

西交利物浦大学
伴学社
章程

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第一章 总则

第一条 名称

本组织全称为“伴学社”，英文全称为“Peer Tutoring Club”。

第二条 组织性质

本组织是由西交利物浦大学学生自愿组建的非营利学术性学生组织，受社团联合会和指导老师共同监督和引导。

本组织恪守中华人民共和国的各项法律，遵守西交利物浦大学的各项规章制度，并协助维护校园环境与社会秩序的稳定。

第三条 社团宗旨

作为学术型学生组织，以提高大学生的科学素养和提高他们的创新能力为重点，努力传播科学知识、科学精神、科学思想、科学方法，普及科学文化知识，努力形成学科学、用科学、爱科学、讲科学的良好校园氛围。

第二章 组织成员

第一条 准入原则

凡取得西交利物浦大学学籍，承认本组织章程，申请加入本组织并面试通过，均可成为本组织成员。

第二条 成员的基本权利

- (一) 对组织工作提出批评与建议；
- (二) 优先或优惠参加本组织举办的各项活动及领取相关福利
- (三) 退出组织的权利；
- (四) 其他本章程中的基本权利。

第三条 成员的基本义务

- (一) 遵守本组织章程，执行本组织决议；
- (二) 协助维护本组织的团结与合法利益；
- (三) 其他本章程中的基本义务。

第四条 成员的退出与除名

- (一) 学生大二换届后自动退出社团

(二) 根据本人自愿原则，经本人提出申请，经同意即可退出组织，取消组织成员资格

(三) 有严重影响组织名誉行为的成员，违反工作制度以及违法乱纪等破坏大学名誉、触犯法律的成员立即除名；

(四) 主席可以在理由充分的条件下，对成员除名；或在符合准入原则的条件下，接纳非成员为成员；副主席、部长、副部长拥有对成员任免行为的监督权。

第三章 组织机构

第一条 主席团组成

(一) 本组织设主席一名，副主席两名，其余五个部门设立部长一名，副部长1-2名

(二) 本组织主席团的所有成员均须为本组织成员。

第二条 主席团成员原则

(一) 申请加入本组织主席团的，须为本组织成员；

(二) 申请者须满足以下能力要求：

1. 了解组织工作，有一定组织能力；
2. 对于工作积极主动，有奉献精神；
3. 达到各部门的其他岗位要求。

第三条 主席的权利与义务

- (一) 服从社联和指导老师的监督管理；
- (二) 拥有本组织最高的最终决定权
- (三) 定期召开会议并制定本组织的活动计划；
- (四) 组织领导成员开展各项活动，并做好工作记录及活动总结；
- (五) 协助管理、使用社费，吸收和处分成员；
- (六) 负责加强校内外的社团交流，扩大组织影响，树立组织良好形象；
- (七) 培养推荐组织接班人，做好主席团换届选举与业务交接工作。

第四条 主席的职责

- (一) 负责确定本组织各个阶段的工作目标和任务；
- (二) 领导各部门日常工作，主持工作例会；
- (三) 监督各部门工作，对各部门工作进行考评；
- (四) 负责组织重大活动的筹备和组织；
- (五) 主持主席团决议大会及其他重大会议；
- (六) 加强内部人员的团结，充分调动各方面积极性，协调各方关系，争取各方支持。

第五条 副主席的权利、义务与职责

- (一) 协助主席处理日常事务，协助监督各部门工作；
- (二) 当主席缺席时，代理主席工作。
- (三) 对内副主席主要负责学术部，行政部，宣传部，领导各部门日常工作，主持工作例会，监督各部门工作，对各部门工作进行考评。

(四) 对外副主席主要负责联络部、活动部，领导各部门日常工作，主持工作例会，监督各部门工作，对各部门工作进行考评。

(五) 负责组织重大活动的筹备和组织；

(六) 主持主席团决议大会及其他重大会议；

(七) 加强内部人员的团结，充分调动各方面积极性，协调各方关系，争取各方支持。

第六条 组织部门及其职责

组织下设宣传部、联络部、活动部、行政部、学术部五个部门。

部长负责统筹安排部门内工作，监督工作进度，并定期组织部门会议。

本组织各部门职责如下：

(一) 行政部

1. 管理、使用社费，购买活动器材；
2. 制作预结算表，与老师沟通费用报销问题；
3. 定期汇报资金去向并制作表格，方便查阅；
4. 定期整理统计组织物资并制作表格；
5. 管理本社团官方邮箱；
6. 负责预定活动场地；
7. 负责资料备份与管理；
8. 会议记录；
9. 与老师沟通交流，了解最新校方政策；同时也负责联络各部门；

10.制作与行政相关的问卷星，便于统计社团成员情况

（二）宣传部

1. 制作微信推送、活动海报及其他宣传文件；
2. 拍摄活动照片及制作宣传视频；
3. 设计制作社团纪念品；
4. 管理本社团公众号

（三）联络部

1. 招商引资，增强活动效果；
2. 负责联系合作社团
3. 安排成员参与外联活动

（四）活动部：主要对PTC各项活动进行策划和整体布置，以策划和组织工作为核心，在PTC各种活动的开展活动中起到纽带和统筹规划的作用。

1. 设计活动的具体流程；
2. 撰写策划案；
3. 现场管理参与活动；
4. 其他规定的活动部职责。
- 5.设计与活动相关的问卷星，并建立群聊方便参与者进行反馈

（五）学术部

1. 负责编资料办讲座和小班复习课；
2. 做科研和参加各类竞赛
- 3.设计与讲课相关或资料相关问卷星，便于活动反馈。

第七条 全员大会与主席团会议组织

- (一) 成员大会面向全体成员，旨在介绍本社团，团结成员，加强与从更远的沟通；
- (二) 主席团会议面向全体主席团成员，旨在加深主席团成员对本组织的理解，增强成员的归属感与使命感，增进成员之间的了解；
- (三) 主席可以根据需要组织全员大会与主席团会议；
- (四) 全员大会与主席团会议的场所与形式由主席决定。

第八条 部门会议的组织

- (一) 部门内会议面向各部门部长及以下职位的成员，旨在传达部长参与的主席团会议要点

(包括但不限于有关本部门的事务，近期活动，组织新动向等其他非涉密事务)，分配活动任务等；
- (二) 部门会议可以为线上或线下会议

第四章 主席团成员的产生与罢免

一. 主席团会议

1. 主席团会议拥有本组织的高权利；
2. 主席团会议成员包括全体主席团成员；
3. 主席团会议由主席主持；
4. 主席团会议的场所是线下，特殊情况为线上；
5. 主席团会议的时间为两周一次，由正副主席共同决定。

