

國立中興大學學生社團組織及輔導辦法

Organization and Guidance Measures of Student Associations (NCHU)

108 年 11 月 22 日 108 學年度第 1 學期學生事務會議訂定

Approved at the Student Affairs Meeting on November 22, 2019 in the first semester of the 108th school year

第一條 依大學法第三十三條第二項規定，國立中興大學(以下簡稱本校)為輔導學生社團，使其健全發展、運作正常，特訂定本辦法。

Article 1 National Chung Hsing University (hereinafter referred to as the "NCHU") has formulated the Organization and Guidance Measures of Student Associations (hereinafter referred to as the "Measures") to guide the student associations to facilitate their sound development and normal operation, in accordance with the provisions of Article 33-2 of the University Act.

第二條 學生社團之成員以本校在學學生為限，依個人志願加入為社員，並遵守所屬社團章程之規定。

Article 2 The members of the student association are limited to the students of the NCHU. They join associations out of their interest and abide by the rules and regulations of their organizations.

第三條 本校各學生社團之組織及活動，除國家法令有規定外，依本辦法辦理，本辦法未規定者，依本校其他有關規定辦理。

Article 3 The organizations and activities of student associations shall be governed by the Measures, except as provided by national laws and regulations. Those not covered by the Measures shall be governed by other relevant regulations of the NCHU.

第四條 本校應成立學生社團審議委員會(以下簡稱社審會)，審議學生社團之成立、解散、撤銷、指導老師聘任資格及其他社團重要事項。社團審議委員會設置要點另訂之。

學生事務處課外活動組(以下簡稱課外組)依本辦法規劃及執行學生社團輔導、營運相關事宜。

Article 4 NCHU shall establish a student association review committee (hereinafter referred to as the "Association Review Committee") to review the establishment, dissolution, revocation, instructor qualifications, and other important matters of the association. The key points for the establishment of the Association Review Committee shall be formulated separately.

The extracurricular activities group of the Office of Student Affairs (hereinafter referred to as the "Extracurricular Group") plans and implements matters related to

the guidance and operation of student associations in accordance with the Measures.

第五條 本校學生社團種類如下：學生自願組織之團體，依成立宗旨可分為學術性、藝術性、宗教性、技藝性、音樂性、聯誼性、體育性及服務性等類型。

Article 5 The types of student associations are as follows: student voluntary associations can be classified into academic, artistic, religious, technical, musical, social, sports-typed, and service-typed according to the founding purposes.

第六條 學生社團設立程序如下：

- 一、學生社團之發起，應由具有本校學生身份者為發起人，並有學生十五人(含)以上連署，並檢附學生證影本。
- 二、擬定學生社團組織章程草案，召開成立大會。成立大會須由發起人暨連署人共十五人(含)以上出席會議，通過社團章程。
- 三、學生社團之成立，應向課外組提出申請辦理之，受理申請時間為每年六月一日至十五日止，經社審會核准籌設後，即成為「預備社團」，逾期不予受理。學生社團設立申請需檢附相關文件：
 - (一) 新社團成立申請表
 - (二) 指導老師同意書
 - (三) 社團組織章程
 - (四) 成立大會會議紀錄
 - (五) 發起人簽名冊、資料冊及學生證影本
 - (六) 一學年度活動計畫預定表
- 四、預備社團由課外組觀察一年，並於隔年六月一日至十五日止提送社團活動成果資料予課外組，經社審會審核通過後，向課外組辦理設立登記後正式成立。
預備社團未於規定期限內提送社團活動成果資料或考核績效不佳者，即撤銷「預備社團」資格。惟得視預備社團過去一年運作情形，必要時得同意其繼續運作一年，並以一年為限，其餘事項仍依前述規定辦理。

Article 6 The procedures for establishing a student association are as follows:
A student association shall be initiated by a student of the NCHU, with the signatures of at least fifteen (15) students. Additionally, a copy of the student ID cards shall be attached.

The draft articles of the association of the student association shall be formulated to hold the inaugural meeting. The founding meeting shall be attended by at least fifteen (15) initiators and co-signers to adopt the articles of the association.

The application for the establishment of a student association shall be submitted to the Extracurricular Group. The application period is from June 1 to 15 every year. After the approval by the Association Review Committee, it will become a "preparatory association". The application will not be accepted after the deadline. The

application for the establishment of a student association shall be attached with relevant documents:

- (1) Application Form for the Establishment of a New Association
- (2) Instructor's Consent Form
- (3) Articles of Association
- (4) Minutes of the Inaugural Meeting
- (5) Photocopy of initiator's signature book, information book, and student ID cards
- (6) Schedule of activities for a school year

The preparatory association will be observed by the extracurricular group for one year, and the data on the activity outcomes of the association will be sent to the Extracurricular Group from June 1 to 15 of the following year. After approval by the Association Review Committee, it will be formally established after registration with the extracurricular group.

