the guest shall be sent to Student Affairs Office or service departments three weeks beforehand. Only after the application is approved, can the student organization invite the guest into campus. Please refer to the Appendix7 for Event Request Form and Appendix 18 for the Registration Form for Activities Inviting Off-campus Honored Guests. 学生社团邀请校外人士参加活动时应提前三周向学生事务办公室或其业务主管部门提出申请，提交其背景资料，经审核批准后方可进入。表格详见附件 18 《学生活动校外嘉宾信息备案表》。

**Article 8** If an activity is held out of the University, in principle an accompanying teacher is required during the activity, and need to complete the following process: 学生社团在校外开展学生活动时，原则上需有校内教师带队，并需完成以下流程：

**Step 1** The Activity Plan (Appendix 11), Event Request Form (Appendix 12), and Budget Request Form for Student Activities (Appendix 13) Registration Form for Off-campus Activities of Student Organizations (Appendix 16), Notice to Participants in Off-campus Activities of Risk and Waiver of Responsibilities (Appendix 17) shall be sent to the Student Affairs Office or to the service department for approval. 在活动开始前将《活动策划案》（附件 11）、《预算表》（附件 13）、《校外活动社团登记表》（附件 16）、《校外活动风险责任书》（附件 17）交由学生事务办公室或其业务主管部门审批；

**Step 2** After the approval of relevant form, the information of the activity should be registered in the Student Affairs Office and the Club



Program Office. 在相关文件审批通过后，需将该活动的相关信息在学生事务办公室及社团联合会进行活动相关信息登记。

**Step 3** Before the activity begins, participants of the activity should sign the *Notice to Participants in Off-campus Activities of Risk and Waiver of Responsibilities (Appendix 17)* and keep one copy of the *Waiver of Responsibilities* in duplicate to the Student Affairs Office and one copy to the individual. And the student club(s) is required to conduct training on issues related to the safety of off-campus activities. 在活动开始前，该活动的参与人员需签署《校外活动风险责任书》（附件 17），并将该《安全责任书》一式两份，一份保留至学生事务办公室，一份个人保留。且该学生社团需开展关于校外活动的安全等相关问题的培训。

Student clubs are not allowed to conduct any off-campus activities without completing this procedure correctly or without the approval of the application for off-campus activities. If a student club does not properly complete this procedure or carries out any off-campus activities without the approval of the application for off-campus activities, the student association will be penalized as follows: For the first time, the club will be warned, for the second time, the right of the club to book a classroom will be cancelled for one semester, for the third time, the right of the club to book a classroom will be cancelled for one academic year and the financial support of the club will be cancelled as well, and for more than three times, the club will be cancelled. 学生社团不得在未正确完成活动申请流程，或在校外活动申请未获得审批通过的情况下开展任何校外活动。如学生社团在未正确完成此程序，或在校外活动申请未获得审批通过的情况下开展任何校外活动的，将对该学生社团处以如下处罚：第一次对该社团提出警告，第二次取消该社团定教室权利一个学期，第三次取消该社团定教室权利一学年

并取消该社团财务支持，三次以上将取缔该社团。未经批准而擅自开展的社团活动，如造成事故或者损失的，将追究主要领导人和直接相关人员责任等。

**Article 9** If a student participates in a student activity outside the University, the student shall inform his/her club adviser and send feedback to the organizer of the activity. The activity organizer shall send feedback on the participants to the Student Affairs Office or to the service departments. If the adviser does not agree a student to participate in the activity or the student does not inform the adviser, the activity organizer shall refuse the student's participation; otherwise, the activity organizer shall bear the consequences. 欲组织校外活动的社团需将所有参加该校外活动的学生的姓名等信息备案至指导老师处，该社团应拒绝未经备案的学生参加该活动，否则由未经备案的学生引发的一切后果需由社团自行承担。

**Article 10** Club Program Office (CPO) has the right to supervise the activities held by student clubs. If the inspector confirms that a student club holds an activity without permission, the inspector has the right to request the student club to stop the activity. The inspector shall report the situation to CPO and the Student Affairs Office. If the student club does not follow the directions and the requirements of the inspector, CPO can ask for instructions from the Student Affairs Office, and the Student Affairs Office shall deal with it. 社团联合会 在学生社团举办各类活动时，享有监督审核权。社团联合会应根据《XJTLU Student Club Handbook (西交利物浦大学学生社团手册)》对全校学生社团的活动进行监督。在社团或社团活动违规时，社团联合会 有权要求该学生社团立刻停止活动，同时，社团联合会 还需将相关情况及时汇报给学生事务办公室，由学生事务办公室根据具体情况进行处理。若该社团不服从社团联合会的管理，或出现辱骂，殴打，威胁社团联合会 监督人员等行为时，学生事务办公室将视情节严重对该社团做出

处理。

## Chapter 4 Evaluation of Student Organizations

### 第四章 学生社团评估

**Article 1** To facilitate the development of student clubs, establish brand clubs, improve the motivation of student clubs, improve the capabilities of students and promote culture on-campus, the University will evaluate and recognize a “Club of the Year”, “Most Progressed Club”, “Best Contribution Club” etc. 为进一步促进我校学生社团发展，推进学生社团自身建设，打造我校品牌社团，充分调动学生社团积极性，提高学生自身能力，促进校园文化的凝聚融合，每年五月进行西交利物浦大学年度社团评比。奖项设置为“年度最佳社团”，“最佳进步社团奖”，“最佳贡献社团奖”等。

**Article 2** With the principles of “fairness, justice, and openness”, the evaluation is held based on the routine management and activity achievements of clubs. The specifications of evaluation are described in the handbook of each club council program. 评选将本着“公平、公正、公开”的原则，以各社团日常管理及活动开展的情况为主要依据，进行综合考评。评比细则以各社团理事会的规定为准。

**Article 3** Student clubs winning the awards of “Club of the Year” and other awards will have priorities in activity resource and budget support (add ¥1000). 获得西交利物浦大学“年度最佳社团奖”的社团将在次年给予活动资源、发展经费（增加 1000 元）等方面重点支持。



#### Article 4 Club/Organization Internal Election 社团/学生组织内部选举

**Section 1** In order to ensure fairness, fairness and openness generated by the management of the club/organization, the club/organization shall report to the members and advisor of the whole club/organization when electing the next management, and shall have the relevant election process. 为保证社团管理层产生的公平、公正、公开，各社团在选举下一任管理层时，需要向全社成员及指导老师进行汇报公示，并应有相关竞选流程。

**Section 2** The club/organization shall submit a detailed *Election Regulation (Appendix 27)* to the Student Affairs Office one month before the general election each year to ensure that the appointment of the new management of the club/organization is in accordance with the requirements. 社团应在每一年换届选举的前一个月向学生事务办公室提交一份详细的 竞选章程 (附件27)，以保证该社团新一届的管理层的任命是符合规定的。





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## Chapter 5 Material Collection of Student Clubs

### 第五章 材料收集

**Article 1** These Regulations are hereby formulated with the goal of collecting, sorting and reserving files and records of student clubs and activities. This is to provide accurate and reliable basis for decision making in the development of student clubs as well as analysing, summarizing, and improving student clubs' work. 为便于分析、总结学生社团工作,对学校学生社团与活动工作做出决策提供准确、可靠的依据,保障相关资料的收集、整理、保管的有序化,提高学生社团与活动的工作质量,促进工作和活动的有效开展,特制定本条例。

**Article 2** These Regulations apply to all officially registered student organizations at XJTLU. 本条例适用于西交利物浦大学正式注册的学生组织和社团。

**Article 3** Every student club shall record and submit the name list of all members to SCS within one month after the recruitment is completed at the beginning of each academic year (*Appendix 5*). 学生社团必须详细记录其成员名单及管理层成员名单 (*附件 5*)。在每学年初新成员招募结束后一个月内,将名单上交至西交利物浦大学学生事务办公室。

**Article 4** Whenever there are changes within the management team, the changes must be reported to the advisor within one week. 学生社团管理层名单信息有任何变动,必须在一周内将更新信息上报指导老师。

**Article 5** The leader of each student club shall submit an overall work and budget plan of the semester to SCS within the first two weeks of each semester. In the last month of each semester, the leader shall submit the work report of the semester as well as the financial report of the semester. (*Appendix 21*)



学生社团负责人应在每学期开学前两周上交本学期工作计划，包含活动及预算等细则；在每学期最后一个月上交学期工作总结和学期财务收支情况统计表。（附件 21）

**Article 6** When the leader of a student club/organization changes, the previous leader should make a work report and financial statement of semester (Appendix 21). 各学生社团在换届时，由上届负责人做出工作总结及财务收支情况表。（附件 2）

**Article 7** Before holding an activity, each student club shall submit the Event Request Form (Appendix 12) and Activity Plan (Appendix 11) to SCS beforehand. After the activity ends, the student club shall submit newsletter (Appendix 14). If it is a competition, it's required to submit the awarded name list. It is also encouraged to submit photos and videos if available. 学生社团举办活动前，应提交详细的活动申请表（附件 12）及活动策划案（附件 23）。活动结束后，提交活动总结（附件 14）。如果举办的活动为竞技类，则需上交获奖人员名单。同时，鼓励将活动照片、视频一并提交给指导老师。

**Article 8 Categories of materials to be collected and submitted 资料档案的类别**

**Section 1** Constitutions and Regulations of Each Student Club 各学生社团的章程与规范条例；

**Section 2** Work plans: work plan made at the beginning of each semester 工作计划：学生社团每学期初提交的的工作及预算计划；

**Section 3** Activity proposals and reports: request from, proposals, reports, posters, news, photos, videos 活动策划与总结类：申请表、策划书、活动总结、宣传海报、新闻稿、照片、视频；



**Section 4** Contact information: name list of management team, name list of all members 通讯资料表：管理层名单、全员名单；

**Section 5** Financial reports: financial report made at the end of each semester. 财务报表：每学期末的财务收支情况统计表。

## Chapter 6 Disciplinary Policies for Student Clubs

### 第六章 学生社团活动奖惩

**Article 1** All student clubs are supposed to accept the supervision and guidance from SCS or the offices that they are affiliated to. 学生社团需接受西交利物浦大学学生事务办公室或者相关办公室的监督指导

**Article 2** All student clubs are required to complete the Application Form and submit it to the SCS at the beginning of each academic Year in order to keep their status. 学生社团需在每学年开学后规定的时间内到学生事务办公室履行激活手续

**Article 3** The following behaviours will result in punishments and SCS has the right to terminate the club or its activities. In the event of two or more incidents, the club will be directly logged off and emailed to all teachers and students.