二. 选举的基本原则、换届选举时间与正式换届时间

1. 选举的基本原则是自愿为先，服从决议；

2. 每年的换届选举时间和正式换届时间最晚为春季招新前的两个星期内；

三. 产生与罢免

(一) 主席的产生和罢免

1. 主席的任期为一年；
2. 换届选举时，新任主席由主席团会议决定。旧主席团内部成员进行投票，得票多的当选。票数相等时上任主席拥有最终决定权
3. 若主席在工作中出现特别重大的失误或十分严重的渎职行为，可以由四个及以上部长或副主席联名书面提案要求罢免主席，并由提案者主持主席团会议。若五分之四（向上取整）以上的成员参与投票，且该罢免提案获得三分之二及以上赞成票，则罢免现任主席，并在两个星期内由主席团会议重新讨论决定新任主席候选人，再按照本条第 2 点的规则重新选举主席；
4. 若主席在非换届选举时因故辞职，则在两个星期内，主席团重新讨论决定新任主席候选人，并按照本条第 2 点的规则重新选举。

(二) 副主席的产生与罢免

1. 副主席的任期为一年；
2. 换届选举时，先选举主席，后选举副主席；
3. 换届选举时，若新任主席曾担任过部长及以上职位，副主席的任命与选举方式由新任主席决定，否则由前任主席决定；
4. 若某副主席在工作中出现重大的失误或严重的渎职行为，主席可以申请罢免该副主席，在三个星期内重新选举副主席；
5. 若某副主席因故辞职，在主席同意后，可以免去该副主席的职务，并在三个星期内重新选举；
6. 当主席因故辞职或被免去职务时，副主席暂时代理其职务直至新任主席选出，届时副主席职位空缺。

(三) 各部门部长、副部长的产生与罢免

1. 部长、副部长的任期为一年；
2. 换届选举时，先选举主席、副主席，再选举部长，后选举副部长；
3. 换届选举时，部长、副部长候选人由本组织的全体社员自愿报名组成；
4. 换届选举时，新任部长由主席团提名，并由新任主席终决定；

5. 换届选举时，新任副部长由主席与该部部长共同决定；
6. 若某部门部长在工作中出现重大的失误或严重的渎职行为，主席可以罢免该部长，并在三个星期内召开主席团会议重新选举该部部长；
7. 若某部门部长因故辞职，在主席同意后，可以免去该部部长的部长职务，并在三个星期内召开主席团会议重新选举该部部长；
8. 若某部门副部长在工作中出现大的失误或重的渎职行为，在主席的同意下，该部门部长可以罢免该副部长，并在三个星期内与主席重新决定该部副部长；
9. 若某部门副部长因故辞职，在主席与该部门部长同意后，可以免去该部副部长的职务，并在三个星期内与主席新决定该部副部长；

四 . 业务交接

当任一岗位出现人事更替时，离职人员必须完成业务交接后方可离岗；对应部门的部长、副主席、主席有协助、监督业务交接的义务。

第五章 资产管理与分配使用

第一条 组织资产管理与使用

(1) 本组织的组织社团资产由本组织的所有现金（包括但不限于债券、支票等）、实物物资（包括但不限于装饰宣传用品等）、虚拟物品等组成；

(2) 本组织的实物资产管理由活动部负责并报备行政部监管，现金及虚拟物品等使用由行政部负责；

(3) 本组织主席、副主席及行政部部长、副部长有监督本组织的资产管理与使用的职责。

第二条 组织社费相关问题

本组织由于不设普通成员，暂时不收取社费。

第三条 组织资产来源

- (1) 组织开设的售卖具有自主版权的资料的商铺;
- (2) 西交利物浦大学活动费用报销和其他资金支持;
- (3) 社会团体或个人对本组织的赞助或无偿捐赠;
- (4) 其他合规合法收入。

第四条 组织资产用途

- (1) 购买组织活动所需要的物资及宣传材料等（包括但不限于易拉宝、活动奖品等）；
- (2) 租用社会资源（包括但不限于场地使用费、交通工具等费用支出）；
- (3) 组织内部团建及奖励活动等；
- (4) 其他合理合规用途。

第五条 组织资产使用限制

- (1) 本组织的资产必须用于本章程规定的业务范围和业务的长期发展。严禁管理层或主席团在未提前报备行政部或未经主席批准的前提下，提前预支奖金和其他资产公款吃喝、出行；
- (2) 本组织的对外活动奖品、对内工作激励中尽量避免以现金形式进行。

第六条 组织现金的使用

- (1) 本组织内部任意部门管理层提交的与活动直接相关的、有合理用途的小额现金（不超过200元）的使用申请，可以由行政部正副部长直接批准，并按时按部门记录组织日常财务报表中；
- (2) 本组织内部任意部门管理层提交的与活动直接相关的、有合理用途的大额现金（超过200元）的使用申请或与活动并无直接关联性，但有合理用途且不违反组织资产使用限制的申请，可以由申请人以直接或间接方式向行政部部长、副部长或主席报备批准后使用。并按时按部门记录组织日常财务报表中；

(3) 本组织内部任意部门管理层提交的与活动并无直接相关的，但有合理用途并不违反使用限制的申请，由申请人向行政部部长提出申请，由主席批准通过后可以启用。并按时按部门记录组织日常财务报表中；

(4) 主席团成员提交的与部门成员相关的福利申请或活动中临时需要报销的物品，由部长向主席提出申请，主席批准或经主席公示三分之二以上主席团成员无异议后行政部拨款，并记录在该部门日常财务报表中。

第七条 活动优惠政策

(1) 所有管理层成员参加组织内部活动（包括但不限于小班讲座、封闭式自习等）免费且享有优先权利；

(2) 所有管理层成员参加组织的其他非内部活动需要额外收费的，由行政部和主席核算之后决定具体数额；

(3) 对于学校内其他非管理层同学，具体优惠根据行政部活动前提提交的方案决定。

第八条 财务监督权

(1) 行政部每半学期，即期中和期末学期阶段向主席团成员公布财务报表，向各部门内部管理层成员公布该部门财务报表，并保留原始财务记录材料（包括但不限于发票等）；

(2) 任意本组织主席团成员有权要求查看特定时期或特定活动的财务收支，任意某部门管理层成员有权要求查看该部门财务支出情况。

第六章 社团活动的组织

一、活动总负责人

(一) 社团的所有活动的总负责人为活动部部长，其负责统筹、管理并监督整个活动的进行；

(二) 活动总负责人在该次活动中职位与副主席相同，其权利与义务如下：

1. 按照活动流程制定活动计划与时间表;
2. 向可调用人员分配任务并监督完成情况;
3. 领导并监督整个活动的进行;
4. 主席和副主席对活动总负责人有监督与指导的义务。

