

長榮大學學生社團組織及活動辦法

Chang Jung Christian University Regulations Governing the Organization and Activity of Student Groups

87.11.9 學生事務委員會通過
Approved by the Student Affairs Committee on 1998.11.09
89.10.05 學生事務委員會修訂通過
Amended by the Student Affairs Committee on 2000.10.05
90.03.22 學生事務委員會修訂通過
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Amended by the Student Affairs Committee in 2014 academic year on 2015.05.18

第一章 總則

Chapter I General Provision

第一條 本校為鼓勵學生參與學生社團（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，特制定本辦法。

Article I: This set of regulations is instituted for encouraging students to participate in the activities organized by student groups and organization (hereinafter referred to as “organizations”) so as to make full use of their leisure time, nurture the sense of community and team spirit, develop leadership skill and cultivate a positive organization culture of the University.

第二條 本校學生得依本辦法組織各種社團，招募本校在學學生為社員，推展社務。

Article II: The students of the University may organize into different groups and organizations in accordance with this set of Regulations, recruit students in the University as members, and develop the business professed in their groups and organizations.

社團分為下列七種：

There are 7 types of groups and organizations:

一、服務性社團：以推展及辦理服務活動為目的之社團。

1. Service organizations: An organization that promotes and conducts service activities.
二、聯誼性社團：以聯繫同學感情增進友誼為目的之社團。
2. Benevolent organizations: This type of organization aims at the improvement of interpersonal relations among the schoolmates and strengthening of friendship.
三、學藝性社團：以研究學術技藝為目的之社團。
3. Academic organizations: This type of organization aims at the study of academic skills.
四、康樂性社團：以提倡正當休閒康樂活動為目的之社團。
4. Amusement organizations: This type of organization aims at providing healthy entertainment and pleasure.
五、體能性社團：以培養學生體育增進身心健康活動為目的之社團。
5. Physical fitness organizations: This type of organization aims at improving the physical and mental health of the students.
六、學系性社團：以培養學生自治能力為目的，依系、所為單位組成之學會。
6. Department/School level organizations: This type of organization aims at the development of students in self-regulation and is based on a department or graduate school as the fundamental unit of organization.
七、綜合性社團：兼具前述二種性質以上之社團。
7. Composite organizations: This type of organization featured two or more of the functions of the aforementioned organizations.

第三條 社團之主管單位為學生事務處課外活動組，以下簡稱本組。

Article III: The Extracurricular Activities Section of the Office of Student Affairs is the competent authority of student organizations (hereinafter referred to as the "Section").

第四條 本組負責社團活動之考核與指導，並應設置專卷，詳載社團組織、會員、經費、活動狀況及成果等資訊。

Article IV: The Section is responsible for the evaluation and supervision of the activities held by student organizations with the filing of detailed information on the organization of the groups, the members, the funding, the status and the result.

第五條 本組應適時指導相關社團及學生自治團體，舉辦有關長榮特色、社

團觀摩與交流或研習、校際性及全校性、服務學習動、藝文及成果發表等活動。

Article V: The Section shall supervise related organizations and student self-regulatory groups timely, and organize activities featuring the distinctive characteristics of the University, the exchanges between organizations and learning from one another, inter-University and University level service and learning, arts and cultural events and presentation of results.

第六條 本組每學期應召集各社團負責人舉行聯席座談會至少一次，商討社團活動事項，以加強社團之聯繫。

Article VI: The Section shall call for all representatives of the organizations to a joint meeting at least every semester to discuss on the activities of the organizations and strengthen the bonding of the organizations.

第二章 社團之成立

Chapter II Establishment of Student Groups

第七條 學生為辦理合於下列宗旨之經常性課外活動，得申請組織社團：

Article VII: Students may apply for the establishment of an organization for purpose of running routine extracurricular activities for the purposes specified below:

- 一、提高讀書風氣，砥礪學術研究。
 1. Create an atmosphere of learning and support in academic research.
- 二、促進身心健康、陶冶性情、調劑生活。
 2. Improve physical and mental health, personality development, and leisure life.
- 三、敦睦同學情感，發揚互助精神。
 3. Improve companionship among the schoolmates and develop the spirit of mutual assistance.
- 四、服務同學、地方及社會。
 4. Provide service to the schoolmates, the local community and the society as a whole.
- 五、其他經本組認可之活動。
 5. Any other activities recognized by the Section.

第八條 社團之設立，其程序如下：

Article VIII: The procedure for the establishment of organizations:

- 一、於每年二月、九月本組公告後經本校學生十五人以上之發起及

連署，由發起人召開籌備會議，擬定組織章程草案等相關社團經營與管理事項。

1. The Section will make announcement in February and September of each year whereby students in a group of 15 persons or more may initiate the formation of organizations by signing a joint petition. The conveners of the organizations shall call for a preparatory meeting to draft out the Articles of Association and related matters pertinent to the management of the organizations.
- 二、發起人於籌備會議召開後，填具「成立社團申請表」連同組織章程草案送經本組審核，若經本組認定不符合成立宗旨之社團，得不予許可申請成立。
2. After the preparatory meeting, the conveners shall fill in the “Application for the Establishment of Organizations”, submit the application with the attachment of the draft version of the Articles of Association to the Section for review. The Section may reject the application for the establishment of specific organization if it is found that the purpose of establishment is irrelevant with the professed purpose of the organization.
- 三、經本組審核許可後，成立該社團，並取得社團印信、社團負責人證書使得運作辦理社團活動。
3. Once approved by the Section, the organizations could be established with the acquisition of Organization Seal, the warrant to the person in charge of the organizations so that the organizations could be launched into operation.
- 四、該社團之負責人及幹部得參加由本組辦理之幹部研習活動，充實社團領導概念及運作經營經驗。
4. The person in charge of the organization and the staff member shall attend the lectures and seminars organized by the Section to enrich their knowledge of leadership in the organization and share the experience of running an organization.

第九條 社團組織章程應記載下列事項：

Article IX: The following shall be inscribed in the Articles of Association:

- 一、社團名稱。
1. Name of the organization.
- 二、成立宗旨。
2. The purpose of establishment.
- 三、社址：以校內為限。
3. The address: Confined to the campus of the University.

- 四、社(會)員資格。
4. Eligibility of members.
- 五、社(會)員之權利與義務。
5. The rights and obligations of the members.
- 六、組織職掌。
6. The functions and duties of the organization.
- 七、幹部產生與罷免程序。
7. The procedure for the election and recall of staff of the organization.
- 八、幹部任期。
8. Tenure of staff.
- 九、最高決議會議為社員大會。
9. The general meeting of the organization shall be the paramount body of decision-making.
- 十、各項會議程序及舉行時間。
10. Procedure and time of meetings.
- 十一、 經費來源。
- The sources of funding.
- 十二、 通過及修改組織章程之程序。
11. Procedure for the resolution and amendment to the Articles of Association.

第十條 社團正式成立後，需於規定時間呈繳成立大會之會議記錄和章程等相關文件以憑核辦。

Article X: An organization shall hold its general meeting of all members by designated deadline after establishment, and submit the meeting minutes on record, the Articles of Association, and related documents for confirmation.