学生社团有下列情况之一的，学生事务办公室可以责令其停止活动，进行整顿；如发生两个及以上情况的社团，直接注销，并邮件告知全校师生。

- Activities that disobey national law, regulations and XJTLU principles; 社团活动违反法律、法规、规章和校纪校规的；
- No activities are held within one academic year; 社团连续一学年内未开展任何活动的；
- Failure to register before the deadline; 应当进行定期注册而未注册的；

- Expenses are not compliant with the regulations; 财务制度不符合相关规定的;
- Holding forbidden commercial activities; 社团/社团有商业性质的;
- Leaders or other management members' misconduct behaviours influence the organizations' management; 社团负责人长期不行使职责, 社团内部相关职务人员不履行规定职务, 管理机制严重混乱致使社团活动无法正常进行的;
- Failure to follow the regulations included in this document; 不接受本办法规定、学生事务办公室的登记管理方面的规定和指导的;
- Other improper behaviours which disobey the regulations of XJTLU; 有其他应当进行整顿的情形的;
- Other serious misconduct behaviour; 有其他严重违纪行为的;

**Article 4** For specific guidelines on the nature of the business of the association, please refer to Chapter 10 for the management of business activities on campus. 有关社团商业性质的具体准则, 请参考第十章 校园商业活动管理办法。

## Chapter 7 Financial Policy for Student Clubs

### 第七章 学生社团财务管理制度

**Article 1** This policy is made to enhance student clubs' property management and standardize the financial order. 本规定为加强学生社团管理和财务规范而制定。

**Article 2** Each student club must have its own financial management system and publicize this financial management system to all members after the approval of the club advisor. 学生社团必须建立自己的财务管理制度，经指导老师批复后备案、并进行内部公示。

**Article 3** Each Student club should follow this document in designing its own financial management system to manage and use their funds. The funds of student organizations must be used for the reasonable expenditures required for the activities stipulated in the policy. 学生社团经费由各学生社团根据本制度及学生社团内部财务规范管理和支配，学生社团经费必须全部用于学生社团举办的章程规定的活动所需的各项合理支出。

**Article 4** There exist two sources of Student Club funds: funding from the University and funding raised by student clubs themselves. 学生社团经费以学校拨款与学生社团自筹为主要形式。

**Article 5** In case of donation, money and valuables are the main form of student clubs self-funding. Before receiving donations from any organization or individual, clubs must first obtain the consent of the advisor and make it public to all members of the organization. The maximum benefit given to the sponsor is the titling right (such as X Cup). The expense of the funding should be publicized to advisors and members. 由捐赠、赞助等方式获得的资金或实物是学生社团自筹经费的主要方式。学生社团接受任何单位或



个人的捐赠资助，须先征得指导老师的同意，并向全体社团成员公开；在获取捐赠、赞助的资金时，学生社团最大限度只能给赞助厂商提供冠名权（如“××”杯）；学生社团使用捐赠资助的有关情况，应向指导老师和全体社团成员公开。

**Article 6** If a student club collects membership dues, the number of dues and the method of collection should be first approved by the advisor. According to different council, the specific amount of membership dues are as follows: 学生社团若需收取会员费，（费用额度、收取方式等）须经指导老师同意，根据不同类别，具体会员费额度规范如下：

Functional Organizations, Art Organizations and Sports Teams are not allowed to collect membership dues. 功能类组织、艺术类组织及体育校队不可收取会费

The membership dues for Academic Council, Community Service Council and Recreational Council shall not exceed 50RMB/Year 学术类、公益类、逸趣类社团会员费不可超过 50 RMB/Year;

The membership dues for Art Council shall not exceed 150RMB/Year 艺术类社团会员费不可超过 150 RMB/Year;

The Sports Council membership fee shall not exceed 300RMB/Year 体育类社团会员费不可超过 300 RMB/Year;

The charges and consumption of student club membership dues shall be disclosed to the advisor and all club members. 学生社团会员费收费及支出的有关情况，应向指导老师和全体社团成员公开。

**Article 7** Club membership dues refund rules refer to the club constitution. All student organizations and clubs should specify the management of the dues in the constitution, including collection, use and refund policies. 社费退费规则参考各学生社团章程。各社团务必在章程中明确社费管理流程，包括收费、使用以及退还政策。



**Article 8** The collected funding by a club must be used for the club activities; any person should not use or disperse the club assets, nor can distribute assets to any individual member. 学生社团的经费必须用于相应的活动，任何个人不得侵占、私分或挪用学生社团的资产，亦不得将其在社团成员中分配。

**Article 9** Club members have the right to know the expenses of the club funding: the leader should give out the accurate sum. 学生社团成员可对自己认为不合理的财务收支情况提出质疑，学生社团负责人需予以准确答复。

**Article 10** No club/organization or individual can get revenues in behave of the club/organization or engage in commercial transactions. 任何社团或个人都不得以社团名义进行牟利，或进行商业交易。

Business transaction or activities involved revenues includes, but is not limited to, the following acts: 商业交易或牟利包括但不限于如下行为:

- (1) Sales teaching materials, handouts, notes and final review materials, etc.  
销售教学资料、讲义、笔记与期末复习资料等;
- (2) Charge for the class fees in behaves of club/organization. 以社团为名义收取课时费;
- (3) Participating in an off-campus commercial competition in behaves of club/organization. 以社团为名义参与校外商演比赛;
- (4) Cooperating with commercial entities in behaves of club/organization and receiving kickbacks (such as tuition fee rebates, broadband rebates, etc.)  
以社团名义与商业机构合作并收取回扣（如补习班学费回扣，宽带回扣等）;
- (5) Any other act that shall be regarded as a commercial transaction. 其它一切应被视为商业交易的行为



If any of the above violations is found, the school will impose the following penalties on the offending clubs 如发现上述违规行为，学校将对违规社团做出如下处罚：

(1) Cancel the right to use the school facilities of the club for one semester when the first violation occurs. 第一次违规时，取消该社团学校设施使用权一学期；

(2) Cancel the right to use the school facilities of the club in the first academic year when the second violation occurs. 第二次违规时，取消该社团学校设施使用权一学年；

(3) The club will be forcibly cancelled if the third violation occurs. 第三次违规时，该社团将被强制注销；

**Article 11** Each club should set at least two financial officers to take charge of the financial management. The financial officers should make sure the accounts are kept clear and accurate. Cash stacks and accounts should be separated (one is in charge of account management and the other is in charge of cash management). 学生社团的财务应该由专人负责，账目清楚，钱账分离（需指定或者配备两人进行财务管理，一人管理账目，一人管理钱物）。

**Article 12** Each club should keep a journal to record the daily use of the club's funds. The journal should have a monthly closing balance and shall be submitted to the advisor for review at 28<sup>th</sup> of every month. This journal shall contain at least the following contents: opening balance, income subjects and amount, expenditure subjects and amounts, ending balance, and sources etc. (*Appendix 20-21*). The source of funds needs to specify that the funding comes from the school, club fees, sponsorship reimbursement. 学生社团应保有一份日记账本，用于记录本社团日常资金使用情况。该日记账本应以月份为周期结算期末余额，并需在每月 28 日将该日记账本上交给指导

老师审查。此日记账本需至少含有以下内容：此月期初余额、收入科目与金额、支出科目与金额、此月期末余额、资金来源等 (附录 20-21)。

**Article 13** Student clubs should publicize their financial balance form to director and to the members of the clubs at the end of each semester. The financial balance form shall contain at least the following: opening balance, income subjects and amount, expenditure subjects and amounts, ending balance, and sources etc. (Appendix 20). The source of funds needs to specify that the funding comes from the school, club fees, sponsorship reimbursement. 学生社团应在每学期期末制作本学期的财务报表，并于倒数第二周后，学期结束前主动上交给指导老师审查，同时还需将此报表公示给所有社员。此报表需至少含有以下内容：期初余额、收入科目与金额、支出科目与金额、期末余额、资金来源等。 (附录 20)。其中资金来源需要详细说明该笔资金支持来源于学校、社费、赞助报销。

**Article 14** When there are changes in the office term, financial transfers should be confirmed by the advisor then finish the whole transfer procedure. At the end of each semester (during week12 to week13), student clubs should publicize their fixed assets list to all members and submit the list to the advisor. 社团换届时，应做好财务（收支、固定资产）交接，由指导老师确认无误后方可交接给下一任管理层。同时每学年第十二周至第十三周期间，学生社团需将社团固定资产清单进行内部公示，并报送给指导老师

**Article 15** A Club's fixed assets are a stable property purchased with club funds and are used to facilitate the development of the student club. Student clubs are suggested to manage their fixed assets based on the following the policy: 社团固定资产是指以社团经费购买或以社团名义取得的，给社团发展提供便利的形态稳定的资产。固定资产管理遵循以下制度：

**Section 1** Clubs' fixed assets belong to all members of the club and the financial staff is responsible for its preservation and management; It's forbidden for any form of appropriation, monopoly, or seeking of personal gains; 社团固定财产为社团成员所共有，由财务管理人员代为保管；严厉禁止任何人以任何形式挪用、独占、谋取私利；

**Section 2** At the end of each semester (the second last week in each semester), student clubs should publicize their fixed assets list to all members and submit the list to the advisor; 每学期末（学期结束倒数第二个星期），学生社团需将社团固定资产清单进行内部公示，并报送给指导老师；

**Section 3** When fixed assets are found lost, the university has the right to call for accountability at the president and financial officer. 当发现固定资产流失或不明原因遗失时，学校有权追究学生社团负责人和财务管理人员的相关责任。

## **Article 16** Detailed Rules for the Punishment of the Financial Management System 财务管理制度处罚细则

**Section 1** Clubs that refuse to disclose or fail to disclose on time the financial status of clubs (including membership fees, collection and use of sponsorship fees, fixed assets, etc.) shall be punished as follows 拒绝公开或未按时公开社团财务状况（包括会员费、赞助费收取与使用情况、固定资产情况等）的社团，将被处以如下处罚：

(1) Cancel the right to use the school facilities of the club for one semester when the first violation occurs 第一次违规时，取消该社团学校设施使用权一学期；



(2) Cancel the right to use the school facilities of the club in the first academic year when the second violation occurs 第二次违规时，取消该社团学校设施使用权一学年；

(3) The club will be forcibly cancelled if the third violation occurs 第三次违规时，该社团将被强制注销；

**Section 2** Clubs who falsely report the financial information of a club shall be punished with reference to paragraph 1 of this article 谎报社团财务情况的，参考本条第一款进行处罚；

**Section 3** Any club that violates the relevant provisions of Article 6 shall cancel the right to use school facilities of the club once the violation has been verified 违反 Article 6 相关条例的社团，一旦违规经核实，取消该社团学校设施使用权一学年；

**Section 4** Any club that violates the relevant provisions of Article 9 shall be punished as follows 如发现有社团违反 Article 9 违规行为，学校将对违规社团作出如下处罚：

(1) Cancel the right to use the school facilities of the social organization for one semester when the first violation occurs 第一次违规时，取消该社团学校设施使用权一学期；

(2) Cancel the right to use the school facilities of the society in the first academic year when the second violation occurs 第二次违规时，取消该社团学校设施使用权一学年；

(3) The association will be forcibly cancelled if the third violation occurs 第三次违规时，该社团将被强制注销；



**Section 5** Any club that refuses to submit financial statements or falsifies them will be deprived of the right to use school facilities in the next semester, and the school will not provide any financial support to the community in the next semester. 拒绝提交财务报表或在财务报表中造假的社团，将被取消下一学期学校设施使用权，同时学校在下一学期将不对该社团提供任何财务支持。

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## Chapter 8 Financial Support for Student Clubs & Activities

### 第八章 学生社团和学生活动的资金支持

In order to regulate the activities fund application and use and train the students to have rigorous thinking for making and carrying out the plan, this policy is hereby made. 为规范活动基金申请及使用，培养学生具有计划制定、计划执行的严谨思维，特制定本活动基金申请规范。

#### Article 1 Application and Approval Process 申请及审批流程

After the plan is approved by the directors, the budget and event plan should be reported to the directors within 10 working days before the event. Please refer to the Appendix 13 for the Budget Request Form for Student Activities. 活动计划得到指导老师认可后，在活动前 10 个工作日提报活动预算及活动策划给指导老师。预算格式参照 附件 13 《学生活动预算申请表》。

#### Article 2 Approval process 审批流程

##### Section 1 Making budget 预算编制

- (1) The budget can include the necessities required during the activities, such as: “propaganda material”, “prints”, and other necessary approved expenditures 预算包括活动举行所需的必备用品，如宣传用品、手工材料费等与本社团活动相关的合理物品；

- (2) The budget should be made by the activity organizer. A printed version is needed. The budget needs to be approved and signed by the financial manager and chairman of the organization or club, and then sent to the responsible Student Affairs Office teacher. 预算由活动提出者编制，上交一份打印版，经社团（组织）的财务负责人审核签批，社团（组织）的主席同意签批后；提交学生事务办公室指导老师签批；
- (3) All of the necessities are to be bought after the budget is approved by the student affairs office: stationery, sports supplies, posters, roll ups and so on can be purchased in the approved location 预算由学生事务办公室签批后，方可进行物品采购：如办公用品、文体用品、海报、易拉宝等；其他特殊物品由学生社团（组织）自行采购；
- (4) It must strictly follow the budget when purchasing, and obtain formal invoices, lists, receipts. Transaction records should be offered when purchasing online. 采购时，须严格按照预算执行，并索取正规发票，清单、收货单，如网上采购，需提供交易记录；