二 . 社团活动范围

(一) 本组织围绕学习的主题举办活动;

(二) 社团的主要活动形式分为以下几种:

1. 学术类讲座
2. 小班讲课
3. 答疑活动
4. 封闭式自习活动
5. 学习资料的出版与推广
6. 年会
7. 外出活动: 轰趴、出游等
8. 以及其他学术性与趣味性结合的活动

三 . 活动流程

(一) 活动主题与大致时间由主席团会议在开学后两周内举行的主席团会议中讨论年度社团活动计划确定;

(二) 活动开始前三周以上, 由主席组织主席团会议, 分配任务以及任务截止日期;

(三) 各部门部长向部员传达会议内容并分配任务, 两个副主席分别监督任务分配情况;

(四) 活动材料购物清单须提前三个星期列出, 并报告给行政部;

(五) 策划案与经费申请表须提前两个星期完成, 并报告给行政部;

(六) 所有有关邮件(中英文版本)须提前一个星期完成, 并在活动前五到七天内发送, 并报告给指导老师与正、副主席;

(七) 所有宣传材料需要一星期前完成, 并在活动开始前一星期开始宣传并报告给对内副主席;

(八) 行政部负责预定活动场地, 需要前一星期预定, 大型活动场地则需要提前两星期预定, 此外应提前一周在社团网站上建立活动;

(九) 活动部在活动开始前需要前一小时去布置, 活动后则需要对场地进行清洁与维

护。

第七章 本章程的修改

一. 本章程的修改流程

(一) 对本章程的修改, 需要首先向主席提交书面的、至少有主席团四分之一成员联名的修正案;

(二) 主席审核通过后, 主席团会议需要在两个星期内表决该修正案。由主席团三分之二及以上的成员投票, 且该修正案获得三分之二及以上赞成票, 该修正案方能通过;

(三) 修正案通过后, 主席或副主席须在两个星期内更新章程并向社员公示;

(四) 修正案通过后, 需要在本章程目录前注明修正日期、会议与修正案名称

例: “根据 **** 年 * 月 * 日管理层决议大会通过的《伴学社社团章程修正案》修正”, 并需要在本章程第九章更新终修正日期。

二. 本章程修改要求

(一) 对本章程的修改, 原则上每一年要进行一次修改

(二) 当社团情况与章程内容有一定程度不符时, 应在两个月内完成对章程的修订与补充

(三) 本章程修订完成, 需将修订部分的内容作为附录补充在新修订章程之后, 以供参考)

例: P5

第一条 主席团组成

(一) 本组织设主席一名, 副主席两名, 除外联部仅设部长一名, 其余五个部门皆设正副部长各一名。

(修改为: 其余五个部门设立部长一名, 副部长1-2名)

第八章 终止程序及终止后的财产处理

第一条 本组织终止的原因

- (1) 本组织的分立与合并;
- (2) 本组织自行解散;
- (3) 违反规定被学校官方强制注销;
- (4) 其他使得本组织终止的原因。

第二条 本组织终止的确认

- (1) 满足本组织终止的原因后，组织终止动议须经主席团和管理层决议大会的表决通过。由管理层五分之四以上的成员投票，且该终止动议经过参加投票的管理层成员和主席团成员均超过三分之二的支持，该终止动议方能通过;
- (2) 终止动议通过后，主席副主席需签字确认本组织终止，并上报社团联与西交利物浦大学有关部门审查同意;
- (3) 由于组织违反西交利物浦大学相关社团规章制度导致的强制注销不在约束范围内。

第三条 清算组织

- (1) 本组织终止程序结束前，须在社团联与西交利物浦大学相关部门指导下成立清算组织，处理债权债务及其他善后事宜;
- (2) 清算期间，不开展任何与清算无关的其他活动。

第四条 本组织的终止

本组织在社团联和西交利物浦大学相关部门办理注销登记手续并批准后即为中止。

第五条 剩余财产的使用

如在终止前未完成各部门活动津贴和奖金的分配，则优先分配。分配完成后在社团联和学校有关部门的监督下，按照西交利物浦大学相关组织社团的规章制度，用于发展于本组织宗旨相关的事业。

第九章 附则

第一条 本章程经2021年8月1日主席团会议表决通过，并于2021年8月1日最终修正。

第二条 本章程自2021年9月1日起生效。

第三条 资质证明相关解释

本解释是基于以下现状而进行说明的：1、学术部没有任职证明 2、学术部的“学术资质证明”可发放名额仅有 15 位 3、在 1 的基础上，“任职证明”与“学术资质证明”的发放评判原则和其功能有重叠部分 4、由于名单确定时，部分工作正处在大一下半学期期末考试前约两周左右的时间，因此部分任务未见到最终结果，对判断有一定的影响 5、学术部部员大多完全完成任务并且效果较好，根据过往经验，应当发放大于 15 位名额的“资质证明”

学术部资质证明，是伴学社颁发的，学术部独有的一项奖项。它的作用类似于“任职证明”，目的均为嘉奖、鼓励为了组织所办相关活动付出努力并高质量完成任务的同学，或提出具有实践性意见、对组织将来所办活动有重大意义的同学，或在活动前、中、后遇到重大困难时及时主动承担责任积极帮助解决问题的同学，因此，“资质证明”是一种对其各方面为组织的付出的证明。然而，不同于“任职证明”，“学术资质证明”应当考虑评选人的学术能力和成绩，但是由于本次评选的特殊条件，该项评判标准稍有弱化，占比降低，但可成为否决因素。

评判组及其相关成员：学术部部长，学术部副部长，资料组组长（仅提供反馈），资料组审核组成员（仅提供反馈），抽取的学术部内部学过此课程的同学（仅提供反馈），伴学社主席（仅审核名单）。

评判原则：由于学术部的任务主要集中在（但不限于）开设讲座、参与小班课授课、编写资料，经过评判组衡量认为：准备及开设小班课难度和耗费时间以及精力相较于参与资料编写活动更多。从而我们会优先嘉奖至少参与过一次授课的同学。所以在获奖人员选取上，我们以下的顺序进行选取：

