



XJTLU Student Club/Organization Election Regulation Template

2023-2024 XJTLU (Communication Society) Election Regulation

Chapter 1 General Provision 总则

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

演讲与口才协会 (Communication Society) 成立于 2011 年，历史短暂却举足轻重。在西浦演讲与口才协会，每个成员可以突破自我，让自己的演讲与口才表达能力更上一层楼，也可以找到志同道合的朋友，在学习的道路上更加充实快乐。本协会自创办以来主办并参加过无数场比赛，举办的西浦演说家大赛已经成为学校最为盛大的比赛之一。协会还成功举办了各类中英文宣讲会以及演讲角，每一场都座无虚席，并让参与的同学受益匪浅。协会下设部门有行政部、财务部、宣传部、活动部、外联部及学术部，各部门分工明确，气氛和谐，达成了打造家庭式社团的目标，实为学生社团的优秀代表。

The Communication Society was founded in 2011 and has a short but significant history. At the Xipu Speech and Eloquence Association, each member can break through themselves, improve their speech and eloquence expression abilities, and also find like-minded friends, making their learning journey more fulfilling and joyful. Since its establishment, our association has hosted and participated in numerous competitions, and the Xipu Speaker Competition has become one of the most grand competitions in the school. The association has also successfully held various Chinese and English preaching events and speech corners, each of which was fully booked and benefited the participating students greatly. The association has departments including the Administration Department, Finance Department, Propaganda Department, Activities Department, External Relations Department, and Academic Department. Each department has a clear division of labor and a harmonious atmosphere, achieving the goal of building a family style club and being an excellent representative of student clubs.

Article 2 Purpose of Establishment 社团目标

当今社会如何说话是非常重要的—门技巧，本协会旨在提高学生的语言表达能力和演说水平，并且给予渴望克服胆怯心理的学生一个锻炼和提升自己的舞台。

How to speak is a very important skill in today's society. Our association aims to improve students' language expression ability and public speaking level, and provide a stage for students who are eager to overcome timidity to exercise and improve.



Article 3 Electoral System 竞选机制

自备 PPT 演讲（时间 5 分钟以内）+ 以往参与活动表现 + 现场答辩 + 参与竞选人（每人一票）以及本届主席团投票（每人两票）

Self prepared PPT speech (less than 5 minutes)+past participation in activities+on-site defense+candidate (one vote per person) and current presidium voting (two votes per person)

Article 4 Qualification Process 任职方式

选任制

Selection and appointment system

Article 5 Position Setting 职务设置

社长（1 名），副社长（1-2 名）

宣传部，外联部，学术部，活动部，财务部，行政部：部长（1 名）、副部长（1-2）名

President (1), Vice President (1-2)

Propaganda Department, External Relations Department, Academic Department, Activity Department, Finance Department, Administration Department: 1 Minister and 1-2 Deputy Ministers

Article 6 Position Responsibility 职务职责

社长：管理社团日常事务，公布社团有关决议。

副社长：协助社长管理社团，及时了解各部门及负责人工作情况。

活动部：负责活动策划，包括策划案编写，活动设计等。

行政部：在活动进行过程中进行统筹安排工作。

财务部：管理社团资金及日常活动开支。

宣传部：设计活动宣传方案（易拉宝、海报等）。

外联部：负责社团间沟通交流工作。

学术部：拟订活动题目，主题等。

President: Manage the daily affairs of the club and announce relevant resolutions of the club.

Vice President: Assist the President in managing the club and timely understand the work situation of various departments and responsible persons.

Event Department: Responsible for event planning, including planning proposal writing, event design, etc.

Administrative Department: Coordinate and arrange work during the activity.

Finance Department: Manage club funds and daily activity expenses.

Propaganda Department: Design promotional plans for activities (such as flip flops, posters, etc.).

External Relations Department: Responsible for communication and exchange between clubs.

Academic department: Develop activity topics, themes, etc.

Chapter 2 Election Process 竞选流程

Article 1 Qualification Criteria 参选条件

参选人需为社团管理层成员

The candidate must be a member of the club's management team

Article 2 Registration Method 竞选报名

线上报名：社员填写问卷星进行报名，可同时竞选社长和部长等多项职位，可跨部门竞选，最多选择 3 项职位（竞选时没有副社长及副部长职位，届时会通过竞选情况设立）。

Online registration: Members can fill out a questionnaire star to register, and can run for multiple positions such as president and minister at the same time. They can also run across departments, and can choose up to 3 positions (there are no vice president or vice minister positions during the election, which will be established based on the election situation).

Article 3 Election Round 竞选轮次



1. 笔试题: 笔试题由部长和社长出卷和打分, 报名时间截止后所处部门部长会统一发送对应职位的笔试题, 需在规定 DDL 前填写完成, 完成后发送给所处部门部长。

2. 竞选演讲: 部长竞选演讲时间在 6 min 以内, 社长竞选时间在 10 min 以内。若竞选两项及以上职位, 演讲时间可最多延长 3 min。竞选者可用 PPT 辅助竞选演讲, PPT 需在规定 DDL 前交给行政部部长。

3. 竞选 Q&A: 所有管理层同学均需到场参与投票, 社长、部长和部员均可对竞选者进行 Q&A, 每位竞选者总竞选时长不超过 15min。

1. Written test questions: The written test questions are produced and scored by the minister and president. After the registration deadline, the department head will send the corresponding written test questions for the position, which must be completed before the specified DDL. After completion, they will be sent to the department head.

