

長榮大學學生自治團體設置及輔導辦法

Chang Jung Christian University Regulations Governing the Establishment and Supervision of Student Self-Regulatory Organizations

91.03.07 行政會議通過

Approved by the Administrative Affairs Meeting on 2002.03.07

91.03.28 九十學年度第二學期期初校務會議通過

Approved by the University Affairs Meeting at the beginning of the 2nd semester in 2001 academic year
on 2002.03.28

91.04.17 教育部同意備查

Approved by the Ministry of Education for referencing filing on 2002.04.17

第一條 長榮大學（以下簡稱本校）為落實學生自治理念，培養學生民主素養，促進校園意見溝通，特依大學法第十七條、本校組織規程第卅二條，訂定本辦法。

Article I: Chang Jung Christian University (hereinafter referred to as the “University”) instituted this set of Regulations pursuant to Article XVII of the University Act, and Article XXXII of the Organization Code of the University for the realization of the concept of self-governance among the students, develop the students with the sense of democracy, and improve the communications for exchange of opinions on campus.

第二條 本校學生得依本辦法，按教學單位組織層級，成立學生自治團體，該層級之學生均為當然會員。

Article II: Students of the University may establish self-regulatory organizations along the organizational hierarchy of the academic units. Students at the same level of the academic units shall be the members of the organizations.

第三條 本校學生自治團體輔導單位為本校學生事務處課外活動組。

Article III: The Extracurricular Activities Section of the Office of Student Affairs of the University shall be the supervisory body of all student self-regulatory organizations.

第四條 依本辦法成立之各層級學生自治團體，為本校各層級學生之最高代表組織，代表學生行使學生自治權利，處理學生在校學習、生活與權益有關事項。

Article IV: Student self-regulatory organizations established in accordance with this set of Regulations at all levels shall be the paramount representation of the students at relevant levels and act on behalf of the students to exercise the right of self-governance thereby handle the matters pertaining to the

learning, living, and rights of the students.

第五條 學生自治團體之成立、管理及解散，依各學生自治團體組織章程辦理，並報請學校輔導單位核備。以上有關規定準用本校「學生社團組織及活動辦法」辦理。

Article V: The establishment, administration, and dissolution of student self-regulatory organizations shall be governed by the articles of association of respective student self-regulatory organizations with report to the supervisory body of the University for reference filing. The aforementioned requirements shall be governed by the “Regulations Governing the Organization and Activity of Student Groups” of the University.

第六條 學生自治團體指導老師之聘任，準用本校「學生社團組織及活動辦法」辦理。

Article VI: The appointment of supervisors to student self-regulatory organizations shall be governed by the “Regulations Governing the Organization and Activity of Student Groups” of the University.

第七條 學生自治團體應遵守本校校規及相關法令，並接受輔導單位及所屬系（所）之輔導。

Article VII: Student self-regulatory organizations shall duly observe the University Regulations and applicable laws, and subject to the supervision of the supervisory body and the administering department or graduate school.

第八條 學生自治團體經學校核備成立後，得向所屬會員收取其組織章程所規定之會費，並經輔導單位同意後，得對外募款或接受捐助。學生自治團體經費由其開立專戶自行保管及運用，定期接受該團體之監察委員會查核，並每月定期公佈經費收支表。輔導單位亦應於每月監督及查核學生自治團體之各種經費收支明細。

Article VIII: Student self-regulatory organizations may collect membership fees from its members as stated in their respective articles of association upon approval for establishment by the University, and may raise funds or accept donations from outside at the consent of the supervisory body. Student self-regulatory organizations shall open designated accounts for the management of its funds subject to the audit of their respective control committees at regular intervals. Student self-regulatory organizations shall disclose the ledger on income and spending monthly. The supervisory body shall also monitor and audit the details of the income and spending of the student self-regulatory organizations monthly.

第九條 學生自治團體有關場地器材借用等事項，準用本校「學生社團組織及活動辦法」辦理。

Article IX: Student self-regulatory organizations may borrow University facilities in

accordance with the “Regulations Governing the Organization and Activity of Student Groups” of the University.

第十條 學生自治團體有關文宣海報張貼等事項，準用本校「學生暨社團張貼公告（海報）辦法」辦理。

Article X: Posters and promotional materials put up by student self-regulatory organizations shall be governed by the “Regulations Governing Students and Organizations in Putting Up Notices (Posters)”

第十一條 學生自治團體得準用本校「社團評鑑辦法」參加資料評鑑及觀摩。

Article XI: Student self-regulatory organizations may participate in the assessment and sharing for exchange of information in accordance with the “Regulations Governing the Assessment of Organizations and Groups” of the University.

第十二條 學生自治團體違反校規及相關法令者，其行為人及負責人依校規處理，並應負起相關法律責任。

Article XII: Student self-regulatory organizations that violate the University Regulations and applicable laws shall be subject to punishment in accordance with the University Regulations for both the offender and the person in charge of the organization. They will also be liable for legal consequences.

第十三條 本輔導辦法施行細則由輔導單位另行訂定之。

Article XIII: The supervisory body shall institute the enforcement rules of this set of Regulations.

第十四條 有關學生自治團體之輔導，本辦法未規定者，準用本校其他相關規定。

Article XIV: The supervision of student self-regulatory organizations not covered by this set of Regulations shall be governed by other applicable rules and regulations of the University.

第十五條 本辦法經校務會議通過，陳校長核定後實施，並送教育部備查，修正時亦同。

Article XV: This set of Regulations shall be subject to the resolution of the University Affairs Meeting and the final approval of the University President with a copy forwarded to the Ministry of Education for reference filing. The same procedure is applicable to any amendment thereto.

長榮大學學生會組織章程

Chang Jung Christian University

Articles of Association for the Student Association

87.11.09 學生事務委員會通過
Passed by the Student Affairs Committee on 1998.11.09
93.06.17 學生事務委員會修訂通過
Amended by the Student Affairs Committee on 2004.06.17
94.01.14 九十三學年度第一次學生事務委員會修訂通過
Amended by the 1st session of the Student Affairs Committee Meeting in 2004 academic year on
2005.01.14
95.01.11 九十四學年度第一次學生事務委員會修訂通過
Amended by the 1st session of the Student Affairs Committee Meeting in 2005 academic year on
2006.01.11
102.09.23 一百零二學年度第一次學生事務委員會修訂通過
Amended by the 1st session of the Student Affairs Committee Meeting in 2013 academic year on
2013.09.23

第一章 總則

Chapter I General Provision

第一條 長榮大學(以下簡稱本校)依據大學學生自治之理念及服務學生之精神，以培養學生民主法治之觀念，增進學生之福祉，保障學生權利，特在長榮大學內設置「長榮大學學生會」(Chang Jung Christian University Student Association)，以下簡稱本會。

Article I: Chang Jung Christian University (hereinafter referred to as the “University”) elects to establish the “**Chang Jung Christian Student Association**” on the basis of the concept of the students in self-governance and develop the sense of democracy among the students so as to enhance the well-being of students and protect the rights of students.

第二條 本會之輔導單位為長榮大學學生事務處課外活動組。

Article II: The supervisory body of the Student Association is the Extra-Curricular Activity Division of the Office of Student Affairs of the University.

第三條 本會之任務如下：

Article III: The mission of the Student Association:

一、策劃並監督協調處理全校學生社團及系學會之公共事務。

1. The design, monitoring, coordination, and handling the public affairs of all student organizations and department organizations of the University.

二、加強各社團及系學會之聯繫與協調。

2. Strengthening the communications and coordination among the student organizations and department organizations.

三、對外參與各項課外活動，促進交流，對內籌劃、協調、辦理全校性課外活動、增進學生福利及反映學生意見。

3. Participation in external extracurricular activities and bolstering the exchanges with other external institutions, and the design, coordination, and management of University-wide extracurricular activities, enhancement of the benefit of students and reflection of student opinions.

四、綜合並反映社團及系學會意見。

4. Convergence and reflection of the opinions from the student organizations and the department organizations.

五、代表學生參與學校相關事務。

5. Representing the students in participation of University affairs.

第二章 指導老師

Chapter II Supervisors

第四條 本會設指導老師一人，由本校學生事務處課外活動組組長擔任，其職掌如下：

Article IV: the Student Association shall appoint 1 supervisor who shall be the Director of the Extra-Curricular Activity Division of the Office of Student Affairs of the University. The supervisor shall perform the following functions:

一、指導審核學生活動之計畫及預算。

1. Supervision and review of the plans and budgets of student activities.

二、輔導本會之策劃及推動。

2. Supervision of the planning and implementation of the plans of the Student Association.

三、對所屬各部門工作之指導考核。

3. Supervision and evaluation of the works of the subordinate functions of the Student Association.

四、其他有關本會相關活動事項。

4. Supervision of anything related to the activities of the Student Association.

第三章 會員

Chapter III Members

第五條 凡本校在學學生，皆為本會之當然會員。

Article V: All students of the University shall be the members of the Student Association.

第六條 本會會員享有下列各項權利：

Article VI: The members of the Student Association are entitled to:

一、選舉權、被選舉權與罷免權。

1. Participation in election and be elected, and exercise of vote and recall.
二、應聘擔任本會之各項職務。
2. Employment to perform the duties of the Student Association.
三、享有本會各項權益。
3. The rights and privileges of the Student Association.
四、參加本會各項活動。
4. Participation in the activities of the Student Association.

第七條 本會會員應盡下列各項義務：

Article VII: It is the onus of all members of the Student Association to duly observe the following:

- 一、遵守本會組織章程及本會決議。
1. The articles of association and the resolution of the Student Association.
- 二、繳納會費。
2. Payment of membership fee.
- 三、協助本會各項事務之推動。
3. Assistance to the advocacy of association affairs.
- 四、維護本會會譽。
4. Preservation of the reputation of the Student Association.

第四章 會長、副會長

Chapter IV President and Vice President

第八條 本會設會長一名，由本會會員選舉擔任之。對外代表本會，對內綜理會務及代表本會出席學校相關會議，學生會會長之選舉與罷免辦法另訂之。

Article VIII: The Student Association shall establish the seat for a President who will be elected from the members. The President shall represent the Student Association externally and administer the operation of the Student Association and represent the Student Association to attend related meetings of the University internally. The regulations governing the election and recall of the President of the Student Association shall be instituted separately.

