

義守大學國際商務學系學會組織要點

92 學年修訂

93 年 5 月 20 日修訂

94 年 6 月 16 日修訂

○年○月○日校長准予核備公布全文

一、 總則

- (一) 本會全名為「義守大學國際商務學系系學會」以下簡稱本會。
- (二) 本會設址於高雄縣大樹鄉學城路一段一號。
- (三) 本會為本系學生最高自治組織，對外代表本系。
- (四) 本會應對全體會員負責，並由系主任督導配合校內各相關活動。
- (五) 本會成立宗旨為培養系上學生之榮譽感和向心力，聯繫師生情誼，保障學生權益。此外，並加強與校內各系之合作、互動和校內相關科系學術交流，為會員提供最大協助和正確的各项資訊。

二、 會員之權利與義務

- (一) 凡為本校在學學生且為本系學生者並確實繳交會費，均為本會當然會員。
- (二) 凡本會之會員均享有下列之權利：
 1. 有選舉權被選舉權、罷免權及發言權。
 2. 有參與本會所舉辦之一切活動，使用本會一切設備及借（贈）本會所編製之書籍與刊物之權利。
 3. 凡經過會員大會認可之權利和產生之福利，會員皆享其權利。
- (三) 凡本會會員皆應盡下列之義務：
 1. 遵守本會組織章程之規定。
 2. 出席會員大會和繳交會費。
 3. 遵守會員大會所定之規章及議案。
 4. 接受或擔任本會委託之事務或職務。參加本會所指派之活動，應盡力爭取本系榮譽與維護本系形象。
 5. 凡一切經會員大會認可之義務會員皆應遵守。

(四) 凡無繳交會費之同學，不成為本會當然會員。

三、會員之權利與義務

(一) 會員大會為本會之最高權力機構。由全體會員組成接受本系系主任老師及義守大學課外指導組指導。

(二) 會員大會之職權：

1. 選舉罷免會長及副會長。
2. 對於重大決議案行使同意權。
3. 制定或修改本會組織章程。
4. 會費全額之審核。
5. 聽取有關本會之各項活動、行政及決策並檢討其得失。

(三) 會員大會於每學年度初召開一次，決議方式為全體會員三分之二以上出席，出席人數之二分之一以上通過。

(四) 如遇突發狀況，由會長開臨時會亦得由本會二分之一以上會員以書面連署提請會長召集之。

四、組織及職掌

(一) 本會設會長、副會長各一人，任期一年不得連選連任。

(二) 會長之職責如下

1. 組織幹部內閣。
2. 提出學期活動計劃。
3. 監督、協調並指派各部推行本會之各項活動。
4. 任免各級幹級。

(三) 副會長之職權如下：

1. 協助會長處理會務。
2. 協調督導各組執行各項工作計畫。
3. 代理會長之職。

(四) 本會設下各部、各部長一名，各部職責如下：

1. 行政部：

下轄文書組、美宣組：負責所有家族之活動，邀請函之寄發，及系員通訊錄之編印。

(1) 文書組

(01) 負責系會檔案建立。

- (02) 資料處理及保存。
- (03) 會議記錄。
- (04) 各項活動之採訪。
- (05) 每學年系刊、系報之編排及出版。
- (2) 美宣組：負責系上環境佈置，活動海報，部員培訓等事宜。
 - (01) 美宣設計。
 - (02) 海報設計。
- (3) 攝影網路管理組：
 - (01) 系內活動之拍照、沖洗及保存。
 - (02) 系上網路、網站的管理。
- 2. 活動部：
 - (1) 各個活動之企劃。
 - (2) 企劃書之填寫。
 - (3) 各項活動內容之討論籌劃。
- 3. 體育部：下轄各個球隊隊長及經理。
 - (1) 確實督導管理各球隊人員。
 - (2) 人員之掌握及定期練習。
 - (3) 球隊經費之掌握。
 - (4) 協助辦理體育類競賽。
- 4. 財政部：下轄活動出納與會計。
 - (1) 出納：
 - (01) 掌握經費之收支。
 - (2) 會計：
 - (01) 財務收支之記錄。
 - (02) 編列各項活動預算及財產目錄表。
 - (03) 於每月對會產狀況提出書面報告。
- 5. 公關部：
 - (1) 負責系上各活動校外之贊助。
 - (2) 與各系、社團之情感交流之事項。
 - (3) 負責聯絡學校之公關事務。