## Section 2 Notes

Invoiced information 发票抬头相关信息：

Type of letterhead: unit;

抬头类型：单位；

Head up: Xi' an Jiaotong-Liverpool University;

抬头：西交利物浦大学；

Tax Number: 52320000509200566U;

税号：52320000509200566U；

Address: No. 111 Ren'ai Road, Suzhou Industrial Park;

单位地址：苏州工业园区仁爱路 111 号

Bank of Accounts: Suzhou Branch of Agricultural Bank of China;

开户银行：农业银行苏州斜塘支行；

Bank Accounts: 10550701040006923

银行账户：10550701040006923

The Budget Request Form should be submitted to the program director at least ten business days before the activity is held 预算须在活动前 10 个工作日提报。

### **Article 3 Reimbursement and Approval Process 报销及审批流程**

**Section 1** The process to apply for reimbursement is as follows 报销审批流程：  
程：





**Section 2** Pay more attention to fill in the detail about each payment; Informal invoices (invoices without a seal or with a non-approved seal) will not be reimbursed; Quota invoices must have related list or handwritten receipt to explain your cost in detail; no expenses will be reimbursed without invoice 在决算中，须详细写明每一项支出；收据、非正规发票、未加盖发票专用章或是印章不合格的发票不予报销；定额发票须有相关的收据或小票；没有发票的项目不予报销；

**Section 3** The actual cost will be reimbursed after the approval of the Student Affairs Office 决算通过学生事务办公室审批后，方可进入财务报销；



#### Section 4 Notes

- (1) The actual cost will not be reimbursed without an activity summary 若未提交活动总结，决算不予审批；
- (2) Any activity invoice should be applied for reimbursement in the same semester it is issued. 任何活动发票应在本学期内申报完成。
- (3) Within 10 working days after the event, the club shall submit the Actual Cost Form for Student Activities and activity's summary, newsletter and photos and video of the event to the advisor. After the advisor receives the above documents, the organization and implementation process of club's activities is completed. 活动结束后 10 个工作日内，社团需提交结算表、newsletter 及活动照片和视频至指导老师处。在指导老师收到上述文件后，社团活动组织与实施流程即告结束。

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## Chapter 9 Promotion of Student Clubs & Activities on Campus

### 第九章 学生社团活动宣传

#### Article 1 Student Clubs Publications Management 学生社团印刷品管理

**Section 1** Content should be positive and contribute to a healthy campus life. 印刷品的内容必须健康，积极向上，能够引领我校学生乐观、向上、健康的思想潮流。

**Section 2** All propaganda material should be approved by adviser, regardless of whether the promotion items are reimbursed by school or not. 所有宣传品在制作与张贴前均都需通过指导老师的审批，无论该项宣传品是否需要申请学校报销。

**Section 3** Each circulation ought to be submitted to SA Office to be filed in the database. 每期印刷品或网站网页均应上交至学生事务办公室存档备案。

**Section 4** The *XJTLU Request Form of Publicity Materials (Appendix 22)* shall be submitted to the adviser. 宣传品申请表 (附录 22) 应在预算表审核通过后，交由指导老师签字。

**Section 5** Club Program Office have the right to examine and supervise the publicity materials of the club/organization on campus. 社团联合会有权对全校范围内的社团宣传品进行审核及监督。

**Section 6** Each club should take good care of the posters. If there's any damage, or if it falls off, the club should fix it as soon as



possible. 学生组织和社团应该自行维护海报，如有损坏掉落应该及时更新和维护。

## **Article 2 Regulations on Posters and Roll-up Screen on Campus at XJTLU 校内海报及易拉宝规定**

**Section 1** Posters can only be posted at available locations on campus 海报仅可在学校指定的地点进行张贴，可张贴地点：

- (1) Foundation Building Display Broad 基础楼展板；
- (2) Central Building Display Broad 中心楼展板；
- (3) South Campus Teaching Building Display Broad 南校区教学楼展板。

**Section 2** Roll-up Screen can only be put at available locations on campus 易拉宝仅可在学校指定地点进行摆放，可摆放地点：

- (1) Foundation Building First Floor Public Area 基础楼一楼公共区域；
- (2) Activity Site 活动现场。

**Section 3** All posters and roll-up screen should be carefully proofed and approved by the club adviser before they can be printed and posted/put. 所有海报及易拉宝需征得指导老师同意和许可后方可印刷和张贴、摆放。

**Section 4** The posters and roll-up screen should be clear and healthy in contents, while beautiful to the eyes. Any poster that contains illegal, obscene or religious information will be removed without notice. 海报及易拉宝制作应该清晰美观，不得张贴违法，隐晦，宗教宣传，商业宣传等违法违规的内容。



**Section 4** All posters and roll-up screen should specify the date and place for the event. The organizer's name should also be clear. 海报及易拉宝需注明活动的时间和地点，以及社团的名字。

**Section 5** All posters and roll-up screen should be written in English or in both Chinese and English. The English and Chinese text should be equivalent and consistent. The English text should not be shorter than the Chinese text. 海报及易拉宝所有文字需为英语或中英双语，中文字占比不能超过英文字。

**Section 6** All posters and roll-up screen could be put up within one week before the event and be removed within two days after the event. The event's organizer is responsible to remove the posters and roll-up screen after the event. If not, the later users will have right to remove the out-of-date posters without notice. 所有海报易拉宝可在活动前一周内张贴或摆放，并在活动结束后两天内清除。活动组织者负责在活动结束后清除海报及易拉宝。如果没有，之后的张贴者将有权移除过期的海报及易拉宝，且可不另行通知。

**Section 7** The size of the poster should not bigger than A2 and the size of the roll-up screen should not bigger than 800\*2000mm.海报尺寸不得超过 A2 易拉宝尺寸不得超过 800\*2000mm。

**Section 8** Do not cover the legal posters of other club/organization 不得覆盖其他社团的合规海报。

**Section 9** Do not place QR codes and any other information other than sponsor names and logo 不得放置商家二维码以及其他除赞助商名字、logo 外的任何信息。



**Section 10** If any student club/organization breaks the above rules, that club/organization will be punished as following:

- (1) The first violation will be the first warning to the club/organization, and the club/organization will be required to carry out rectification, if the refusal to rectify, will deduct the club/organization's year-end evaluation of two performance points 首次违规，将对该社团提出第一次警告，并要求该社团进行整改，若拒绝整改，将扣除该社团年终评比两个绩点；
- (2) The second violation will be issued a second warning to the club/organization, and the club/organization will be required to carry out rectification, if the refusal of rectification, will be deducted from the club/organization's year-end evaluation of two performance points and the deduction of 500 RMB of annual budget allocation 第二次违规，将对该社团提出第二次警告，并要求该社团进行整改，若拒绝整改，将扣除该社团年终评比两个绩点以及扣除 500 元的年度预算拨款；
- (3) The third violation and above will cancel the club/organization's right to booking classrooms for one semester and the right to use propaganda materials for one semester 第三次及以上违规，将取消该社团定教室权利一个学期以及使用宣传品权利一学期；
- (4) If the sponsor QR Code and any other information other than the sponsor's name and logo are found, the club will be cancelled the right to booking classrooms for one semester. 若发现商家二维码以及其他除赞助商名字、logo 外的任何信息，将取消该社团定教室权利一个学期。



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**Article 3 Regulations on Other Paper Propaganda Materials 其他纸质宣传品的规定**

**Section 1** Other paper propaganda materials include, but are not limited to, flyers, folds, booklets, tickets, etc. 其他纸质宣传品包括但不限于宣传单、折页、小册子、入场券等。

**Section 2** The size of other paper propaganda materials should not bigger than A4 其他纸质宣传品尺寸不得超过 A4。

**Section 3** Some propaganda materials, like booklets, are forbidden to be distributed in classrooms and lecture halls on campus. 禁止在校园内的教室和讲堂内分发一些宣传品，如小册子等。

**Article 4 Violation of regulations 违反规定**

If any student club/organization breaks the above rules, that club/organization will be punished as following:

- (1) The first violation will be the first warning to the club/organization, and the club/organization will be required to carry out rectification, if the refusal to rectify, will deduct the club/organization's year-end evaluation of two performance points 首次违规，将对该社团提出第一次警告，并要求该社团进行整改，若拒绝整改，将扣除该社团年终评比两个绩点；
- (2) The second violation will be issued a second warning to the club/organization, and the club/organization will be required to carry out rectification, if the refusal of rectification, will be deducted from the club/organization 's year-end evaluation of two performance points and the deduction of 500 RMB of annual budget allocation 第二次违规，将对该社团提出第二次警告，并要求该社团进行整改，若拒绝整改，将扣除该社团年终评比两个绩点以及扣除 500 元的



年度预算拨款；

- (3) The third violation and above will cancel the club/organization's right to booking classrooms for one semester and the right to use propaganda materials for one semester 第三次及以上违规，将取消该社团定教室权利一个学期以及使用宣传品权利一学期；
- (4) If the sponsor QR Code and any other information other than the sponsor's name and logo are found, the club will be cancelled the right to booking classrooms for one semester.若发现商家二维码以及其他除赞助商名字、logo 外的任何信息，将取消该社团定教室权利一个学期。



## Chapter 10 Policy on Commercial Promotion on Campus

### 第十章 校园商业活动管理办法

#### Article 1 Introduction

Based on the Regulations on Management of University Campus Order (the 13th Decree from the Ministry of Education in 1990), these regulations are drafted to protect the interests of students and help creating a sound campus environment for students' life and learning. 为保障我校学生的正当权益，为学生提供良好的校园学习和文化生活环境，根据《高等学校校园秩序管理若干规定》（国家教委 1990 第 13 号令）及我校的有关规章制度，特制订本办法。

#### Article 2 Types of Commercial Activities

The commercial activities here refer to, but are not limited to, all types of product and service promotion on campus through emails, posters, lectures, physical displays or business on site. In short, no commercial activities are allowed within XJTLU's campus. Special cases should first be approved and recorded by relevant department or office. Otherwise it will be considered an illegal activity. 本条款所说的校园商业活动主要指在校园内发生的各类商业产品或者商业服务推广、推介活动和行为，其形式包括但不限于邮件广告、海报推广、校园讲座、实物展示、现场业务办理等。原则上，学校不允许任何学生个人或学生社团以学校以及学生社团的名义在校园内承办或者协助举办商业推广行为和活动，如有特殊需要应该经过主管部门的同意和备案，具体信息如下：

##### Section 1 Language Training 语言培训类

No individuals or student organizations are allowed to undertake any type of commercial promotion activities related to the language training, including trainings for IELTS, TOEFL,

CET4&6, GRE and GMAT etc. 学生社团和个人不得承办语言培训类的商业推广和宣传活动，包括雅思培训、托福培训、四六级培训、GRE 培训、GMAT 培训等。

## **Section 2** Financial Training 财经培训类

No individuals or student clubs/organizations are allowed to undertake any type of commercial promotion activities related to the financial Training, including trainings for ACCA, CFA, FRM, CMA, etc. 任何个人或学生组织不得从事任何与财务培训相关的商业推广活动，包括 ACCA、CFA、FRM、CMA 等的培训。

## **Section 3** Overseas Studies 留学申请类

No individuals or student organizations are allowed to undertake or hold commercial activities related to overseas institutions admission unless pre-approved by Student Admission & Career Development Office of XJTLU with written record. 学生社团和个人不可私自承办留学机构的宣传活动，如有特殊需求，留学宣传活动需经西交利物浦大学招生就业办公室批准和书面备案方可进行。