高质量授课且高质量完成资料的>授课且高质量完成资料的（授课差一点）>高质量授课且完成资料的（资料差一点）>授课且完成资料的>授课但未参与资料编写的>未参

与小班课但参与资料编写的

表格如下：

排序编号	高质量授课	授课	未参授课
高质量完成资料	1	2	5
完成资料	3	4	6
未参与资料	N	N	N

注释：根据统计，全部学术部部员均有编写资料的经历，因此最后一行无意义，记为N。

此外，由前文给出的嘉奖同学范围可知，在评选过程中还有如下附加项：

- 1、提出具有实践性意见、对组织将来所办活动有重大意义的
- 2、在活动前、中、后遇到重大困难时及时积极主动承担责任帮助解决问题的

落实在活动中，可表现为：

- 1、对资料构架有重大变动，且效果良好的
- 2、对资料细节安排有较大调整，且效果良好的
- 3、主动承担“需要预习”部分或“难度明显较大”部分资料编写任务的
- 4、在资料审查过程中发现较多错误或较严重漏洞，并及时反馈或主动提出修改方案的
- 5、承担资料组组长任务，并且按时认真高质量完成任务的
- 6、在活动准备过程中，当遇到某项困难任务缺乏人手时，主动申请或被要求完成该任务的情况下能顺利且较高质量完成的
- 7、在活动过程中遇到突发情况，主动提供帮助，对活动的继续进行有重大意义的
- 8、在活动后及时向主席团反应活动中出现的问题且给出明确可操作性建议的

对于以上八个具体表现可根据实际作用而酌情考虑是否提高优先级，在根据主要评判目标选取后进行调整和再选取。

发放流程：

- 1、名单的决定，大约距期末考试还有2~1周时，有部长与副部长结合往期记录给分，详细情况及名额调整尚未通知全员
- 2、“证明”的发放：在期末考试结束后的空闲时间，由于考虑各种因素可能会影响部员间的关系，破坏部门内部氛围，并且考虑到证书保存的问题，故决定在尚未公开声明

的条件下，一对一私下发放

3、原计划大约在并决定在大二上学期招新工作全部完成并开完全员大会后在线下以见面会议的形式当面解释，以方便回答各类问题并解决冲突。

综述：“资质证明”的评判标准与往年相比不同，这是今年名额、符合条件名额、证书性质改变和相当的部门内部情况不同而造成的，因此可能会给部内成员以误会，造成当前局面。

第四条 章程修改部分参考

I.P4 第二条 成员的基本权利

- (一) 对组织工作提出批评与建议；
- (二) 优先或优惠参加本组织举办的各项活动（添加）及领取相关福利
- (三) 退出组织的权利；
- (四) 其他本章程中的基本权利。

II.P5

第一条 主席团组成

(二) 本组织设主席一名，副主席两名，除外联部仅设部长一名，其余五个部门皆设正副部长各一名。

(修改为：其余五个部门设立部长一名，副部长1-2名)

- (二) 本组织主席团的所有成员均须为本组织成员。

III. P7第五条 副主席的权利、义务与职责

- (一) 协助主席处理日常事务，协助监督各部门工作；
- (二) 当主席缺席时，代理主席工作。
- (三) 对内副主席主要负责学术部、秘书部、财务部，领导各部门日常工作，主持工

作例会，监督各部门工作，对各部门工作进行考评。

修改为：学术部，行政部，宣传部

(四) 对外副主席主要负责外联部、活动部、宣传部，领导各部门日常工作，主持工作例会，监督各部门工作，对各部门工作进行考评。

修改为：删去宣传部

(五) 负责组织重大活动的筹备和组织；

(六) 主持主席团决议大会及其他重大会议；

(七) 加强内部人员的团结，充分调动各方面积极性，协调各方关系，争取各方支持。

4. P7

第六条 组织部门及其职责

组织下设财务部、宣传部、外联部、活动部、秘书部、学术部六个部门。

(修改为：行政部，联络部，删去秘书部)

部长负责统筹安排部门内工作，监督工作进度，并定期组织部门会议。

本组织各部门职责如下：

(一) 财务部

1. 管理、使用社费；

2. 购买活动器材；

3. 定期汇报资金去向并制作表格，方便查阅；

4. 定期整理统计组织物资并制作表格；

5. 制作预算表格

(修改为：行政部

1. 管理、使用社费，购买活动器材；
2. 制作预结算表，与老师沟通费用报销问题；
3. 定期汇报资金去向并制作表格，方便查阅；
4. 定期整理统计组织物资并制作表格；
5. 管理本社团官方邮箱；
6. 负责预定活动场地；
7. 负责资料备份与管理；
8. 会议记录；
9. 与老师沟通交流，了解最新校方政策；同时也负责联络各部门；
- 10.制作与行政相关的问卷星，便于统计社团成员情况)

(二) 宣传部

- 1.. 制作微信推送、活动海报及其他宣传文件；
2. 拍摄活动照片及制作宣传视频；
3. 设计制作社团纪念品；
4. 管理本社团公众号

(三) 外联部

1. 招商引资，增强活动效果；
2. 负责联系合作社团

(修改为：联络部

添加：安排成员参与外联活动)

(四) 活动部：主要对PTC各项活动进行策划和整体布置，以策划和组织工作为核心，在PTC各种活动的开展活动中起到纽带和统筹规划的作用。

1. 设计活动的具体流程；
2. 撰写策划案；
3. 现场管理参与活动；
4. 其他规定的活动部职责。

(添加： 5.设计与活动相关的问卷星，并建立群聊方便参与者进行反馈)

(五) 学术部

1. 负责编资料办讲座和小班复习课；
2. 做科研和参加各类竞赛

(添加： 3.设计与讲课相关或资料相关问卷星，便于活动反馈。)

(六) 秘书部

1. 管理本社团官方邮箱；
2. 负责预定活动场地；
3. 负责资料备份与管理；
4. 会议记录；
5. 与老师沟通交流，了解最新校方政策；同时也负责联络各部门

(删去秘书部)

IV. (2) 本组织的实物资产管理由活动部负责并报**财务部**监管，现金及虚拟物品等使用由**财务部**负责；

(3) 本组织主席、副主席及**财务部**部长、副部长有监督本组织的资产管理与使用的职责。

(修改为行政部)

V. P12第三条 组织资产来源

- (1) 组织开设的售卖具有自主版权的资料商铺;
- (2) 西交利物浦大学活动费用报销和其他资金支持;
- (3) 社会团体或个人对本组织的赞助或无偿捐赠;
- (4) 其他合规合法收入。

(修改为：删去第一条)

VI. P12 本组织内部任意部门管理层提交的与活动直接相关的、有合理用途的小额现金（不超过 200 元）的使用申请，可以由财务部任意成员直接批准，并按时按部门记录组织日常财务报表中；

(修改为：行政部正副部长)

