

義守大學學生社團組織及活動管理辦法

103年7月30日校長核定公告全文

第一章 總則

第一條 義守大學(以下簡稱本校)為輔導學生參與學生社團(以下簡稱社團)活動，充實休閒生活，陶冶合群品德，培養領導能力，樹立優良校風，特訂定本辦法。

第二條 社團組織統籌管理單位為本校學生事務處課外活動指導組(以下簡稱課指組)。

第三條 本校各社團之組織及活動除法令另有規定者外，悉依本辦法辦理。本辦法未規定之事項，悉依本校相關規定辦理。

第四條 本校學生得依本辦法組織各種社團招募社員，推展社務。社團分為下列六種：

一、服務性社團：以推展社會服務、服務人群為目的之社團。

二、自治性社團：以校、院、系層級成立之學生自治組織為目的地之社團，並同時準用本校「學生自治團體設置及輔導辦法」。

三、學藝性社團：以研究學術、文化、藝術為目的之社團。

四、康樂性社團：以提倡正當休閒康樂活動為目的之社團。

五、體能性社團：以培養學生體育活動為目的之社團。

六、綜合性社團：兼具前述二種性質以上之社團。

第五條 本校學生事務處(以下簡稱學務處)設社團審議委員會，審議學生社團之活動經費補助標準、社團年度器材增購案及社團之其他重要事項等相關事宜，成員由學生會團體代表四人、學生議長、學生社團各屬性代表一人共六人及學生事務長(以下簡稱學務長)、課指組組長及各屬性社團指導老師一人共六人，總計十九人組成，其相關規定依據本校「學生社團審議委員會設置要點」辦理。

第二章 社團成立與運作

第六條 學生組織新社團依下列程序辦理：

- 一、須經本校學生發起且十五人以上之連署（連署人不得超過二分之一為同系別），並填具本校「學生社團成立申請表」，送課指組初審，經學務長複審通過後，即為正式社團，並得辦理活動。
- 二、新成立社團應於正式成立當日起三十天內繳交本校「學生社團年度資料」；未於期限內繳交則直接喪失正式成立社團資格，社團若欲運作則需重新連署申請。
- 三、新成立社團應於正式成立當日起六十天內檢送本校「學生社團課外活動申請表暨企畫書」至少一份，並經簽核通過；未於期限內檢送則直接喪失正式社團資格，社團若欲運作則需重新連署申請。

第七條 本校如已有相同性質或相同宗旨之社團，則不得再成立新社團。

第八條 新申請成立之社團負責人編級限大學部或進修部大學一年級至三年級，碩士班、博士班、大學部或進修部大學四年級生不得擔任。

第九條 社團應於每學年期末考前一週繳交次學年之本校「學生社團年度資料」至課指組，逾期未繳交則停止受理所有社團活動申請。

第十條 社團應於每學年七月三十一日前繳交本校「學生社團移交資料」至課指組，若未繳交，將不給予社團負責人服務證明。

第十一條 社團得依實際需求申請器材增購，送交本校「社團審議委員會會議」審核，通過後得依申請需求增購器材。核購器材由各社團自行保管，並應定期清點使用情況，確實移交，若有遺失或損毀應照價賠償。

第十二條 社團於學期中應按月繳交財務報表送交課指組備查，並定期公開財務狀況於社團辦公室佈告欄或網路上。

第十三條 社團負責人需具本校正式學籍，對內主持社務，對外代表社團。其當選該學年度前一學期學業總成績須達六十分以上，操行七十分以上，始得擔任；不符前述資格者，應重新改選。

第十四條 社團負責人任期為每學年八月一日至翌年七月三十一日止，至多得連選連任一次。

第十五條 同一社團負責人不得同時擔任其他社團負責人，亦不得擔任其他社團幹部，同一社員不得同時擔任二個以上社團幹部。

第十六條 社團之社員以本校在學學生為限，並應依所屬社團章程之規定享權利、盡義務。

第十七條 社團應聘請校內專任老師或對社團有興趣之專職行政人員擔任社團行政老師，院、系層級自治組織社團，其社團行政老師應由該層級行政主管擔任，若因特殊情況需由其他老師擔任，需經由該行政主管指派；涉及專業技藝需求之社團得另聘校外技藝性指導老師。