第十一條 社團登記之事項有不符符合許可條件者，本組應限期令其補正，逾期不補正者應拒絕其登記並撤銷許可。

Article XI: If specific organization was found nonconforming to the condition for establishment as approved, the Section shall order the organization to take corrective action. The Section shall reject the registration and revoke the permission previously granted for the failure of the organization to take corrective action beyond the deadline.

第十二條 社團設立許可經撤銷者，其發起人得再申請成立其他不同性質社團。

Article XII: Once revoked for establishment, the convener of specific organization may apply for the establishment of an organization not of the same nature.

第三章 團組織運作

Chapter III The Organizations in Operation

第十三條 學生社團應於其組織章程明文規定幹部職掌、收費項目及會議召開等有關組織運作等相關事項。

Article XIII: Student organizations shall explicitly state the function of the staff, the items for collection of fees, the meetings, and related operation of the organization in the Articles of Association.

第十四條 本校社團可依據其組織章程向所屬成員收取該學年之社費，不得預先收取非該學年之費用。

Article XIV: Organizations of the University may collect membership fees from its members in accordance with the articles of the association but shall not collect fees in advance for other expenses.

第十五條 社團之社員應依所屬社團章程之規定繳交社費後，才得享權利、盡義務。

Article XV: Members of student organizations shall pay membership fees as stated in the Articles of Association before entitlement to the rights and performance of obligations as members.

第十六條 本校各社團舉行各項會議時應依照內政部頒佈之會議規範行之。

Article XVI: Organizations of the University shall comply with the regulations governing meeting procedure promulgated by the Ministry of Interior in holding meetings.

第十七條 學生社團以社員大會為最高決議會議，社員應出席社員大會，不能出席者，可以以委託書委託他人行使投票權。社團負責人每學期至少需召開期初及期末社員大會各一次，報告社團組織運作相關事項，以維護社員之權益。

Article XVII: The general meeting for all members of the Organizations shall be the paramount body in decision-making. Members shall attend the general meeting, or appoint a proxy to attend the meeting and exercise the voting right if cannot be present in person. The person in charge of a student organization shall call for a general meeting at least once at the beginning and at the end of the semester to report on the operation for

protecting the rights and privileges of the members.

第十八條 社員大會決議除本辦法另有規定外，普通決議以全體社員二分之一之出席，出席社員二分之一之同意行之。每一社員有一表決權。

Article XVIII: Unless this set of Regulations specified otherwise, any decision may by the general meeting shall require the votes from at least half of the members in a session where the presence of at least 1/2 of the members shall qualify for a quorum. Each member has one vote in the decision.

第十九條 社團宗旨之變更、章程之修改、解散、財產之處分，其決議，應有社員三分之二之出席，出席社員三分之二之同意行之。各社團另有嚴於前項規定者，從其規定。社團宗旨之變更，應於開會前三十日經指導老師核准並報請本組許可後，始得排入社員大會議程進行議案表決。

Article XIX: For decision of change in the purpose of the student organization, the amendment to the Articles of Association, the dissolution of the organization, and the disposition of the asset of the organization shall require the votes from at least 2/3 of the members in a session where the presence of at least 2/3 of the members shall qualify for a quorum. If a specific Organization has stricter rules, follow accordingly. Change in the purpose of an Organization shall be subject to the approval of the supervisor with notification to the Section for final approval before proceeding about thirty days to the general meeting for resolution.

第二十條 下列有關社團組織運作重大決議事項應經社員大會決議：

Article XX: The following important issues of an Organization shall be subject to the resolution of its members in a general meeting:

一、章程變更。

1. Amendment to the Articles of Association.

二、負責人之選舉及罷免。

2. The election and recall of the person in charge.

三、社團負責人之監督。

3. The monitoring and control of the person in charge.

四、社員之開除。

4. The disqualification of members.

五、社團之自行解散或合併。

5. The voluntary dissolution or merger of Organizations.

第二十一條 社員大會出席社員未達法定人數，但已達全體社員三分之一時得為假決議，將假決議通知各社員於二週內再開大會，對於假決議如有

三分之一社員出席，出席社員二分之一同意時視同正決議；假決議只適用於普通決議。

Article XXI: If the number of members in a session cannot qualify for a quorum but more than 1/3 of the members were present, a provisional resolution may be made. The said provisional resolution shall be made known to all members and a session of the general meeting shall be called within 2 weeks thereafter. In regards to tentative resolution, if the resolution was passed by 1/2 of the members in the session with the presence of 1/3 of the members, this tentative resolution shall be passed as an ordinary resolution: Tentative resolutions apply only to ordinary resolutions.

第二十二條 學系性社團之社員大會，其普通決議以社員三分之一出席，出席社員二分之一之同意之。

Article XXII: General meetings for organizations of the department or graduates school shall require the presence of 1/3 of the members and the consent of 1/2 of the members in a session for passing regular motions.

第二十三條 社團會議之表決與社員個人有利害衝突時，該社員除列席說明外不得行使表決權。

Article XXIII: In case the voting on specific motion in a student organization involves the conflict of interest of some members, the members concerned may attend the meeting as observers but cannot vote.

第二十四條 社員大會之決議違反法令、校規、公共秩序與善良風俗或章程者無效。

Article XXIV: If specific resolution of the general meeting of a student organization is in violation of applicable laws, the University Regulations, public order and good custom, or the Articles of Association, such resolution shall be nullified.

第二十五條 社團各項會議時得有指導老師列席輔導。

Article XXV: University supervisors shall attend the general meeting of the Organizations for supervision.

第二十六條 學生社團各項會議應作成記錄，經輔導老師簽署後存查。

Article XXVI: The minutes of the meetings of the Organizations shall be kept on record subject to the approval of the supervisor by signing for reference filing.

第二十七條 社團對外接洽或交涉事項，不得擅自對外行文，如有必要得簽准以

學校名義行文。其程序如下：負責人擬稿→本組→學務長→秘書室→校長→文書組發文。擅自對外行文，按校規議處。

Article XXVII: The Organizations may have the need for external liaison or negotiation, but shall not issue official documents on their own. If it is necessary for issuing official document for external circulation, it shall be made in the name of the University. The procedure for release of official documents for external circulation: the person in charge drafts out the correspondence → the Section → Dean of Student Affairs → Office of Secretariat → the President → released by Cashier and Documentation Section. Student organizations that release official documents for external circulation without permission shall be punishable by University Regulations.

第二十八條 社團為執行監督之實，得置相關監察人員若干人。

Article XXVIII: The Organizations may establish several seats for monitors for the proper pursuit of monitoring and control.