## **Section 4** Career Development 职业发展规划

Career Development includes but not limits to internship, job vacancies and any training or lecture on career held by social groups. Unless pre-approved and filed by the Student Admission & Career Development Office, no third part of student organizations and individuals within XJTLU are allowed to hold



or undertake activities related to this category. 职业发展规划类的活动，包括但不限于实习，就业岗位，职业培训讲座等，由社会机构举办的，同需经我校招生就业办公室批准和书面备案方可进行。

## **Section 5 Commercial Activities for Sponsorship in Business Competitions** 商业大赛赞助等隐性商业推广活动

Some business groups ask students or student groups to help promote their products or service for sponsorship in business competitions. Students or student organizations should be cautious that no physical business promotion activity will be allowed on campus during the competitions. If, for the sake of external liaison, the acknowledgement or title sponsorship is needed, it should be pre-approved by the Student Affairs Office (or by directly related business offices). 部分商家以提供商业大赛赞助等为名，变相让学生或者学生社团在校园内帮助其推销商品或者服务。对于此类隐蔽性商业活动，学生社团及学生个人要仔细鉴别，商业大赛活动中不得在校园内帮助赞助商提供实体性商业推广和宣传服务；如因活动外联需要为商家提供冠名或鸣谢服务的，需提前到学生事务办公室（或直接相关业务指导办公室）批复并备案。

## **Section 6 Travel Agency 旅游中介服务**

Student clubs/organizations or individual are not allowed to undertake or assist in publishing travel agency service information or organizing travel agency service activities on

campus. 学生社团或者学生个人不得承接或者协助在校园内发布旅游中介服务信息、举办旅游中介服务活动。

### **Article 3 Operating Guidelines 实施准则**

**Section 1** The allowed sponsor-related contents on printed promotional material should be limited to the sponsor's name and logo. 印刷宣传材料上允许的赞助商相关内容应限于赞助商的名称和 logo。

**Section 2** During activities, clubs/organizations can only show gratitude to the sponsor. 在活动期间，社团只能口头对赞助商表示感谢。

**Section 3** No promotional material from sponsors can be distributed on campus. 不允许在学校里分发赞助商的宣传材料。

**Section 4** Any social media account named and held by XJTLU clubs/organizations should not release any content related to sponsors. 任何由学生社团命名和持有的社交媒体帐户允许的赞助商相关内容应限于赞助商的名称和 logo，除此之外一律违规。

### **Article 3 Disciplinary Guidelines 纪律准则**

Any individual student or student organization that gets involved in commercial activities will be punished with a warning or with a grave warning. The responsibility for economic disputes arising from commercial activities will be accounted to the individual student or the president of the club/organization involved. If the activity causes great damage or economic loss to the university, the student or the student organization will suffer from more severe punishments such as suspension or termination of study



or dismissal from the organization. If it breaks the law, the persons involved will be referred to the police. 学生个人或者学生社团如有违反以上有关校园商业活动规定的，视情节严重，学校将给予警告、严重警告等处分，由此引发的任何经济纠纷由学生个人或社团负责人（社长为第一责任人）承担。如果其活动给学校造成重大名誉或者经济损失，活动接收人或者社团还将受到休学、开除学籍、解散社团等惩罚。触犯刑律的，将移交公安机关处理。

**Article 4** If a club / organization conducts commercial activities, such as Broadband services, establishes a sponsor group chat, runs or co-organizes on-campus sponsor talks, and leads on-campus students to out-campus sponsor talks, displaying or sending QR code in any form (the presence of a business logo or trademark is not prohibited), the club/organization shall be punished as follows 若有社团/组织进行如办理宽带，建立赞助商群聊，开办或协办校内赞助商讲座，带领在读学生参加校外赞助商讲座，以任何形式展示或发送商家二维码（出现商家 logo 或商标不在禁止之列）等商业活动的，将被处以如下处罚：

**Section 1** The club/organization shall be warned when the first violation occurs 第一次发现时，将对该社团/组织提出警告；

**Section 2** Cancel the right to use the school facilities of the club/organization for one semester when the second violation occurs 第二次发现时，将取消该社团/组织学校设施使用权一学期，并取消该社团评优资格；

**Section 3** Cancel the right to use the school facilities of the club/organization for one semester when the third violation occurs 第三次发现时，将取消该社团/组织学校设施使用权一学年；

**Section 4** The club/organization will be forcibly cancelled if the fourth violation occurs 第四次发现时，将强制取缔该社团/组织;

**Article 5 Supplementary 附则**

**Section 1** Individual responsibility for the leadership of the club will also be pursued in accordance with Chapter I General Provisions. 个人对社团的领导责任也将按照《第一章 总则》追究。

**Section 2** These regulations apply, but are not limited to, the above-mentioned typical commercial activities on campus. These regulations will take effect upon its release. 本办法适用但不限于以上几类典型性校园商业活动。本办法自发布之日起生效。

## Chapter 11 Withdrawal of Student Club

### 第十一章 学生社团注销程序及规范

#### Article 1 Withdrawal of student clubs 学生社团的退出

Clubs can give up their student club status. The causes can include the failure to reach a minimal requirement for the final evaluation, the breaking of a law (including the regulations in this document) or personal reasons. 学生社团退出是指学生社团自愿注销或因无法达到社团、社团评级标准以及触犯西交利物浦大学学生在校管理规定或课外活动管理规定而被勒令退出。

#### Article 2 Regular withdrawal procedure 自愿注销程序

Any individual, including the President, a management member and an ordinary member, is allowed to apply for the club's withdrawal given acceptable reasons. 西交利物浦大学任何个人包括社团或社团负责人，管理层成员以及普通社员有权根据个人学业或非学业安排代表全体成员选择注销学生社团。

##### Section 1 Application 注销申请

Trustee and Proxy 委托人递交委托书

All students' organizations/clubs are allowed to withdraw. If the withdrawal application is approved by more than half of the members (with valid signature), it will be considered valid. Students' organizations/clubs are required to hold a meeting under the supervision of CPO/XJTLU staff before giving up their status. The meeting will be considered valid only with over half of the members' attendance. 任何学生社团有权因其他原因选择注销，只有当注销申请得到半数以上社员同意，该申请才被认为生效。



学生社团或社团需召开注销投票会议，会议需有记录，并在社团事务办公室监督部/负责老师监督下召开，该会议需要由半数以上成员均出席的情况方能生效。

Presidents or other management members are responsible for being the representatives to submit the Withdrawal Application (Appendix 23) and Withdrawal Proxy (Appendix 24), which must be signed by over half of the members. 学生社团、社团负责人或管理层成员有义务代表全体学生成员递交《学生社团注销申请书》（附件 23），并且需同时递交由半数以上与会成员签名的《学生社团注销委托书》（附件 24）

## **Section 2** Clearance of fixed assets/currency 固定资产，流动资金清算

All fixed assets of students' organizations and clubs belong to the SA Office. (Assets are owned by the SA Office). Other fixed funding from ASA Funding can be traded as currency and be refunded to students. Those assets that cannot be traded can be stored by the SA Office with a related application procedure. Representative of students' organizations and clubs ought to take care of all these assets within one month after the termination of the club. Other financial issues should be dealt with under the supervision of the Program director. 所有社团，社团的固定资产（由学校经费拨款购买）均属西交利物浦大学学生事务办公室所有，自筹经费购买的设备可自行通过折价拍卖按照比例退回出资人手里，或因无法折现的资产可申请由学生事务办公室代为保管，保管期间学生事务办公室对财产仅负基本存放职责，学生社团，社团委托人应在一个月内对此进行清理，否则学生事务办公室不再起保管职责。自筹经费所剩的流动资金应予以退还，并且结算未尽的报销事宜。





All financial issues of student organizations/clubs should be clarified under the supervision of Student Affairs Office or a respective advisor/supervisor. Only with their official signature the financial application forms can be processed smoothly. 所有学生社团财务事宜需在社团事务办公室或负责老师监督下进行运作，各类财务报表需要社团负责人和指导老师签字方可生效。

### Section 3 Withdrawal Notice 注销通知单

When all withdrawal procedures are finished, SCS will publish an informal withdrawal notice to the trustee. The notice will be sent to all trustees. 所有注销程序完毕后，学生社团支持中心将会对所申请或要求注销的社团，社团发出非正式的注销通知单，该通知单将会要求发送给提交委托书的个人或团体。

### Section 4 Appeal 申诉

If the managerial students in the withdrawal organization are not satisfied with the withdrawal procedure or its result, they can appeal to the Student Affairs Office by sending an email to [SCS@xjtlu.edu.cn](mailto:SCS@xjtlu.edu.cn) within 7 business days after the completion of the procedure, otherwise the withdrawal notice will take effect as a withdrawal Letter. 如对上诉注销程序中所含步骤存在异议，请委托代表于 7 个工作日内发邮件至 [SCS@xjtlu.edu.cn](mailto:SCS@xjtlu.edu.cn) 学生事务办公室提请申诉，否则将视为默认该注销成立。

### Section 5 Notice for withdrawal 注销通报

SCS of the SAO has the right to publish the withdrawal notice to all XJTLU students. The withdrawal will take effect when all procedures are done. Any contradiction or suggestion should be presented before the notice expires, otherwise the SCS will not accept any application for the re-examination of the withdrawal. 学生事务办公室的学生社团支持中心有权向全校通报社团，社

团注销通告。注销流程的结束视为社团与学生社团支持中心已达成协议，即社团注销宣告生效。任何异议应该在注销流程结束前提出，再社团注销通告发出后，学生社团支持中心不再受理任何异议或申诉。

### **Article 3 Withdrawal because of Disobedience 勒令注销程序**

All students' organizations/clubs will be forced to withdraw if they disobey XJTLU's regulations or national laws. In this case, the SCS of SAO will send a warning letter with legal proofs. If there are any contradictions, students' organizations/clubs can appeal within 7 business days, otherwise the SCS will send the official withdrawal letter to XJTLU. Withdrawal procedure will follow the above-mentioned steps. 任何学生社团或社团如因违反西交利物浦大学学生活动管理规定而被注销或触犯中华人民共和国法律的，一律由学生事务办公室的学生社团支持中心发出书面注销警告通知。学生事务办公室有义务提供学生社团违反相关规定和法律的证据，如若存有异议，可在 7 个工作日之内提出申诉，超过 7 个工作日视为默认该警告通知。自发警告通知 7 个工作日后，学生社团支持中心将会发出正式的注销通知。随后的具体注销流程与上同。

### **Article 4 Record of Modifications 变更备案**

All student clubs/organizations ought to be recorded within 7 business days and be approved by the SCS of SA Office. Modifications of constitutions and bylaws also ought to be approved by the SCS first. Without the approval of the SCS, any changes, including the club's name and leaders, will be considered invalid. 学生社团、社团的登记事项、备案事项需要变更的，应当在事由发生后的 7 个工作日内向学生社团支持中心申请登记、变更备案。学生社团、社团修改章程，应当在 7 个工作日内报学生社团支持中心核准。社团负责人变更请参照换届选举流程，未经学生事务办公室允许擅自变更负责人，名称等事宜，视作无效并承担相应责任。



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## Chapter 12 Policy on Room Booking for Student Clubs and Activities

### 第十二章 学生社团预定教室规范

#### Article 1 General Provision 总则

**Section 1** The room booking service is reserved to student organizations and clubs registered at XJTLU. Once an activity is approved, the organization or club can submit the room booking application form with the audit by CPO and signature by the relevant advisor/supervisor to one-stop. 教室预定，仅指在我校注册的学生社团和社团，因活动需要，先经社团联合会审核，再经指导教师审核签字后，到学生一站式服务中心办理教室借用手续。

**Section 2** Classrooms, lecture halls and other venues on campus are mainly used for teaching and learning activities. They can also be booked for collective activities such as meetings and student activities during non-teaching periods. They are not open to private bookings or any other meetings/lectures for commercial purposes. In principle, room booking won't be provided for group discussion. For this purpose, we encourage students to take advantage of the public areas on campus. Club/organization or individuals may not use school classrooms or venues rented in the name of club/organization activities for activities that are not club/organization activities. 学校的会议室和教室等主要用于日常教学，非教学时间可用于学生活动等集体预定，个人自习、涉及校外商业性质的活动或培训、聚餐等均不属于预定范围。原则上小组讨论不提供预定，鼓励学生利用学校公共区域进行