第十八條 社團為維持運作及凝聚社員向心力，得申請社團辦公室，其相關規定另依據本校「學生社團辦公室管理辦法」。

第十九條 為檢視社團經營成果，所有社團均需參加學年度社團評鑑，其相關規定依據本校「社團評鑑實施要點」。新成立社團應於成立滿一年後參加社團評鑑。

第三章 社團活動及經費

第二十條 學生社團無論在校內校外活動，或與校外其他團體舉辦活動時，均須事前檢送本校「學生社團課外活動申請表暨企畫書」，並經簽核通過後始得辦理。

第二十一條 社團活動之場地借用地點應載明於本校「學生社團課外活動申請表」，並應於活動日前主動向場地主管單位確認。社

團活動場地如與校級行政活動衝突，則以校級行政活動優先。活動場地器材設備若使用不當，造成損壞或遺失應照價賠償。

第二十二條 社團活動經許可後，而其活動期間或地點變更時，應向課指組報備。若其活動內容有變更時，亦應報請課指組同意。

第二十三條 社團一切活動，均須採取公開方式，不得有秘密活動。

第二十四條 社團應在課餘時間舉辦活動，並避開學校集會時間，除特殊情況外，參加同學不予准假。

第二十五條 社團辦理活動進行文宣海報張貼宣傳，需檢送本校「學生社團課外活動申請表」簽核後影本，一併送課指組用印始得張貼。

第二十六條 社團辦理活動得申請經費補助，補助標準及金額另依據本校「社團經費補助標準」辦理。

第二十七條 社團辦理活動經費除社團自籌、學校補助外，其他以任何方式募集經費者，應事先經指導老師同意並經課指組初審、學務長複審後始得辦理，違反上述規定，將依本校相關規定懲處。若辦理活動需販售票券或收費，應依財政部「娛樂稅法」之規定辦理相關作業。

第二十八條 社團活動若違反國家法令、善良風俗、本校相關之禁制規定，得依據本校「學生獎懲辦法」進行相關人員懲處。

第二十九條 社團代表學校對外參加競賽獲獎且事前檢送「義守大學學生社團課外活動申請表暨企畫書」並經簽准者，得依據本校「學生獎懲辦法」進行相關人員獎勵。

第四章 社團停社、復社、更名

第三十條 社團主動申請停社，應填寫本校「學生社團停社申請表」，送交課指組初審，經學務長複審後，得立即停止運作並喪失正式社團資格。其社團財產應悉數繳回，遺失或損毀應照價賠償。

第三十一條 社團有下列任一情況者，得經課指組簽辦工作連繫單經學務長核准後，公告停止運作並喪失正式社團資格：

- 一、社團一學年未送交任何本校「學生社團課外活動申請表暨企畫書」，且未辦理任何活動。
- 二、社團未參加當學年度社團評鑑，且未於社團評鑑後六個月內補交評鑑書面資料。或連續兩次未參加社團評鑑。
- 三、社團辦理活動實際內容與本校「學生社團課外活動申請表暨企畫書」不符，且情節嚴重，導致不良影響或違反善良風俗者。
- 四、社團發生重大情節，送交本校「社團審議委員會會議」決議裁定為停止運作者。