VII. P13 行政部每一学期向主席团成员公布财务报表，并保留原始财务记录材料（包括但不限于发票等）；

(修改为：每半学期，即期中和期末学期阶段)

VIII. P14

三. 活动流程

(一) 活动主题与大致时间由主席团会议在开学后两周内举行的主席团会议中讨论年度社团活动计划确定；

(二) 活动开始前一个月以上，由主席组织主席团会议，分配任务以及任务截止日期；

(修改为 3 周以上)

(三) 各部门部长向部员传达会议内容并分配任务，两个副主席分别监督任务分配情况；

(四) 活动材料购物清单须提前三个星期列出，并报告给行政部；

(五) 策划案与经费申请表须提前两个星期完成，并报告给**外联部**；

(修改为：行政部)

(六) 所有有关邮件(中英文版本)须提前**一个星期**完成，并在活动前五到七天内发送，并报告给指导老师与正、副主席；

(修改为：提前4天)

(七) 所有宣传材料需要一星期前完成，并在活动开始前一星期开始宣传并报告给**对外副主席**；

(修改为：对内副主席)

(八) 行政部负责预定活动场地，需要提前一星期预定，大型活动场地则需要提前两星期预定；

(增加：提前一周在社团网站上建立活动)

(九) 活动部在活动开始前需要提前一小时去布置，活动后则需要对场地进行清洁与维护。

IX. P15

第七章 本章程的修改

(添加：二.本章程修改要求

(四) 对本章程的修改，原则上每一年要进行一次修改

(五) 当社团情况与章程内容有一定程度不符时，应在两个月内完成对章程的修订与补充

(六) 本章程修订完成，需将修订部分的内容作为附录补充在新修订章程之后，以供参考)

Directory

Chapter one General Provisions

Chapter two Members of Organization

Chapter three Organizational Bodies

Chapter four The Emergence and Recall of Members

Chapter five Asset Management and Use

Chapter Six Organization of Community Activities

Chapter Seven Modification of this Charter

Chapter eight Termination of Proceedings and Disposal of
Property after termination

chapter Nine Supplementary Provisions

Chapter one: General Provisions

Article 1 title

The organization is called the Peer Tutoring Club.

Article 2 nature of organization

This organization is a non-profit academic student organization voluntarily established by students of xi 'an jiaotong-liverpool university under the joint supervision and guidance of the association federation and the instructor.

The organization abides by the laws of the People's Republic of China, abides by the rules and regulations of xi 'an jiaotong-liverpool university, and assists in maintaining the stability of campus environment and social order.

Article 3 corporate purposes

As an academic student organization, with the emphasis on improving the scientific literacy of college students and their innovation ability, it strives to disseminate scientific knowledge, scientific spirit, scientific thoughts and scientific methods, popularize scientific and cultural knowledge, and strive to form a good campus atmosphere of science, science, love and science.

Chapter two: Members Of Organization

Article 1 admission principle

Any student who has obtained the university status of xi 'an jiaotong-liverpool, acknowledges the constitution of the organization, applies for membership in the organization and interviews

Through, can become a member of the organization.

Article 2 basic rights of members

- (1) to put forward criticism and Suggestions on the organization's work;
- (2) to give priority or preferential treatment to the activities organized by the organization;
- (3) the right to withdraw from the organization;
- (4) other basic rights in these articles.

Article 3 basic obligations of members

- (1) to observe the constitution of the organization and implement its resolutions;
- (2) assist in maintaining the unity and legitimate interests of the organization;
- (3) other basic obligations in these articles of association.

Article 4 withdrawal and expulsion of members

- (1) students will automatically withdraw from the club after the change of leadership in

sophomore year

(2) according to my voluntary principle, upon my application, I can withdraw from the organization and cancel the organization with my consent

membership

(3) members who have committed acts that seriously affect the reputation of the organization and who violate the work system and the law and discipline are greatly damaged

Members who have learned honor or broken the law shall be dismissed immediately;

(4) the chairman may, on sufficient grounds, remove members from the list; Or in accordance with access original

Accept non-members as members; The vice-presidents, ministers and vice-ministers shall have the right to supervise the appointment and removal of members.

Chapter three: Organizational Bodies

Article 1 the presidium shall be composed

(1) The organization shall have one chairman and two vice-presidents, and a number of ministers and vice-ministers.

(2) all members of the bureau of the organization shall be members of the organization.

Article 2 the admittance principle of the presidium

(1) applicants for membership in the bureau of the organization shall be members of the organization;

(2) the applicant shall meet the following requirements:

1. Understand the organization work and have certain organizational skills;
2. Proactive and dedicated in work;
3. Meet other post requirements of each department.

Article 3 the rights and obligations of the chairman

(1) to be subject to the supervision and administration of the council and its instructors;

(2) to have the highest personal authority in the organization;

(3) to convene regular meetings and formulate plans of activities of the organization;

(4) organize leading members to carry out various activities, and make work records and activity summary;

(5) to assist in the management and use of social fees, and to absorb and punish members;

(6) responsible for strengthening the communication between the associations inside and outside the university, expanding the influence of the organization, and establishing a good image of the organization;

To train, recommend and organize successors, and to do a good job in the election of the presidium and the handover of business.

Article 4 the duties of the chairman

(1) to determine the objectives and tasks of the work of the organization at all stages;

(2) to lead the daily work of all departments and preside over regular work meetings;

(3) to supervise the work of all departments and conduct evaluation on their work;

(4) to be responsible for the preparation and organization of major activities;

(5) to preside over resolutions of the presidium and other major meetings;

Strengthen the unity of internal personnel, fully mobilize the initiative of all parties, coordinate the relations between all parties, and strive for each other

Party support.

Article 5 the rights, obligations and duties of the vice-chairmen

(1) assisting the chairman in handling daily affairs and supervising the work of all departments;

(2) to act for the chairman in his absence.

Article 6 organizational departments and their functions

The organization consists of six departments: finance department, publicity department, public relations department, activity department, secretary department and academic department.

The minister is responsible for the overall arrangement of work within the department, supervision of work progress, and regular organization of department meetings.

