影视工作站规章制度

第一条 为了规范西浦影视工作站的日常管理，促进成员之间的合作与学习，特制定本规章制度。

第二条 本规章制度适用于学生影视工作站的所有成员，包括演员、导演、编剧、摄影师、剪辑师、音效师及其他参与项目的同学。

第三条 工作时间：

参与活动不迟到、不早退。
项目进行期间，需根据实际情况灵活安排时间，提前通知团队成员。

第四条 考勤管理：

成员通常需在每次活动开始时签到。
无故缺席或迟到，需向团队说明原因。

第五条 项目立项：

所有项目需由团队成员共同提出，经过讨论后决定是否立项。
项目立项后，需制定简要的计划，包括时间表、角色分配和任务分工。

第六条 团队协作：

有问题找团队，定期召开团队会议，确保信息共享。
所有重要决策需经过团队讨论，鼓励每位成员表达意见。

第七条 文件管理：

项目相关文档需整理并保存在共享平台上，方便查阅。
项目完成后，需制作项目总结，以便日后参考。

第八条 权限管理：

各成员需尊重他人的创意与意见，未经他人同意不得随意修改他人作品。
重要决策需得到团队多数成员的支持。

第九条 职业道德：

所有成员需保持诚信，严禁抄袭他人作品。
对外宣传需遵循学校的相关规定，未经允许不得泄露项目细节。

第十条 行为规范：

工作期间应保持积极的态度，互相尊重，营造友好的团队氛围。
在活动场所应保持整洁，不影响他人学习与工作。

第六章 奖惩机制
第十一条 处罚规定：

对于违反考勤制度、团队协作原则或职业道德的行为，视情节轻重给予相应的警告或处分。
对于无故缺席导致项目进展受阻的成员，需承担相应责任。

第七章 附则
第十二条 本规章制度自发布之日起实施，所有成员需认真学习并遵守。

第十三条 本规章制度的解释权归西浦影视工作站所有，必要时可根据实际情况进行修改和补充。

这个规章制度框架旨在促进学生社团的团队合作与学习，同时保持灵活性和开放性。可以根据具体情况和成员意见进一步调整和完善。

Regulations of the Film and Television Workstation

Chapter 1: General Provisions

Article 1 In order to standardize the daily management of the Xi'an Jiaotong-Liverpool University (XJTLU) Film and Television Workstation and to promote cooperation and learning among members, these regulations are established.

Article 2 These regulations apply to all members of the student film and television workstation, including actors, directors, screenwriters, photographers, editors, sound engineers, and other participants involved in projects.

Chapter 2: Working Hours and Attendance

Article 3 Working Hours:

Members must not be late or leave early for activities. During project execution, time should be flexibly arranged based on actual circumstances, and team members should be notified in advance.

Article 4 Attendance Management:

Members are generally required to sign in at the start of each activity.

For unexcused absences or lateness, members must explain the reason to the team.

Chapter 3: Work Process

Article 5 Project Initiation:

All projects must be proposed by team members and decided upon through discussion. Once a project is initiated, a brief plan must be developed, including a timetable, role assignments, and task division.

Article 6 Team Collaboration:

If there are any issues, members should consult the team and hold regular meetings to ensure information sharing.

All important decisions must be discussed within the team, and every member is encouraged to express their opinions.

Article 7 Document Management:

Project-related documents should be organized and stored on a shared platform for easy access.

After project completion, a project summary must be created for future reference.

Chapter 4: Responsibilities and Authority

Article 8 Authority Management:

Members must respect others' ideas and opinions and may not arbitrarily modify others' works without consent.

Important decisions require support from the majority of team members.

Chapter 5: Professional Ethics and Code of Conduct

Article 9 Professional Ethics:

All members must maintain integrity and are prohibited from plagiarizing others' works.

External publicity must adhere to the school's relevant regulations, and project details must not be disclosed without permission.

Article 10 Code of Conduct:

During work hours, members should maintain a positive attitude, respect each other, and foster a friendly team atmosphere.

The activity venue should remain tidy and not disrupt others' learning and work.

Chapter 6: Reward and Punishment Mechanism

Article 11 Penalty Regulations:

Violations of attendance regulations, team collaboration principles, or professional ethics will result in appropriate warnings or penalties, depending on the severity of the behavior.

Members whose unexcused absences hinder project progress must bear corresponding responsibilities.

Chapter 7: Supplementary Provisions

Article 12 These regulations shall take effect from the date of issuance, and all members

must study and comply with them diligently.

Article 13 The interpretation rights of these regulations belong to the XJTLU Film and Television Workstation, which may modify and supplement them as necessary based on actual circumstances.

This regulatory framework aims to promote teamwork and learning within the student organization while maintaining flexibility and openness. Adjustments and enhancements can be made based on specific situations and member feedback.