第三十二條 社團停社後，若欲復社，需於停止運作日起算六個月後，依據本辦法第六條新社團成立程序辦理。

第三十三條 社團變更名稱應填寫本校「學生社團更名申請表」並檢附會議紀錄後，送交課指組審核後公告，社團名稱需符合社團宗旨。

第五章 附則

第三十四條 本辦法經校務會議審議通過，陳請校長核定後自公告日實施。

Regulations for Organization and Operation of Student Clubs at I-Shou University

Ratified and promulgated by the President on
July 30, 2014

Chapter One General Principles

- Article 1 The Regulations for Organization and Operation of Student Clubs at I-Shou University (hereinafter referred to as the “Regulations”) are established by I-Shou University (hereinafter referred to as the “University”) to encourage students to join student clubs, enrich their leisure time, nurture their gregarious personality, develop their leadership competence, and develop and sustain a solid university ethos.
- Article 2 The Student Activity Section of the Office of Student Affairs (hereinafter referred to as the “Section-in-charge”) takes full charge of the organization and operation of student clubs at the University.
- Article 3 Unless stipulated otherwise, the organization and operation of student clubs at the University shall be subject to the Regulations. Any matter not mentioned herein shall be subject to relevant regulations and rules of the University.
- Article 4 Students of the University may form student clubs of different attributes, recruit members and promote their clubs in accordance with the Regulations.
- Student clubs are categorized into the following six types:
1. Service Club, established to promote social services and provide services for people;
 2. Self-governing Club, which refers to a department/college/university-level student self-governing body and is subject to the Regulations for the Establishment and Counseling of Student Self-governing Associations.
 3. Arts & Skill Club, established for the purpose of academic, cultural, and arts research;
 4. Recreational Club, established to promote healthy recreational activities;
 5. Fitness Club, established to encourage students to exercise;

6. Comprehensive Club, which refers to a student club with two or more attributes mentioned above.

Article 5 The Student Club Review Committee (hereinafter referred to as the “Committee”) is established by the Office of Student Affairs (hereinafter referred to as the “Office”) to review subsidy standards for student clubs to hold activities, annual procurement projects of facilities and equipment, and other important affairs related to student clubs. The Committee consists of nineteen members, including four student representatives for student associations, the president of the Student Congress, one student representative for each of the six club types, the Dean of Student Affairs (hereinafter referred to as the “Dean”), the Section Chief of the Section-in-charge, and an advisor from each of the six club types. Other relevant rules shall be subject to the Guidelines on the Establishment of Student Club Review Committee.

Chapter Two Establishment and Operation of Student Clubs

Article 6 The procedure for organizing a new student club is as follows:

1. A Student Club Establishment Application Form shall be filled in and signed by at least fifteen students (half of them shall not be from the same department), and it shall then be submitted to the Section-in-charge and the Dean for review before being officially established and holding activities.
2. Newly-established student clubs shall submit a Student Club Information Package within 30 days of the establishment. Student clubs which fail to submit by the deadline shall be disqualified from establishment, and a new Student Club Establishment Application Form shall be submitted if they want to resume operation.
3. Newly-established student clubs shall submit at least one Student Club Activity Application Form and Proposal within 60 days of the establishment for ratification. Student clubs which fail to submit by the given deadline will be disqualified from establishment, and a new Student Club Establishment Application Form shall be submitted if they want to resume operation.

Article 7 A new student club shall not be established if its attribute or objective is similar to another student club already established at the University.

Article 8 Only freshmen, sophomores, and juniors of undergraduate programs in both the Daytime Division and the Division of Continuing Education can serve as

the president of newly-established student clubs.

- Article 9 Student clubs shall submit the Student Club Information Package for the next academic year to the Section-in-charge one week prior to the final exam. Those who fail to submit by the given deadline shall be suspended from applying for holding club activities.
- Article 10 Student clubs shall submit a Student Club Handover Package to the Section-in-charge by July 31 every year. Club presidents who fail to submit shall not be granted a Certificate of Service.
- Article 11 Before purchasing any facility or equipment based on their needs, student clubs shall apply to the Committee for approval. Student clubs shall safekeep the purchased facilities and equipment, make an inventory regularly, and hand them over to successors exactly. In case of any loss or damage to the purchased facilities and equipment, student clubs shall make compensation according to the set price.
- Article 12 Student clubs shall submit financial statements monthly to the Section-in-charge for reference and regularly disclose their financial condition on the bulletin board or the website.
- Article 13 To serve as the president of a student club, he/she shall be currently enrolled at the University, and he/she is responsible for handling the club's business and representing the club. The elected president shall not lead the club unless his/her average academic grade and conduct score in the previous semester reach at least 60 and 70 points, respectively. A re-election is required if a club president fails to meet the aforesaid requirements.
- Article 14 Club presidents shall serve a one-academic-year term from August 1 to July 31 and may be re-elected only once.
- Article 15 The president of a student club shall not be the president or a cadre member of other student clubs. Members of a student club shall not concurrently serve as a cadre member of two clubs or more.
- Article 16 Only currently enrolled students at the University can be members of student clubs, and they shall enjoy rights and fulfill obligations pursuant to the regulations and rules of their clubs.
- Article 17 Student clubs shall invite the University's full-time faculty members or full-time administrative personnel having a great interest in such clubs to serve as club advisors. Administrative heads of departments/colleges shall be the advisors of department-/college-level student associations; under

special circumstances, administrative heads of departments/colleges may appoint other faculty members to serve as advisors. Student clubs for professional arts and skills may invite professionals from outside the University to serve as advisors.