第九條 本會設副會長，協助會長處理行政事宜。副會長之產生依學生會長之選舉與罷免辦法另訂之。

Article IX: The Student Association shall also establish a seat for the Vice President for assisting the President in administrative affairs of the Student Association. The Vice President seat is based on the election and removal of the Student Association President.

第十條 會長一經當選，若非經指導老師同意者不得辭職，不得兼任其他社團或系學會之負責人。

Article X: The President cannot resign from office once elected unless at the consent of the supervisor. The President of the Student Association shall not hold positions as the person in charge of other organizations or the department organization.

第十一條 會長之職責如下：

Article XI: The President shall perform the following functions:

一、處理本會重要事務。

1. Administer the important issues of the Student Association.

二、經指導老師同意聘用或解任本會各部負責人。

2. Appoint or dismiss key staff members of the Student Association at the consent of the supervisor.

三、負責各部門間之聯繫。

3. Coordinate all functional units of the Student Association.

四、定期向學校有關單位反映學生意見。

4. Reflect the opinions of the students to the University at regular interval.

五、主持本會幹部會議。

5. Preside over the staff meetings of the Student Association.

第十二條 副會長之職責如下：

Article XII: The Vice President shall perform the following functions:

一、當會長不克行使其職權時，由副會長代理其職權至任期屆滿為止。

1. On circumstances where the President cannot perform the duties, the Vice President shall act on behalf of and in the name of the President until the expiration of the term of office.

第五章 行政組織

Chapter V The Administrative Organization

第十三條 本會常設下列各單位，職權如下：

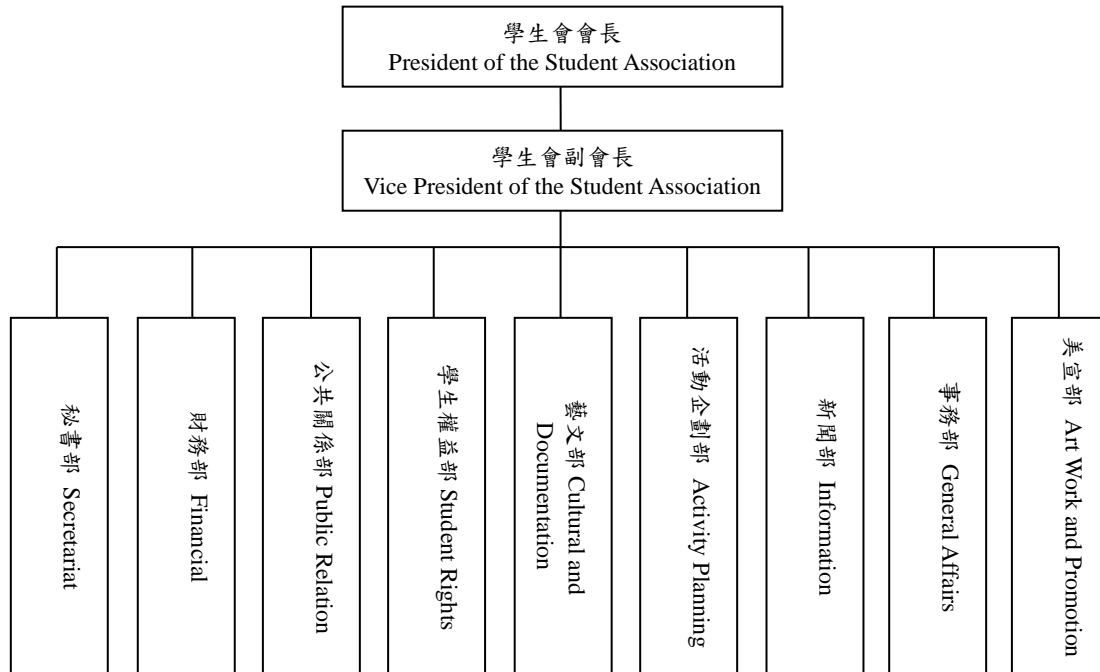
Article XIII: The Student Association is consisted of the following standing functional units for performing relevant functions:

一、秘書部：設活動與行政執行秘書各一人，協助會長及副會長處理各組織協調功能。

1. The Secretariat: The Secretariat consists of an Event Planning Executive Secretary and Administrative Secretariat who will assist the President and the Vice President in the coordination of the functions of all organizations.

- 二、藝文部：設部長一人，負責文書資料處理、檔案歸類、會議通知會議記錄等事宜以及籌辦藝文性質之活動。
2. The Cultural and Documentation Branch: This Branch is led by a Manager who will be responsible for documentation and data processing, filing, release of meeting notice, keeping meeting minutes on record, and administering artistic and cultural events.
- 三、財務部：設部長一人，負責財務管理、報告財務事項及庶務工作。
3. The Financial Branch: This Branch is led by a Manager who will be responsible for financial management, financial reporting, and miscellaneous duties.
- 四、公共關係部：設部長一人，負責對外聯絡、接洽贊助廠商。
4. The Public Relation Branch: This Branch is led by a Manager who will be responsible for external liaison, contact sponsors.
- 五、新聞部：設部長一人，負責發行學生會會刊，宣傳學生會、社團及系學會相關訊息，並建置與管理學生會網站。
5. The Information Branch: This Branch is led by a Manager who will be responsible for the publication of the Student Association, promotion of the Student Association, other student organizations and the department organizations. In addition, the Manager shall also be responsible for the installation and management of the website of the Student Association.
- 六、學生權益部：設部長一人，負責有關學生權益事項，促進全體會員之福祉。
6. The Student Rights Branch: This Branch will be led by a Manager who will be responsible for the protection of the rights and improvement of the well-beings of all students.
- 七、活動企劃部：設部長一人，負責全校性各項活動之籌劃、宣傳、執行及研發各項新型的活動等事宜。
7. The Activity Planning Branch: This Branch will be led by a Manager who will be responsible for the planning, promotion, execution of all University-wide activities and the development of new types of events.
- 八、事務部：設部長一人，負責學生會各項器材之管理，並制定器材租借及海報張貼之規章與執行。
8. The General Affairs Branch: This Branch will be led by a Manager who will be responsible for the management of the equipment of the Student Association, the establishment and the enforcement of the rules and regulations governing the lending of equipment and putting up of posters.

- 九、美宣部：設部長一人，負責學生會相關之活動海報、場佈之設計。
9. The Art Work & Promotion Branch: This Branch will be led by a Manager who will be responsible for the design of the posters and the venues for activities for the Student Association.



第十四條 會長得依其政見或需要，經指導老師同意設置前條規定外之臨時部門，其存續時間至該屆任期期滿日為止。

Article XIV: The President may establish other ad hoc bodies beyond the aforementioned scope to fulfill his or her political opinion or as needed at the consent of the supervisor and the perpetuity of these bodies shall be dissolved at the expiration of the term of office.

第六章 任期

Chapter VI Term of Office

第十五條 本會正、副會長任期均由當年八月一日至次年七月三十一日止。

Article XV: The term of office for the President and the Vice President shall start on August 1 and end on July 31 of the next year.

第十六條 秘書部執行秘書及各部門正、副部長任期均由當年八月一日至次年七月三十一日止。

Article XVI: The term of office for the Managers of the Executive Secretaries and the Branch Managers and the Deputy Branch Managers shall start on August 1 and end on July 31 of the next year.

第七章 會議與任務

Chapter VII Meeting and Mission

第十七條 會長應於每月之社團工作會報中報告課外活動費帳目、各項活動及反映意見辦理情況，讓社團負責人能充份瞭解本會目前運作情況。

Article XVII: The President of the Student Association shall report on the items of spending for extracurricular activities, the activities and the feedbacks in the monthly joint meeting of all organizations so that the persons in charge of these organizations can fully understand the operation of the Student Association.

第十八條 會長定期召開本會幹部會議，每月不得少於一次(寒暑假停開)，會長為當然主席，其議事範圍如下：

Article XVIII: The President shall call for staff meetings at regular intervals for at least once a month (recess in term breaks in Winter and Summer). The President shall be the ex-officio chairman of the meeting. The agenda of the meetings shall cover:

一、商議學校交辦事項及實施步驟。

1. Discuss on the assignment of the University and the implementation procedures.

二、準備提案、適時向工作會報提出。

2. Prepare motions and report to the work meeting timely.

三、向校方反應有關學生暨社團之意見。

3. Reflect to the University the feedback from the students and the organizations.

四、協調各部門推動本會各項工作。

4. Coordinate the tasks of the Student Association perform by the branches.

五、商討各社團活動之困難，有關共同性問題及社團推展事宜。

5. Discuss the problems confronting the activities of the organizations, common problems, and the development of the organizations.

六、籌辦全校性活動。

6. Organize University-wide activities.

七、分配、協調、推動各社團之活動。

7. Assign, coordinate, and advocate the activities of the organizations.

八、檢討並改進本會各項興革事項。

8. Review and make improvement of the Student Association.

第八章 經費

Chapter VIII Funding

第十九條 本會之經費來源如下：

Article XIX: The Student Association has the following sources of funding:

一、會員繳納之學生會費。

1. The membership fees to the Student Association paid by the members.

二、本校「訓輔專款」工作項目中，輔助社團辦理活動之經費。

2. The appropriation of funds from the “special funding on training and supervision” of the University.

三、經學校核定之有關補助費。

3. Other subsidies approved by the University.

四、本會經費存款孳息。

4. The interest accrued from the deposit of the fund of the Student Association.

五、其他經費。

5. Other sources of funding.

第二十條 本會每學期之學生會費預算，應於該學期期初之本校學生議會定期會議中提出，接受審查。

Article XX: The budget of the Student Association for each semester shall be proposed to the regular session of the Student Council at the beginning of the semester for review.

第二十一條 本會學生會費之使用，需經由本校學生議會審議後，送課外組複審，經學務長核准後始可動支。

Article XXI: The spending of the Student Association shall be subject to the review of the Student Council of the University, the second review of the Extra-Curricular Activity Division, and the approval of the Dean of Student Affairs.

第二十二條 學生會辦理活動使用之活動經費支出如有需要預支，五萬元以下需由會長、財務長、議會議長蓋章始可動支，如經費預支超過五萬以上或特殊情況需由會長、財務長、議會議長、課外組組長蓋章始可動支，預支款項最高動支活動總預算百分之三十。

Article XXXII: If advance payment is necessary for a specific activity organized by the Student Association, the approval of the President, Financial Manager, and the Speaker of the Student Council by affixing their seals to the application for advance payment of under NT\$50,000, and the approval of the President, Financial Manager, Speaker of the Student Council, and the Director of the Extra-Curricular Activity Division by affixing their seals to the application for advance payment of more than NT\$50,000. The advance payment may be up to 30% of the total budget for the activity.