2. Election speech: The Minister's election speech is within 6 minutes, and the President's election speech is within 10 minutes. If running for two or more positions, the speech time can be extended by up to 3 minutes. Candidates can use PPT to assist in their campaign speeches, and the PPT must be submitted to the Minister of Administration before the prescribed DDL.

3. Election Q&A: All management students are required to be present to participate in the voting, and the president, minister, and department members can conduct Q&A on candidates. The total election time for each candidate shall not exceed 15 minutes.

Chapter 3 Election Rule 竞选规则

Article 1 Election Order 竞选顺序

竞选演讲: 所有候选人抽签决定演讲顺序

Election Speech: All candidates draw lots to determine the order of their speeches

Article 2 Election Discipline 竞选纪律

竞选过程中, 严禁出现起哄、喝倒彩等违反纪律行为, 违者统一取消竞选资格

During the election process, it is strictly prohibited to engage in disciplinary violations such as cheering or booing, and violators will be disqualified from running

Article 3 Election Supervision 竞选监督



竞选演讲与 Q&A 过程由全体竞选人全程参与，得出选举结果后，所有竞选者的得票数全部公开（不公开具体投票人）

The campaign speech and Q&A process are fully participated by all candidates. After the election results are obtained, the number of votes received by all candidates is publicly disclosed (specific voters are not disclosed)

Article 4 Report of Disciplinary Violations 违纪举报

选举过程由全体社员以及管理层监督，发现徇私舞弊行为者一经查实取消管理层或主席团身份

The election process is supervised by all members and management, and if any favoritism or fraud is found, the identity of the management or presidium will be revoked upon investigation

Chapter 4 Candidate generation 候选人产生

Article 1 Election Voting 竞选投票

由主席团成员以及全体参选人员参与投票

Voting by members of the presidium and all candidates

Article 2 Results Publicity 结果公示

选举结果得出后，由社长在微信群中公示

After the election results are obtained, the president will publicly announce them in the WeChat group

Chapter 5 Financial Management System for Societies 社团财务管理制度

Article 1 This policy is made to enhance communication society's property management and standardize the financial order.

本规定为加强演讲与口才协会管理和财务规范而制定。



Article 2 The club funds shall be managed and allocated in accordance with this system, and all club funds all be used for the reasonable expenses required for the activities stipulated in the club's articles of association.

社团经费根据本制度规范管理和支配，社团经费全部用于社团举办的章程规定的活动所需的各项合理支出。

Article 3 Social expense management process

社费管理流程

Section 1 When members first join the company, they will be charged a social fee of 50 yuan per person. Afterwards, there is no need for members to pay social fees again when renewing their membership every year

社员初次入社时，每人收取社费 50 元整。此后每年社员续社时无需再次缴纳社费

Section 2 After the social expenses are collected by the president, they are uniformly handed over to the finance department for safekeeping. The finance department will verify the total amount of social expenses collected and the number of employees. After confirming that there are no errors, the social expenses will be transferred to the special account for social expenses for safekeeping

社费由社长收缴后统一交由财务部保管，财务部将收缴社费总额与入社人数进行核实，确认无误后将社费转入社费专用账户保管



Section 3 All social expenses are used for club activities and daily expenses, and are the responsibility of the finance department. All members have the right to supervise the use of social expenses

社费全部用于社团活动举办及社团日常开支，由财务部负责，全体社员享有对社费使用情况的监督权

Section 4 When a member applies to withdraw from the club, they should fill out a questionnaire and submit it to the administrative department for confirmation. After being reviewed and approved by the management, 50% of the paid social fees, which is 25 yuan, will be refunded. If they reapply to join the club, they will need to pay a full amount of 50 yuan in social fees again

当社员提出退社申请时，应当填写问卷交由行政部确认，经由管理层审核通过后，退还所缴社费的 50%，即 25 元，再次申请入社的，需重新缴纳全额社费 50 元

Section 5 Specifically, the funds obtained through sponsorship are handed over by the president to the finance department for unified custody and disposal

特别地，通过赞助方式获得的资金由社长交给财务部统一保管与支配

Section 6 No member shall engage in profit or commercial transactions under the guise of the association, including but not limited to selling materials or conducting activities under the name of the association. If a

similar situation occurs, the club will report it to the school for processing as soon as possible

任何成员不得假借社团名义进行牟利或进行商业交易，包括但不限于以社团名义销售资料，开展活动等。如有类似情况发生社团将第一时间上报学校处理

Article 4 The finance of the club is the responsibility of the finance department, with clear accounts and separate accounts (managed by the head and deputy heads respectively, with one person managing accounts and one person managing money and property).

社团的财务由财务部负责，账目清楚，钱账分离（由正副部长分别管理，一人管理账目，一人管理钱物）。

Article 5 clubs should publicize their financial balance form to director for reviewing voluntarily before the end of the teaching week, 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. The source of funds needs to specify that the funding comes from the school, club fees, sponsorship reimbursement.

社团应在每学期期末制作本学期的财务报表，并在教学周结束前主动上交至指导老师审核，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。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 6 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 7 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；



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Section 2 At the end of each semester (the second last week in each semester), 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），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；