第四章 社團負責人與幹部之義務

Chapter IV The Obligations of the Person in Charge and Staff of the Organizations

第二十九條 社團負責人應出席社團負責人研習會及社團暨系學會每月工作會報，因故不能出席者，需經本組同意後得委託社團幹部代表出席。非經本組同意，無故缺席社團負責人研習會及社團暨系學會每月工作會報者以不出席學校重要集會論，並依「學生個人獎懲辦法」議處之。

Article XXIX: The persons in charge of student organizations shall attend the seminars and the monthly meeting for student organizations and the department/graduate school organizations. Those who cannot attend the meeting shall appoint staff from their own organizations to attend the meeting at the consent of the Section. Those who are absent without justifiable reason and the consent of the Section to the seminars and the monthly meeting for reporting shall be taken as absence from important University assembly, and shall be punishable in accordance with the “Regulations Governing the Reward and Punishment to Students”.

第三十條 擔任社團幹部之社員，概為義務無給職，每一學生每一學年以擔任一個社團負責人為宜。

Article XXX: Members who act as staff members of a student organization receive no salary for the duties they performed. Each student is recommended to act as the staff member in each semester.

第五章 社團指導老師之聘用

Chapter V The appointment of supervisors for the Organizations

第三十一條 經本校核准成立之社團應設立校內指導老師一名。學系性社團（系學會），該系主任為當然指導老師，系主任可視其需要再聘請該系專任教師為系學會指導老師。

Article XXXI: Organizations approved for establishment by the University shall each appoint a supervisor from the University. The department dean shall be the ex-officio supervisor of organizations of the department or graduate schools (department associations), and may appoint other full-time faculty members of the department as supervisors.

第三十二條 社團之指導老師，得聘請本校專兼任教師、職員為原則。校內指導老師，均為無給職，並由本組應將其服務年資加以記錄。社團依其成立宗旨視需要聘請「校外技藝指導老師」。校外技藝指導老師以技藝指導為主，或其他有必要性之指導為次之。中途聘請或未經核定擅自聘請者，均屬無效。社團活動期間如有特殊事故或意外事件發生時，社團負責人應妥善處理，並報請社團指導老師協助處理。

Article XXXII: Full-time or part-time faculty members and staff of the University may be appointed as the supervisors of the student organizations. The position of supervisor is not remunerated. However, the Section will keep track on the year of service as supervisor. Student organizations may appoint “external technical supervisors” where necessary. The external technical supervisors shall be focused on technical supervision, followed by the supervision in other areas where necessary. The appointment of external technical supervisors in the middle of the semester or without the permission of the University shall be invalid. In case of specific incident or accident in the duration of an activity organized by specific student organization, the person in charge shall be responsible for responding to the situation properly and report to the supervisor of the organization for assistance.

第三十三條 社團「技藝指導老師」之聘請依下列各款辦理：

Article XXXIII: “Technical Supervisors” shall be appointed in accordance with the

following rules:

- 一、無犯罪記錄前科者。
 1. No criminal record.
- 二、具有大專校院同性質相關社團指導經驗，
 2. Persons who are experienced in the supervision of similar kinds of student groups and organizations of at schools of higher education.
- 三、以專業技藝指導為原則，如美術、音樂、體操、舞蹈、國術、擊劍、魔術、書法等經本組認可之活動項目為限，如有縣、市政府或國家認證者為佳。
 3. In general, the external technical supervisor is appointed for the supervision of activities recognized by the Section like fine art, music, gymnastics, choreography, martial art, fencing, magic, and calligraphy. It would be better if these supervisors were accredited by the county/city government or the state.
- 四、由各該社團報請本組核定聘請之，聘期為一學年。
 4. Appointment shall be made by the request of respective organizations at the approval of the Section. The term of appointment is one academic year.
- 五、經聘請之「技藝指導老師」應於課外時間每週指導該社團活動一至二次。
 5. The appointed “technical supervisors” shall give supervision on related activities of the Organizations once to twice a week during extracurricular hours.
- 六、經核定之校外技藝指導老師，得於公告期限內向本組申請指導費補助，經由核定後給付，每學期每社團以申請十次為上限。上列費用由學校經費項下支應。
 6. External technical supervisors approved by the Section may apply for subsidy with the Section by the announced deadline. Being approved, each student organization may apply up to 10 times of payment in each semester. The aforementioned expenses shall be disbursed under the title of University expenditures.
- 七、社團指導老師行為舉止，如有危及同學身心安全及損害本校校譽，經本組查證屬實，不適任本校社團指導老師者，本組得立即停止其職務，並依法究責。
 7. If the behaviors of the supervisors of the Organizations jeopardized the safety and security of the students and the reputation of the University, the supervisors concerned will be disqualified by the Section if their improper conduct has been proved and appeal to

legal proceeding.

第六章 社團活動申請與辦理

Chapter VI Application for Organizing Events

第三十四條 本校學生課外活動概分為下列五類：

Article XXXIV: Extracurricular activities of the University are generally classified into 5 categories specified below:

一、服務性活動：

1. Service activities:

(一) 老人與身心障礙服務。

(1) Services for the elderly and handicapped.

(二) 兒童與青少年服務。

(2) Services for children and youths.

(三) 勞工服務。

(3) Labor service.

(四) 社區服務。

(4) Community service.

(五) 一般福利服務。

(5) General welfare service.

(六) 其他各種臨時性服務。

(6) All other temporary services.

二、聯誼性活動：

2. Benevolent activities:

(一) 舉辦本校各學系間（內）之聯誼活動。

(1) Benevolent activities between and within the departments of the University.

(二) 舉辦本校各社團間（內）之聯誼活動。

(2) Benevolent activities between and within the student organizations of the University.

三、學術性活動：

3. Academic activities:

(一) 組織各研究學會。

(1) Organization of research groups.

(二) 出版學術刊物。

(2) Publication of academic materials.

(三) 舉辦學術演講、座談會、辯論會及調查、參觀、訪問、展覽等各項活動。

(3) Organization of speech, colloquium, debate, and survey, tour,

visit, and exhibition.

(四) 其他學術活動。

(4) Other academic activities:

四、藝文性活動：

4. Artistic and cultural activities:

(一) 藝文表演。

(1) Artistic and cultural performance.

(二) 藝文展覽。

(2) Artistic and cultural exhibition.

(三) 藝文講座。

(3) Artistic and cultural lectures.

五、康樂性活動：

5. Entertainment and amusement activities:

(一) 舉辦旅遊、晚會、舞會及各種康樂活動。

(1) Organization of travelling tour, variety show, dance ball, and different kinds of entertainment.

(二) 舉行音樂演奏、戲劇公演及各種戲劇欣賞會。

(2) Organization of concert, opera, and shows.

(三) 配合各種慶典，適時辦理各項慶祝活動。

(3) Organization of celebration for different festive occasions.

第三十五條 社團於每學期開學後，應將該學期活動計畫書送本組備查，每學期活動至少二次。社團成立後或改選後，一年內未舉辦經核可之活動者視為自動解散。

Article XXXV: At the beginning of the semester, the student organizations shall deliver the activity plans to the Section for record. Each organization shall organize at least 2 events in a semester. After the establishment or new election, organizations failed to organize activities as approved in one year shall be deemed automatic dissolution.

第三十六條 社團舉辦活動應先申請核准後才可辦理，事後辦理申請者將追究社團負責人及活動總召之責任。

Article XXXVI: Organizations shall apply for approval in the first place before running an event. Persons in charge of organizations or in charge of the events who submitted the application after the events shall be liable to punishment.