第二十三條 學生會經費使用辦法另訂之。

Article XXIII: The expenditure of the funds of the Student Association shall be regulated by separate rules and regulations.

第九章 附則

Chapter IX Miscellaneous

第二十四條 學生會各級幹部均為無給職。

Article XXIV: All staff members of the Student Association are unpaid for the duties they performed.

第二十五條 學生議會召開會議時，正、副會長、執行秘書及各部門部長有到會作工作報告之義務。

Article XXV: The President and Vice President, the Executive Secretaries and the Managers of all branches are obligation to report in the session of the Student Council.

第二十六條 本會不得自行對校外行文，如有必要得經課外活動組簽請校長核准，以學校名義行文。其程序如下：負責人擬稿=>學生事務處課外活動組=>學生事務長=>秘書室=>校長（出納文書組發文）。

Article XXVI: The Student Association cannot release official documents for external circulation. Where necessary, the Student Association may petition with the University President in the care of the Extra-Curricular Activity Division. Official documents for external circulation shall be made in the name of the University. The procedure is specified as follows: the person in charge prepare the draft → Extracurricular Activities Section of the Office of Student Affairs → Dean of Student Affairs → Office of Secretariat → President (document released by Cashier and Documentation Division)

第二十七條 本章程經學生事務委員會通過後公佈施行，修訂時亦同。

Article XXVII: The Articles of Association shall be subject to the resolution of the Student Affairs Committee for announcement and implementation. The same procedure is applicable to any amendment thereto.

學生會預支款領據
Student Association Advance Note

領款單位 Unit/Branch		領款人 Received by	
預支款事由 Reason for advance			
給付總額 total amount paid	新台幣 N.T.\$	元整（大寫）	
備註 Remark		領款日期 Date of receipt	中華民國 年 月 日 YY MM DD
議會議長 Speaker of Student Council		學生會長 President of Student Association	
學生會財務長 Financial Manager of Student Association		課外組長 Director of Extra-Curricular Activity Division	

注意事項：(Important Notice)

- 一、領款人姓名欄位請親筆簽名或蓋章。
1. Sign or affix seal in person to the field marked “received by”.
 - 二、預支款事由請詳填。
2. Specify the reason for advance in detail.
 - 三、填寫完成後分別由議會議長與學生會財務長分別保管。
3. The Speaker of the Student Council and the Financial Manager of the Student Association shall each keep one copy.
 - 四、五萬以上之預支款項須經由課外組長簽名，未達五萬則可省略。
4. The approval of the Director of the Extra-Curricular Activity Division is required for advance amounting to NT\$50,000 or more. This part could be omitted if the amount falls below NT\$50,000
-

學生會預支款領據
Student Association Advance Note

領款單位 Unit/Branch		領款人 Received by	
預支款事由 Reason for advance			
給付總額 total amount paid	新台幣 N.T.\$ 元整（大寫）		
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議會議長 Speaker of Student Council		學生會長 President of Student Association	
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 3. The Speaker of the Student Council and the Financial Manager of the Student Association shall each keep one copy.
- 四、五萬以上之預支款項須經由課外組長簽名，未達五萬則可省略。
 4. The approval of the Director of the Extra-Curricular Activity Division is required for advance amounting to NT\$50,000 or more. This part may be omitted if the amount falls below NT\$50,000

學生自治會會長選舉及罷免辦法

Regulations Governing the Election and Recall of the President of the Student Self-Governance Association

87.11.09 九學生事務委員會通過

Passed by the Student Affairs Committee on 1998.11.09

93.06.17 學生事務委員會修訂通過

Amended by the Student Affairs Committee on 2004.06.17

95.01.11 九十四學年度第一次學生事務委員會修訂通過

Amended by the 1st session of the Student Affairs Committee Meeting in 2005 academic year on 2006.01.11

第一條 本校「學生自治會會長選舉及罷免辦法」(以下簡稱本辦法),係依本校「學生自治會(以下簡稱學生會)組織章程」所訂定。

Article I: The “Regulations Governing the Election and Recall of the President of the Student Self-Governance Association (hereinafter referred to as the “Regulations”) is instituted in accordance with the “Articles of Association of the Student Association”.

第二條 學生會會長由本校學生選舉產生,選舉於每學年第二學期結束前舉行。選舉之規定如左:

Article II: The President of the Student Association shall be elected from the students of the University. The election will be held before the end of the 2nd semester of each academic year. The rules for the election are specified below:

一、上學期學業成績平均七十分以上。

1. The average scoring of 70 marks or higher in academic performance in the previous semester.

二、操行成績八十分以上。

2. The scoring of student conduct of at least 80 marks.

三、曾擔任社團幹部或班級幹部一任以上。

3. Students who have served as a staff member of the student organizations or class organization for at least 1 term of office.

資格證明:社團幹部由現任社長出具證明;系會幹部由現任系會會長出具證明;班級幹部由班級導師出具證明。

Proof of eligibility: for staff members of student organizations, the persons in charge shall issue a certification document. For staff members of the department organizations, the current director of department shall issue a certification document. For staff members of the class organizations, the class tutor shall issue a certification document.

四、未受記過處分者。

4. No record on punishment by the University.

第三條 候選人之登記：凡符合右述資格並有意競選會長之學生，應持上學期學業及操行成績證明向學生事務處課外活動組申請登記領表。如無人登記時，由學生事務處推薦候選人，於候選人登記截止後之三日內送學生事務處課外活動組，由學生事務處課外活動組彙齊公告全部會長候選人名單。

Article III: Registration of the candidates: Students who meet the aforementioned qualification and have an intent of participating in the election for the seat of the President of the Student Association shall present the report on scoring of academic performance and student conduct of the previous semester to the Extra-Curricular Activity Division of the Office of Student Affairs for application and pickup related documents. If there is no student register for the election, the Office of Student Affairs shall nominate the candidates and forward the list of nominees to the Extra-Curricular Activity Division within 3 days after the deadline for registration of candidacy. The Extra-Curricular Activity Division of the Office of Student Affairs will then put together and announce the list of candidates for the election.

第四條 競選活動：經審查合格之候選人，得於公告競選活動之日起，至投票日零時止，展開競選活動，違者取消資格。

Article IV: The election campaign: Qualified candidates may proceed to rallying for support from the announcement of the election campaign to the election day at 00:00. Those who violate this rule shall be disqualified from the election.

第五條 投票：由學生事務處課外活動組會同學生會幹部，策劃並主持投票事宜。選票由學生事務處課外活動組準備，投票日期由學生事務處統一公告。投票結果以得票最多者為當選，票數相同時抽籤決定；同額競選時，當選者之得票總額，不得少於全校學生人數十分之一，若得票未達全校學生人數之十分之一時，應另行補選，以補選得票最高者為當選。選票遇有爭議時，得召開由學生事務長、學生事務處課外活動組組長及學生會幹部代表所組成之選舉委員會研商判定之。

Article V: Voting: The Extracurricular Activities Section of the Office of Student Affairs and the staff members of the Student Association shall jointly plan for the balloting. The ballot papers are prepared by the Extracurricular Activities Section of the Office of Student Affairs and the voting date is uniformly announced by the Office of Student Affairs. The candidates who won the majority of the votes will be elected as President. If two candidates have the same number of votes, random picking will be used for choosing the President. In case of single-candidate election, the winner

shall earn at least 1/10 of the votes from all the students of the University or the election will be called off and a new election will be held. In the new election, the candidate who earns the majority of the votes will be elected to the seat. In case of query about the ballots, an Election Committee consisting the Dean of Student Affairs, Director of the Extracurricular Activities Section of the Office of Student Affairs, and the representatives of the staff of the Student Association shall be organized to make judgment.

第六條 學生會會長任職期間，若有工作不力、怠慢職守之情事者，得經全校學生十分之一以上發起或由監察委員會提出，經全校學生五分之一以上連署提出罷免；罷免案送學生事務處轉呈校長核准後，定期投票，經全校學生三分之二以上投票，若過半數贊成罷免時，罷免案即生效。

Article VI: If the President of the Student Association is incompetent or act in nonfeasance during the term of office, a motion for the recall of the President may be initiated by 1/10 of all the students of the University or the Control Committee at the countersignatures of 1/5 of all the students of the University. The motion of recall will be submitted to the University President for approval in the care of the Office of Student Affairs. A date for the voting will be selected. The votes cast by 2/3 of all the students and a simple majority of the votes in favor of the motion will validate the recall.

第七條 經罷免之會長，不另補選，其遺職務，由副會長或執行秘書代行；會長不得中途辭職。

Article VII: The vacancy left behind by the President after the recall will not be filled and no election will be held. The Vice President of the Student Association or the Executive Secretaries shall act on behalf of and in the name of the President. The President cannot resign in the term of office.

第八條 本辦法經學生事務委員會通過後施行，修訂時亦同。

Article VIII: The regulations shall be implemented after being approved by the Student Affairs Committee. The same applies to any amendment.

長榮大學學生議會議員選舉罷免辦法

Chang Jung Christian University Regulations Governing the Election and Recall of Student Councilors

104年12月14日第4次學生議會通過

Passed by the 4th session of the Student Affairs Council on 2015.12.14

第一章 總則

Chapter I General Provision

第一條 依據長榮大學(以下簡稱本校)學生議會組織章程第十條，訂定長榮大學學生議員選舉辦法。

Article I: This set of Regulations is instituted pursuant to Article X of the Chang Jung Christian University (hereinafter referred to as the “University”) Articles of Association of the Student Council.

第二條 學生議會議員之選舉罷免，應以平等、直接、無記名及單記投票法行之。

Article II: The election and recall of the Student Councilors shall be carried out by fair, direct, secret and single ballot.

第三條 依本辦法選舉、罷免之人員指下列兩項：

Article III: The personnel governed by this set of Regulations shall be:

一、學生議會正、副議長。

1. The Speaker and Deputy Speaker of the Student Council.

二、學生議會之議員。

2. The Councilors of the Student Council.

第二章 選舉罷免機關

Chapter II The institution of election and recall

第四條 學生議員選舉罷免事項由學生議會成立選舉委員會(以下簡稱選委會)委託各系學會及學程辦理之，並且輔導及協助。

Article IV: The election and recall of Student Councilors shall be carried out by the Election Committee (hereinafter referred to as the “Committee”) established by the organizations of the departments and the academic programs to the appointment and under the supervision and assistance of the Student Council.

