

Regulations and Procedures for Student Clubs/Associations and Their Activities

Note: Regarding the following regulations, please note that the Extracurricular Activities Section in the Office of Student Affairs is now called the Student Activities Division.

Regulations for Student Club/Association Activities

Chapter 1. General Provisions

Article 1

NTUST hereby establishes the Regulations for Student Club/Association Activities in order to guide the student clubs/associations and train the students' self-governing, public service and leadership abilities, thus building an excellent school spirit.

Article 2

The Regulations for Student Club/Association Activities are suitable for various clubs/associations; if there is any contradiction between the Regulations for Student Club/Association Activities and other university regulations, the clubs/associations should follow the university regulations.

Article 3

The classification of the student clubs/associations.

1. clubs/associations for academics
2. clubs/associations for learning skills
3. clubs/associations for fellowship
4. clubs/associations for social interaction and entertainment
5. clubs/associations for music
6. clubs/associations for sports
7. clubs/associations for social service

Chapter 2. Starting a New Club/Association

Article 4

Setting up a club/association requires that at least 20 people sign up and follow the

procedures below.

1. After filling out the Application Form for Starting a New Club/Association 「學生組織社團申請表」 at the beginning of each spring semester, the founding members should submit the application form to the Extracurricular Activities Section (EAS). They can start to make preparations for the association after getting permission from the university.

2. The founding members should call a preparatory meeting after getting permission for setting up a club/association, then draw up the draft of the club/association's constitution, publicly recruit members and hold a founding meeting within two months.

3. The Extracurricular Activities Section should be notified in writing two days before the founding meeting.

4. A club/association will be considered officially founded after the person who is in charge of the founding meeting later submits the minutes, the program of activities, the club/association's constitution, the list of officers and the list of members to the EAS for approval and registration within one week after holding the founding meeting.

Article 5

Whoever applies to start a club/association must recognize and accept that if the mission statement and the major content of the activities of the club/association are similar or subordinate to those of currently existing clubs/associations, then the proposed new club/association will be considered to be an expansion of the currently existing club/association, or it will be required to merge with the currently existing club/association. The proposed club/association will not be allowed to be established separately.

Article 6. Chairperson and Vice-Chairperson

The contents of a club/association's constitution should involve the following:

1. The title of the club/association should include the university's name.
2. The mission statement
3. The club/association's location needs to be on campus
4. The qualifications for membership
5. The members' rights and obligations
6. The club/association's organization and the duties of officers and members.
7. The appointment, discharge and terms of office for the chairperson and officers
8. The appointment of counselors and consultants
9. The highest-level decision-making body and various kinds of meetings

- 10.The procedures for managing expenditures and finances
- 11.The procedures for the approval and the amending of the club/association's constitution
12. Other provisions

Chapter 3. The Club/Association's Organization

Part I. Counselors

Article 7

In addition to the guidance received from the Office of Student Affairs, student clubs/associations need to appoint members of the university's faculty as their clubs/associations' counselors. A counselor's term of office is two years and he/she can be reappointed; in principle, each faculty member shouldn't advise more than two clubs/associations.

The chairpersons of the various departments ex officio serve as the counselors of their departments' student associations; the chairperson can designate a faculty member of his/ her department to guide the activities of the student association. The Director of the EAS ex officio serves as the counselor of the Student Government and the Graduate Student Association.

Article 8

The Counselors' Duties:

- 1.Administrative assistance
- 2.Guidance for the clubs/associations' financial affairs, management of expenditures, and the election and inauguration of officers
- 3.Approving the clubs/associations' activities
- 4.Serving as a guide for a club/association's activities off-campus. The counselor can authorize a faculty member to be a substitute guide when he/she is prevented by other responsibilities from serving in this capacity.
- 5.Encouraging the exceptional service of the club/association's members or officers by filling out the List of Suggested Members for Special Recognition and submitting it to the EAS at the end of each semester for the determination of award recipients.

Part II. Members and Officers

Article 9

With the exception of the various department student associations, the membership of which is limited to the students of the particular department, student clubs/associations should be open to all the university's students and can't refuse membership to any NTUST student without proper reasons.

Article 10

The clubs/associations should publicly recruit members within the first two weeks of every semester and submit the list of members to the EAS within three weeks of the start of the semester. The clubs/associations are not allowed to carry out activities unless they have submitted the membership list.

Chapter 6. Extracurricular Activities for International Students

Article 11

The clubs/associations' chairpersons and officers have to be elected/re-elected every academic year, and the election has to take place within one month of the end of fall semester each year. The list of newly elected officers has to be submitted to the EAS within one week after the election. The same student can't serve as chairperson of two or more clubs/associations at the same time.

Article 12. Incumbent and Incoming Chairpersons

The incumbent chairperson of a club/association has to conduct an actual, valid handover to the newly elected chairperson, and their accomplishments will be reported as part of the clubs/associations' performance evaluation. If there is a need to elect a new chairman during the academic year, the special election requires the approval of the counselor and must be reported to the EAS of the Office of Student Affairs.