第三十七條 社團舉辦之活動應徵得指導老師同意並簽名，於活動前一週向本組申請許可及登記，本組認為必要時得派員列席輔導；班(系)際學生活

動，由各班(系)代表負責舉辦，由導師(系主任)負責督導。

Article XXXVII: The consent of the supervisors with signatures affixed to application will be necessary for Organizations in holding events. Application for approval shall be made one week in advance for proper registration. Where necessary, the Section shall dispatch its staff to supervise the organization of events. Student activities between classes and departments shall be organized by the class or department representatives under the supervision of the class tutor (dean of department).

第三十八條 校內社團活動除性質特殊經本組許可外，以在本校室內場所舉行為原則，並依下列程序由社團負責人提出活動申請：

Article XXXVIII: In general, Organizations of the University shall hold all activities on campus and the persons in charge of the Organizations shall apply for the approval of the activities except under special circumstances that the events shall be held elsewhere in which case the approval of the Section will be necessary:

一、填妥學生活動申請書；班級辦理者送系主任及班導師簽核，社團辦理者送社團指導老師簽核，系學會辦理者送系主任及系學會指導老師簽核。

1. Fill in an application for running student activities, and then refer to the dean of department and the class tutor for approval by signing as in the case of activities for the class, and to the supervisors for approval by signing as in the case of other student organizations. If the activity is organized by the department, refer to the dean of department and the supervisor of the department organization for approval by signing.

二、申請表送本組初核。

2. The application form shall be forwarded to the Section for preliminary approval.

三、欲申請場地者，請洽場地保管單位。

3. For application of using a venue on campus, contact the keeper of the venue.

四、由本組送會各單位簽註意見。

4. The Section shall refer the application to related functional units for opinion and countersignatures.

五、送請學務長核定。

5. The application will then be submitted to the Dean of Student Affairs for final approval.

第三十九條 校外社團活動則依本校「校外學生活動安全輔導辦法」辦理。

Article XXXIX: Extracurricular activities of student organizations outside the University shall be governed by the “Regulations Governing Extracurricular Activities of Students outside the University”.

第四十條 各社團舉辦夜間活動，不得影響教學及圖書館、宿舍安寧。

Article XL: Organizations elect to organize activities in the evening shall not affect the teaching and library function, and the tranquility of the student dormitory.

第四十一條 社團集會時邀請校外人士參加者，須先請准後始得辦理，非申請獲准不得有校外人士參與策劃、支配或影響等情事。

Article XLI: If people from outside are to be invited to participate in the assemblies of the Organizations, prior approval shall be necessary. No people from outside may participate in the planning, domination, and influence the activities of the University without prior approval.

第四十二條 團體登山或野營時，應事先與學校及當地警察與林務等有關機關團體密切聯繫，以策安全，本組得要求參加同學繳交家長同意書。

Article XLII: For hiking or camping, related organizations shall liaise with the University administration and local police and forestry administration in advance for safety. The Section may request the participating students to present letters from the parents for permission of participation in the event.

第四十三條 旅行參觀時，應特別注意交通安全，切實遵守秩序並注意保護自然生態環境，並應向合法立案之遊覽公司租用交通工具。

Article XLIII: In outdoor travelling, students shall pay utmost attention to traffic safety, observe social order and protect the natural environment. In addition, they shall lease transportation vehicles with service providers duly registered under law.

第四十四條 社團活動應在課餘時間為之，除非情形特殊，上課期間舉辦之活動，不得請公假。

Article XLIV: Extracurricular activities shall be not be organized during class hours unless under special circumstances in which case no official leave will be granted.

第四十五條 個人或團體代表國家或本校參加重要社團活動，無法避免佔用上課時間者須按學校請假規定，事先請准公假。

Article XLV: Individual students or organizations participating in important activities on behalf of the country or the University that the use of class hours is inevitable may apply for taking official leave with the University in due procedure in advance.

第四十六條 校外及校際活動（出國、聯誼、競賽、參觀、訪問等），須事前報請本組核准始得舉辦。

Article XLVI: For organizing external events or inter-University events (going abroad, benevolence, competition, tour, and visit), the prior approval of the Section shall be necessary.

第四十七條 社團活動經許可後，其活動期間地點或活動內容有變更時，應於活動前 3 天提出申請並經本組核准後始可辦理。

Article XLVII: If there is a change in the venue or the content of an event organized by specific organization after approval, apply with the Section for approval of the change 3 days in advance before proceeding.

第四十八條 社團舉辦各類活動，應於活動後二週內，應本組要求，將活動記錄送本組備查。

Article XLVIII: In organizing different kinds of activities, Organizations shall forward the detail of the event on record to the Section on request for reference filing within 2 weeks after the events.

第四十九條 凡代表本校參加由政府機關舉辦之校際社團活動之學生代表，需由本組經由校內評選核定後始得代表之，其上一學期之學業成績須在六十分以上，且無受小過（含）以上之處份者。

Article XLIX: Students who represent the University to participate in inter-University student organization event organized by the governments, the prior approval of the Section through internal evaluation will be necessary before the students could represent the University to the events. To be eligible as representatives of the University for this purpose, students shall have average scoring of 60 marks or higher in academic performance with no punishment by a black mark or a more serious level in the last semester.

第五十條 社團有接受學校委辦事項之義務。委辦事項之經費由學校全額負擔之。

Article L: It is the onus of the Organizations to organize activities to the appointment of the University. The University shall bear all expenses incurred thereof.

第五十一條 社團各類文宣品製妥後，必須送本組審閱核准並加蓋印章始能分發。未經核准擅自分發者，學校本組得予以勸阻制止並依校規議處。

Article LI: Organizations shall submit the promotional materials prepared for activities to the Section for review and approval. Upon approval, the Section will affix official seal to the materials. No circulation of these promotional materials without the approval of the Section or the Section may stop the circulation and refer the students concerned to relevant action under the University Regulations.

第七章 社團活動場地借用

Chapter VII Borrowing University Facilities for Student Organization Activities

第五十二條 社團因活動需要，得向本組申請借用辦公室及設備，借期以一年為限，期滿得續借。相關使用規定依本校「學生社團辦公室使用與管理辦法」辦理。

Article LII: Groups and organizations may borrow office space and equipment from the Section where necessary for a term of one year in general, and could be renewed on expiration. For related rules and regulations, proceed to the “Regulations Governing the Use of Office Space by Student Groups”.

第五十三條 社團活動依本校規定經申請許可後，始得申請借用場地、物品及器材。

Article LIII: Student group activities shall be subject to the approval of the university upon application before borrowing the venue, items and equipment for such purpose.

第五十四條 社團活動之場地以借用本校指定之學生活動場地為原則，且應先向各保管單位申請登記。其活動性質及預定參加人數不適宜在指定之場地舉辦者，得於本組核准後洽借其他場地。但不得與上課或學校集會時間衝突。

Article LIV: In general, the venue for student group activities will be the sites designated for student activities. Registration with the keeper of the sites in advance is necessary. If the venue is not appropriate for the nature of the event and the expected number of participants, other venue is

available for use at the approval of the Section on condition that the time for the occupation of the venue causes does not overlap the regular school hours or the assembly hours of the university.