第五條 由正副議長籌組並擔任正副主任委員，另設置委員會十人，各院至少推派二名，依法獨立行使職權。

Article V: The Speaker and the Deputy Speaker of the Student Council shall act as the Director-General and Deputy Director-General of The Committee. The Committee will establish the seats for 10 Councilors. Each college shall nominate at least 2 students as Student Councilors who will perform the professed duties independently.

第六條 選委會委員應曾任學生議會議員六個月以上，熟悉學生自治事務者。

Article VI: The members of The Committee shall be students who have been Student Councilors for at least 6 months and are familiar with the self-governance affairs of the students.

第七條 選委會分別掌理下列事項：

Article VII: The Committee shall perform the following functions:

一、選舉、罷免公告事項。

1. Announcement of election and recall.

二、選舉、罷免事務進程序及計畫事項。

2. The procedure and planning of election and recall.

三、候選人資格之審定。

3. Verification of the eligibility of the candidates in election.

四、候選人登記後，告知候選人應注意事項。

4. Notification of the candidates on important notice after their registration for election.

五、選舉宣導之策畫事項。

5. The planning for the education and promotion of election.

六、選舉、罷免之監察事項。

6. Monitoring and control of election and recall.

七、選舉、罷免方式之設置與管理。

7. The institution and management of the means of election and recall.

八、選舉、罷免之結果審查。

8. Review of the result of election and recall.

九、關於在選舉、罷免期間違反本規定之事實認定與處分。

9. Validation and penalty of violation of this set of Regulations in the course of election and recall.

十、其他有關選舉罷免事項。

10. Any other matters pertaining to election and recall.

十一、依法由本會掌理管轄之事項。

11. Any other matters under the jurisdiction of the Committee under laws.

第八條 選舉委員會之預算，由學生議會依法編列。

Article VIII: The Student Council shall prepare the budget for the Committee as required by law.

第九條 選舉委員會依據法律，獨立行使職權。選舉委員應維持中立，依法獨立行使職權，於任職期間不得參加競選活動。若於選舉中有違反本法之行為，選舉委員會得決議免其職務。

Article IX: The Committee shall exercise its rights and perform its duties in accordance with applicable legal rules. The committee members shall be impartial and exercise their rights and perform its duties independently under applicable laws, and shall not participate in the election campaign during the term of office. In the event of violation against this set of Regulations in an election, the committee members shall make decision to relieve the duties of the committee members concerned.

第三章 選舉資格

Chapter III Eligibility for the election

第十條 本校每個系所及學程為一選區，學生議員選舉於每學年下學期舉行，選出次一學年（兩會期）學生議員，各選區名額一名。

Article X: Each department and academic program will constitute an electoral district. The election of Student Councilors will be held in the 2nd semester of each academic year for electing the Student Councilors for the next academic year (two plenary sessions). One Student Councilor will be elected from each electoral district.

第十一條 選舉人之資格如下：

Article XI: The eligibility of the candidates is specified below:

- 一、凡於本校註冊，正式取得學籍者，皆有選舉權及被選舉權。
 1. Students who have duly registered in the roll of the University are entitled to vote and be elected in an election.
- 二、有選舉權人者，在該選舉區為候選人。
 2. Students who are entitled to vote are prospective candidates in the electoral district.
- 三、遇有會員資格爭議者，交由該屆選舉委員會裁決。
 3. In the event of query about the eligibility of Committee Members, refer to the current term of the Committee for judgment.
- 四、選舉人應於指定投票所投票。
 4. The students entitled to vote shall cast their votes at designated

balloting center.

- 五、選舉人投票時，應憑本人之學生證領取選票。但提出足以證明其身分之文件或其他證件者，不在此限。
5. Students entitled to vote shall claim the ballot with the presentation of their own student ID. Students who could present other forms of identification documents or certification documents are not required to present the student ID for claiming the ballot.
- 六、選舉人應於規定之投票時間內到投票所投票；逾時不得進入投票所。
6. Students entitled to vote shall cast their votes at designated balloting centers within the voting hours. No entrance to the balloting center beyond the voting hours.
- 七、已於規定時間內到達投票所尚未投票者，仍可投票。
7. Those who have arrived at the polling place within the prescribed time and have not yet voted may still vote.

第十二條 候選人資格之規定如下：

Article XII: The eligibility of the candidates is specified below:

- 一、必須具有登記參選選區之學生身分。
1. Students of the electoral district registered for participation in the election.
- 二、前一學期操行成績六十分以上，未受記過以上處分者。
2. Students who have scored at least 60 marks in student conduct in the previous semester and with no record on punishment by a black mark or a more serious level.
- 三、現任社團、系會幹部則不可參選(將卸任者即可)。
3. Staff members of other student organizations or department organizations in current term are not eligible for election (except those who are about to relive from duties).
- 四、新設學程需成立該學程系學會者，才可推派候選人。
4. For newly establish academic program, a program organization shall be established before it could nominate a candidate for the election.

第十三條 候選人名單公佈後，經發現候選人資格不合第十一條規定者，選委會於投票前應撤銷其候選人登記，投票後若為當選，應公告無效。

Article XIII: If specific candidate was found nonconforming to the requirement as stated in Article XI after the list of candidates was announced, the Committee shall revoke the registration of such candidate before the balloting. If such candidate was elected after the balloting, the result

shall be nullified.

第十四條 經申請登記為候選人者，於登記期間截止後不得撤回其候選人登記；在登記期間截止前經撤回登記者，不得再申請登記為候選人。

Article XIV: Once registered, a candidate cannot withdraw from the registration after the deadline of registration. Those who withdrew from registration before the registration deadline are not permitted to register as candidates for a second time.

第四章 選舉公告

Chapter IV Announcement of the Election

第十五條 選委會應依下列規定期間發布各種公告：

Article XV: The Committee shall announce the following at the right time as required:

一、於下學期第三週至第六週，開放各選區提名候選人並至網站上
下載學生議員參選登記表，填寫完後寄電子檔及附相關文件，
再由選委會彙整。

1. The electoral districts can nominate their candidates from the 3rd week to the 6th week of the 2nd semester, and download the Student Councilor Election Registration Form from the website. Students concerned shall fill in the electronic version of the form with the attachment of related documents. The Committee will put together the applications for further action.

二、於下學期第七週，如無人登記該選區應選議員名額時，由選委會及各系學會及學程討論後，推薦符合資格之候選人。

2. If no candidate has been nominated in particular electoral district in the 7th week of the 2nd semester, the Committee and the organizations of the departments and the academic programs shall recommend an eligible candidate to the election after discussion.

三、於下學期第八週至第九週，公告各選區候選人名單、號次、相片、姓名、系級、選舉相關注意事項。

3. The list of candidates nominated from the electoral districts will be announced from the 8th week to the 9th week of the 2nd semester by their names, candidate number, photographs, department, year, and related matters for attention.

四、於下學期第十週至第十二週，委託各系學會及學程辦理該選區投票相關作業。

4. The organizations of the departments and academic programs will be appointed to proceed to related procedure for the election from

the 10th week to the 12th week of the 2nd semester.

五、於第十三週統一對外公告投票結果。

5. The voting result will be uniformly announced in the 13th week of the 2nd semester.

第五章 選舉過程

Chapter V Election Process

第十六條 候選人參選流程之規定如下：

Article XVI: The process for the candidates in participation in the election is specified below:

一、凡符合第十一條之規範並有意競選之學生(詳細規定時間會另行公告)至網站上下載學生議員參選登記表，填寫完後寄電子檔及附相關文件，寄至學生議會選委會信箱並且告知負責人，證件不全者，概不予受理。經申請登記為候選人者，不得撤回其候選人登記。

1. Students who meet the requirement as stated in Article XI and who intend to compete in the election (the detail of the timing will be announced) may download the Student Councilor Election Registration Form from the website, fill in the application, and send the electronic version of the application with the attachment of related documents to the mail box of the Committee and notify the person in charge. Application with incomplete proving documents will not be accepted. Once registered as a candidate, the student concerned cannot withdraw from the registration for candidacy.

二、下學期第十週至第十二週進行選舉，由各系學會及學程辦理之，選委會輔導及協助。

2. Election will be held from the 10th week to the 12th week of the 2nd semester and will be organized by the organizations of the departments and the academic programs at the supervision and assistance of the Committee.

三、若選區合格候選人超過一位以上，依學生議會選委會信箱收件日期，決定登記號碼。

3. If there is more than one qualified candidate from an electoral district, a candidate number will be assigned by the time of delivery to the mailbox of the Committee.

第十七條 選舉過程流程之規定如下：

Article XVII: The process of election is specified below:

- 一、出示學生證或者相關證件領票並簽名。
 1. Students shall present their student ID or related identification documents to claim for the ballots.
- 二、選舉之投票，由選舉人於選票圈選欄上，以選委會規定之工具圈選一人，圈選處朝內對折放置投票區。
 2. The voters shall mark the candidate they want to elect on the ballot during the election. Only 1 candidate may be chosen under the requirement of The Committee. After choosing the candidate, fold the ballot with the marked side inside and place it at the voting area.
- 三、開票時須選委會監督開票並且確認票數，完成後進行存封並紀錄及拍照，且將會統一對外公布該選區當選人。
 3. The Committee shall monitor the opening of the ballots and confirm the number of ballots. Seal the ballots and keep record with photography on the process. The candidates being elected in the electoral district will be announced at the same time.
- 四、選票應由選委會按選舉區印製分發應用。選票上應刊印各候選人之號次、姓名、相片。但同額競選時應加列「贊成」「反對」二欄。
 4. The Committee shall prepare the ballots for releasing the each electoral district. The candidate number, name, photo of the candidates shall be printed on the ballot. In matching campaign, put also the fields of “Yes” and “No” on the ballot.

第十八條 選票有下列情事之一者，無效：

Article XVIII: If any of the following is applicable, the ballot will be void:

- 一、圈選一人以上者。
 1. Marking of more than 1 candidate.
- 二、圈後又加以修改者。
 2. Correction of the marking on the ballot.
- 三、非使用選委會所發之選票者。
 3. Use the ballot not prepared by the Committee.
- 四、非使用選委會之圈選工具者。
 4. Use other writing instrument not prepared by the Committee in marking the ballot.
- 五、選票有撕毀不完整者。
 5. The ballot is torn or incomplete.
- 六、選票污染致無法辨認者。
 6. The ballot is stained that cannot be identified.
- 七、空白選票或所圈地方不能辨認者。
 7. Blank ballot or the area of marking cannot be identified.

