

國立中興大學學生自治團體暨社團辦公室使用管理要點

Key Points for the Use and Management of Student Self-Governing Organizations and Associations Offices (NCHU)

109 年 2 月 19 日 108 學年度第 2 次學生社團審議委員會訂定

Formulated by the Association Review Committee on February 19, 2020 in the second semester of the 108th school year

- 一、本要點依「國立中興大學學生自治團體設置及輔導辦法」第七條暨「國立中興大學學生社團組織及輔導辦法」第四條第二項訂定之。
 - I. The Key Points are stipulated in accordance with Article 7 of the "Establishment and Guidance Measures of Student Self-Governing Organizations (NCHU) " and Article 4-2 of the "Organization and Guidance Measures of Student Associations (NCHU)".
- 二、凡經本校核准成立之學生自治團體及正式社團(各院系所學生自治團體已有辦公室者除外)得申請分配社團辦公室(以下簡稱社辦)。
 - II. All student self-governing organizations and official associations established with the approval of the NCHU (except for student self-governing organizations of faculties and departments that already have an office) may apply for the association office.
- 三、本要點所稱社辦包含一般社辦及團練社辦，一般社辦由一個或多個社團或自治團體共用，團練社辦則依據社團屬性共用。
 - III. The association offices mentioned in the Key Points include the general association offices and the group association offices. The former is shared by one or more associations or self-governing organizations, and the latter is shared according to the attributes of the association.
- 四、經核准成立之社團或自治團體(以下統稱社團)因活動及社務之需要，得向本校學生事務處課外活動組(以下簡稱課外組)申請借用社辦及其設備，期限為一年，並辦理社辦借用手續。
 - IV. Approved associations or self-governing organizations (hereinafter referred to as "associations") may apply to the Extracurricular Activities Group of the Office of Student Affairs (hereinafter referred to as the "Extracurricular Group") for the loans of offices and equipment for one year for the activities and association affairs.
- 五、社團向課外組申請社辦，經學生社團審議委員會(以下簡稱社審會)決議後，由課外組會同社審會學生代表執行社辦管理與使用相關事宜。
- V. After the application for the association office is approved by the Student Association Review Committee (hereinafter referred to as the "Association Review Committee"), the association office will be managed and used by the Association Review Committee and the student

representatives of the Association Review Committee.

六、社辦由課外組於每學年社團評鑑後進行分配：

- (一) 分配原則：依當學年度社團評鑑成績、參與校務推動之配合度、社辦使用情形及學校政策需要等綜合考量。
- (二) 社辦經分配後，應於每學年度第一學期開學後十四日內完成遷入或遷出，逾期未遷入社辦者視同放棄，社辦由課外組逕行分配，未經許可不得任意調換或轉讓。
- (三) 裁併、解散或取消社辦使用權之社團，須於課外組公告後十四日內遷出，如未於規定期限內遷出、恢復社辦原狀及清空社辦內物品者，課外組得逕行處理，相關處理費用由原使用社辦之社團負擔。
- (四) 社辦應配合校方檢查、消防講習及地震演練。每學期辦理消防講習及地震演練，配有社辦之社團每學年應至少參加一次。未參加消防講習及地震演練之社團，取消次學年社辦申請資格。
- (五) 社辦所提供之設備，由配置之社團負保管之責，並建立社辦財產明細表，於社團負責人交接時，須一併辦理社辦財產的移交手續；社辦不堪使用之設備，應繳回課外組辦理報廢手續，若有遺失或人為損壞應負賠償責任。
- (六) 課外組得定期提請社審會實施社辦普查，考評社辦環境整潔，及社辦設備、公物財產使用保管情形，考評不合格之社團得於七日內申請複評，經複評仍不合格或未申請複評者，取消次學年社辦申請資格。

VI. The association offices are assigned by the Extracurricular Group after the evaluation in each school year:

- (1) Allocation principle: the allocation will be based on the evaluation of the association in the current school year, the participation in the promotion of school affairs, the use of the association offices, and the school policies.
- (2) After the association office has been assigned, the association shall move in or out of the office within 14 days after the start of the first semester of each school year. Those who do not move in within the time limit will be deemed to have given up. The office shall not be exchanged or transferred without permission.
- (3) If an association that has been merged, dissolved, or canceled of its right to use the office, it shall move out and restore the office to its original state and empty the office within the prescribed period. Otherwise, the Extracurricular Group may deal with the matter directly, and the related processing costs shall be borne by the association using the office.
- (4) The association office shall cooperate with the school in inspections, fire, and earthquake drills. Fire and earthquake drills are held every semester, and associations with offices shall participate at least once a school year. Associations that do not participate in fire or earthquake drills will be disqualified from applying for the office in the next school year.
- (5) The equipment provided by the association office shall be kept by the association, and a detailed property list of the association office shall be established. When the person in charge of the association hands over the office, the list shall be transferred. If the

equipment is unfit for use, it shall be returned to the Extracurricular Group for disposal. If any lost or artificially damaged items are found, the association shall be liable for compensation.

- (6) The Extracurricular Group may periodically request the Association Review Committee to survey the association office to evaluate the cleanliness of the office and the use of equipment and property. The association that fails the evaluation may apply for a re-evaluation within seven days. The association that fails the re-evaluation or fails to apply for a re-evaluation shall be disqualified from applying for the office for the next school year.