第五十五條 申請活動核准後，將核准後「活動申請書」影印本，由社團視情況及需要影印轉送各相關單位存查。

Article LV: If the application for the activity has been approved, make a photocopy of the approved “Application for Student Activity” and circulate the copy to related functional Sections of the university for record where necessary.

第五十六條 社團活動場地如與學校活動衝突，學校活動優先。

Article LVI: In case the time and venue for student group activities contradict with the time and the venue for the activity of the university, the latter shall prevail.

第五十七條 社團設計活動應配合場地各梯次使用時間，準時開始及結束，不得拖延。

Article LVII: Student groups shall design their activities in line with the rotation use of the venue by time slot and keep the time for the event properly. Venue could not be occupied overtime.

第八章 社團器材借用與管理

Chapter VIII Borrowing and Management of Equipment for Student Organizations

第五十八條 校內支援單位及器材：

Article LVIII: Supporting unit and equipment inside the University:

一、醫藥衛生設備：依本校「衛生器材借用實施辦法」向衛保組借用。

1. Medical and health equipment: Borrow from the Health Services Section in accordance with the “Regulations Governing the Borrowing of Medical and Health Equipment”.

二、社團器材設備：由本組或學生會負責借用手續。

2. Extracurricular use equipment: Borrow from the Section or the Student Union will be responsible for handling the borrowing procedure.

第五十九條 社團器材設備借用及歸還程序如下：

Article LVIX: The procedure for borrowing and return of equipment for extracurricular use of the Organizations:

- 一、於活動前十天至本組或學生會辦理預借手續。
 1. Proceed to reservation of the equipment with the Section or the Student Union 10 days prior to the event.
- 二、於活動前一天在規定時間內持器材借用單辦理借用手續。
 2. Complete the registration of borrowing with the borrowing slip at designated hours 1 day prior to the event.
- 三、活動辦理完後隔天於規定時間內將器材規還。
 3. Return the equipment within the designated hours on the day after the completion of the event.
- 四、未按時間歸還屢勸不聽未見改善者，將視情況予以暫停借用器材一週至一學期之處份。
 4. Organizations that failed to return the equipment on time or insubordinate to supervision will be deprived of the right of further borrowing for a period ranging from 1 week to 1 semester.
- 五、下列時間不予借用器材：期中考暨期末考前一週及當週。
 5. No borrowing of equipment during the following days: 1 week prior to and in the week of mid-term examination and final examination.
- 六、寒暑假期間如因活動需要借用器材，需先辦理活動申請手續核可後再依規定時間辦理借用手續。
 6. If specific student organization needs to borrow equipment for events during term breaks in Summer or Winter, apply for the approval of organizing the events in the first place, then proceed to the borrowing of equipment in the designated hours.

第六十條 社團如欲購置專用器材，應先自行於社費中編列相關預算。如社費不足者，應於本校公告申請社團器材補助期間內提出申請，再由本組召開審核委員會依器材使用目的、社團年度評鑑成績及協助學校各項活動為依據審核。

Article LX: If specific student organization intends to purchase its equipment for exclusive purpose, it shall arrange its own budget from its own fund. If this organization does not have sufficient fund for this purpose, it may apply with the University for a subsidy by the announced deadline. The Section will then call for a Review Committee Meeting to assess the purpose of using the equipment, and annual evaluation of the organization, and the effort to support different activities of the

University before making decision.

第六十一條 學校經費補助購置之器材依本校規定辦理驗收並列入學校財產清冊；學生會會費購置之器材由學生議會及本組辦理驗收並列入學生會財產清冊。

Article LXI: The equipment purchased under the subsidy of the University shall be subject to acceptance in accordance with the requirement of the University and put on the list of University property. Equipment purchased by the student organizations with their own funds shall be subject to the acceptance of the general meeting of the organizations and the Section and listed as the property of relevant student organizations.

第六十二條 社團財物應建立財產登記卡一式二份，一份由社團保管，一份存本組。登記表應載明財物名稱、財產價值、財物之來源及日期，登記表以財物隨到隨建為原則。

Article LXII: Organizations shall set up a record card in duplicate for tracking the equipment purchased. One copy of the record shall be kept by respective Organizations while another will be kept by the Section. The aforementioned record shall contain information on the names of the items, the asset value, the sources of the assets and the date of acquisition. The record shall be created on the delivery of related property.

第六十三條 社團器材設備損壞賠償方式：

Article LXIII: Compensation for the damage to equipment of the Organizations:

一、社團借用公共器材應妥為保管及使用，活動負責人應善盡管理之責。

1. Organizations shall properly keep and use public equipment being borrowed. The person in charge of an activity is responsible for keeping the equipment intact in due diligence.

二、社團借用之器材如有損壞，應立即告知借出單位，不得有隱瞞之情況。如隱瞞不報，經檢查後發現損壞者，除照價賠償外，社團負責人及活動負責人並依校規議處。

2. In case of damage to the equipment borrowed by specific organization, notify the lender immediately. There shall be no concealment of fact. If the user concealed the fact of the damage but was later discovered in the inspection of the equipment, the user shall be responsible for the replacement. In addition, the person in charge of the organization and the person in charge of the activity

shall be subject to punishment in accordance with the University Regulations.

三、社團借用之器材如有損壞，一律由借出單位送原廠維修，維修費用並由借用社團自行負擔。

3. In case of the damage to the equipment borrowed by the Organizations, refer to the original makers for repair with the take-out slip. Organizations that borrowed the equipment shall bear the experience incurred thereof.

四、社團借用之器材如有遺失之情況，借用社團需賠償同款式物品。如無同款式物品，則由借出單位指定之同級款式賠償。

4. In case of missing of equipment borrowed by the Organizations, the borrower shall be responsible for the replacement of the same model. If the same model is not available, compensation shall be made by replacement of the same class of item as designated by the lender.

五、學校撥附之社團專用器材，各社團應妥為保管使用，惟已逾學校規定使用年限之器材，非過失損壞致不堪使用者，得於學期末附送原器材呈請學校核准報銷。

5. Organizations shall properly keep the equipment allocated by the University for their exclusive use. If specific pieces of equipment have been used for period beyond the expected life span as required by the University, to the extent that it cannot be further used under normal working condition not because of the fault of anyone, Organizations shall return the equipment to the University for permission to scrap at the end of the semester.

第九章 社團財務管理

Chapter IX Financial Management of Student Organizations

第六十四條 社團活動經費由社員負擔，但必要時得向學校申請補助，並依本校「社團經費補助要點」辦理。社團非經准許不得向校內外個人或團體勸募活動經費，亦不得接受校內外團體或私人之資助。

Article LXIV: The members of the Organizations shall be responsible for funding of the Organizations. Organizations may also apply with the University for a subsidy where necessary in accordance with the “Important Notice of Subsidy for Student Organizations”. Organizations shall not solicit funds from outside or rally for fundraising on campus, and shall not accept the funding from organizations and individuals of the University or from outside.