讨论。社团或个人不得将以社团活动名义租借的学校教室或场地用于非社团活动的活动。

**Section 3** All the rooms and public areas can only be used for student activities need to go to the CPO office seal first, and explain the specific purpose of any activities(including meetings) clearly, and then give the adviser to sign. After the activities are approved by the adviser and the rooms have been booked successfully at one-stop. 欲预定任何学校教室、房间和公共区域的，需通过社团联与指导老师的审核，在递交预定申请时，需详细而真实地阐述教室预定原因与活动内容。在申请获得社团联合会和指导老师的审核通过后，社团可前往学生一站式服务中心预定教室。

## **Article 2 Time Issues Related to Room Booking 预定时间**

**Section 1** In principle, student activities should be organized during non-teaching hours or on weekends in order to avoid conflict with the regular teaching activities. In case of conflict, activities cannot be held. 学生活动和会议预定房间应安排在非正常教学时段或周末，以免与学校正常教学产生冲突，如遇冲突须服从学校统一安排。

**Section 2** During holidays (except for National Legal Holidays), room booking service will be provided according to university's arrangements in classrooms. In addition, some appointed rooms will not be available for booking during examination weeks. 假期间(国家法定节假日除外)，根据学校教室的安排提供相应的预定和使用，考试期间各考场暂停预定和使用。

**Section 3** The maximum number of consecutive hours and rooms for an ordinary activity is 3 hours and 3 rooms. The maximum

consecutive booking days should be 3 days. 普通活动或会议一次性同时预定一般不超过 3 间教室，连续预定不超过 3 天，每次预定时间不超过 3 小时。

**Section 4** According to the Building Management Regulations and in order to guarantee that the teaching on the following day won't be influenced, student activities that book rooms or other public areas should terminate the activity before 22:00. 第七条根据学校教学楼管理规定，同时为了保证第二天正常教学等不受影响，晚间所有房间及公共区域的预定使用务必于 22:00 之前全部结束。

### **Article 3 Booking Areas 预定区域**

**Section 1** In principle, large classrooms and meeting rooms which are frequently used by university staff are not available for student usage. Rooms are to be booked by applicants according to the number of participating students. Double-decker lecture rooms will only be booked for the activities that will have more than 200 participants. 学校日常教学和行政使用频率较高的功能会议室原则上暂不提供学生预定，学生根据活动的人数预定相应大小的教室，凡预定双层阶梯教室，活动规模须达到 200 人以上。

**Section 2** If IT services are needed, such as multimedia assistance and computers, please contact the MITS office and the Property Management Office in advance for arrangements. 如预定中涉及使用 IT 设备，如多媒体设备，电脑，根据多媒体管理的相关规定，使用前请事先告知和联系管理信息技术和系统办公室或物业办公室做好安排。

**Section 3** If the activity needs special furniture, it is required to describe it in detail in the Student Application for Facility Use Form. (Appendix 7 Event Request Form) Please go to the Property Management Office with your student booklet or ID card to register and complete the borrowing procedures in advance. Return the furniture to position in time after use. Compensation is required if any items go missing or are damaged. 凡涉及家具使用等特殊需求的，需在《学生使用设施申请表》中详细注明，且提前携带学生证件到物业办公室办理登记和借用手续，如有损坏需照价赔偿，使用完毕必须及时归位。

#### **Article 4 Procedures for Room Booking 预定程序**

**Section 1** Student club/organization should submit the Student Application for Facility Use Form to Club Program Office for audit. The use of the facility needs to be spelled out clearly and in detail. If the application is approved, the CPO will stamp the Student Facilities Application Form; if the examination fails, the CPO shall give reasons for refusing the application 申请者详细填写《学校设施使用申请单》，并交由团联合会审核。社团需清楚详细地阐述该场地的用途。如该申请审核通过的，社团联合会将在《学生使用设施申请表》上盖章；如审核未通过的，社团联合会需给出拒绝申请的理由；

**Section 2** After the application is approved by the CPO, the club is required to give the Student Application for Facility Use Form to the advisor for audit. 在社团联合会通过该申请并在《学生使用设施申请表》上盖章后，社团需将该《学生使用设施申请表》交由指导老师签字。

**Section 3** After signing with the CPO, the leader of student club and advisor, the Form shall be submit to one-stop centres at least one



working day before the activity for examination and approval. Reservations can be made up to one month in advance. 在经社团联合会、学生社团负责人和指导老师签字同意后，需至少提前一个工作日交至一站式服务中心审批。预定房间最多可提前一个月。

**Section 4** After the room has been booked by one-stop, the applicant shall take a valid ID document (such as student ID card, student booklet, National Identity Card or passport) to Property Management Office to apply for the fourth copy and paste it at the appointed place at least 4 hours before using the room. Please be aware that the ID document will not be returned to the applicant until the room is checked by the Property Management Office according to the room booking regulations. The applicant who doesn't get back the personal documentation as soon as finishing using the room will be regarded as disobeying the rules. 预定教室完成后，申请者持第二联并携带有效证件（包括 ID 卡、身份证或学生证等）至物业办公室申请设施使用通知单四联，并至少在教室使用前四小时将通知单第四联黏贴在所预定区域的指定位置；使用完毕经由物业检查符合教室使用规定之后，可取回证件。如在使用完成后未及时取回个人证件，视同违反使用规则及流程，根据教室使用的相关规定进行处理。

**Section 5** If there is media facility needed, the third copy should be submitted to the Property Management Office or to the IT-Service office according to the location of the room where the media facility is. 如需使用多媒体，根据使用多媒体设备区域



不同，将多媒体使用通知单交至物业办公室或 IT-Service (MITS)。



### Article 5 Supplementary Provisions 附则

**Section 1** These regulations apply to all the student organizations and clubs in XJLTU. 本规范适用于我校所有学生社团、社团等团体。

**Section 2** This policy will be applied together with the *Regulation for Users of the Room* from the Campus Management Office. 本规范将配合学校校园管理办公室的《房间使用管理规定》共同使用。





**Section 3** Students who violate this regulation will be responsible for the consequences. One-stop Service Center has the right to cancel the room booking privilege of the organization or club who violates the regulation from one month to one semester, depending on the seriousness of the case. 凡违反以上规定者，经核实，一站式服务中心有权视情节轻重、取消该社团的房间申请资格一个月到一学期不等。

**Section 4** If any violation of the regulations for using the club\organization privileges, including business activities and other club/organization unrelated usages are found, the punishments are as follows 如果发现任何社团违反规定（包括商业活动和其他资金的不合规使用）的，将被处以如下处罚：

(1) Cancel the right to use the school facilities of the club for one semester when the first violation occurs 第一次违规时，取消该社团学校设施使用权一学期；

(2) Cancel the right to use the school facilities of the club in the first academic year when the second violation occurs 第二次违规时，取消该社团学校设施使用权一学年；

(3) The club will be forcibly cancelled if the third violation occurs 第三次违规时，该社团将被强制注销；

**Section 5** The Campus Management Office and the Student Affairs Office will provide explanations regarding this policy. 校园管理办公室和学生事务办公室对此条例有解释权

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## Chapter 13 XJTLU Student Extracurricular Events Safety Management Regulation

### 第十三章 西交利物浦大学学生课外活动安全管理规定

#### Article 1 General Provision 总则

**Section 1** These regulations apply to all student clubs in XJTLU. All the clubs should not host and co-organize business event outside campus. 本规定适用于我校在籍社团，不得以任何社团名义在校外主办或协办商业活动。

**Section 2** The organizer of any extracurricular group event should get the official approval from the offices or departments it is affiliated to and register there. Without the official registration, the event is deemed as an organization's or student's individual behaviour and XJTLU will not undertake any responsibility for personal injury, property damage and other accidents. In addition, XJTLU may exercise disciplinary punishments to those students who participate in or organize an event that was unregistered with XJTLU and caused negative results. 我校学生进行群体性课外活动均应由活动的社团组织者按本规定中的备案程序进行备案。未经备案的活动，均视为学生社团或学生的个体行为；如在活动期间发生人身伤害、财产损失以及其他意外事故或者带来其他不良影响，学校不承担任何责任。此外，对于参加、社团未经备案并且造成不良后果的活动的学生，学校还有权视情形给活动者以纪律处分。

**Section 3** The extracurricular events should always emphasize safety first. Appropriate safety education should be carried out before the

activity occurs and security measures should be prepared in advance. The organizer of an event shall take responsibility for the safety of all students who participate in the event. 学生进行课外活动应时刻以“安全第一”为首要原则。各学生社团在社团活动前应进行相应的安全教育，做好安全准备工作。活动的社团者须对参加活动的人员的安全负责。

## Article 2 Registration and Archive 备案

**Section 1** The organizer of an event should make a written application, including but not limited to: activity plan, contact list, group leaders, person responsible for safety and security plan. The application must be sent to the affiliated offices or departments within one week before the event occurs. It can be implemented only after filing and should be filed in the SCS. 学生社团安排活动，由活动社团者提前一周向相应的业务主管部门(例如，各院系、学生事务办公室、教务处、招生与就业处、物业管理处、校园管理办公室等)提出书面申请，包含(但不限于)活动计划、活动负责人、安全责任人、联系方式、安全预案、责任声明与承诺等，经备案后方可实施，同时在学生社团支持中心存档报备。

**Section 2** In principle, XJTLU does not support events that may be dangerous to personal safety, such as outdoor activities like hiking and camping, or any other events that may violate laws and regulations or may bring negative influence to XJTLU. If the organizer still insists on taking part in such an event, all the attendees of the event should sign the *Notice to Participants in Off-campus Activities of Risk and Wavier of Responsibilities (Appendix 17)* to promise that he/she will undertake any

responsibility for personal injury, property damage and other accidents during the event, without any responsibility attributed to XJTLU. 对于一些具有危险性的课外活动，例如徒步，野营等户外活动，或者可能违反法律或者为学校带来不良影响的活动，学校原则上不予支持。活动社团组织者依旧坚持出行的，全体参与此次活动的人员需签署相关文件（附件 17），声明活动期间发生的任何人身伤害、财产损失及其他意外事故均由当事人本人负责，与学校无关。

### **Article 3 Supplementary Provision 附则**

**Section 1** This regulation will be implemented from the 16<sup>th</sup> of October 2019 onwards. 本规定自 2019 年 10 月 16 日起执行。

**Section 2** XJTLU Student Club Support Centre reserves the right of the final interpretation of this regulation. 西交利物浦大学学生社团支持中心保留对此规定的最终解释权。



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## Chapter 14 Regulation on Student Club Public Email Account

### 第十四章 学生社团邮箱使用管理办法

#### Article 1 Application for an Email Account 邮箱申请

**Section 1** The email accounts are designed by student clubs themselves and approved by the directors in the student affairs office. The name of the account should be concise and relevant to the name of the student club. 邮箱用户名称由学生社团自行决定且需主管老师批准。邮箱用户名需与社团名称紧密相关。

**Section 2** After the account name has been drafted, the student club should fill in the *Student Club Email Account Application Form (Appendix 25)* and submit it to the director for approval. If one email account collides with another, the principle of first comes first served will be followed. The latter applicants will be asked to change their drafted account names with the suggestions from the directors. 社团及社团需提交《*学生社团邮箱用户申请表*》（附录 25）至主管老师。若邮箱名称与存在的邮箱名称重合，遵循着先来后到原则，后申请者需在主管老师的指导下更改用户名称。

**Section 3** Once the email account is approved, it will be submitted to the MITS office. The account will be activated within 5 working days. 邮箱用户确定后，申请将被递交到 MITS 办公室。邮箱将于 5 个工作日后激活。