(五) 幹部服務須屆滿一年尚可由系學會會長頒證書證明之。

五、 監察委員會

(一) 監察委員會為本會監督機構，監督本會各項事務之運作。

(二) 委員之產生由各班推選二人組成監察院委員會，設主席一人由委員互選。

(三) 監察委員任期一學年，得連選連任，但不得亦為系會幹部。

(四) 監察委員之職責：

1. 監察本會會務之推展，提供改革、建設並提出質詢。

2. 審核財務報告。

3. 聽取本系各級幹部之會務報告，並反應同學之意見。

4. 經監察委員決議後，得對本會幹部提出糾正案，得由主席召開臨時會。

六、 選舉罷免權

(一) 本會應於每年四月初由各班派代表三人組成選務小組，並互選產生組長一人，負責本會會長、副會長改選事宜。

(二) 本會應於五月中旬舉行會長、副會長選舉，由選務小組承辦。

(三) 選舉採搭擋競選，全系普選方式產生，選舉辦法另訂之。

(四) 若於規定選舉期間無人登記參選時，由現任部長中推選出一人出任會長。

(五) 新舊任會長、副會長應於第二學期結束前之會員大會舉行交接儀式。

(六) 交接時，舊會長應公佈本會財務報表、活動成果；新任會長應公佈幹部名單、預算表、行事曆、會費金額。

(七) 候選人如以不當手段當選，經選務小組查證屬實。取消其資格，並於十日內另行改選。

(八) 會長、副會長之選舉案，應由全體三分之二以上投票，以得票數最高者當選。若僅一組參選時得票數順為全體會員五分之二以上，當選使為有效。

(九) 會長、副會長之罷免案。須全體會員二分之一以上連署使得成立。並加開會員大會舉行投票，全體會員三分之二以上出席，出席人數三分之二同意，使為成立。

七、 經費

(一) 本會經費來源如下：

1. 會員繳交之會費。
2. 本校補助之活動經費。
3. 本校學生自治會補助之活動經費。
4. 其它來源。

(二) 會費應於開學後一週內繳交完畢。

(三) 本會應於新生入學後一次收取四年之會費，爾後不得加收，其經費可由會長依預算訂定。

八、 要點之修改

(一) 要點之修改應依下列程序：

由各班班代、副班代與系學會幹部於每學年度交接後一個月內共同修改擬定之，於每學年期初社員大會，經由系學會公告實行之。

(二) 前述之提案應以書面為之，詳述所修正之條文與內容，方得列入會員大會之議程。

九、 附則

(一) 本章程所列之條款如與校方條款牴觸者無效。

(二) 本會之經費僅使用於會務推展有關之活動。

(三) 新舊任會長交接時應由舊任會長編具一切會內財產清冊移交新任會長，接管移交時並敦請本系系主任監交。

Guidelines on Establishment of Student Union (Association) of Department of International Business of I-Shou University

Amended in the academic year 2003

Amended on May 20^h, 2004

Amended on June 16, 2005

Ratified and promulgated by President on __, __, __

Article 1 General Provisions

- (1) The Student Union (Association) of Department of International Business of I-Shou University is hereinafter referred to as the “Union” or “Association.”
- (2) The address is No.1, Sect. 1, Syuecheng Rd, Dashu Dist, Kaohsiung City, Taiwan.
- (3) The Union is highest self-governed organization which represents the students of Department of International Business.
- (4) The Union is responsible for all member of the Union and the Chair person is obligated to supervise all activities within the campus.
- (5) The goal of the Union is to cultivate the sense of honor and sense of belonging of students, to protect the welfare of students, to strengthen inter-department cooperation and academic interchange, meanwhile making best efforts to provide students with ultimate help and accurate information.

Article 2 Rights and Obligation of member

- (1) All enrolled students in the Department of International Business who have submitted fees are ex-officio members of the Union.
- (2) Rights of Member
 - a. Right to elect or right to be elected, right to expel (expulsion), and right to speak
 - b. Participate all activities held by the Union, right to use all facilities and borrow the books and journals compiled by the Association.
 - c. Vested rights and all welfare ratified by the Union
- (3) Obligations of Member
 - a. Abide by all Rules and Guidelines of the Association.
 - b. Attend Member Meeting and submit fees

- c. Abide by regulations and motions of the Union.
- d. Accept or serves as position delegated by the Union. If delegation by the Association, she or he shall do best efforts to maintain the honor and image of the Department of International Business.
- e. Abide by all obligation approved by the Association.