- 八、簽名蓋章按指印，加入任何文字符號者。
- 8. Signature, seal and thumbprint are affixed with the addition of other handwriting.
- 九、未加蓋選委會戳記之選票者。
- 9. Ballot without the official seal of the Committee affixed.
- 十、公開亮票者。
- 10. Show the ballot in public.

第十九條 學生議員當選資格依序如下：

Article XIX: The eligibility to the seat of Student Councilor:

- 一、若參選人得票數為該選區實際投票人數百分之十（含）以上且選區人數得票最高者，為保證當選。
- 1. The candidate who won 10% or more of the votes from the voters in the electoral district and the majority of the votes will be assured to be elected to the seat.
- 二、若參選人得票數若遇同票者，開票結束後由選委會監察員公開抽籤。
- 2. If two or more candidates won the same number of votes, the Committee shall choose the candidates by random picking in public after the end of opening the ballots.
- 三、投票所置監察員一人，由選委會委員兼任之，以監察開票工作。
- 3. A member of the Committee shall be assigned to each balloting center as the supervisor to monitor the opening of the ballots.
- 四、前項無效票，如難以認定者，應由主任監察員判定。
- 4. If it is difficult to determine if a ballot shall be void, the chief supervisor shall make the judgment.

第二十條 投票所下列情事之一者，監察員令其退出：

Article XX: If any of the following is applicable to a balloting center, the supervisor shall order the voters concerned to leave:

- 一、在場惡意喧嚷或干擾勸誘、脅迫他人投票或不投票，不服制止者。
- 1. Malicious clamor, interference, enticement, intimidation of the others to vote or not to vote and insubordinate to supervision of the supervisor.
- 二、攜帶武器或危險物品入場者。
- 2. Carrying a weapon or hazardous substances inside the balloting center.
- 三、有其他不正當行為，不服制止者。
- 3. Any other forms of misdemeanor and resisting legitimate subdue of

the supervisor.

四、選舉人有前項情事之一者，令其退出時，應將其所持選票收回。

4. Voters who exhibit any of the aforementioned behaviors shall be ordered to leave and repossess the ballots being claimed.

第二十一條 學生議員選舉由學生議員選舉委員會監察之，候選人若有違反本法、舞弊、行賄或妨礙選舉秩序行為，得取消參選資格。

Article XXI: The election of Student Councilors shall be supervised by the Committee.

In the event of violation of this set of Regulations, corruption, bribery or obstruction of the progress of election by any candidate, the candidate concerned shall be disqualified from the election.

第二十二條 學生議員候選人滿足第十九條第一款之規定而從缺者，不予補選。

Article XXII: The vacancy left behind by candidates to the seats of Student Councilors as stated in Paragraph I, Article XIX will not be filled and no election will be held for this purpose.

第六章 正、副議長

Chapter VI Speaker and Deputy Speaker

第二十三條 本議會置議長、副議長各一人，由學生議員以搭檔競選選舉之，全體學生議員有當然候選人之資格，負責召開並主持本議會。

Article XXIII: A Speaker and a Deputy Speaker shall be elected among the Student Councilors for the Student Council. All the Student Councilors are eligible as candidates to the seats. The Speaker and the Deputy Speaker shall be responsible for administering the Student Council.

第二十四條 會議若為議長、副議長之選舉，則原任議長為主席，應由全體新任議員總數三分之二以上出席。同額競選時，得票達出席議員總人數二分之一以上者為當選；二組以上參選時，以得票數較多者當選。得票相同時，則以重新投票決定之。出席議員人數未達三分之二時，原任議長即訂下一次選舉會議時間，秘書處並通知未出席議員；若第二次出席議員仍未達三分之二，但已超過二分之一時，得進行選舉。

Article XXIV: In general, the former Speaker shall preside over the election of the Speakers and the Deputy Speaker for current term. This meeting shall be attended by at least 2/3 of all the newly elected Student Councilors in order to qualify for a quorum. In matching campaign, the candidate who won more than 1/2 of the votes from the Student Councilors in the meeting shall be elected to the seats. If there are 2 or more teams

participating in the election, the team with a higher voting rate will be elected. If two or more teams won the same number of votes, a new round of balloting will be required. If the number of Student Councilors present in the meeting fall below $2/3$ of the total, the former Speaker shall announce the time for the next meeting for the election. Likewise, the Secretariat shall notify the Student Councilors who were absent from the meeting. If the next meeting still lacks a quorum but there are more than $1/2$ of the total number of Student Councilors present in the meeting, the election may proceed.

第七章 罷免

Chapter VII Recall

第二十五條 罷免提議

Article XXV: Proposal for recall

學生議員罷免提議需由全體議員四分之一以上提議、二分之一以上同意，或由原選區百分之十以上連署使得連同罷免理由書提送學生議會，宣告罷免案成立。

The proposal for the recall of a Student Councilor shall be made by at least $1/4$ of all the Student Councilors and the consent of $1/2$ of all the Student Councilors, or, a countersignature by at least 10% of the voters in the original electrical district with the reasons for the recall specified and submitted to the Student Council for declaration of the establishment of the proposal for recall.

第二十六條 答辯

Article XXVI: Reply Brief

罷免案經宣告成立後，選委會應將罷免理由書副本送交被罷免人，被罷免人需於五日內提出答辯書。

On the establishment of the proposal for recall, The Committee shall forward a copy of the proposal for recall to the Student Councilor under recall. The Student Councilor under recall shall present a reply brief within 5 days thereafter.

第二十七條 罷免公告

Article XVII: Announcement of the recall

一、選委會應於罷免案成立後七日內，就下列項目公告之罷免投票日期及投票起、止時間、罷免理由書。

1. The Committee shall, within 7 days after the establishment of the proposal for recall, make announcement on the date for voting on the recall, and time for balloting, and the reasons for the recall.

- 二、被罷免人因於規定時間內提出答辯書，逾期者視為放棄答辯權力。
2. The Student Councilors under recall shall present a reply brief by the deadline or shall be deemed the waiver of the right to reply.

第二十八條 罷免投票

Article XXVIII: Vote for the recall

- 一、罷免案之投票應於罷免公告後五日內為之。
1. The balloting of the recall shall be carried out within 5 days after the announcement of the recall.
- 二、罷免票上應刊印「同意罷免」、「不同意罷免」兩欄。其他依本辦法規定。
2. The wording of “Agree on recall” and “Disagree on recall” shall be printed on the ballot. All others will be the same as stated in this set of Regulations.
- 三、罷免案投票人數應超過該選區人數百分之二十以上。同意罷免票多於不同意罷免票者，即為通過。
3. The voters in the recall shall exceed 20% of the eligible voters of the same electoral district. If the votes for the recall are more than the vote against the recall, the recall is substantiated.
- 四、罷免投票時間截止後，選委會應立即公開開票，並立即將開票結果公告。罷免案通過者，被罷免人應自公告日翌日起，解除職務。罷免案否決者，在該被罷免人之任期內，不得對其再為罷免案之提議。
4. The ballots shall be opened immediately after the end of the balloting hours. The result shall also be announced at once. If a recall is substantiated by the balloting, the Student Councilor under recall shall be relieved from office on the day after the announcement of the recall. If not, no proposal for a second recall of the same Student Councilor is permitted during the remaining term of office.

第二十九條 議長、副議長得由議員投票罷免之，但就職未滿六個月者，不得提出罷免案。

Article XXXIX: The recall of the Speaker and the Deputy Speaker may be carried out by the balloting among the Student Councilors but no proposal for recall may be brought up within 6 months after a new term of office started.

第三十條 議長、副議長之罷免依下列規定：

Article XXX: The procedure for the recall of the Speaker and the Deputy Speaker is specified below:

- 一、罷免案應述理由，並由議員三分之一以上之簽署，被具正、副本，向課外活動組提出。
 1. Specify the reasons for the recall subject to the countersignatures of more than 1/3 of all the Student Councilors. The original and a copy of the proposal shall be submitted to the Extra-Curricular Activity Division for petition.
- 二、課外活動組應於收到前款罷免案後七日內將副本送達本議會轉交被罷免人，被罷免人如有答辯，應於收到副本後七日內將答辯書送交課外組，由課外活動組將罷免案之理由一併印送各議員，逾期得將罷免案單獨印送。
 2. On receiving the proposal for recall, the Extracurricular Activities Section shall forward a copy of the proposal to the person under recall within 7 days thereafter. If the person under recall elects to reply the brief, he or she shall issue a reply brief to the Extracurricular Activities Section within 7 days after receiving the copy of the proposal. The Extra-Curricular Activity Division shall then print out the reasons for the recall for circulation to all the Student Councilors. If there is a delay, only the proposal for recall will be printed out for circulation to the Student Councilors.
- 三、罷免案之投票，由課外活動組召集臨時會，由出席議員就罷免票內之「同意罷免」「不同意罷免」以無記名方式圈選之。且被罷免人有投票權。
 3. The Extracurricular Activities Section shall call for a special meeting for the voting of the proposal for recall. The Student Councilors in the meeting shall choose either “Agree on recall” or “Disagree on recall” in secret ballot. The person under recall is also entitled to vote.
- 四、罷免案應有全體議員過半數之出席，「同意罷免」票數達出席總數三分之二以上者為通過，未達出席總數三分之二以上者為否決。
 4. The meeting for the voting on the proposal for recall shall be attended by more than half of the Student Councilors. The votes from more than 2/3 of the Student Councilors present in the meeting for the proposal will substantiate the recall. If not, the recall is unsubstantiated.
- 五、罷免案如經否決，於該罷免人之任期內，不同一事件對其提出再罷免案。
 5. If a proposal for recall is vetoed, the proposal for a second recall of

the same person cannot be brought up in the remainder of the term of office.