七、社辦使用規定：

- (一) 社辦內部應維持整齊、清潔、美觀，垃圾應配合校內巡迴垃圾車自行清運，不得任意棄置。
- (二) 社辦開放時間為每日上午七時三十分至下午十一時三十分，非開放時間禁止使用社辦，但有特殊需求提經社審會同意者不在此限。如有特殊活動或節慶假期，管制時間則依課外組公告為準。
- (三) 社辦不得以張貼物、裝飾物或櫃子等任何物件遮蔽玻璃門窗或阻擋門窗視線，但有特殊需求提經社審會同意者不在此限。
- (四) 社辦內禁止存放違禁及危險物品。
- (五) 社辦內禁止炊膳(含使用瓦斯爐、電磁爐或其他烹飪用具)及使用未經申請之各類高耗電量電器(如電鍋、微波爐、冰箱等)。
- (六) 社辦內禁止飼養家畜或其他動物，但有特殊需求提經社審會同意者不在此限。
- (七) 社辦內禁止從事賭博行為。
- (八) 社辦內禁止飲用含酒精飲料，但有特殊需求提經社審會同意者不在此限。
- (九) 社辦內禁止違規夜留，如需夜留者應填具申請表，經課外組同意後方能於下午十一時三十分後留於社辦。
- (十) 禁止於社辦前走廊及公共區域放置任何物品影響消防逃生動線。
- (十一) 社辦禁止擅自換鎖、加鎖及作為私人目的之用。
- (十二) 離開社辦應關閉門窗、燈光及所有電器用品。
- (十三) 禁止於社辦內喧嘩、大聲播放音響、製造噪音(含打麻將等遊戲產生之噪音)或進行其他類似之不當行為。
- (十四) 學生活動中心、圓廳及小禮堂廂房之各樓層安全逃生門係火警逃生專用，禁止學生任意開啟並至露臺遊憩，如被查獲者係具社團成員身分，視同該社團違反社辦使用規定。

VII. Regulations for the use of the association office:

- (1) The interior of the association office shall be kept tidy, clean, and esthetic. Garbage shall be collected and transported by the campus garbage truck, and shall not be disposed of arbitrarily.
- (2) The opening hours of the association office are from 7:30 am to 11:30 pm every day. It is forbidden to use the association office during non-opening hours, except for those who

have special needs and have been approved by the Association Review Committee. In case of special activities or holidays, the opening hours shall be subject to the announcement of the Extracurricular Group.

- (3) The association office shall not use any objects such as posters, decorations, or cabinets to cover the glass doors and windows or block the sight of doors and windows, except for those with special needs and gain approval by the Association Review Committee.
- (4) Prohibited or dangerous items are not allowed to be stored in the association office.
- (5) The unapproved cooking (including the use of gas stoves, induction cookers, or other cooking utensils) and the unapproved use of various high-power-consuming electrical appliances (such as electric cookers, microwave ovens, refrigerators, etc.) are prohibited in the association office.
- (6) It is forbidden to raise domestic animals or other animals in the association office, except for those with special needs, and have gained approval from the Association Review Committee.
- (7) Gambling is prohibited in the association office.
- (8) It is forbidden to drink alcoholic beverages in the association office, except for those with special needs, and have gained the approval of the Association Review Committee.
- (9) It is prohibited to stay at night in the association office. Those who have to stay overnight shall fill in an application form, and can stay in the association office after 11:30 pm with the approval of the Extracurricular Group.
- (10) It is forbidden to place any objects in the corridor in front of the association office or public areas to affect the fire escape.
- (11) The association office shall not change locks, add locks or use them for private purposes without authorization.
- (12) When leaving the office, the doors, windows, lights and all electrical appliances shall be shut off.
- (13) It is prohibited to talk loudly, play loud sounds, make noise (including the noise generated by playing mahjong and other games) or conduct other similar inappropriate behaviors in the office.
- (14) The safety escape doors on each floor of the student activity center, the round hall, and the small auditorium are for fire escape only. Students are prohibited from opening and going to the balcony at will. If a student is found to be a member of an association, the association will be deemed to have violated the rules of the association office.

八、如有違反前點社辦使用規定，每學年第一次違規者禁止使用社辦一個月，同時禁止該社團借用課外組所轄場地器材一個月(含已申請核准之場地器材一併取消)；第二次違規者則依第六點第三款規定取消社辦使用權。

VIII. In case of the first violation of the rules and regulations on the use of the association office, the offender will be prohibited from using the association office for one month, and the association will be banned from borrowing the venues and facilities managed by the Extracurricular Group

for one month (including the venues and facilities that have been approved for use). In case of a second violation, the right to use the association office will be canceled in accordance with paragraph 3 of Article 6.

九、社辦僅供本校在校學生參與社團推展社務、社員聯誼、存放社團檔案資料及社產之用，如有陪同社團成員進入學生活動中心、社辦之校外人士或非社團成員違反第七點規定，視同該社團違反社辦使用規定，逕依前點規定辦理。

IX. The association office is only used for students to participate in association affairs, socialize with members, and store association-related files and property. If any off-campus person or non-association member enters the Student Activities Center or the association office and violates the provisions of Paragraph 7, the association shall be considered to have violated the regulations on the use of the association office and shall be dealt with in accordance with the preceding provisions.

十、本要點經社審會議通過，陳請學務長核定後實施，修訂時亦同。

X. After the Key Points are approved by the Association Review Committee, they will be presented to the director of the Office of Student Affairs for approval and implementation, and the same applies to amendments.