第六十五條 社團活動各項補助視上學年校內社團評鑑成績及社團運作實際情形決定其補助金額。

Article LXV: The amount of subsidy to the Organizations shall depend on the evaluation on the performance of respective organizations and the actual operations of respective organizations in the previous academic year.

第六十六條 社團申請補助費，事前應為精密之預算，經核可後不得任意超額支用或變更支用，亦不得事後請求追加補助。

Article LXVI: Organizations shall prepare an exact budget in advance before applying for subsidy, and shall not exceed the budget or use the budget for other purposes. In addition, no additional amount will be granted.

第六十七條 社團活動在執行時必須特別注意預算之控制，尤須按照已定之計劃施行，每項支出必須取得依本校會計室規定之「支出憑證」。活動完畢立即整理支出憑證辦理核銷手續。自籌經費如係由社員繳納、有關單位補助、廣告收入、圖書或唱片展覽收益、義賣收入等亦須詳列帳目，附同支出憑證向社員或參加同學提出報告並送請學校備查，以昭公信。學校補助費申請核准程序及領款程序於下：

Article LXVII: Organizations are advised to control their budgets in spending particularly the spending on the plans. Each item of expenditure shall be supported by the “expense voucher” as required by the Accounting Office of the University. Organizations shall put together all source documents on spending immediate after the completion of an event and prepare for account settlement. If the private funds of Organizations are from the payment of the members, subsidy of related units, revenue from advertising, income from books or record exhibition, and from rummage sale, attach the source documents for reporting to the members or the students participating in the events with a copy of the source documents forwarded to the University for reference filing. This will be important for public trust. The procedure for applying subsidy from the University and the release of fund is shown below:

一、由社團於規定期限內提出申請送交本組審核。

1. Organizations shall submit the application to the Section for review by the designated deadline.

二、轉陳學生事務長覆核。

2. The Section will forward the application to the Dean of the Student Affairs for a second review.

三、送會計室審核與簽注意見。

3. After the second review, the application will be sent to the Office of

Accounting for review and express an opinion.

四、陳請校長批示。

4. The application will then be submitted to the University President for final approval.

五、奉准後原案送交會計室開付支付傳票（小數額案件由社團先行墊付，活動結束後檢據報銷）。

5. Upon approval, the original application will be sent to the Office of Accounting for issuing expense vouchers (for small amount, the Organizations shall bear the expenses in the first place and claim for reimbursement after the end of the event with the attachment of related source documents).

六、支付傳票完成法定程序後由會計室送出納組付款。

6. The expense voucher will be subject to a due procedure. The Office of Accounting will then transfer the voucher to the Cashier Section effecting payment.

第六十八條 社團經費之運用如有浮報、挪用或浪費之情形，本組得對社團負責人及有關學生依校規予以議處並限期追繳賠償。

Article LXVIII: If there is fraud, embezzlement, or extravagant use of the funds in specific organization, the Section shall punish the person in charge of the organization and related students in accordance with the University Regulations, and claim for the damage thereof.

第六十九條 記帳：

Article LXIX: Bookkeeping:

一、全部收入登帳：社團之各種收入，必須全部登載，包括社員繳納社費、學校補助、社團本身之收入（舉辦書展收益、廣告費、義賣收入等），社團接受外界之捐助及其他收入等，應全部登載於各社團之帳簿。

1. Entry of all revenue accounts: All revenues of the Organizations shall be entered into book, including the membership fees, subsidy from the University, and the incomes of the organizations (incomes from book exhibition, advertising fee, and rummage sale). Donation to the organization from external benefactors and other incomes shall also be entered into the books of the Organizations.

二、全部支出登帳：社團之所有支出，不論數額大小，必須全部逐項登載於帳簿。

2. Entry of all expenditure accounts: all expenses of the Organizations irrespective of the amount shall be booked item by item.

- 三、社團經費帳戶管理：社團依據本辦法於學校或郵局開立專戶專款專用。專戶應由社團指導老師(系主任)、社團負責人及(或)社團財務負責人共同開立，並且不得申請自動提款機提款卡使用。
3. Management of the funds of the Organizations: Organizations shall open a special account at the University or the Postal Savings Bank in accordance with this set of Regulations for the deposit and transactions of funds. The special account shall be jointly opened by the supervisors (deans of departments) of the Organizations, the persons in charge of the Organizations and (or) the financial managers of the Organizations. No banking card for the account may be opened for ATM withdrawal.

第七十條 經費支出：

Article LXX: Expenditures:

- 一、社團經費支出必須按照一定程序，經由活動總召提出，財務幹部同意，社團負責人核可，始可動用。若由社團幹部授權而支出者，支出後亦需要負責人之認定。
1. All expenditures of the Organizations shall be made in due procedure. The person in charge of an event shall propose for expenditures subject to the consent of the financial management staff and the approval of the person in charge of the organization. If the spending is authorized by the staff of the organization, the recognition of the person in charge in the aftermath shall be necessary.
- 二、支用必須取得支出憑證，並依據本校會計原則使用。
2. All expenditures shall be accompanied by source documents and consumed in accordance with the accounting principles of the University.
- 三、公開徵信：
3. Disclosure of information:
- (一) 各社團之經費收支必須每月公佈，並於每月十日前繳交月結帳表至本組備查，使社員明瞭收支情形並供本組審閱。
- (1) Organizations shall disclose the expenditures of each month and forward the accounts to the Section for reference filing by the 10th day of the month so that all members and the Section can understand the status of account balance.
- (二) 每學年社團移交時，應將本學年收支帳簿及財產清冊送本組備查。

- (2) In the hand-over for transfer of the organization at the end of each academic year, the students concerned shall also forward the ledgers and the asset list to the Section for reference filing.

第七十一條 社團舉辦活動申請補助經費時，應於公告期限內檢具收據及成果報告書辦理核銷。

Article LXXI: If the Organizations have applied for subsidy from the University in holding events, they shall present relevant receipts and report on completion for account settlement by the designated deadline.

第七十二條 經費核銷：本項核銷專指由學校補助之經費，社團應於活動完畢後，檢具單據核銷。

Article LXXII: Account settlement: the settlement of accounts on subsidy of the University shall be completed by designated deadline with the attachment of related source documents after the conclusion of the event.

一、發票收據數額、項目應與原列出計劃相符並檢查單據是否完整、齊全，黏貼於「支出憑證黏存單」陳繳。

1. The amount stated in the receipt and the items so stated shall be congruent with the plan previously prepared. All the source documents shall be valid and in place and paste to the space for “pasting expense documents” for submission.

二、期限：經費核銷應於活動結束依照規定日期整理單據核銷，以免因脫期而無法撥款。

2. Deadline: Account settlement for reimbursement after the event shall be made by the designated deadline with all the required source documents in place to avoid problem in reimbursement.

第十章 社團幹部選舉與移交

Chapter X Election of Staff for Student Organizations and Transfer of Duties)

第七十三條 社團之改選應於每學年第二學期依本組公告之日期前完成。並應於改選前由社團公告候選人名單，本組應派員列席輔導。社團改選後應繳交選舉記錄送至本組存查。

Article LXXIII: Election of the Organizations for a new term shall be completed by the deadline in the second semester as announced by the Section. The Organizations shall release the list of candidates before the election. The Section shall attend related meeting for supervision. After the election, the Organizations shall forward the record on the election to the Section

for record.