**Section 4** Those student clubs that have received an email account are supposed to fill in and submit the application form again, or the



email account shall be disabled. If there is any change to the email account, please fill in and submit the application form again. 获得邮箱用户的社团及社团需再次提交申请表登记，否则或面临邮箱被废弃的风险。若需对邮箱用户进行任何变动，请提交申请表。

## **Article 2 Usage of Email Account 邮箱使用**

**Section 1** Each student club should designate specific persons to manage the email account and keep the password safe. The management personnel should check the emails daily. 每个社团及社团需有指定人员负责料理邮箱日常并保证邮箱密码的安全。

**Section 2** The email account for each organization is used to help with the routine work, including inner communications, new member recruitment, and external liaisons with social organizations etc. 社团及社团邮箱用户可用于辅助包括内部交流、招募成员、外部社团交流及其他日常工作。

**Section 3** The email account should not be used to circulate any of the following 邮箱不应该被用于下列用途：

- (1) Illegal material prohibited by laws and regulations 非法内容
- (2) Attachments larger than 5M 附件大于 5 兆的文件
- (3) Other inappropriate material 其他不合时宜的事物内容

**Section 4** If a student club violates any of the mentioned guidelines above, it will be fined with 2 credits deduction and a 500 RMB fine deducted from the university allocation fund. If more than three violations take place within the same academic year, the email account will be disabled. 若任何学生



社团或社团违反上述规定，该社团或社团将被其所属社团委员会判罚 2 分及 500 人民币社团活动经费。若一社团或社团在一学年中违反三次及以上，该邮箱用户将被强制作废。

**Section 5** If any damage is caused to the fame of the university or to other individuals, the user(s) of the email accounts will be punished based on related regulations of the university. The club and its leader will also be held responsible for the accident. 若违反规定的行为对学校及个人造成损失，邮箱的使用者会受到相应规定的惩罚，社团领导同样也需付相应责任。

### **Article 3 Change and Annulation of an Email Account 邮箱用户的更改及废除**

**Section 1** If any changes should be made to the name of the email account, the student club has to fill and submit the Application Form of Changing Club Email Account (Appendix 26). 若邮箱用户需被更改，社团及社团需提交社团邮箱更改申请表（附件 26）。

**Section 2** A student club's email account can be annulled if any of the following occurred 社团邮箱废除可在以下情况下发生：

- (1) The student club violates email-related regulations 社团或社团违反相应规定受到邮箱被废除的处罚；
- (2) A student club/organization is dismissed 学生社团解散；
- (3) The student club submits the Application Form of Changing Club Email Account (Appendix 26) and is approved by the directors, the original email account will be annulled 社团或社团提交了社团邮箱更改申请表（附件 26）且获得了主管老师的同意；

- (4) Other reasons that will cause the email account to be annulled. 其他或导致邮箱被废除的原因。

#### Article 4 Supplementary 补充

**Section 1** This regulation applies to all registered student clubs at XJTLU. 此项规定应用于所有西浦注册社团。

**Section 2** This regulation will be implemented together with related regulations from MITS office on the email accounts. 此项规定将于 MITS 办公室的相关规定共同监督管理社团邮箱。

**Section 3** The SCS holds the right to explain this regulation. 学生社团支持中心有对此项规定的最终解释权。

**Section 4** This regulation will take effect upon its publishing. 此项规定自发行起有效。





## Chapter 15 Appendixes

### *Appendix 1 Club Annual Activation Form*

## Club Annual Activation Form

Club Name		Academic Year	
Number of participants			
Undergraduate		Graduates	
How many years has the organization been a registered Club			
Purpose of the Club and Overview of the Program			

### Club Officers

Position	Name	Email	Phone

Volunteer XJTLU Faculty/Staff Advisor			
Name		Position	
Email		Phone	



Coach/Instructor (if available)			
Name		Position	
Email		Phone	

<b>Club Program Office Only</b> Date Received: _____ (YLC Stamp)				Expenses	
				Club Funding	
				XJTLU Funding	
				% of Expenses	
Forms Completed	Last year's annual report	Roster	Schedule	Other	Annual Report



*Appendix 2 Change of Officer Form*

**Change of Officer Form**

**Club Name** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_

**Work Handover**

**Financial Data (annual)**

*Income*

Total Collected from Membership Dues	_____RMB
Total Collected from Fundraising	_____RMB
Total of Allocation (XJTLU)	_____RMB
Total Collected from Donations/Sponsorships	_____RMB
Total "Other" Income	_____RMB

**Total Income** \_\_\_\_\_RMB

*Expenses*

Total Spent on Equipment	_____RMB
Total Spent on Promotions	_____RMB
Total Spent on Facilities	_____RMB
Total Operating Expenses	_____RMB
Total "Other" Expenses	_____RMB

**Total Expenses** \_\_\_\_\_RMB

**Total Balance** \_\_\_\_\_RMB

**Documents**

Constitution	_____
Club Roster	_____
Work Plan	_____
Handbook	_____
Rules and Regulations	_____
Other files	_____



**Inventory Report**

All clubs are required to complete an inventory report at the end of each semester. It is the responsibility of the club officers to contact the Academic Club Program Office to set up a date and time to go through club inventory. At least 1 Academic Club Program staff member must be present when verifying the inventory.

Description / Name of Equipment	Quantity	Condition (Bad, Fair, Good, Etc.)	Estimated Value per Item	Total Value	Acquired by (donation, club sport \$, club \$, etc.)	Location of Equipment



Xi'an Jiaotong-Liverpool University

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**Club Officer Changes**

*Existing Officer*

*New Officer*

Name _____	Name _____
Student ID _____	Student ID _____
Title _____	Title _____
Telephone _____	Telephone _____
Email _____	Email _____
Reason for Change _____	

*Existing Officer*

*New Officer*

Name _____	Name _____
Student ID _____	Student ID _____
Title _____	Title _____
Telephone _____	Telephone _____
Email _____	Email _____
Reason for Change _____	
_____	

*Existing Officer*

*New Officer*

Name _____	Name _____
Student ID _____	Student ID _____
Title _____	Title _____
Telephone _____	Telephone _____
Email _____	Email _____
Reason for Change _____	
_____	

*Existing Officer*

*New Officer*

Name _____	Name _____
Student ID _____	Student ID _____
Title _____	Title _____
Telephone _____	Telephone _____
Email _____	Email _____
Reason for Change _____	
_____	



Xi'an Jiaotong-Liverpool University

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---

Current Club President's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Club Program Director's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Filed by YLC of XJTLU (Stamp) \_\_\_\_\_



---

*Appendix 3 Officer Acceptance of Responsibility Form*

*\*To be completed by each club's elected officers.*

## Officer Acceptance of Responsibility Form

Name: \_\_\_\_\_ Club: \_\_\_\_\_ Elected Position: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Note: Generally, tenure of each club's management team is one year. If there's no next team, the former management team could be reelected.

I hereby accept the responsibility of serving as an elected Officer for the  
\_\_\_\_\_. (Name of Club)

I understand that in order to serve capably, I must adhere to the rules and guidelines defined in the Club Program Handbook and to XJTLU's policies. I understand that it is my responsibility to lead in a manner that always reflects positively on the club and XJTLU. I have read and fully understood the Club Program Handbook as well as the specific roles and duties of my elected position.

I agree to complete all necessary forms as required by the Club Program Office and to submit them before the deadlines.

I agree to attend all required meetings scheduled by the Club Program Office.

I agree to handle all financial matters of the club in a fiscally prudent manner.

I will always assure the safety of each member during all club activities.

I agree to report all club disciplinary matters to the Club Program Office in a timely manner.

I agree to check the club mailbox at least once per week.

I agree to promote good sportsmanship in all club activities.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



Appendix 4 Student Club/Organization Work Plan

Student Club/Organization Work Plan																	
Club Name						Academic Year											
Activities	Detail	Week														Note	
		0	1	2	3	4	5	6	7	8	9	10	11	12	13		14
	Plan																
	Preparation																
	Promotion																
	Hold																
	Plan																
	Preparation																
	Promotion																
	Hold																
	Plan																
	Preparation																
	Promotion																
	Hold																
	Plan																
	Preparation																
	Promotion																
	Hold																
	Plan																
	Preparation																
	Promotion																
	Hold																
	Plan																
	Preparation																
	Promotion																
	Hold																





Appendix 5 Student Club Roster

Club Name: _____			Academic Year: ____	Person Submitting Roster: _____				Email Address: _____		
SN.	Student ID No.	English name (Pinyin)	Chinese Name	Gender	Program	International Student? Y/N	Email	Phone	Position	Date Joined Club
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										



---

*Appendix 6 Advisor Agreement*

## ADVISOR AGREEMENT

Each club is required to have a full-time faculty or staff member of XJTLU as its advisor. He/she should be a person who has an interest in the club and is willing to attend some of the club meetings and activities. Although not required, it is helpful if the advisor has experience or interest in the field of the club.

The advisor serves as a resource to help provide direction and continuity to the club. He/she can contribute valuable knowledge and experience related to XJTLU operations and policies. His or her responsibilities include:

- Being available to meet with the president and other officers as needed.
- Acting as a sounding board for the club in dealing with ideas and concerns.
- Advising the club regarding University policies and procedures.
- Encouraging the development of initiative, responsibility, and leadership of club members.
- Assisting the club in defining and achieving its goals and objectives.
- Reviewing the club budget and making recommendations when appropriate.
- Encouraging good financial practices for the management of club funds.
- Keeping himself informed regarding club's businesses and activities.

I, [Name of Advisor], agree to serve as advisor to the [Name of Club] Club for the 20XX-20XX academic year. I understand and accept the responsibilities of a club advisor as described above, and I express the willingness to work closely with the club officers and the Academic Club Program Office to make the academic club experience a positive and rewarding one for all individuals involved.

---

Advisor (print)

Date

---

Advisor (sign)

Date



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---

Club President (print)

Date

---

Club President (sign)

Date

**Received by the Club Program Office:**

---

Club Program Director

Date



*Appendix 7 Application to Initiate a New Student Organization*

## Application to Initiate a New Student Club/Organization

Name of the Club/Organization			
Category	Academic <input type="checkbox"/> Practice <input type="checkbox"/> Arts <input type="checkbox"/> Sports <input type="checkbox"/> Recreational <input type="checkbox"/> Sports Team <input type="checkbox"/> Social Practice Team <input type="checkbox"/> Functional Organization <input type="checkbox"/>		
Major Initiator	Name:	Student ID:	Program:

Advisor	E-mail:	Mobile:
	Name:	Email:
	Nationality:	Department:
Purpose of the organization		
Proposed Routine Activities		



*Appendix 8 Officer Acceptance of Responsibility Form for New Club/organization Petition*

## Officer Acceptance of Responsibility Form for New Club/organization Petition

*Please include all students who are interested in being a part of this organization (a minimum of 10).*

No.	Name	Student ID	Gender	Email	Phone number	Program
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Contact Person's Signature \_\_\_\_\_

Date \_\_\_\_\_

### Program Office Only

- Completion of the following forms:
  - ① Roster \_\_\_\_\_; ② Constitution/Bylaws \_\_\_\_\_;
  - ③ Officer Acceptance of Responsibility \_\_\_\_\_; ④ Advisor Agreement \_\_\_\_\_.
- Meeting date with Club Council \_\_\_\_\_ . Approved? Yes \_\_\_\_\_ No \_\_\_\_\_
- Official Starting Date \_\_\_\_\_
- Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_
- YLC of XJTLU Stamp \_\_\_\_\_ Date \_\_\_\_\_



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*Appendix 9 Template of Constitution*

## Template of Constitution

- Article I. Name of Organization: The name of this organization shall be (*name of organization, followed by acronym if applicable*).
- Article II. Statement of Purpose:
- Section 1. **Insert Statement about your organization. This statement should be at least one paragraph in length, specifically addressing the purpose(s) of your organization.**
- Section 2. To promote ethical leadership and achievement, and to cultivate civic responsibility.
- Section 3. To provide the students opportunities for association and interaction with the faculty and administrative staff of XJTLU.
- Article III. Membership:
- Section 1. **All student organizations are required to publish an anti-discrimination clause that includes at least the following language:**
- The organization is free to accept new members without regard to race, religion, origin, ethnicity, color, age, gender, marital status, citizenship, or disability **(required)**
- Section 2. Regular membership is limited to XJTLU students. All regular members must have a good academic performance.
- Section 3. Each member has equal rights and privileges.
- Section 4. Faculty and staff of XJTLU are eligible to be non-voting members.
- Section 5. For an organization to be recognized by XJTLU a minimum of ten (10) XJTLU students need to be regular members. **(Required)**
- Article IV. Officers:



Section 1. The elected officers of the Executive Board shall be the President, Vice President, Treasurer, and Secretary.