Article 13. The Responsibilities of the Chairperson

The Duties of the Clubs/Associations' Chairpersons

- 1.The selection of officers and the recruitment of members
- 2.The planning and promotion of activities
- 3.Applying for permission to issue publications
- 4.Calling and leading meetings
- 5.Managing funds
- 6.Attending the joint chairpersons meeting held by the EAS
- 7.Other duties

Article 14

Before carrying out various duties, the chairpersons have to report to the counselors.

Part III. Club/Association Meetings

Article 15.

Registered Voting /The categories of clubs/associations' meetings:

- 1.The General Membership Meeting (or the General Membership Representatives Meeting)
- 2.The Interim General Membership Meeting (or the Interim General Membership Representatives Meeting)
- 3.The Ordinary Meeting

Article 16

The General Membership Meeting (or General Membership Representatives Meeting) is the highest-level decision-making body. The following matters have to be approved by the General Membership Meeting:

- 1.The amendment of clubs/associations' constitutions
- 2.The election and removal from office of chairpersons
- 3.The activity program plan, the budget and the final accounting of expenditures
- 4.Other matters

Article 17

The chairpersons have to call a General Membership Meeting (or General Membership Representatives Meeting) at least once every semester.

Article 18

The chairpersons of clubs/associations can call Interim General Membership/Representatives Meetings as needed, or as requested by a petition signed by at least one quarter of the membership or representatives. If the chairperson doesn't call the requested Interim General Membership Meeting within two weeks, the members who requested the meeting can call the Interim General Membership/Representatives Meeting on their own after getting permission from the counselors.

Article 19

The counselors should be invited to attend the General Membership Meeting (or the General Membership Representatives Meeting) or the Interim General Membership Meeting (or the Interim General Membership Representatives Meeting). Before calling such a meeting, the chairperson should report to the EAS, and representatives of the EAS will be in attendance if needed.

Article 20

The final decisions on the contents and amendments of the clubs/associations' constitutions, the expulsion of members and the disbanding of clubs/associations take effect when two thirds of all members are in attendance and three quarters of the

attendees agree with the decisions, followed by obtaining the counselor's signature and the submission of the decisions to the EAS.

Article 21

The various activities held by the clubs/associations should be approved by ordinary meetings, and the ordinary meetings have to be called by the chairpersons or the officers who are in charge of the activities. The final decisions have to be approved by the counselors.

Chapter 6. Extracurricular Activities for International Students

Article 22

Minutes should be taken at all meetings held by clubs/associations, and the minutes need to be signed by the counselors and kept for reference.

Article 23

All meetings held by clubs/associations should comply with their own rules for meetings as well as these Regulations and those issued by the Ministry of the Interior.

Chapter 7 Meetings

Article 24

The student clubs/associations should draw up the activity program plan and budget for the following academic year by the end of the spring semester in accordance with the university calendar, then submit the plan and budget to the EAS to be used in budgeting the following academic year's subsidies.

Article 25

Ten days before holding various activities, the clubs/associations should submit the Application Form for Clubs/Associations Activities 「社團活動申請表」 with the counselors' signatures to the EAS and invite the counselors to attend the activities.

Article 26

If the clubs/associations need to hold activities off-campus or take a trip for sightseeing, the activity has to be led by faculty members. If an activity lasts for a relatively long number of days, it requires parental agreement in written form, without which the activity cannot be held.

Article 27

Before taking up matters with external organizations, clubs/associations should report

to the Office of Student Affairs in detail. Clubs/associations aren't allowed to deal on their own with external organizations through written statements or agreements. Such matters should be handled through the university, which alone has the authority to do so.

Article 28

Before inviting outside speakers for academic lectures, coaches or consultants, clubs/societies should first obtain their counselors' approval and the permission of the EAS.

Article 29

To sign up for the use of classrooms and related facilities for activities, clubs/associations need to fill out the Application Form for Use of Venues 「場地申請表」 in advance and submit it to the Office of Student Affairs, which will make the necessary arrangements. After the activities, the rooms and equipment must be restored to their original condition, the doors and windows should be closed, and the lights and power turned off. If there is any damage to the facilities, the clubs/associations must make restitution according to the university's regulations for compensation for the loss and damage of public property.

Article 30

Clubs/associations have to hold their activities outside of class hours. The students who attend club/association activities are not allowed to take leave of absence from class except for special circumstances. Every activity has to be held in an open, public manner and holding activities in secret is not allowed.

Article 31

The clubs/associations have the obligation to carry out tasks assigned by the university.

Article 32

Clubs/associations should keep various documents about their activities, photos, account books and related minutes in good order for handover to newly elected officers.

Article 33

To print documents such as programs, explanations and briefs for activities, clubs/associations need to show a copy of the photocopy application form 複印申請單 with the EAS's signature of approval to the Publications Section, which will

undertake the photocopying.

Article 34

Before any of the clubs/associations' notices and posters, etc., for activities can be posted in the designated places, the materials have to be taken to the EAS to receive stamps of approval. And they have to be removed promptly after the activities. Posting notices and posters in non-designated areas requires the agreement of the management of the buildings.