Article 3 Right and Obligation of Member

- (1) The Member meeting is the supreme land of the Association which is composed of all members subject to direction and supervision of the Chairperson and Extra-activity division of ISU.
- (2) Duties of Member Meeting
 - a. Right to elect or de-elect Commissioner and Deputy-commissioner
 - b. Right to approve material resolution
 - c. Regulate or modify the Guidelines of the Association
 - d. Review of member fees
 - e. Review all activities, administration and policy
 - f. Annual Member Meeting shall be held once every year.
- (3) The resolution is subject to the quorum of two-thirds of all members present in the meeting and approval by at least one-half of the members.
- (4) In exigent circumstances, the chairperson may summon to hold a provisional meeting may be summoned by the Chairperson given a quorum of one-half of members petitioning by a written co-signatures is satisfied.

Article 4 Organization and Duties

- (1) The Union (Association) should set up a President and Vice-President. The term of them is one year with no right of reelection.
- (2) The duties of President
 - a. Organize a cabinet of the student Association
 - b. Propose academic- year activity plans in academic year
 - c. Coordinate and supervise and assign each division to implement each activity.
 - d. Replace chief head students.
- (3) The duties of Vice-President

- a. Assist President
 - b. Coordinate and supervise work plans of each Division
 - c. Delegation of duties of President
- (4) The Union (Association) set ups several divisions which handle the duties as follows:
- a. Administrative Office
 - b. Composed of Document division and Marketing Division that are responsible for activities of all student family, invitation card and the address books
 - c. Marketing Office: organize files, data process and reservation, minute records, activity interview, journal, newspaper compilation and publications.
 - (a) Marketing: responsible for environment establishment, activity poster, and training
 - (b) Video and Internet management office: Photo taking, photo reprint and reservation
 - d. Activity Office: Activity planning and activity discussion
 - e. Physical Education (Sport) Office: Supervision of all tem members, training, practices, expenditures, periodical drills, assistance of holding Sport games.
 - f. Treasure office: Expenditure, accounting (financial records, budget proposal, property lists, monthly property report.
 - g. Pubic Relationship (PR): Sponsorship of extra-school activities, interchange among departments and Union (Associations), PR affairs of school communications.

Article 5 Supervision Committee

- (1) The Commissioner of the Supervision Committee is responsible for supervise all matters of financial affairs.
- (2) The commissioner is composed by candidates elected by each class up to the maximum of two. The Chairman is to be elected by Commissioners.
- (3) The term of Commissioner other than the Union (Association) head is one

year with immediate right of election.

(4) Duties of Commissioner

Supervise the development of financial matters while rendering suggestions and recommendations or interrogation; audit financial reports; review financial report of each student heads and opinion; propose motions by holding a provisional meeting.

Article 6 Right of Election and Expulsion

- (1) The Association shall set up an election division that consists of 3 students represented by each class in early April of academic year. Division head shall be elected to handle re-election procedure of Student President and Vice-President of the Union (Association).
- (2) President and Vice-President Deputy shall be elected in mid-May by election division.
- (3) The election is conducted by general votes and can be a group of partners as their campaign
- (4) If there is no one to register the election campaign, one of student Division's head will be selected
- (5) The retired and newly elected student leader should be held for exchange ceremony by the end of semester.
- (6) Retired commissioner shall publish financial reports and activities within the stipulated terms, while newly elected President. shall publish his (her) head officer, budget, calendar, and expenditures.
- (7) Election division may void the qualification of President if the candidate procures vote by unfair means. Election shall be conducted within 10 days after disqualification.
- (8) The resolution of election of President and Vice-President is subject to two-thirds of members present entitled to vote and one with highest vote win the campaign. If any group's votes amount to two-fifth of all members, the election is effective.
- (9) The repulsion of President and Vice-President is subject to the quorum of one-half of members with co-signatures and the repulsion resolution is subject

to approval of at least two-thirds of member present in the Member Meeting.

Article 7 Budget

- (1) The source of budget
 1. Member fees
 2. Sponsor or subsidy fees by school
 3. Sponsor or subsidy by Student self-governed Union (Association)
 4. Others
- (2) Member fees should be paid with one week after school begins
- (3) The member fees on a four-year basis should be collected from first-year students. No additional charge shall be imposed. Commissioner has discretion to regulate the expenditure based on budget.

Article 8 Amendments of the Guidelines

- (1) Amendment of the Guidelines Procedure The amendments are subject to the approval of class leader, vice-leader, head officer of the Association within one month after hand-over ceremony, and should be promulgated in order to implement.
- (2) The same proposition should be proposed in writing indicating the details for amendment and contents before submitting to agenda's motions.

Article 9 Supplements

- (1) In case of conflict between the provisions of the Guidelines and the rules and regulation of ISU, the latter shall prevail.
- (2) The budget of the Union (Association) is restricted to the activities related to Union (Association) matters.
- (3) Retired commissioner should submit all property lists within the terms in hand-over ceremony witnessed by the Chair.