Section 2.

Article V. Meetings:

Section 1. An Officer Meeting should be held at least once per month during the academic year. A General Membership Meeting should be held at least once per semester.

Section 2. Special meetings may be called by the President or a member. All members must be given a minimum of 48 hours' notice, weekends and holidays excluded, prior to the meeting time.

Article VI. Executive Board: *(optional)*

Section 1. The elected officers shall constitute the executive board of the organization and each shall have one vote. The advisor(s) shall be ex-officio, non-voting members.

Section 2. The Executive Board shall meet no less than once a month during the academic year. Meetings of the board shall be open to any member.

Section 3. Approval by the President and the Treasurer is needed for all disbursements of 500 RMB or less, which are not first brought before the organization for approval. Expenditures in excess of 500 RMB must have majority approval of the organization.

Section 4. The Executive Board shall serve as a planning committee.

Article VII. Method to Amend the Constitution:

Section 1. Proposed constitutional amendments made by a member shall be presented to the organization, in written form, one meeting before it may be voted upon.

Section 2. Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.

Section 3. Approval by the Academic Club Council is needed to change the constitution. **(Required)**

Article VIII. Succession of officers:



Section 1. In the event of permanent incapacitation, resignation, or removal from office, the line of temporary succession shall be as follows: President, Vice President, Treasurer, and Secretary.

Section 2. Upon the vacancy of any office, a new candidate will be elected at the next regular meeting or at a special meeting.

Article IX. Statement of affiliation with national or other off-campus organization:  
*(Attach a copy of your (inter)national organization's constitution and bylaws. State NONE, if there is no affiliation.)*





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*Appendix 10 Template of Bylaws*

## Template of Bylaws

Bylaw I.      Membership:

- Section 1.      (Required) – Indicate what types of membership are available in the organization. (i.e. – There shall be two types of membership in the organization: regular and honorary).
- Section 2.      Instruction – Explain how someone becomes a regular member, completes a membership form, pays dues (if any) and submits these to the organization secretary.
- Section 3.      Any member of the XJTLU faculty and staff who has rendered outstanding service to the organization may be conferred with honorary membership by receiving a majority vote from the organization. Honorary members are ex-officio.
- Section 4.      Up to a maximum of 20 percent of the members of a student organization may be individuals who are not XJTLU students, e.g., community members, students at other colleges. Only students enrolled at XJTLU may vote on issues that come before the student organization.  
**(required)**
- Section 5.      Any member may be suspended or expelled from the organization for conduct contrary to the constitution of the organization or for conduct that grossly impairs the right of the members to enjoy the benefits of the organization. A written offense must be submitted by a member. After the offense has been submitted to the organization, the offending member shall have the right



to a hearing before the organization at a regular meeting. The offending member may be suspended or expelled only upon the affirmative vote of three-fourths of the voting members present. The offending member has the right to appeal an adverse decision at a regular meeting, and such offending members shall be reinstated only if the suspension or expulsion is overturned by a three-fourths vote of voting members present.

Bylaw II. Dues: *(optional to include)*

Dues shall be voted only by regular members.

Bylaw III. Officers:

Section 1. The President shall preside at all meetings of the organization. He/she shall be the official spokesperson of the organization, representing policies, views, and opinions of the organization in its relations with the campus and community at large. He/she shall have such further powers and duties as may be prescribed by the organization.

Section 2. The Vice President shall preside at the organization meetings in the absence of the President. He/she shall perform all legal duties assigned to him/her by the President. He/she shall notify all members of the organization meetings.

Section 3. The Treasurer shall handle all financial affairs and budgeting of the organization, maintaining all necessary accounting records. Said records shall be maintained in accordance with generally accepted accounting



principles. He/she shall maintain accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements. All disbursements in excess of 500 RMB require the majority approval of the organization.

Section 4. The Secretary shall take minutes at all meetings of the organization, keep minutes on file and submit required copies to all organization members. He/she shall be responsible for all organization correspondence and shall keep copies thereof on file. He/she shall also act as historian and shall maintain all records of the organization.

Section 5. In the event that an elected officer is unable to fulfill his/her term of office, there shall be an election to fill the vacancy at the next regular meeting or at a special meeting. Any eligible member, including those already holding office, may be nominated for a vacant office. However, an executive officer may hold only one position at a time.

Section 6. Petition by one-third of the total number of members shall be cause for a recall election. The offense must be submitted in writing by a member. After the offense has been submitted to the organization, the offending officer has 48 hours before the hearing. A recall election shall be held at the next regular business meeting after the presentation of the recall petition and shall be conducted as a special election. Recall will require a favorable vote of three-fourths of the total voting members present.



Section 7. To be eligible for office in the organization, a candidate for office must be a full-time student in good academic standing.

Section 8. The term of office for the officers of the organization shall be for one academic year. No officer is allowed to hold the same office for more than two consecutive terms.

Bylaw IV. Advisors:

Section 1. There shall be at least one advisor from the faculty or administrative staff of XJTLU elected by the organization.

Section 2. The advisors shall serve a term of one year and will be elected at the same time as the officers of the organization.

Section 3. The advisor(s) shall be ex-officio, non-voting member(s). **(required)**

Bylaw V. Committees: *(optional to include)*

Section 1. Standing Committees: *(Describe your organization's permanent committees, if applicable. i.e. Fundraising committee, Membership recruitment committee, competitive scheduling committee, etc.)*

Section 2. The President shall have the authority to create committees to further the purposes of the organization.

Bylaw VI. Quorum:



Section 1. The percentage of members that constitutes a quorum shall be fifty percent plus one.

Section 2. In voting, a majority shall consist of more than fifty percent of those voting.

Section 3. There must be a quorum in order for any official vote or election to occur.

Bylaw VII. Elections:

Section 1. Elections will be held once each academic year. Date of election to be established by the organization.

Section 2. At least one week's notice shall be provided for any meeting at which a regular election is to be held.

Section 3. Elections shall be by secret ballot. *(Show of hands is permissible. However, if using ballots, we recommend that you indicate that a separate document will specify elections procedures that will cover who can handle ballots once they are cast, who will count the ballots, and the deadline by which ballots must be counted. Important to include in bylaws that the ballot counting must take place on campus.)*

Bylaw VIII. Method to Amend the Bylaws:

Section 1. Proposed bylaw amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.

Section 2. Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.



Section 3. Approval by the Academic Club Council is needed to change the bylaws. **(Required)**

Bylaw IX. Parliamentary Authority:

Source of authority shall be Robert's Rules of Order, newly revised.



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*Appendix 11 XJTLU Activity Plan of Club/Organization*

20XX 年

X

X

X

X

活

动

XX 社团

20XX 年 X 月



---

## 目录

一、活动主题	_____
二、活动背景	_____
三、活动目的	_____
四、活动时间	_____
五、活动流程	_____
六、前期准备	_____
七、人员分工	_____
八、资金预算	_____
九、应急预案	_____
十、附件	_____





一、活动主题

二、活动背景

三、活动目的

四、活动流程

五、前期准备

六、人员分工

工作项目	人员名单	人数

七、资金预算

八、应急预案

九、附件

- 1、安全协议
- 2、财务报表
- 3、场地地图
- 4、风险评估
- 5、节目单（自行选择）



社团名称		节目名称	人数	时长	表演者



Xi'an Jiaotong-Liverpool University

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---

20XX

X

X

X

X

Activity

XXX Club

X (month) 20XX



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## Table of contents

1、 Theme	_____
2、 Background	_____
3、 Purpose	_____
4、 Time	_____
5、 Process	_____
6、 Preparation	_____
7、 Personnel division of labour	_____
8、 Budget	_____
9、 Emergency plan	_____
10、 Attachment	_____



- 
1. Theme
  2. Background
  3. Purpose
  4. Process
  5. Preparation
  6. Personnel division of labour

The work item	List of members	Number of members

7. Budget
8. Emergency plan
9. Attachment
  - 1、 Secure protocol
  - 2、 Financial statement
  - 3、 Site map
  - 4、 The risk assessment
  - 5、 Menu (choose)



Name of association		Name of activity	Name of participants	Duration	Performer



*Appendix 12 Event Request Form*

## Event Request Form

**Applicant Information:**

Applicant Name:	ID Number:	Contact No.:
Club Name:	Club Council:	

**Event Information:**

Event Name:	Location:
Participants:	External Participants(Y/N)
Poster/Flyer Request(Y/N):	Poster/Flyer Number:
Field Trip(Y/N):	Safety Regulation Signature(Y/N):
Purpose of Event:	
Equipment Requested from Student Club Service Center:	
Application date:	Expected Completion Date:

**Student Club Service Center Comments:**

--

Applicant Signature:

Date:

Club President Signature:

Date:

Approved by Club Advisor:

Date



Appendix 13 XJTLU Budget Request Form for Student Activities

**XJTLU Budget Request Form for Student Activities**

Name of Student Organization						
Estimated No. of Participants			Date Submitted			
Name of Activity			Time of Activity			
Venue of Activity						
Contact Person			Mobile No.			
General Description of the Activity						
No.	Item name	Price	Number	Subtotal	Remark column	Link
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total						
Signature of Club Financial Officer			Approved by Organization President			
Approved by SA-Office						
Note: Please submit the finished form to your program director at least 10 business days before the activity.						





*Appendix 14 XJTLU Student Activity Newsletter Template*



Main Photo



Date



ACTIVITY SITE



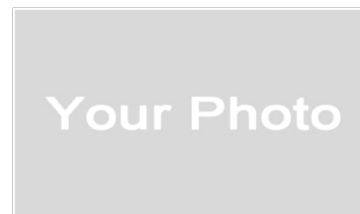
THE NUMBER OF PEOPLE

## Activity Name

By [Article Author]

When designed correctly, a newsletter provides specialized information to a targeted audience. To help you achieve this goal, this template offers suggestions that you can also find in the article in the Template task pane titled “Creating a Newsletter.” You may also be interested in reading “Printing a Newsletter,” which describes different printing options, such as using large paper to print your newsletter as a folded booklet. In addition to these template Help articles, the task pane also contains links to Help topics related to the Microsoft Office Word features used in this template, such as text boxes. As an added help, before you begin replacing this content with your own, you

may want to print this template to, so you can keep these instructions. To find a particular article within this newsletter, refer to Inside This Issue, on page 1. In creating a newsletter, first determine the audience. This could be anyone who might benefit from it, such as people interested in purchasing a product or service. You can compile a mailing list from business reply cards, customer information sheets, business cards collected at trade shows, or membership lists. You might consider purchasing a mailing list from a company that serves your target customer.



Your Photo

Next, establish how much time and money you can spend on your newsletter. These factors will help determine the length of your newsletter and how frequently you publish it. So you have space for one more article in your newsletter and one of your experts out in the field is writing the article. How can you determine how long the article should be? As in newspapers, the length of a newsletter article can be thought of in terms of how many “column inches” are available for the article.



Appendix 15 XJTLU Actual Cost Form for Student Activities

### XJTLU Actual Cost of Form for Student Activities

Name of Student Organization:						
Estimated No. of Participants:		Date Submitted:				
Name of Activity:		Time of Activity:				
Venue of Activity						
Contact Person		Mobile No.				
General Description of the Activity						
No.	Item name	Price	Number	Subtotal	Remark column	Link
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total						
Signature of Club Financial Officer			Approved by Organization President			
Approved by SA-Office						

Note: Please submit the finished form to your program director at least 10 business days before the activity.