If the preparatory association fails to submit the association outcomes within the prescribed time limit or its performance is poor, the qualification of the “preparatory association” will be revoked. Based on the operation of the preparatory association in the past year, it could be agreed to continue its operation for one year if necessary, and the rest of the matters shall be handled in accordance with the aforementioned regulations.

第七條 學生社團組織章程應記載下列事項：

- 一、名稱及宗旨。
- 二、組織及職掌。
- 三、負責人之選舉方式、任期及其他幹部之任免程序。
- 四、負責人因故不能行使職權之代理方式與補選機制。
- 五、社員大會之召開及決議方式。
- 六、經費之收取、籌募、分配運用及財務監督機制。
- 七、更名及章程修改程序。
- 八、學生社團之解散及解散時該社財產之處理。
- 九、訂定章程之年月日。

Article 7 The articles of association of the student association shall record the following matters:

1. Name and purpose.
2. Organization and functions.
3. The election method and term of the person in charge, and the procedures for the appointment and removal of other cadres.
4. The agency method and by-election mechanism in which the person in charge cannot exercise his or her power for some reason.
5. The way to convene and resolve the general meeting of the association.
6. A mechanism for fund collection, fundraising, allocation and application, and

financial supervision.

7. Procedures for changing name and Articles of Association.

8. Dissolution of student associations and disposal of the association's property.

9. Date of enactment of Articles of Association.

第八條 學生社團更名應報課外組送社審會核可；其組織章程如有修訂則須報課外組送社審會核備。

Article 8 The name change of a student association shall be reported to the Extracurricular Group and sent to the Association Review Committee for approval. If its Articles of Association are revised, it shall be reported to the Extracurricular Group and sent to the Association Review Committee for approval.

第九條 學生社團成立時之印信由課外組統一製發。但經久用致破損不堪或不慎遺失者，學生社團負責人應向課外組申請補發，並繳交補刻印信之費用。

Article 9 The official seal of the student association shall be issued by the Extracurricular Group. If the official seal is lost or damaged due to long-term use, the person in charge of the student association shall apply to the Extracurricular Group for a replacement and pay for the replacement.

第十條 學生社團應依其章程辦理負責人改選，於改選完成後至課外組網頁系統填報，並繳交改選、交接及預算等相關表單。
學生社團應於每年六月三十日前繳交前項表單予課外組，如有學期中途改選者，應於完成改選後七日內繳交。
逾期未繳交社團負責人改選表單者，自逾期日至其補辦完成前，課外組及其他相關單位得停止受理該學生社團之活動申請、學校場地設備之出借及其他行政支援申請。

Article 10 The student association shall handle the re-election of the person in charge based on the Articles of Association. After the re-election, the student association shall fill in the application form on the website of the Extracurricular group, and submit the forms related to the re-election, handover, and budgeting.

The student association shall submit the forms specified in the preceding paragraph to the Extracurricular Group before June 30 every year. In case of any change, the form shall be submitted within seven days after the change.

If a student association fails to submit the form for the re-election of the person in charge after the deadline, the Extracurricular Group and other related units may stop accepting the application for activities of the student association, the borrowing of venues and facilities, and other administrative support applications from the overdue date until the re-application is completed.

第十一條 學生社團連續二學年未填報前條第一項課外組網頁系統及繳交表單者，即自動停社。

前項之學生社團如欲復社，須提出復社之申請，申請程序依第六條規定辦理。

Article 11 If a student association fails to fill in the Extracurricular Group's webpage system and submit the forms stipulated in the first paragraph of the preceding article for two consecutive school years, the association shall be automatically suspended.

If the student association mentioned in the preceding paragraph wishes to resume its operation, it shall submit an application for reinstatement. The application procedure shall be handled in accordance with the provisions of Article 6.

第十二條 學生社團經費為學校編列預算補助者，依課外組補助學生社團活動經費作業流程辦理。

Article 12 If the funds for student associations are budgeted by the NCHU, it shall be handled in accordance with the procedures for the Extracurricular Group to subsidize the activities of student associations.

