

義守大學學生社團辦公室管理辦法

103年6月30日校長核定公告全文

- 第一條 義守大學為發展學生社團活動，於校本部及醫學院區設有學生社團辦公室(以下簡稱社團辦公室)，為管理使用社團辦公室，特訂定本辦法。
- 第二條 社團辦公室之分配與規劃由本校學生事務處課外活動指導組(以下簡稱課指組)統籌辦理。
- 第三條 社團辦公室專供本校正式核准之社團使用，於每學年度社團評鑑成績公布後，提出借用申請並簽具切結書，經核准後自次一學期開始借用，借用期程與社團負責人任期相同。
- 第四條 社團辦公室開放時間為開學期間每日上午八時始至夜間十一時止。社團辦公室熄燈後，各社團辦公室內嚴禁停留或住宿。
- 第五條 社團辦公室門上之玻璃，嚴禁張貼海報或懸掛任何簾幕，必須保持玻璃透明。
- 第六條 社團辦公室主要功能為辦公或開會時使用，不得專做為讀書之用。社團辦公室不使用時，須關閉電源、空調，並鎖緊門窗，注意安全。
- 第七條 社團辦公室所架設之網站嚴禁從事商業或非法行為。
- 第八條 社團辦公室內嚴禁存放危險物品或使用炊具、電熱器、火鍋等高熱能器具。
- 第九條 社團辦公室嚴禁飲酒、抽煙或其他本校相關規定所禁止之行為。
- 第十條 社團辦公室內經課指組登錄之辦公桌、椅子、鐵櫃等公有物品，均由各社團負責保管並列入移交，如有損壞或遺失，應按原價賠償。
- 第十一條 各社團須自行負責社團辦公室之環境清潔整齊，不亂丟廢棄物品，不隨意張貼或塗畫，垃圾須打包後置於規定地點。
- 第十二條 如有違反上述第三條至第十一條規定者，初次口頭警告，第二次書面警告，第三次停止該社團使用社團辦公室之權利。

若有重大違反本校相關規定者，依本校「學生獎懲辦法」辦理。

第十三條 本辦法如有未盡之事宜，依本校相關規定辦理。

第十四條 本辦法經行政會議審議通過，陳請校長核定後自公告日實施。

Regulations for the Management of Student Club Offices at I-Shou University

Ratified and promulgated by the President on
June 30, 2014

- Article 1 The Regulations for the Management of Student Club Offices at I-Shou University (hereinafter referred to as the “Regulations”) are established to manage student club offices set up at the Main Campus and the Medical Campus (hereinafter referred to as the “club offices”) for promoting club activities.
- Article 2 The allocation and planning of club offices are under the charge of the Student Activity Section of the Office of the Student Affairs (hereinafter referred to as the “Section”).
- Article 3 Club offices are only for student clubs approved by the University to establish. Student clubs shall submit an application and sign an affidavit after the result of the annual club assessment is released. Club offices may be used from the next semester after the application is approved, and the lease of club offices shall be consistent with the term of service of club presidents.
- Article 4 The opening hours of club offices are from 8 a.m. to 11 p.m. when the University is in session. No one shall stay at club offices after the offices are closed.
- Article 5 No poster or curtain is allowed to be hung on the glass panel of the office door; the glass panel shall be kept clear.
- Article 6 Club offices can only be used for club operation and meetings. Before leaving the offices, the power supply and air conditioners shall be switched off, and the doors and windows closed and locked.
- Article 7 Commercial and illegal activities are banned on the websites established by student clubs.
- Article 8 Dangerous substances, cooking utensils, electric heaters, hotpots, etc. are banned from storage or being used at club offices.
- Article 9 Drinking, smoking, and other prohibited behavior shall not be done at club offices.

- Article 10 Desks, chairs, metal cabinets, and other university-owned items listed on the inventory by the Section shall be safekept by each student club and listed on the handover sheet. Student clubs shall make compensation according to the set price in case of any loss or damage to the facilities and equipment.
- Article 11 Student clubs shall keep club offices clean and tidy. No littering, posting or painting is permitted. Garbage shall be packed and disposed of at a designated place.
- Article 12 Those who violate Article 3 to Article 11 shall receive a verbal warning for a first violation, a written warning for a second violation, and prohibition from using the club offices for a third violation.
Those who constitute a material violation shall be subject to the Regulations for Student Rewards and Punishments at I-Shou University.
- Article 13 Any matters not mentioned herein shall be subject to relevant regulations and rules of the University.
- Article 14 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In the event of any disputes and misunderstanding as to the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.