- 六、罷免議長時，由副議長擔任主席；罷免副議長時，由議長擔任主席；議長、副議長被罷免時，由出席議員互推一人為代理主席。罷免案通過者，被罷免人應於投票後第八日解除職務。
6. If the proposal is for the recall of the Speaker, the Deputy Speaker shall preside over the meeting for the voting of the proposal for recall. If the proposal is for the recall of the Deputy Speaker, the Speaker shall preside over the meeting for the voting of the proposal for recall. If the proposal is for the recall of both the Speakers and the Deputy Speaker, one Student Councilor shall be appointed among the Student Councilors to preside over the meeting. If the votes cast in favor of the proposal for recall, the persons under recall shall be relieved from office on the 8th day after the balloting day.
- 七、正副議長之補選於下次例會，由代理主席執行第二十四條之規定。
7. The election of a new Speaker and Deputy Speaker to fill the vacancies shall be held in the next routine meeting. The Student Councilor acting as the Chairman shall perform the duties as stated in Article XXIV.

第三十一條 本辦法經學生議會通過，呈學務長核備。

Article XXXI: This set of Regulations is subject to the resolution of the Student Council with report to the Dean of Student Affairs for reference filing.

長榮大學學生議會組織章程

Chang Jung Christian University

Articles of Association of the Student Council

101 年 10 月 17 日學生議員大會通過

Passed by the Student Council General Assembly on 2012.10.17

102.04.23 101 學年度第 4 次學生事務委員會會議通過

Passed by 4th session of the Student Affairs Committee Meeting in 2012 academic year on 2013.04.23

104 年 06 月 21 日學生議員大會通過

Passed by the Student Council General Assembly on 2015.06.21

104 年 12 月 14 日第 4 次學生議會通過

Passed by the 4th session of the Student Council General Assembly on 2015.12.14

第一章 總則

Chapter I General Provision

第一條 長榮大學學生議會，依《長榮大學學生自治團體設置及輔導辦法》制定之，對內簡稱「學生議會」，以下簡稱「本議會」。

Article I: The Chang Jung Christian University Student Council is established in accordance with the “Chang Jung Christian University Regulations Governing the Establishment and Supervision of Student Self-Regulatory Organizations”, which is known as the “Student Council” internally (hereinafter referred to as the “Council”).

第二條 本議會之宗旨在培養本校學生自治能力及民主理念。

Article II: The purpose of the Council is to develop the self-regulatory and governance capacity of the students and nurture their notion on democracy.

第三條 本議會之輔導單位為「長榮大學學生事務處課外活動組」。

Article III: The “Extra-Curricular Activity Division of the Office of Student Affairs at Chang Jung Christian University” shall be the supervisory body of the Council.

第四條 本議會議決事項不得違反校規及學校各類相關行政會議決議事項。

Article IV: The decisions of the Council shall not defy the University Regulations and the resolutions of related Administrative Affairs Meeting of the University.

第五條 本議會宗旨之變更、章程之修改、解散、財產之處分，其決議，應有

議員三分之二之出席，出席議員三分之二之同意行之。議會宗旨之變更，應於開會前經指導老師核備後，始得排入本議會議程進行議案表決。

Article V: The resolution pertinent to the change in the purpose of the Council, amendment to the Articles of Association, the dissolution of the Council, and the disposition of the assets of the Council shall be made by a session of the Council with the presence of at least 2/3 of the Councilors and a 2/3 majority of the Councilors in session for consent. Change in the purpose of the Council shall be subject to reporting to the supervisory for reference filing in advance before including into the agenda of the meeting for making decision.

第六條 學生會預算案應於每學年十二月底及五月底以前送達本議會，逾期不予受理，且本議會應於每學期結束前審議完成。

Article VI: The budget of the Student Association shall be delivered to the Council by the end of December and May of each academic year or it will not be accepted for processing. The Council shall complete the review of the budget by the end of each semester.

第七條 學生會預算案，如不能依前項規定期限審議完成，本議會應議定包括預算案未完成法定程序之執行條款及繼續完成審議程序之補救辦法，通知學生會；如本議會未議定補救辦法，由學生會報請學校核辦。

Article VII: If the review of the budget of the Student Association cannot be completed on due time, the Council shall establish the enforcement rules including the procedure for the incompleteness of budget review and the remedy thereof, and notify the Student Association. If the Council has not yet established the remedy, the Student Association shall report to the University for appropriate action.

第二章 指導老師與議會顧問

Chapter II The Supervisor and the Advisors to the Council

第八條 本議會置指導老師一人，由本校學生事務處課外活動組組長擔任，其職掌如下：

Article VIII: A supervisor shall be appointed to the Council. The chief of the Extracurricular Activities Section of the Office of Student Affairs shall assume the position as the supervisor to the Council and shall perform the following functions:

- 一、輔導本議會之策劃及推動。
 1. Supervise the planning and operation of the Council.
- 二、對所屬各部門工作之指導。
 2. Supervise the works of the subordinate functionaries of the Council.
- 三、其他有關本議會相關活動事項。
 3. Supervise the activities related to the Council.

第九條 議會顧問之聘任：

Article IX: The appointment of advisors

- 一、本議會得聘請卸任之正副議長，擔任本會之議會顧問，以供本會事務之諮詢。議會顧問不得為學生議員。
 1. The Council shall invite the former President and Vice President as the advisors to the Council for providing consultation. The advisors to the Council shall not be Student Councilors at the same time.
- 二、議會顧問之聘任以五人為上限，由議會提名經大會同意後聘任之，任期至下屆議長產生為止，任期結束得頒與證書以茲感謝。
 2. The appointment of parliamentary advisers shall be limited to five members, who shall be nominated by the parliament and appointed with the consent of the general assembly, and shall serve until the election of the next speaker of the house, for which a certificate of thanks shall be issued at the end of the term.
- 三、議會顧問有列席本會各級會議之權，但不得支領行政費用和干涉本會決策之內政。
 3. The advisors to the Council have the rights to attend all meetings of The Council at all levels but cannot claim for reimbursement for administrative expense and interfere the internal affairs of the Council.

第三章 學生議員

Chapter III Student Councilors

第十條 本議會由各系、學位學程，依法選出之學生議員組成，任期一學年，任期內不得兼任學生自治團體及社團之行政職務，選舉罷免辦法另定之。

Article X: The Council is organized by the Student Councilors elected from each department, degree program, in accordance with this set of Regulations and each will have term of office for 1 year. Student Councilors cannot assume administrative positions of other student self-regulatory groups and

organizations at the same time. The regulations governing the election and recall of Student Councilors shall be instituted separately.

第十一條 議員均依據上述規定合法行使賦予之職權外，並享有會議通知、出席、發言、投票及提案之基本權利。

Article XI: Student Councils are authorized to perform the assigned duties in accordance with this set of Regulations and applicable laws, and are entitled to acknowledgement of meeting notice, attend meeting, express opinion, vote, and proposal of motions.

第四章 正、副議長

Chapter IV The Speaker and Deputy Speaker

第十二條 本議會置議長、副議長各一人，負責召開並主持本議會，全體學生議員有當然候選人之資格且搭檔競選，選舉辦罷免辦法另定之。

Article XII: The Council is led by a Speaker and a Deputy Speaker who shall administer the Council. The Speaker and the Deputy Speaker shall be elected from Student Councilors eligible for the candidacy and regulations governing the election and recall of whom shall be instituted separately.

第五章 秘書處

Chapter V The Secretariat

第十三條 本議會下設秘書處，置秘書長一人，由議長提名，學生議員可兼任之，經大會同意後聘任。秘書處置秘書若干人，由議長及秘書長選任之。

Article XIII: A Secretariat is established under The Council led by a Secretary-General at the nomination of the Speaker. Student Councilors may also assume the position as the Secretary-General at the appointment of the General Assembly of the Student Council upon approval. The Secretariat shall be staffed with several secretaries who will be appointed by the Speaker and the Secretary-General.

第十四條 本議會秘書處，其職掌如下：

Article XIV: The Secretariat of the Council shall perform the following functions:

- 一、關於開會通知事宜。
1. Notification of meetings.
- 二、關於會議記錄事宜。
2. Meeting minutes on record.
- 三、關於本議會新聞編輯、發佈及聯絡事宜。

3. The edition and circulation of press release and liaison for The Council.
- 四、關於本議會資料蒐集、管理及編纂事宜。
4. The collection, management and compilation of information for The Council.
- 五、關於文書收發分配撰擬及印刷事宜。
5. The control of incoming and outgoing documents, drafting and circulation of documents, and printing matters.
- 六、關於檔案建立及管理事宜。
6. Filing and file management.
- 七、關於印信典守事宜。
7. Keeping of official seal of the Council.
- 八、關於學生議員請假事宜，詳見《請假辦法》。
8. For matters pertinent to taking leave of the Student Councilors, refer to the “Regulations Governing Leave Taking”.
- 九、關於議場事宜。
9. University facility.
- 十、管理及維護本會粉絲專業、YouTube、系會學校網頁。
10. Management and maintenance of the fans page, YouTube and the web page of the department organization at the University website.

第十五條 本議會秘書處之運作方式，由本議會另定之，通過後公佈施行，修訂時亦同。

Article XV: The operation of the Secretariat shall be governed by separate regulations to be established by the Council, which will come into force after passing. The same procedure is applicable to any amendment thereto.

第六章 直屬部門

Chapter VI The Functionaries

第十六條 本議會設下列各種委員會，處理議會交議事宜。

Article XVI: The Council shall establish the following committees for handling the duties assigned by the Council.

- 一、程序委員會
1. The Procedure Committee.
- 二、財務委員會
2. The Treasury Committee
- 三、活動委員會

3. The Activity Committee

四、選舉委員會

4. The Election Committee

第十七條 本會於必要時，得增設其他委員會或特種委員會。

Article XVII: The Council may establish other committees or special purpose committee where necessary.

第十八條 程序委員會之權責、組成如下：

Article XVIII: The authority, responsibilities, and organization of the Procedure Committee.

一、權責

1. Authority and responsibilities

(一) 關於議程編擬事項、修改組織章程。

(1) The arrangement of the agenda and the amendment to the articles of association.

(二) 議案之合併、分類及次序之安排。

(2) The combination, classification and prioritization of motions.

(三) 檢視各項議案手續是否完備，內容是否符合學生議會職權之審議。

(3) Procedural review of all motions to ensure conformity to the authority of the Student Council for review and approval.

(四) 大會所交予議事程序相關問題之處理。

(4) Solutions for the issues of parliamentary procedure referred from the General Assembly.

二、組成

2. The organization

由議長擔任主任委員，並另置委員至少四人，各選區議員互推之，且該選區至少一名。

This committee will be led by the Speaker who acts as the Director-General and staffed with at least 4 committee members nominated by the Student Councilors from each electoral district. At least 1 member shall be elected for each electoral district.