Article 18 Student clubs may apply for a club office to facilitate the operation and build cohesion among members. Relevant rules shall be subject to the Regulations for the Management of Student Club Offices at I-Shou University.

Article 19 To assess the performance of student clubs, all student clubs must be evaluated annually. Relevant rules shall be subject to the Guidelines on Implementation of Club Performance Evaluation. Newly-established clubs shall be evaluated after established for one year.

Chapter Three Club Activities and Budget

Article 20 Student clubs shall not hold any on/off-campus activity with or without other off-campus groups unless the Student Club Activity Application Form and Proposal is submitted and ratified before the activity starts.

Article 21 Student clubs shall specify the venue to be borrowed for activities on the Student Club Activity Application Form and confirm the availability of the venue with the staffer-in-charge before the activity is held. University-level administrative activities shall have a priority when there is an overlap between venues for a student club activity and for a university-level administrative activity. Compensation shall be made according to the set price if any facilities or equipment at the activity venue are broken or lost due to improper use.

Article 22 Student clubs shall report to the Section-in-charge if the date or the venue of the approved activity is altered. Student clubs shall report to the Section-in-charge for approval if the content of the approved activity is altered.

Article 23 Student clubs shall hold activities openly to the public.

Article 24 Student clubs shall hold activities after class and avoid the time when university assemblies are held. Students shall be granted for leave only for special reasons.

Article 25 Student clubs shall not put up posters for their activities until the poster and

a duplicate of the ratified Student Club Activity Application Form are submitted to the Section-in-charge for official seal.

Article 26 Student clubs may apply for subsidies to activities. The standards and the amount of subsidies shall be subject to the Standards of Subsidies to Student Clubs.

Article 27 Student clubs shall obtain prior approval of advisors as well as of the Section-in-charge and the Dean before raising funds in ways except for the funds raised by student clubs and the subsidies given by the University. Those who violate the aforesaid rule shall be punished pursuant to relevant regulations. Ticket-selling or fee-collecting activities shall be subject to the Amusement Tax Act under the auspices of the Ministry of Finance.

Article 28 The University reserves the right to impose punishment pursuant to the Regulations for Student Rewards and Punishments at I-Shou University to people involved in club activities which violate R.O.C. laws, good social customs, or relevant regulations and rules of the University.

Article 29 Student clubs which represent the University to compete and win with the Student Club Activity Application Form and Proposal approved in advance may be awarded in accordance with the Regulations for Student Rewards and Punishments at I-Shou University.

Chapter Four Termination, Resumption and Renaming of Student Clubs

Article 30 Student clubs may immediately stop operating and be terminated after an Application Form for Termination of Student Clubs is reviewed and approved by the Section-in-charge and the Dean. The terminated student club shall return club property and make compensation according to the set price in case of any loss or damage.

Article 31 For student clubs getting involved in any of the following situations, the Section-in-charge may submit an inter-unit notification to the Dean for approval and announce that such clubs stop operating and are terminated:

1. Having neither submitted any Student Club Activity Application Form and Proposal nor held activities over the past academic year;
2. Having neither been evaluated as scheduled nor submitted a written report for evaluation within six months of the club evaluation, or having not been evaluated for twice in a row;
3. Having held activities which are inconsistent with the content stated in the

Student Club Activity Application Form and Proposal, resulting in adverse impact or violating good social customs; or

4. Being terminated by the Committee for serious violation.

Article 32 Terminated student clubs shall follow Article 6 to resume operation six months after the termination.

Article 33 To rename a club, student clubs shall fill in an Application Form for Club Renaming and submit it to the Section-in-charge along with the meeting minutes . The name of the student club shall be consistent with its objective.

Chapter Five Supplementary Provisions

Article 34 The Regulations become effective on the third day of promulgation after being adopted by the University Council and ratified by the President.

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