*Appendix 16 Registration Form for Off-campus Activities of Student Clubs*

**Registration Form for Off-campus Activities of  
Student Club/Organization**

Club Name		No. of Participants	
Organizer		Emergency Contact	
Starting Time		Returning Time	
Destination			
Activity Description			
Potential Risks & Solutions			
Participants List			
Signature by Adviser		Date	

*Appendix 17: Notice to Participants in Off-campus Activities of Risk and Waiver of Responsibilities*

**Notice to Participants in off-campus Activities of Risk and Waiver of Responsibilities**  
**校外活动安全及风险责任书**

In order to strengthen the students' safety awareness during the activities off campus, and to clarify the responsibilities therein, this Notice to Participants of Risk and Waiver of Responsibilities is thus drafted based on the Guidelines on Dealing with Students' Injuries during Accidents issued by the Ministry of Education. 为保证学生集体外出活动的安全，明确学生外出安全责任划分，依据教育部《学生伤害事故处理办法》特制定本责任书，如有违反责任学生自负。具体条款如下：

**Article 1** All student activities off campus should be registered in Student Affairs Office at XJTLU. Without the official registration, the event is deemed as an organization's or student's individual behavior and XJTLU does not undertake any responsibility for personal injury, property damage and other accidents. 学生的一切外出活动，必须在学校备案后方可进行，未经备案的活动，均视为学生社团或学生的个体行为；如在活动期间发生人身伤害、财产损失以及其他意外事故或者带来其他不良影响，学校不承担任何责任。

**Article 2** The university, provided it has fulfilled its appropriate responsibilities accordingly, will not take responsibilities for any damages or injuries arising from natural disasters such as earthquakes, lightening, typhoons, floods etc. 学生的一切外出活动，必须在学校备案后方可进行，未经备案的活动，均视为学生社团或学生的个体行为；如在活动期间发生人身伤害、财产损失以及其他意外事故或者带来其他不良影响，学校不承担任何责任。

**Article 3** The university, without previous acknowledgment, will not take responsibilities for damages or injuries arising from the incidents during the activities off campus. 来自学校外部的突发性、偶发性侵害造成的后果，学校事先不知情时，责任学生自负。

**Article 4** If a student is inappropriate or not well behaved during the activities off campus due to physical or mental conditions that he/she has kept secret to the university, the student will take the responsibility for all damages or injuries caused herewith. 学生有特异体质、特定疾病或者异常心理状态，学校不知道或者难于知道的，知情后加以引导并提供帮助，但仍造成伤害的情况，责任学生自负。

**Article 5** Students will take the responsibility for any damages or injuries arising from suicide and/or self-mutilation. 学生自杀、自伤的，责任自负。

**Article 6** Students will take the responsibility for any damages or injuries arising from the traffic accidents in which he/she breaks the law. 学生不遵守交通规则发生伤害事故的，责任自负。

**Article 7** Students will take the responsibility for damages, losses, and/or injuries arising from other accidents provided that the university has taken appropriate actions and fulfilled its own responsibilities. 其他意外因素造成的，学校已尽职责的伤害事故，责任学生自负。

**Article 8** Should the English version of the XJTLU student extracurricular activities safety management regulation conflict with the Chinese document, the Chinese version shall prevail. 《XJTLU 学生课外活动安全管理规定》英文版与中文版相冲突的，以中文版本为准。

I agree to assume all risk of personal injury or loss, bodily injury (including death), damage to or loss of any personal property during an activity. I also release, waive,



Xi'an Jiaotong-Liverpool University

西交利物浦大学

indemnify, hold harmless, and discharge XJTLU from all claims, damages, and injuries arising from my behavior during activities. 我已认真阅读并同意上述条款，我承诺在活动中遵守团队规定，服从团队的正确决策，提高安全意识，注意自我保护，并对自己的一切行为及其后果负责

Organizer name (print) :

Organizer signature:

Tel number of Organizer:

Student Name (Print)	ID Number	Emergency Contact	Date	Student's Signature



Appendix 18 Registration Form for Activities Inviting Off-campus Honored Guests

Registration Form for Activity Inviting Off-campus Honored Guests 校外嘉宾活动邀请申请表			
Club Name 社团名称		Participant Number 参加活动人数	
Organizer 组织者/负责人		Contact Number 联系电话	
Activity Time 活动时间		Venue 地点	
Description & Purpose 活动内容&目的			
Introduction of Invited Guests 邀请嘉宾介绍			
Comments by the Club Director 指导老师意见			
Comments by the SCS 校团委意见			
Signature 负责人签字		Date 日期	



## Appendix 19 Registration Form for Interuniversity Activity of Student Organization

Registration Form for Interuniversity Activity of Student Organization 学生社团校际活动登记表				
<b>Basic Information</b>				
Club Name 社团名称				
Activity Name 活动名称		Participant Number 参加活动人数		
Organizer 组织者/负责人		Contact Number 联系电话		
Activity Time 活动时间		Venue 地点		
Activity Description 活动描述	<i>Please specify the purpose of event and provide the detailed event planning as attachment when applying for venue.</i>			
<b>Roster Information</b>				
Name 姓名	Gender 性别	University Name 学校	Position 职位	Phone 联系方式
Signature by President 负责人签字			Date 日期	
Signature by Director 指导老师签字			Date 日期	





*Appendix 20 XJTLU Financial Balance Form of Club/Organization*

<b>XJTLU Student Club/Organization Financial Balance Form</b>							
Club/Organization Name 社团/组织名称				Academic Year 学年			
Contract Person 联系人				Phone Number 电话			
Initial Balance 期初余额				Closing Balance 期末余额			
SN. 序号	Date 日期	Subject 科目名称	Description 描述	Source 资金来源	Balance 金额		
					Income 收入	Expenditure 支出	Surplus 盈余
<b>Total 总计</b>							
Note 备注 <i>Please specify the exceptional circumstances and for what reason the amount sits not reflected in the change form.</i>							
Signature by Treasurer 财务部长签字						Signature by President 社团负责人签字	
Signature Club Adviser 社团指导老师签字							



## Appendix 21XJTLU Journal of Club/Organization

**XJTLU Student Club/Organization Financial Balance Form**

Club/Organization Name 社团/组织名称					Month 月份		
Contract Person 联系人					Phone Number 电话		
Initial Balance 期初余额					Closing Balance 期末余额		
SN. 序号	Date 日期	Subject 科目名称	Description 描述	Source 资金来源	Balance 金额		
					Income 收入	Expenditure 支出	Surplus 盈余
<b>Total 总计</b>							
		Note 备注					
		<i>Please specify the exceptional circumstances and for what reason the amount sits not reflected in the change form.</i>					
Signature by Treasurer 财务部长签字						Signature by President 社团负责人签字	
Signature Club Adviser 社团指导老师签字							



## Appendix 22 XJTLU Request Form of Publicity Materials

XJTLU Request Form for Publicity Materials 西交利物浦大学学生活动宣传材料制作申请表					
Name of the Organization 组织名称					
Name of the Activity 活动名称					
Date Submitted 交表时间				Date Received 希望领取时间	
Contact Person 领取人				Mobile No. 手机号码	
SN. 序号	Item 宣传品名称	Size 尺寸	Quantity 数量	Material 材质要求	Notes 备注
1					
2					
3					
4					
5					
6					
Total				¥	
Approved by Publicity Officer 宣传部长审批				Approved by Club President 社团负责人审批	
Approved by Club Director 指导教师审批					
<p>Note:</p> <p>1. The publicity materials include but are not limited to posters, flyers, banners, magazines. 学生活动宣传材料包括海报、展架、易拉宝、折页、宣传单、杂志、横幅等形式的宣传用品或器材。</p> <p>2. Please submit this form together with the E-version of the printings to the club program director. 请将填写好的本表格与设计好的电子版宣传品（海报、折页、宣传单、杂志等）一同提交给相应的社团负责老师审批。</p> <p>3. Please submit this form together with the E-version of the printings to the club program director. 请将填写好的本表格与设计好的电子版宣传品（海报、折页、宣传单、杂志等）一同提交给相应的社团负责老师审批。</p> <p>4. It's strongly suggested to submit the form at least <b>5 days</b> before the day of receipt of the publicity material. 强烈建议至少提前<b>5天</b>提交本申请表，以防耽误活动的正常进行。</p>					

*Appendix 23 Student Club Withdrawal Application***Student Club Withdrawal Application****Basic Information**

Club Name		Club Council	
Current President		Contact	
No. of Members			
Withdrawal Reasons			

**Financial Issue**

XJTLU Funding Left	¥	Students ASA Funding	¥
Amount of Receipt Left	¥	Reimbursement	¥
Other Issue to be Reported			
Financial Officer Signature			

**Personnel Issue**

Number of Members		Ratio of Participants	
Ratio of Withdrawal Approval			
Other Issue to be Reported			
President Signature			
CPO Officer Signature			

**Note: Once signed, leader and CPO officer are responsible for the validity**

President Signature		Date	
Approved by SOS		Date	



*Appendix 24: Withdrawal Proxy*

### Withdrawal Proxy

Club Name		Club Council		
President		Contact		
Number of Club Members				
Withdrawal Meeting Attendees				
Signature of Attendees				
ID	Name	Position	Contact	Signature
Signatures of non-attending Members				
<b>President Signature</b>		<b>Date</b>		
<b>Approved by SCS</b>		<b>Date</b>		

*Note: Once the signature is signed, the leader and CPO officers are responsible for its validity.*

*All signatures should be handwritten; electronic signatures will not be approved.*



Appendix 25 Student Club Email Account Application Form

Student Club Email Account Application Form 学生社团邮箱账号申请表			
Applicant Information			
Student Name		Student ID Number	
Email Address		Mobile Number	
Club Name		Job Title	
Email Account Information			
Drafted Club Email Account	(Note: This account is to be designed by student club)		
Approved Club Email Account	(Note: This account is to be approved by director in case of duplication)		
Approval			
<p>Approved by Club President _____ Date _____</p> <p>Approved by Council Director _____ Date _____</p> <p>Approved by SCS _____ Date _____</p>			



*Appendix 26 Application Form of Changing Student Club Email Account*

<b>Application Form of Changing Student Club Email Account</b> 学生社团邮箱账号更改申请			
<b>Applicant Information</b>			
<b>Student Name</b>		<b>Student ID Number</b>	
<b>Email Address</b>		<b>Mobile Number</b>	
<b>Mobile Number</b>		<b>Job Title</b>	
<b>Email Account Information</b>			
<b>Current Email Account</b>		<b>Intended Club Email Account</b>	
<b>Reasons for Changing</b>			
<b>Approval</b>			
Approved by Club President _____ Date _____			
Approved by Council Director _____ Date _____			
Approved by SCS _____ Date _____			

*Appendix 27 XJTLU Student Club/Organization Election Regulation Template*

**XJTLU Student Club/Organization Election Regulation Template**

20XX-20XX XJTLU (Club/Organization Name) Election Regulation

***Chapter 1 General Provision 总则***

Article 1 Introduction of Club/Organization 社团/组织介绍

Article 2 Purpose of Establishment 社团目标

Article 3 Electoral System 竞选机制

Article 4 Qualification Process 任职方式

Article 5 Position Setting 职务设置

Article 6 Position Responsibility 职务职责

***Chapter 2 Election Process 竞选流程***

Article 1 Qualification Criteria 参选条件

Article 2 Registration Method 竞选报名

Article 3 Election Round 竞选轮次

***Chapter 3 Election Rule 竞选规则***

Article 1 Election Order 竞选顺序

Article 2 Election Discipline 竞选纪律

Article 3 Election Supervision 竞选监督

Article 4 Report of Disciplinary Violations 违纪举报

***Chapter 4 Candidate generation 候选人产生***

Article 1 Election Voting 竞选投票

Article 2 Results Publicity 结果公示