三、運作方式

3. Mode of operation

另訂作業要點規範之。

The operation procedure will be instituted separately.

第十九條 財務委員會之權責、組成及運作方式如下：

Article XIX: The authority and responsibility, organization and functions of the Treasury Committee:

一、權責

1. Authority and responsibilities

(一) 審核本會各單位提出之預算，檢視手續及資料無誤後交由程序委員會排入議程。

(1) Review the budget proposed by each functionary of the Council, review the procedure and information for accuracy, and refer to the Procedure Committee for inclusion into the agenda.

(二) 統整本議會支出財務及保留支出明細。

(2) Compilation of the detailed ledgers of the expenditure, revenue, and account balance of the Council.

(三) 關於本議會之預算編列事宜、月結審查帳務。

(3) Compilation of the budget for the Council, bookkeeping and monthly account settlement.

(四) 審核各社團提出之補助預決算案，決議後交由議長核准並送至課外活動組查閱。

(4) Review the budget and account settlement for subsidies from the organizations, and refer to the Speakers for final approval before sending to the Extra-Curricular Activity Division for inspection.

二、組成

2. The organization

由副議長擔任主任委員，並另置委員至少七人，各選區議員互推之，且該選區至少一名。

This committee shall be led by the Deputy Speaker who acts as the Director-General and staffed with at least 7 committee members nominated by the Student Councilors from each electoral district. At least 1 member shall be elected for each electoral district.

三、運作方式

3. Mode of operation

另訂作業要點規範之。

The operation procedure will be instituted separately.

第二十條 活動委員會之權責、組成如下：

Article XX: The authority and responsibility, and organization of the Activity Committee:

一、權責

1. Authority and responsibilities

(一) 負責監督學生會舉辦活動之執行狀況，委員會於每次舉辦活動當日需至少派一員參加。

(1) This committee shall be responsible for monitoring the execution of student activities organized by the Student Association, and shall appoint at least 1 committee members to participate in the activities on the day of the event.

(二) 於活動結束七日後繳交活動改善報告書，被具正、副本，由主任委員查閱後，正本留存，副本送至學生會，於下次大會時學生會代表列席並接受質詢。

(2) Present a report on improvement 7 days after the end of the activity in an original specimen and a copy subject to the review of the Director-General. The committee shall keep the original and forward the copy to the Student Association. The representatives of the Student Association shall respond to the testimony of the Council in the next General Assembly.

(三) 主任委員將活動改善報告書交由程序委員會排入議程。

(3) The Director-General shall refer the report on improvement to the Procedure Committee for inclusion in the agenda.

二、組成

2. The organization

由各選區議員互推之，且該選區至少一名，並置主任委員一人。

The committee is led by a Director-General nominated by the Student Councilors from each electoral district. At least 1 member shall be elected for each electoral district.

三、運作方式

3. Mode of operation

另訂作業要點規範之。

The operation procedure will be instituted separately.

第二十一條 選舉委員會之權責、組成及運作方式如下:

Article XXI: The authority, responsibilities, and mode of operation of the Election Committee are specified below:

一、權責

1. Authority and responsibilities
 - (一) 選舉、罷免公告事項。
 - (1) Announcement of election and recall.
 - (二) 選舉、罷免事務進程序及計畫事項。
 - (2) Procedure and planning of election and recall.
 - (三) 候選人資格之審定。
 - (3) Validation of the eligibility of the candidates.
 - (四) 候選人登記後，告知候選人應注意事項。
 - (4) Notification to the candidates of important notice after the registration for candidacy.
 - (五) 選舉宣導之策畫事項。
 - (5) The planning for matters related to the promotion of elections.
 - (六) 選舉、罷免之監察事項。
 - (6) Monitoring and control of election and recall.
 - (七) 選舉、罷免方式之設置與管理。
 - (7) Establishment and management of the means of election and recall.
 - (八) 選舉、罷免之結果審查。
 - (8) Review of the result of election and recall.
 - (九) 關於在選舉、罷免期間違反本規定之事實認定與處分。
 - (9) Confirmation of the violation of this set of Regulations in election and recall and related penalty.
 - (十) 其他有關選舉罷免事項。
 - (10) Others related to election and recall.
 - (十一) 依法由本會掌理管轄之事項。
 - (11) Others under the jurisdiction of this committee under this set of Regulations and applicable laws.

二、組成

2. The organization

由正副議長籌組，並另置委員九至十三人，依法獨立行使職權。
This committee shall be organized by the Speaker and the Deputy Speaker with a staff of 9 to 13 committee members, and exercise its authority under this set of Regulations independently.

三、運作方式

3. Mode of operation

另訂作業要點規範之。

The operation procedure will be instituted separately.

第二十二條 各委員會之運作方式，由本議會另定之，通過後公佈施行，修訂時亦同。

Article XXII: The Student Council shall establish the operation procedures for all the committees on a separate basis, and will make announcement after resolutions for implementation. The same procedure is applicable to any amendment thereto.

第七章 會議

Chapter VII The General Assembly

第二十三條 學生議員需經列會之決議後得使職權如下：

Article XXIII: Student Councilors may exercise their authority on the following issues after registration for attendance to the General Assembly:

- 一、審議學生會事項。
1. Deliberation of the motions related to the Student Association.
- 二、審議學生會之預算案、決算案及財務狀況。
2. Deliberation of the budget proposal, account settlement, and financial position of the Student Association.
- 三、審議學生會與其他學校自治團體間之公約。
3. Deliberation of the convention binding the Student Association and other self-regulatory organizations of the University.
- 四、審議學生會會費財產運用之經營及處分。
4. Deliberation of the utilization and disposition of the funds and assets of the Student Association.
- 五、審議學生會及議員提議事項。
5. Deliberation of the motions presented by the Student Association and Student Councilors.
- 六、對學生會應有監察權及彈劾權，並可經由議長為當然主席之聯署提出。
6. The General Assembly shall be empowered to monitor, control, and impeach the Student Association and shall be petitioned by countersignatures in a session where the Speaker will be the ex-officio chairman.
- 七、審議學生會之備品申請案。
7. Deliberation of the applications for supplies by the Student Association.

- 八、定期聽取學生會負責人所提出之會務計畫及活動成果報告，並質詢之。
8. Holding routine hearing on the report on administrative affairs and result of the activities from the person in charge of the Student Association, and conduct testimony on the issues.
- 九、督導學生會之會務運作及活動辦理狀況。
9. Supervision of the operation and the activities organized by the Student Association.
- 十、稽核學生會財產設備使用與維護。
10. Conduct audits on the utility and maintenance of the assets and equipment of the Student Association.

第二十四條 本議會之開會以議長擔任主席，若議長因故不能出席時，由副議長代理主席；副議長出缺或因故不能出席時，由議員推舉一人代行職權。議長應本公平中立原則，維持議會秩序，處理議事。

Article XXIV: The Speaker shall preside over the General Assembly of the Council. In the absence of the Speaker, the Deputy Speaker shall act on behalf of the Speaker to preside over the session. In the absence of the Deputy Speaker, one of the Student Councilors shall be appointed among the Student Councilors to act as the chairman. The Speaker shall be impartial and neutral to maintain order of the session and handle the procedure.

第二十五條 議長、副議長出缺時，應於一個月內召開臨時會補選之，如遇常會召開，列入常會議程。會議主席由各議員互推之。

Article XXV: In case the seats of both the Speaker and the Deputy Speaker are vacant, a special session shall be convened within 1 month for holding an election for the new Speaker and Deputy Speaker to fill the vacancies, and include in the agenda of a regular session of the General Assembly if this occurs during the session. Student Councilors shall appoint one among themselves to preside over the session.

第二十六條 本議會會議以每月開一次為原則，分為期初、期中、期末三大會期及兩次常會，並召開經費審查、財產設備稽核與活動成果諮詢會議，舉辦公聽會及例會，必要時得召開臨時會議。

Article XXVI: The General Assembly of the Council shall convene once a month, which is known as the beginning session, interim session, and final session and two regular sessions in between. In addition, sessions for the testimony of budget review, audit on assets and equipment, and result of activities will also be held. Public hearings and routine hearings are also

organized. Special sessions will be called where necessary.

第二十七條 議會召開之會議，須有議員總數二分之一以上之議員出席始得開會。
議會之議案以出席議員之二分之一同意為議決。

Article XXVII: The presence of at least 1/2 of the total Student Councilors is necessary to qualify for a quorum of a session. A resolution shall be made by the consent of at least 1/2 of the Student Councilors in a session.

第二十八條 本議會召開大會時，學生會會長應提出施政報告，同時應率學生會各級幹部或所屬活動之負責人列席備詢，若執行非議程之討論事項，需一週前由秘書處告知學生會會長。

Article XXVIII: The President of the Student Association shall present an operation report before the General Assembly of the Council in session. Staff members of the Student Association or the persons in charge of related activities shall also be present for testimony. For issues not included in the agenda, the Secretariat shall notify the President of the Student Association 1 week in advance.

第二十九條 出席議員及列席人員應遵守會場秩序，出席議員中途退席時，應報告書記。席議員之退席，除不足開會額數者外，不影響會議進行。

Article XXIX: All the Students Councilors and the persons attending the General Assembly as observers shall duly observe the order of the session. Student Councilors who would like to be excused from the meeting when the session is in progress shall report to the clerk of the session. The leaving of Student Councilors during a session will not affect the progress of the session unless the number of Student Councilors staying for the session is insufficient to qualify a quorum.

第三十條 出席會議人員其發言如有超出議案範圍或涉及個人問題，主席得予警告、制止或終止其發言。其有破壞議事秩序或辱罵情事時，主席得禁止其當日之發言，或令其退出會場。

Article XXX: If the speech delivered by the persons in the session exceeds the scope of the motion or involves personal issues, the chairman shall give a warning, stop the procedure and deprive the right of expression of the person. If the act of such person jeopardized the parliamentary procedure of the session or an insult to a third party, the chairman shall stop the person from expression of opinion on the day, or order the person to leave.