Chapter 8 Inviting Bids and Supervising

Article 35

Registration for Publications

1. Before starting a publication, clubs/associations need to fill out the Registration Form for Student Publications 「學生報刊登記表」 in detail, then submit it to the EAS.
2. Once the registration request for a publication passes the evaluation and receives approval, it will be listed and given a registration number, which has to be shown on the cover of the publication when it is published for reference.
3. The registration for a publication is valid for one academic year. If the publication has not been issued within that time, the registration will be cancelled.

Article 36

The mission statements of student publications must be compatible with the characteristics of the clubs/associations, and the contents of the publications have to fit the mission statements of the publications.

Article 37

The Evaluation of Manuscripts

1. The manuscripts to be included in the publication have to be read and approved by the counselors, then submitted to the EAS to obtain permission from the EAS and all administrative levels above it in the Office of Student Affairs up to the Dean. Publications and their included manuscripts cannot be published without approval, and clubs/associations which issue unauthorized publications will be penalized as the circumstances require.
2. During the process of printing the publications, the approved manuscripts cannot be changed, added to, deleted from or appended with comments without authorization.
3. Before the publications can be distributed, two copies of the publications have to be submitted to the EAS for reference and to be inspected for any mistakes in the

contents.

4. After a publication has been printed, the original manuscripts have to be kept by the officer in charge of the publication for future reference.

Chapter 9 Student Clubs/Associations' Expenditures and Financial Management

Article 38

Club/association subsidy grants are subject to the Guidelines for Subsidizing the Expenses of NTUST Student Club Activities.

Article 39

Basically, the members of clubs/associations are responsible for their organizations' expenses. Clubs/associations can only apply for subsidy grants from the university when really necessary.

Article 40

The sources of clubs/associations' funds include the following:

1. The clubs/associations raise funds by themselves through donations, fund-raising activities, and membership fees.
2. University subsidies: The university gives grants to clubs/associations for the expenses of their activities and equipment based on their grade in the university's evaluation, external assessments, the number of members participating in ordinary activities and how the clubs/associations influence students, the university or society.

Article 41

Clubs/associations' financial statements have to be reported at the end of every semester to all of their members as well as to the EAS for reference.

Article 42

Clubs/associations cannot receive grants for the following:

1. Activities which are purely for fellowship between students, sightseeing, observation, or entertainment.
2. Grant applications submitted after the activity was held.
3. Teaching, training, research experiment and observation activities of the various departments.
4. Other activities that fail to receive EAS approval for subsidies.

Chapter 10. Extracurricular Activities for International Students

Article 43

Before applying for subsidy grants, the clubs/associations need to make detailed budgets. After the subsidy grant has been approved, the club/association may not exceed the proposed budget or change the budget items and may not seek reimbursement for budget overruns or changes after the activity has been held.

Article 44

Clubs/associations which receive subsidy grants have to submit the receipts/invoices and the Final Expense Report Form 經費結報單 to the EAS within one week after the activities have been held.

Article 45

For the Final Expense Report, clubs/associations need to present official invoices made out to NTUST—in Chinese 「國立台灣科技大學」.

Article 46

Clubs/associations should include the clubs/associations' current property, funds, seals/stamps, account books and documents among the items to be handed over to newly elected/re-elected officers. The list of the aforementioned items has to be signed by the counselors during the handover and then submitted to the EAS for reference. The EAS is responsible for supervising the clubs/associations' purchase, safekeeping, handover and disposal of their property. If any of the property is found to be damaged or missing, the clubs/associations will be held responsible for the resulting compensation or penalties.

Chapter 10. Evaluation of Clubs/Associations

Article 47

The clubs/associations' performance evaluation is carried out under the Evaluation Policy for Clubs/Associations.

Chapter 11. Rewards and Penalties for Clubs/Associations

Article 48

After various activities, chairpersons can apply, with the counselors' approval, for possible awards for members who participated in the activities, based on their performance.

Article 49

Any club/association can be closed down for one of the following reasons:

1. There have no activities for two consecutive semesters.
2. There is no faculty member serving as its counselor.
3. There is no chairperson.

Clubs/associations which have been closed down are not allowed to start up again for at least one year. If the closed down clubs/associations want to function again, they must follow the rules for applying to start a new club/association.

Article 50

Any club/association can be warned, closed down, reorganized or disbanded for one of the following situations, and the people who are involved will be punished according to the Student Rewards and Punishments Policy.

1. Any club/association being involved in illegal actions.
2. Actually using of the name of the club/association to make personal attacks.
3. Raising funds for personal use on and off campus in the name of the club/association.
4. Holding activities that will harm the university's reputation.
5. Holding activities that contradict the mission statement of the club/association.

Chapter 12. Supplementary Provisions

Article 51

Any clubs/associations' constitutions that contradict these regulations are invalid.

Article 52

The Regulations for Student Club/Association Activities will come into effect when approved by the Student Affairs Council and announced by the president. The same holds true for any amendments.