

规章制度

1. 每一位西交利物浦大学的学生都有申请加入芯片社的权利
2. 所有芯片社社员需要在学校社团网站上进行申请并缴纳 50 元社费后才可以加入
3. 所有芯片社社员都禁止在社团群内发表反动，反社会的言论
4. 芯片社的所有成员都享有平等的权利和责任
5. 芯片社的所有成员都有权申请加入社团管理层
6. 社员申请管理层需要经过社长和指导老师的同意后才可以加入
7. 社团管理层有责任去管理社团，举办活动，维护内部秩序
8. 所有社团成员都需要参加全员大会，如果社员无法按时参加，请在会议开始前 24 小时通知管理层
9. 管理层需要参加社团的全部会议，如需请假，须在会议开始前 12 小时通知社长，每学期不得缺席超过 3 次，无故缺席将会给予警告。无故缺席超过 2 次将会给予处分
10. 学术部成员写完文章后须按照流程以此将文章发给部长，社长以及指导老师审核。未经审核的文章严禁发表在微信公众号上
11. 外联部成员在联系嘉宾前应联系社长和指导老师，待社长和指导老师确认后可以进一步联系嘉宾
12. 财务部需要及时提交预算表和决算表，预算表和决算表须经过部长，社长和指导老师的审核后方可提交。如果财务部未按照审核流程提交或者未按时提交，一切损失由财务部负责
13. 举办活动前需要提交申请，活动必须有策划案，预算表，待审核通过后，方可举办活动

Rules and Regulations

1. All of the students from XJTLU have the right to apply to Chip Club
2. All of the members of Chip Club should apply on the university website and pay 50 yuan to the finance department
3. All of the members of Chip Club are not allowed to make reactionary and anti-social comments in the WeChat group
4. All of the members of Chip Club have equal rights and responsibility
5. All of the members of Chip Club have the right to apply for managers
6. The application of managers should be confirmed by the president and the tutor
7. Managers have the responsibility to manage the club, open activities, and maintain order in the club
8. All of the club members should attend to the general meeting on time. If club members have some issues that can't attend the general meeting, they should inform the club managers 24 hours before.
9. Managers should attend all of the meetings in the club. If managers need to ask for a leave, they should inform the president 12 hours before. The number of absences should be less than 3 times. If managers are absent without reason, the president will send a warning to the manager. If the manager is absent without reason over 2 times, they will be punished
10. Academic members should send their articles to the minister, president, and tutor to check before publishing the article on the WeChat public account. The articles without checking are banned to send on the WeChat public account.
11. Outreach members should contact the president and tutor before contacting the guests. After president and tutor confirm the information of the guests, the outreach members can contact the guests.

12. Financial members should hand in the budget sheet and the final sheet on time. The budget sheet and final sheet should be checked by the president and tutor before sending. If financial members hand in the budget sheet and the final sheet late or without checking, the loss should be the responsible by financial members
13. Managers should send the plan and budget sheet before holding an activity. After all of the materials are checked by president and tutor, managers are able to hold the activity