The responsibilities of all departments of the organization are as follows:

(1) finance department

1. Manage and use social fees;

2. Purchase activity equipment;

3. Regularly report the whereabouts of funds and make forms for easy access;

4. Regularly sort out statistical materials and make forms;

Make budget forms

(2) publicity department

1..Make WeChat push, activity poster and other promotional documents;

2. Take photos of the activity and make publicity video;

3. Design and make corporate souvenirs;

4. Manage the club's public number

(3)The public relations department

1. Responsible for sponsorship

2. Responsible for contacting cooperative societies

(4) activity department

1. Design the specific process of the activity

2. Write a plan

3. Participate in on-site management activities;

4. Other functions of the activities department.

(5) academic department

1. Responsible for preparing materials for lectures and small class review.

2. Do scientific research and participate in various competitions

Article 7 the general assembly and the organization of the presidium

(1) members' assembly is for all members, aiming at introducing the club, uniting members and enhancing communication with them from further distance;

(2) the general assembly of the presidium shall be open to all presidium members, with the aim of deepening the bureau members' understanding of the organization

Enhance members' sense of belonging and mission, and enhance mutual understanding;

(3) the chairman may, as required, organize the general assembly and the general assembly of the presidium;

The venue and form of the general assembly and the presidium shall be decided by the President.

Article 8 organization of departmental meetings

(1) departmental meetings are for members of ministers of departments and below, and are designed to convey the main points of ministerial meetings including but not limited to matters related to the department, recent activities, organization of new trends, etc

Non-confidential affairs), assigning active tasks, etc.;

(2) department meetings can be online or offline meetings

Chapter four: Assets' Management, Allocation and Use

Article 1: Management and Use of Organization's Asset

(1) The organization's corporate assets consist of all the cash (including but not limited to bonds, cheques, etc.), physical materials (including but not limited to decorative propaganda supplies, etc.) and virtual goods of the organization;

(2) The management of physical assets of the organization is the responsibility of the activities department and reported to the financial department for supervision. The use of cash and virtual goods is the responsibility of the financial department;

(3) The chairman, vice-chairman and the minister of finance of the organization shall have the responsibility to supervise the management and use of the assets of the organization.

Article 2: Organization and Social Fee Related Issues

As there are no common members of the organization, there will be no social fee charges for the time being.

Article 3: Sources of Organization's Assets

- (1) A store opened by an organization to sell materials with proprietary copyright;
- (2) XJTLU's activity expense reimbursement and other financial support;
- (3) Sponsorship or voluntary donation by social organizations or individuals;
- (4) Other legitimate income in compliance.

Article 4: Use of the Organization's Assets

- (1) Purchase materials and promotional materials required for organizing activities (including but not limited to showing stand, prizes etc.);
- (2) Renting social resources (including but not limited to places usage fees, transportation and other expenses) ;
- (3) Organize internal team building and incentive activities, etc.;
- (4) Other reasonable compliance purposes.

Article 5: Restrictions on the Use of Organization's Assets

- (1) The assets of the organization must be used for the scope of business and the long-term development of the business as provided for in this constitution. The management or presidium is strictly forbidden to eat, drink and travel with public funds of bonus and other assets in advance without reporting to the finance department in advance or without the approval of the chairman;
- (2) The organization's rewards for external activities and incentives for internal work should be avoided as far as possible in the form of cash.

Article 6: Use of the Organization's Cash

- (1) The application which is submitted by the management of any department within the organization for small amounts of cash that are directly related to the activities and have reasonable use (no more than 200 RMB) can be directly approved by any member of the finance department, and the daily financial statements can be organized according to the records of the department;
- (2) Submitted within any department of the organization management is directly related to activities, the reasonable use of the large amount of cash (more than 200

RMB) , or, there is no direct correlation between the use of the application or and activity, but there are reasonable use and not in violation of the group assets use restrictions apply, can be in directly or indirectly by the applicant to the finance minister, is reported to the vice minister or President used after approval. Organize daily financial statements according to department records;

(3) Applications submitted by the management of any department within the organization which are not directly related to the activities, but which have reasonable use and do not violate the use restriction, shall be submitted by the applicant to the minister of finance, and can be used after approved by the chairman. Organize daily financial statements according to department records;

(4) Article submitted by members of the presidium for benefits related to the members of the department or items requiring reimbursement temporarily during the activities shall be submitted by the minister to the chairman for application, and appropriated by the financial department after approved by the President or published by the chairman that more than two-thirds of the members of the presidium have no objection, and recorded in the daily financial statements of the department.

Article 7: Preferential policies for activities

(1) All management members are free to participate in the internal activities of the organization (including but not limited to small class lectures, closed self-study, etc.) and enjoy priority rights.

(2) If all members of the management take part in other non-internal activities of the organization which require additional fees, the specific amount shall be determined after accounting by the Finance Department and the Chairman.

(3) For other non-managerial students, the specific preferences are determined according to the proposals submitted before the activities of the Finance Department.

Article 8: Financial supervision rights

(1) Each semester, the Finance Department publishes financial statements to the presidium, publishes the financial statements to the members of the internal management of each department, and retains the original financial records (including but not limited to invoices, etc.).

(2) Members of the presidium of any organization have the right to request a review of the financial revenues and expenditures of a particular period or activity, and members of any department's management have the right to request a review of the financial expenditures of that department.

Chapter Five The election and recall of presidium members

I. Meeting of the presidium

1. The meeting of the presidium has the highest rights of the organization;
2. Members of the presidium shall include all officers;
3. The meeting of the presidium shall be presided over by the chairman;
4. The meeting place of the presidium is offline, and the special case is online;
5. The time of the presidium's meetings is determined by the realities of the situation.

II. Basic principles of election, time of election and time of transition election

1. The basic principle of elections is voluntary submission;
2. The time of the general election and the transition time of the general election shall be within two weeks before the spring recruitment;

III. Creation and recall

(1) The formation and recall of the chairman

1. The term of office of the chairman shall be one year;
2. At the general election, the new chairman shall be decided by the presidium. If it is a matching election, more than two thirds of the members (the election is taken up) need to vote, and the candidate gets more than half of the votes in order to be elected. Otherwise, the chairman needs to choose the candidate again. If the election is a competitive one, more than two thirds of the members (full up) are required to vote, and the candidate with a majority of the votes is elected as the new chairman;
3. In the event of a particularly serious misstep or very serious malfeasance by the chairman, a joint written proposal by four or more ministers or vice-presidents to remove the chairman may be made and the chairman may be chaired by the proposer. If more than four-fifths (or full) of the members vote and the recall proposal is approved by two-thirds or more, the incumbent President shall be removed and the candidate for the new chairman shall be reelected within two weeks from the meeting of the presidium in accordance with rule 2 of this article;
4. If the chairman resigns for any reason during non-general elections, the presidium shall, within two weeks, discuss again the decision of the candidate for the new chairman and re-elect him in accordance with the rules of paragraph 2 of this article.