第七十四條 改選：

Article LXXIV: Election for a new term:

- 一、召開社員大會，舉行改選，各社團應按原社員名冊審查社員資格，並須於改選一週前張貼海報使該社團全體社員週知。
1. Organizations shall call for the general meeting of all members for the election. Respective organizations shall review the eligibility of its members in accordance with the membership rolls, and notify all members by poster 1 week prior to the election.
- 二、凡新學期為應屆畢業生之社員，不得當選為社團負責人及幹部。
2. Members of the Organizations who will be graduates in current academic year shall not be elected as the person in charge and staff members of the Organizations in the new semester.
- 三、改選時應請各該社團指導老師蒞臨指導。
3. The supervisors of relevant organizations shall be invited to the election for supervision.

第七十五條 社團負責人對內主持社務，對社員大會負責；對外代表社團。社團負責人原則上由具備下列條件者競選擔任之：

Article LXXV: The person in charge of a student organization shall administer all organizational matters and accountable to all members, and represent the organization externally. In general, the person in charge of an organization shall meet the following qualification requirements and win in the election:

- 一、上一學期學業平均總成績六十分以上，各科目均及格。
1. The average scoring of at least 60 marks in academic performance and passed all the subjects in the previous semester.
- 二、上學期操行成績八十分以上，且未受小過（含）以上處分
2. The scoring of student conduct shall be 80 marks or higher without the record of punishment of a black mark or a more serious level in the previous semester.

第七十六條 社團負責人之選舉由各社團召集社員大會，以無記名投票方式選舉之。以二分之一以上社員出席，得票最高者當選。僅一人競選時應經社員三分之一以上同意，未達三分之一以上者，需重新辦理補選。若補選同意人數仍未達三分之一以上者，則以得票最高者當選。選舉完畢應即將選舉記錄送至本組存查，選票由社團自行保管三十天後，如無人提出異議，則可自行銷毀。社團正、副負責人之選舉辦

法在不抵觸本辦法情形下得由社團自訂，報請本組核准實施。

Article LXXVI Organizations shall call for their general meeting of all members for the election of the person in charge by secret ballot. The election shall be held in a session with the presence of at least 1/2 of the members. The candidate who earned the majority of the votes will be the winner. If there is only 1 candidate in the campaign, the consent of 1/3 of the members will be necessary or a new election shall be held. If the consent of 1/3 of the members still cannot be accomplished in the new election, the candidate with the highest number of votes shall be elected to the seat. After the election, forward the record on the election to the Section for record. Respective Organizations shall keep the ballots for 30 days and could refer to destruction if no member query about the election. Organizations may establish their own rules for the election of the person in charge and the deputy person in charge on condition that these rules are not contradictory to this set of Regulations. The rules and regulations governing the election of the Organizations shall be submitted to the Section for approval before implementation.

第七十七條 社團負責人選舉如有不當情形，於選後三十天內經社團三分之一以上社員具名檢舉時，則選票須立即交由本組封存，若查證屬實者，得由本組宣布當選無效，另行改選。

Article LXXVII In the event of inappropriate action taken by the person in charge in the election, and at the report of more than 1/3 of the members within 30 days after the election, the Section shall seal the ballot and conduct an investigation. If the said inappropriate action has been proved, the Section shall announce the nullification of the election and a new election shall be held.

第七十八條 依法當選之社團負責人由本組發給當選證書，任期為一年，不得連任。未經報請本組核准，不得中途改選。社團負責人因故不能行使職權時應另行改選。但各社團另有其副負責人代理之規定者，從其規定。

Article LXXVIII: When the person in charge of an organization is legitimately elected, the Section will issue a warrant for a term of office for one year. This person cannot be reelected for a second term. Election cannot be changed as unveiled without the approval of the Section. In case the person in charge cannot perform the duties as assigned, a new election shall be held. If the Organizations have the system of a deputy person in

charge who could act on behalf of the person in charge under such circumstance, follow accordingly.

第七十九條 社團負責人之罷免應有全體社員十分之一以上連署，經三分之二社員出席，出席人數三分之二之同意方能成立。

Article LXXIX: The recall of the person in charge shall require the joint petition signed by at least 1/10 of the members, and the meeting for decision shall be attended by at least 2/3 of the members and the consent of 2/3 of the members in the meeting.

第八十條 社團改選後，新舊任交接時應將現有社團財產、經費、印信、帳冊、文書移交清楚。並須經社團指導老師監交簽章後，將社團財產清冊送請本組核備。本組對社團財產之購置、保管、移交及報廢負監督之責。經本組派員檢查而發現財產有短缺或損毀情事，該社團應負損害賠償及受懲戒之責任。

Article LXXX: After the election for a new term, the staff members of the previous term shall hand-over the property, fund, official seal, journal books, and documents to the new term. The hand-over shall be witnessed by the supervisor with confirmation by signing with the asset list forwarded to the Section for reference filing. The Section shall be responsible for the supervision of the procurement, keeping, transfer, and scrapping of the assets of the Organizations. In case of missing or damage to the assets of specific organizations detected by our staff in an inspection, related organization shall be responsible for the damage and compensation, and shall also be punished.

第八十一條 本組撥付給社團之經費補助及社團財產，社團應請專人詳細列載社團財物及經費之收支，並應於每學期結束時，由社團負責人自行檢查，並於每學年社團移交時繳交相關資料至本組備查。本組並得隨時查核之。

Article LXXXI: The subsidy and assets allocated by the Section to the Organizations shall be kept in book by designated persons of the Organizations in full detail subject to the audit of the persons in charge of the Organizations at the end of each semester. The record and related information shall be submitted to the Section at the time of the hand-over to the new term of each academic for reference filing. In addition, the Section may audit the record at any time.

第八十二條 移交：

Article LXXXII Hand over for transfer:

- 一、社團改選後，前任社團幹部應盡協助之責，新任之社團負責人則應與前任之社團負責人經常聯繫，以瞭解社團之各項工作。
 1. After a new term of a student organization is elected to office, the previous term shall provide assistance and maintain close liaison with the new term so that the new term can understand the work of the organization.
- 二、原任之社團負責人應將社團之各項工作及應辦之移交手續，於本組規定之期限前完成。
 2. The staff of the previous term shall hand-over the works and related matters to the new terms by the deadline as stated in this set of Regulations.
- 三、社團歷年之活動資料如會議記錄、公物財產、印信等均須交接清楚，並應將未完成之工作向下屆交待明白，以便繼續辦理。
 3. Information on the activities organized by the Organizations over the years, like the meetings minutes on record, public property, and official seals, shall be properly transferred. In addition, the previous term shall explain to the new term of the work not accomplished at the time of the transfer so that they could continue.
- 四、社團文卷（包括文書、帳簿、單據、活動攝影等）應加注意保管，裝訂成冊，交接時列入移交。
 4. The files and documents of the Organizations (including documents, journal books, receipts, and photographs on the activities) shall be properly kept and bind into books to hand-over to the new term.
- 五、新、舊任社團負責人辦理交接須填寫「社團器材明細表」、「移交報告表」、「社團經費收支期末報告表」、「社團活動成果報告表」一式三份，移交人、接交人及監交人皆應簽名蓋章，新、舊任社團負責人各存一份，一份送本組核備。新任社團負責人需填寫「社團負責人資料表」、「社團社員名冊」、「社團指導老師資料表」、「社團活動計劃及經費預算表」及本組要求的資料一式二份，一份社團自留存檔，一份送本組核備。
 5. In proceeding the hand-over, the persons in charge of the organization in previous term and the new term shall fill in the “List of Group Equipment”, “Hand Over Report”, “Report on Revenue and Expenditures at the end of the period”, “Report on Results of the Events” in triplicate. The Transfer, the Transferee, and the witness shall affix their signatures and seals. The person in charge of the previous term and the new term shall each keep 1 set of the

aforementioned documents for record and forward 1 set to the Section for record. The person in charge of the new term shall fill in the “Personal information card on the person in charge of organization”, “roll of members”, Personal information card on supervisor of the organization”, “Activity plan and budget of the organization”, and the information required by the Section in duplicate. The organization shall retain 1 set of the aforementioned documents for filing and forward 1 set to the Section for record.

第八十三條 凡本校之社團，其社團財產屬於社團全體所有，由社長負責保管，指導老師負責監督，其經費收支亦同。

Article LXXXIII: Property of the Organizations of the University shall be the property of all members of the Organizations and shall be kept by the persons in charge under the supervision of the supervisors. The same rule is applicable to the revenue and expenditure of the Organizations.

第八十四條 社團如未依規定移交，在校同學依校規議處；已畢業同學則將違規資料、學生基本資料移轉有關單位視為侵佔公物處理。

Article LXXXIV: Organizations that failed to proceed to hand-over as required shall be subject to disciplinary action in accordance with the University Regulations. For students who have already graduated, the information on their violation of University Regulations will be referred to related agencies and they will be treated as criminal conversion of public property.

第八十五條 報備：

Article LXXXV: Reference filing:

- 一、各社團改選後，原任之社團負責人應協助新任社團負責人依本組規定將改選資料逐欄詳填，並加蓋社團印信送本組核備。
 1. After the election for a new term, the previous persons in charge of Organizations shall assist the newly elected persons in charge to fill in the detail of the election as required by the Section, and affix their official seals of the Organizations to the documents, then forward the documents to the Section for reference filing.
- 二、呈報時間應在改選後三日內為之。
 2. The report shall be made within 3 days after the election.

第十一章 社團解散

Chapter XI Dissolution of Organizations

第八十六條 學年度社團評鑑分數未達六十分者，仍有負責人者，由現任負責人於評鑑結果公布後一個月內提出具體改善計畫送本組審核。逾期未能提出或經審核未能通過者，予以解散。

Article LXXXVI: If specific organization scored below 60 marks in the annual evaluation and still has a person in charge, the person in charge of the current term shall prepare a substantive corrective action plan within 1 month after the announcement of the result to the Section for review. The failure to present the plan by the deadline or the plan failed in the review shall result in the dissolution of the organization.

第八十七條 社團自行申請解散者，需經由社員大會決議通過並於學年度社團評鑑後三十天內提出申請，經主管單位同意，繳交各項交接文件後使得解散。

Article LXXXVII: Organizations may voluntarily apply for dissolution at the resolution of the general meeting of all members and within 30 days after the announcement of the annual evaluation result. At the approval of the competent authority of the University, the organizations concerned may be dissolved after surrendering related documents for hand-over.

第十二章 社團幹部之獎懲

Chapter XII Reward and Punishment of Staff in Student Organizations

第八十八條 社團活動合卓有績效、增進校譽者，其社團負責人與工作幹部得由本組或社團指導老師申辦記功獎勵。

Article LXXXVIII: If the activities organized by specific organization are outstanding and help to improve the reputation of the University, the person in charge and the staff members shall be recommended for credential by the Section or the supervisor of the organization.

第八十九條 社團負責人、工作人員、或其成員所為之活動，或發表之文件或刊物有左列行為之一者，依校規提付懲戒之：

Article LXXXIX: If any of the following is applicable to the person in charge, the staff members, or the members in their activities, the documents released, or the publications of the organization shall be punishable in accordance with the University Regulations:

一、違背國策及政府法令者。

1. Act in defiance of the national policy and applicable legal rules of the government.
- 二、違反本規則或其他校規者。
2. Act in violation of this set of Regulations or other regulations of the University.
- 三、妨礙公共安全或秩序者。
3. Act of jeopardy to public safety or order.
- 四、惡意攻訐有損學校聲譽者。
4. Malicious act that causes damage to the reputation of the University.
- 五、散布謠言或聚眾要挾者。
5. Dissemination of rumors or incitation of mob gathering.
- 六、侵佔社團或公共財物者。
6. Criminal conversion of group property or public property.
- 七、損毀或浪費公共財物，情節重大者。
7. Severe damage or wasteful use of public property
- 八、言詞粗劣或行為失檢，且不服勸導，有忝學生之風度者。
8. The use of vulgar language or misdemeanor and insubordinate to supervision, and failure to behave as a University student.
- 九、未經申請核准辦理活動者。
9. Organization of activities without application for approval.
- 十、其他表現足以影響社團名譽或校譽者。
10. Any other acts that cause damage to the reputation of the organization and the University.

社團其有前項情形之一者，學校得令該社團停止活動、改組或解散。

The University shall order Organizations that exhibit any of the aforementioned behaviors to halt any activity, reorganize or dissolve.

第九十條 本組確知社團之活動有下列各款情形之一者，得依職權予以停止該次或下次活動：

Article XC: If any of the following is applicable to specific organization as confirmed by the Section, the Section may order the organization to halt the activity in progress or the next activity:

- 一、違反本辦法及校規者。
1. Act in violation of this set of Regulations or the University Regulations.
- 二、拒絕接受輔導或檢查者。
2. Rejection to supervision or inspection.

第九十一條 社團除依定期評鑑接受表揚外，重大獎勵及懲戒依本辦法及相關規定辦理之。

Article XCI: If specific organization receives a citation after the annual evaluation, major reward or punishment to the organization shall be granted in accordance with this set of Regulations and related regulations.

第十三章 附則

Chapter XIII Miscellaneous

第九十二條 社團之章程與本辦法抵觸者無效。

Article XCII: Articles of Association of particular organization that contradicts this set of Regulations shall be null.

第九十三條 本辦法應用之表冊及書類格式，除另有規定外，由本組統一製發。

Article XCIII: The Section shall uniformly prepare all the documents and writing formats unless otherwise specified.

第九十四條 本辦法經學生事務委員會通過後施行，修訂時亦同。

Article XCIV: This set of Regulations shall be subject to the resolution of the Student Affairs Committee for coming into effect. The same procedure is applicable to any amendment thereto.