第十三條 學生社團應依其宗旨請本校教職員擔任行政指導老師，經提送社審會審議核可後，依本校行政程序聘任之。

學生社團行政指導老師為無給職。

Article 13 Student associations may, in accordance with their purposes, invite the faculty members of the NCHU to serve as administrative instructors. After submitting to the Association Review Committee for deliberation and approval, administrative instructors shall be appointed in accordance with the NCHU's administrative procedures.

Administrative instructors of the student association are free of charge.

第十四條 學生社團依其宗旨得請校內外專家擔任技藝指導老師協助指導，申請需檢附相關證明，經社審會審議核可後，依本校行政程序聘任之。

技藝指導老師應每月指導該社團活動一次以上為原則，每學期上課時數不少於四小時。

校外技藝指導老師得酌予補助經費，每社團每學期補助不超過新臺幣四千元為原則。

學生社團應依據主計室經費核銷程序，辦理經費補助核銷事宜，每學期核銷期限由課外組公告之，逾期不得辦理核銷。

Article 14 Student associations may invite experts inside and outside the NCHU to serve as technical instructors to provide assistance and guidance according to their purposes. The application shall be attached with relevant certificates. After the review and approval by the Association Review Committee, technical instructors will be

appointed according to the administrative procedures of the NCHU.

The technical instructor shall guide the association's activities more than once a month, and the number of class hours per semester shall not be less than four hours.

Off-campus technical instructors may be given a discretionary subsidy of no more than NT\$4,000 per semester for each association in principle.

Student associations shall handle the write-off of subsidy according to the relevant procedure of the Accounting Office. The write-off period for each semester shall be announced by the extracurricular group.

- 第十五條 學生社團有下列各款情形之一者，經社審會議決予以六個月以下停權之懲處：
- 一、相關活動未依規填寫本校「校外活動注意事項切結書」並致生意外事故，情節嚴重者。
 - 二、相關活動觸犯刑事法律，經法院有罪判決確定。
 - 三、相關活動觸犯法律情節重大，經學校查證屬實。
 - 四、相關活動使用場地設備等公物未盡善良管理人之注意義務，致生毀損、滅失、短少。
 - 五、相關活動惡意占用場地設備等公物，致生損害於他人，情節嚴重者。
- 前項懲處期間課外組及其他相關單位應停止受理該社團之活動申請、學校場地設備之出借及其它行政支援。
- 社審會議決懲處案件，應通知該社團負責人或相關幹部到會陳述，並得請該社團指導老師列席。

Article 15 If a student association has any of the following circumstances, the Association Review Committee shall impose a penalty of suspension of power for not more than six months:

If a student association fails to fill out the "Affidavit Note on Off-Campus Activities" in accordance with the regulations and causes a severe accident.

The related activities violate criminal laws and are confirmed by a court of law in a guilty verdict.

The relevant activities violate the law in a significant manner and are confirmed by the school.

The use of public property such as venues and facilities for related activities fails to demonstrate due diligence as a good manager, resulting in damage, loss, or shortage. Relevant activities maliciously occupy venues and facilities and other public properties, causing damage to others and serious circumstances.

During the punishment period mentioned in the preceding paragraph, the Extracurricular Group and other relevant units shall cease to accept the association's application for activities, the loan of venues and facilities, and other administrative support.

In case of a disciplinary case decided by the Association Review Committee, the person in charge of the association or the relevant cadre shall be notified to attend the

meeting and the instructor of the association shall be invited to attend.

- 第 十六 條 學生社團、發起人或其他利害關係人對社審會或課外組依本法所為決定有疑義者，得依本校學生申訴辦法，向學生申訴評議委員會提出申訴。
學生社團辦理新設立、復社、更名等申請，經社審會不予審核許可者，應以書面通知申請人，並應記明申訴程序。
懲處案件經議決者，應以書面通知學生社團負責人，並應記明申訴程序。

- Article 16 If student associations, initiators, or other interested parties have doubts about the decisions made by the Association Review Committee or Extracurricular Group in accordance with the Measures, they may file an appeal to the Student Appeals Review Committee based on the school's Student Appeals Regulations.
If the application for the establishment, reinstatement, or name change of a student organization is denied by the Association Review Committee, the applicant shall be notified in writing, and the complaint procedure shall be noted.
The person in charge of the student association shall be notified of the resolution of the disciplinary case in writing, and the complaint procedure shall be noted.

- 第 十七 條 本辦法經學生事務會議審議通過後，陳請校長核定施行，修正時亦同。

- Article 17 After the Measures are reviewed and approved by the Student Affairs Meeting, they will be presented to the principal for approval and implementation, and the same applies to amendments.