(2) The creation and recall of the vice-chairmen

1. The term of office of the vice-chairman shall be one year;
2. In the general election, the President shall be first elected and vice-President shall be first elected;
3. At the general election, if the new chairman has held the post of minister or above, the appointment and election of the vice-chairman shall be decided by the new chairman, or by the former chairman;
4. If a vice-President makes a serious mistake or malfeasance at work, the President may remove the vice President and elect a new one within three weeks;
5. If a vice-chairman resigns for any reason, he may be removed from his post with the consent of the chairman and reelected within three weeks;
6. When the chairman resigns or is removed from his post for some reason, the vice-

chairperson temporarily assumes his post until the new chairman is elected, when the post of vice-chairman becomes vacant.

(3) The creation and recall of ministers and vice-ministers of various departments

1. The term of office of ministers and vice-ministers shall be one year;
2. In the general election, the President shall be elected first, then the minister and then the deputy minister;
3. At the time of the general election, the candidates for ministers and vice-ministers shall be composed of all members of the organization who apply voluntarily;
4. At the general election, the new minister shall be nominated by the presidium and decided by the new President;
5. In the general election, the new vice minister shall be decided by the President and the minister.
6. If a department minister commits a serious error or serious dereliction of duty, the chairman may remove the minister and hold a meeting of the presidium within three weeks to re-elect the minister;
7. If a department minister resigns for some reason, with the consent of the chairman, he may be relieved of his ministerial post and a meeting of the bureau may be convened within three weeks to re-elect the minister;
8. If a deputy minister of a department makes a major mistake or malfeasance in his work, with the consent of the chairman, the department minister may remove the deputy minister and redecide the deputy minister with the chairman within three weeks;
9. If a deputy minister of a department resigns for some reason, the chairman may, with the consent of the minister of that department, remove him from his post and reappoint him with the President within three weeks;

IV. Switching operations

When the personnel turnover occurs at any post, the dimission personnel must complete the business handover before they can leave the post; and the ministers, vice-chairmen and chairmen of the corresponding departments shall be obliged to assist and supervise the business handover.

Chapter six Organization of association activities

I. Chief activity officer

1. The head of all activities of the association is the minister of the Activity Department, who is responsible for the coordination, management and supervision of the whole activities;

2. The head of the activity shall hold the same position as the vice-chairman in the activity, and his rights and obligations are as follows:

(1) Make the activity plan and schedule according to the activity process;

(2) Assign tasks to callable personnel and supervise their completion;

(3) Lead and supervise the whole activity;

(4) The chairman and vice-chairman shall have the obligation of supervision and guidance to the chief person in charge of the activities.

II. Scope of activities

1. Activities organized by the organization on the theme of learning;

2. The main forms of activities of the association are as follows:

(1) Academic lectures

(2) Small class lectures

(3) Answering activities

(4) Closed self-study activities

(5) Publication and promotion of reviewing materials

(6) The Annual Meeting

(7) Going out activities: Home-Party, travel, etc

(8) Other academic activities combined with interest

3. Active process

(1) The theme and approximate time of the activity shall be determined by the presidium meeting in the annual association activity plan;

- (2) The chairman shall, more than one month before the commencement of the activity, organize a meeting of the presidium to assign tasks and the deadline for the task;
- (3) The ministers of departments convey the contents of the meeting to the members and assign tasks, and the two vice-chairmen respectively supervise the distribution of tasks;
- (4) The list of activity materials shopping shall be listed three weeks in advance and reported to the finance department;
- (5) The application form for planning and funds shall be completed two weeks in advance and reported to the public relations department;
- (6) All relevant mails (in both Chinese and English versions) should be completed one week in advance and sent within five to seven days before the event;
- (7) All publicity materials shall be completed one week before the start of the campaign and shall be started one week before the start of the campaign;
- (8) The event site shall be reserved one week in advance, and the large event site shall be reserved two weeks in advance;
- (9) It shall be arranged one hour in advance before the activity starts, and the site shall be cleaned and maintained after the activity.

Chapter seven Amendment to this constitution

1. The amendment process of this constitution

- (1) An amendment to the present articles of association, which needs to be first submitted in writing to the chairman and signed by at least one quarter of the members of the presidium;
- (2) After approval by the chairman, the presidium shall vote on the amendment within two weeks.

The amendment shall be adopted by a vote of two-thirds or more of the members of the presidium and by a vote of two-thirds or more of the members of the presidium.

- (3) After the amendment is passed, the chairman or vice-chairman shall renew the constitution within two weeks and make it public to the members;
- (4) after the amendment is passed, it is necessary to indicate the date of amendment, the meeting and the name of the amendment before the list of articles of association

(Example: "amendment to the articles of association adopted by the general assembly of

the management committee of **** ** on **** **") and the date of final amendment shall be updated in chapter IX of this article.

Chapter Eight: Terminates Procedures and Terminates Property Disposal.

Article 1: Reasons for the termination of the organization.

- (1) Separation and merger of the organization;
- (2) The organization itself is dissolved.
- (3) Violation of regulations is compulsory by schools.
- (4) Other reasons for the termination of the organization.

Article 2: Confirmation of the termination of the organization

(1) After meeting the reasons for the termination of the organization, the motion for the termination of the organization shall be adopted by a vote of the presidium and the General Assembly of Management Resolutions. The termination motion can only be passed if it is voted by more than four-fifths of the members of the management and more than two-thirds of the members of the management and the presidium who voted.

(2) After the termination motion is passed, the Vice-President of the Chairman shall sign to confirm the termination of the organization and submit it to the Federation of Associations and the relevant departments of XJTLU for examination and approval.

(3) The compulsory cancellation caused by the organization's violation of the rules and regulations of the relevant associations of XJTLU is not within the scope of the restrictions.

Article 3: Liquidation organizations

(1) Before the termination of the proceedings, a liquidation organization shall be established under the guidance of the Federation of Societies and the relevant departments of XJTLU to deal with claims and debts and other aftermath matters.

(2) No other activities related to liquidation shall be carried out during the liquidation period.

Article 4: Termination of the organization

(1) The organization is suspended after the cancellation and approval of registration by the League and the relevant departments of XJTLU.

Article 5: The use of fifth remaining assets

(1) If the distribution of allowance and bonus is not completed before the termination, priority is allocated. After the distribution is completed, it will be used for the development of undertakings related to the purposes of the organization under the supervision of the League and the relevant departments of the school, in accordance with the rules and regulations of the relevant organizations and associations of XJTLU.

Chapter Nine: Supplementary Provisions

Article 1: This Regulation was adopted by a vote at the meeting of the Presidium on October 31, 2018, and finally amended on October 31, 2018.

Article 2: This Regulation come into force on November 1, 2018.

附录 奖惩制度表

外联部奖惩制度

关于奖励

原因	奖励等级 1-5 以难易度 衡量 最高奖赏为 5	具体措施
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突出完成任务 (保质, 保量, 准时)	3	
所拉赞助物资折合现金	4000 元/1 分, 最高 5 分	
为外联部做出重大贡献, 带来重大荣誉	4	
勇于向部长就本部门成员违纪或不良行为进行举报, 揭发, 经核查属实	3	
协助其他部门完成社团工作	2	
找出目前社团或部门内部的问题或缺陷且给出详细可行解决措施	4	
在尴尬时缓解气氛	1	
对待部长、副部长、大二学长态度正当的	0.5	
Reason	Penalty grades (1-5) Sorted by severity (5 the highest)	Measures
Late and incorrigible many times.	2	The number of lateness is less (no more than three times) and will not be investigated.If the circumstances are serious (more than three times), the ministry member will be warned publicly in the group of public relations department and will be asked to make a guar

		antee that they will not be late again.
If there are special circumstances that prevent the ministry member from going to the meeting, he/she needs to ask for leave in advance to inform the minister. The ministry member who do not ask for leave without reason is listed as absent.	3	The ministry member will be warned publicly in the group of public relations department and need to explain the reasons and make up for the losses caused by work mistakes to the greatest extent.
If the ministry member don't have a good image when he/she meet sponsors (odd clothes, heavy make - up, discourtesy).	3	The minister or other ministry members ought to remind in time. If time is enough to replace it timely, be sure to pay attention to it next time.
Inadequate preparation before work and lack of detailed understanding of sponsors and other related information.	4	Consult with relevant personnel and stop loss in time.If the circumstances are serious and many times, it is considered to move the ministry member out of the public relations department.
Before the end of the d	If completed in time 3	The severity of the appr

deadline,the ministry member predicted that he(she) could not complete the task but did not inform the person in charge.	If give up to complete 5	opriate circumstances determines the punishment policy. If the abandonment is completed and causes serious consequences, consider moving out of the public relations department (Peer Tutoring Club).
Personal ability seriously does not meet the requirements of the department and is not caused by accidental factors.	5	Transferred to other departments of the Peer Tutoring Club.
Disclosure to the outside of information that has been claimed to be " circulated only within the external liaison department ".	5+	Transferred to other departments of the Peer Tutoring Club.
Individuals handle (detain) sponsorship funds and items without permission.	5+	Consider moving out of the Peer Tutoring club and making up for the loss of the club.

行政部&活动部&宣传部奖惩制度

关于奖励

原因	奖励等级 1-5 以难易度 衡量 最高奖赏为 5	具体措施
突出完成任务 (保质, 保量, 准时)	4	
为行政部&活动部&宣传部做出重大贡献, 带来重大荣誉	4	
勇于向部长就本部门成员违纪或不良行为进行举报, 揭发, 经核查属实	3	
协助其他部门完成社团工作	2	
找出目前社团或部门内部的问题或缺陷且给出详细可行解决措施	4	
在尴尬时缓解气氛	1	
对待部长、副部长、大二学长态度正当的	1	

Reward and punishment system of Secretaries Department

About rewards

Reasons	Award rating 1-5. The highest reward in terms of ease of effort is 5.	Concrete measures
Outstanding completion of tasks (quality, quantity, punctuality)	4	
Make a great contribution to the department, bring great honor	4	
Report to the Minister the violation of discipline or misconduct by the members of the department, are verified to	3	

be true.		
Assist other departments of the community in their work	2	
Identify current problems or defects within the community or department and give detailed and feasible solutions	4	
Ease the atmosphere in an awkward time	1	
Treat ministers, vice-ministers, sophomores with a proper attitude	1	
Reason	Penalty grades (1-5) Sorted by severity (5 the highest)	Measures
Late and incorrigible in department's meeting for many times.	2	The number of lateness is less (no more than three times) and will not be investigated. If the circumstances are serious (more than three times), the ministry member will be warned publicly in the group of public relations department and will be asked to make a guarantee that they will not be late again.
The work quality is not	4	Find out the reason, if y

good, and affects the club activity seriously		the mistake could be controlled but the people did nothing then move him/her out from the PTC; if it is accident, warning and taking a note, up to 3 times then moving out.
The quality of work is not good, but it has not seriously affected club activities	3	Give a warning and take a note
Before the end of the deadline, the ministry member predicted that he(she) could not complete the task but did not inform the person in charge.	If completed in time 3 If give up to complete 5	The severity of the appropriate circumstances determines the punishment policy. If the abandonment is completed and causes serious consequences, consider moving out of from the department (Peer Tutoring Club).
Personal ability seriously does not meet the requirements of the department and is not caused by accidental factors.	5	Transferred to other departments of the Peer Tutoring Club.
Ignore the task more than	5+	Warning first, if no chan

n 3 times		ge happen, then move out from PTC.
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学术部奖惩制度

关于奖励

原因	奖励等级 1-5 以难易度衡量 最高奖赏为 5	具体措施
突出完成资料编写任务	4	
突出完成授课任务	4	
自己总结出可供分享的、足够量的学习资料（大约转化为面授时，时长至少为 15min 的 presentation）	3	
通过网络搜集到的对大学学习和大学相关学术技能有关的较大量资料并分享（不少于 1G）	2	
在考试中成绩优异并分享经验（可以以某人做代表发言）	3	
包含学术部内部至少三人在同一组一起参加比赛并获得一定成绩	3	
找出目前社团或部门内部的问题或缺陷且给出详细可行解决措施	4	
在尴尬时缓解气氛	1	
对待部长、副部长、大二学长态度正当的	0.5	

关于惩罚

原因	惩罚等级 1-5 由严重程度排序 5 最高	措施

有正当理由但缺席例会的	2	
无正当理由或未请假缺席例会的	3	
拖 ddl 的	3	
在 ddl 过后三天之内尚未完成的 (ddl 有过向前更改时不计)	4	
在任务即将结束前已预知自己无法完成但未告知负责人的	若及时补完 3 若放弃完成 5	
学术水平需要提高以达到学术部要求的	3	
学术水平严重不符合学术部要求且不是偶然因素引起的	5	转移至其他部门且剥夺享受学术部待遇的权利
向外部泄露已经宣称是“仅限学术部内部传阅”的资料	5+	考虑移出伴学社
总是导致气氛尴尬的	1	
说部长是魔鬼的	0.5	

一些程度较强的且正式的奖惩应当被记录在绩效考核表上,某些严重过失当移至主席团讨论以给出后续决策。

绩效考核表反应的分数会对之后学术部内或伴学社内的奖项有一定的影响