第三十一條 本議會定期會議或臨時會之每次會議，因出席議員未達開會額數影響成會時，應依原定日程順序舉行談話會，經連續二次均未能成會之事實，於第三次舉行時間前，通知未出席議員，如第三次舉行時仍未達開會額數，但實到人數以達全體議員人數三分之一以上者，得以實到人數開會，會後應將會議記錄報請學校備查。

Article XXXI: In case a quorum for a regular session or special session cannot be qualified, the meeting will be held as scheduled but will be in the nature of a meeting for conversation. If a quorum cannot be qualified twice for a session, the Student Councilors who were absent in the previous two instances will be notified for the holding of the session for a third instance. If a quorum for the session of the third instance still cannot be qualified, but the actual number of Student Councilors who are present exceeds 1/3 of the total, the session shall be proceeded. The meeting minutes on record for this session shall be report to the University for reference filing.

第三十二條 本議會依職權所為之決議案，學生會應照案執行，如認為窒礙難行時，可在送達七日內，提請本議會覆議；若維持原議，而學生會依舊認為窒礙難行時，得報請學校仲裁。

Article XXXII: Motions passed by the Council within its authority shall be executed by the Student association accordingly. If the Student Association found the motions are unenforceable, petition with The Council for a second consideration within 7 days after delivery. If the original decision is sustained and the Student Association still found the motion so decided is unenforceable, report to the University for arbitration.

第三十三條 本辦法經學生議會通過後公佈施行，呈學務長核備。

Article XXXIII: This set of Regulations is subject to the resolution of the Student Council General Assembly with report to the Dean of Student Affairs for reference filing.

大型群聚活動安全管理要點

Guide for the Safety of Large Group Activities

內政部 104 年 11 月 2 日內授消字第 1040823601 號函頒
Promulgated under Ministry of Interior Letter Nei-Shou-Xiao-Zi No. 1040823601 dated 2015.11.02

一、為確保大型群聚活動之安全，避免災害發生與強化緊急應變功能，保護人民生命財產，特訂定本要點。

1. This Guide is instituted for the protection of public safety in large group activities to the extent that a disaster could be avoided and the capacity in responding to emergency could be strengthened, and the lives and property of people could be protected.

二、本要點適用於各級政府機關、公營事業機構及公私立學校辦理之大型群聚活動。

直轄市、縣(市)政府得參照本要點規定，依轄區緊急應變能力及活動特性，訂定自治法規管理大型群聚活動。

2. This Guide is applicable to large-scale group activities organized by government agencies at all levels, public enterprises, and public and private schools.

Municipalities, county (city) government may consult this Guide to establish their self-governance rules and regulations for managing large group activities with reference to the capacity in response to emergency and the nature of the activities in their respective jurisdiction.

三、本要點所稱大型群聚活動，指舉辦每場次預計參加或聚集人數達一千人以上，且持續二小時以上之下列活動：

3. Large group activities as referred to in this Guide shall be an event participated by or with the gathering of more than 1,000 people lasting for more than 2 hours.

(一) 體育競技活動。

(1) Competition in sports and games.

(二) 演唱會、音樂會等演出或類似之娛樂活動（派對、祭、季等）。

(2) Variety shows, concerts or similar type of entertainment events (parties, ritual ceremony, and seasonal events Etc.).

(三) 展覽（售）、人才招募會、博覽會等活動。

(3) Exhibition (Sale Exhibition), recruitment fair, and expositions.

(四) 燈會、花會、廟會、煙火晚會等活動。

(4) Lantern festivals, floral festival, temple fairs, and fireworks Etc.

(五) 民俗節慶、原住民慶典等活動。

(5) Folk festivities, celebration ceremony of aboriginal people Etc.

下列活動，不適用本要點之規定：

This Guide is not applicable to the following:

(一) 體育場館、影劇院、音樂廳、宗教場所、娛樂場所、百貨商場、展覽場、觀光遊樂業園區等，於其建築使用用途、營業項目、興辦事業計畫之範圍內舉辦之活動。

(1) Activities in stadium, theaters, musical halls, religious places, entertainment venue, department stores, exhibition site, and amusements parks organized to the professed purpose of the building, business, and development plans.

(二) 人民之婚、喪等社交、習俗活動。

(2) The wedding, funerals, and other social and folk gatherings of the people.

(三) 集會遊行法規範之集會、遊行等活動。

(3) Gatherings and processions within the scope of the Gathering and Procession Act.

活動有新穎表演、助興手段而有發生危險之虞，或有超出直轄市、縣（市）政府應變能力之虞，或屬聚集眾多人群之非日常活動者，直轄市、縣（市）政府得指定為大型群聚活動，予以管理。

If specific activity involves innovative performance and impromptu show that may be dangerous, or the content of the activity may exceed the ability of the municipal, county (city) government in responding to the situation, or, the crowd in the activity is larger than an usual event, the municipal, county (city) government may determine the activity is a large group activity for management purpose.

第二項第三款不適用本要點之活動，其安全管理事項得參酌直轄市、縣（市）政府訂定之自治規定或本要點辦理。

Activities stated in (III) of Paragraph II are not governed by this Guide. However, the safety of these activities shall still be governed by the self-governance rules and regulations instituted by the municipal, county (city) government under this Guide.

四、大型群聚活動之主辦者，應負責活動安全，與活動場所管理者及其他協辦單位簽訂安全協定，明確各自安全責任。

4. The organizers of large group activities shall be responsible for the safety of the activities, and shall consult with the site management and other co-organizers to enter into an agreement on safety management for specifying the responsibilities of the parties in safety management.

五、大型群聚活動之主辦者應執行下列安全管理事項：

5. Organizers of large group activities shall perform the following for safety:

(一) 選擇安全之場地及器材。

(1) Select safe venue and equipment.

(二) 制定安全措施、安全工作人員職責，及參與人員之安全宣導教育，並落實執行。

- (2) Establish the safety code, the responsibilities of the personnel involved in safety works, and the education of the participants and the personnel on safety and properly enforce the safety code.
- (三) 依活動需要，配置或協調派駐保全、警察、消防、醫療救護或其他安全工作人員。
- (3) Arrange or coordinate for the presence of security guards, police, fireman, medical personnel and other safety personnel as dictated by the activity.
- (四) 確保臨時搭建之設施、建築（構造）物之安全。
- (4) Ensure the safety of the temporary facilities, construction (structure).
- (五) 規劃活動場所交通、容納人數、劃定區域、出入、疏散、救援等動線，並予以標示與管制。
- (5) Design the motion line for traffic, size of the crowd, designated zones, passageways, evacuation routes and rescue with proper marking and control.
- (六) 落實醫療救護、滅火、緊急疏散等救援措施，並組織工作人員與演練。
- (6) Make sure to have medical and rescue facilities, firefighting equipment, and evacuation facilities in emergency in place, and organize a team and conduct an exercise drill.
- (七) 其他有關安全工作事項。
- (7) Others related to safety.

六、依第五點第一款及第四款選擇安全之場地與器材，及搭建臨時設施、建築（構造）物，應注意下列事項：

6. Pay attention to the following for the selection of safe venue and equipment, and the installation of temporary facilities and construction (structure) as state in (I) and (IV) of V:
 - (一) 活動場所為室內者宜寬敞，並應為合法建築物且依法辦理或設置相關安全設備及設施。
 - (1) If the activity is held indoor and the venue is spacious, it shall be a legal structure and has been installed or equipped with related safety equipment and facilities as required by law.
 - (二) 活動場所為室外者宜空曠，並應選擇安全無虞之處所（例如於海上或靠近水邊，應有救生員、救生圈或救生艇等救生裝備；活動海域內之水母、油漬等可能產生危害之生物或物品應清除完畢）。
 - (2) If the activity is held outdoor, the venue shall be free of any safety concern (if is near the waterfront, lifeguards, life buoys, and lifeboats shall be in place. Make sure the nearby water is free of the hazards of jellyfish and oil contamination, and other organism or objects shall be cleaned up).
 - (三) 使用合法器材，必要時應進行實地安全測試，發電機及空飄氣球等大型器材、裝備及設施應固定，並避免使用易致災害之物品（例如氫氣氣球等）。

- (3) Use only legal equipment and may conduct safety test on the site where necessary. Power generator, hot balloon, and other large piece of equipment and facilities shall be properly fastened, and avoid the use of hazardous substances (such as balloons inflated with hydrogen).
- (四) 搭蓋臨時性設施、建築（構造）物者，應依建築相關法規辦理。
- (4) Duly observe applicable legal rules in erecting temporary facilities and construction (structure).

七、依第五點第五款規劃交通、出入及疏散動線，應注意下列事項：

7. Pay attention to the following in the design of motion line for traffic, passageways, and evacuation in emergency as stated in (V) of V:
 - (一) 應考量對附近交通之衝擊程度、規劃交通管制措施、行人安全、公車行駛路線、停車及載送參加人員之輸運能量、宣傳措施。
 - (1) Consider the impact on nearby traffic, plan for traffic control, pedestrian safety, bus routes, parking area, and the loading capacity of traffic for participants with proper education and promotion.
 - (二) 應事先履勘場地，依現場實際狀況規劃人員出入動線，以明顯指標或標記清楚標示動線方向及主要出入口，必要時應派專人引導。
 - (2) Conduct a field study in the first place, and design the motion line for the passage of people with reference to the actual condition of the site. Mark the direction of motion clearing and show the main entrance. Dispatch designated personnel to guide the participants where necessary.
 - (三) 規劃安全空間、緊急疏散路線、避難處所及救護車進出動線，事先製作緊急疏散等指示，標示於明顯適當位置，指定專人於緊急時管制、引導及疏散。
 - (3) Design for safety space, emergency evacuation route, shelters, and the motion line for the traffic of ambulance. Prepare signs for emergency evacuation in advance and put up the signs at the appropriate area. Dispatch designated personnel to control the situation, give instruction for evacuation in case of emergency.
 - (四) 活動場所出入動線、緊急疏散路線及救護車進出動線事先告知所有參與活動人員，並於活動場所明顯處所設置大型看板、電視或螢幕宣導及標明之。
 - (4) The line for the passage of people for the event, the evacuation route, and the traffic of ambulance shall be made known to all participants in advance, and shall install large bulletin board, TV or screen for announcement with proper labeling at the visible place of the venue for the event.
 - (五) 活動場所收容之人數，應符合容留人數管制、建築物防火避難綜合檢討報告書或性能設計計畫書等相關規定；法令未規定者，應依現場出入口大小、人員出入動線、活動空間、安全空間、緊急疏散路線及避難處所等因素，規劃安全之人數。容留人數管制適用之建議如附件一。

- (5) The number of participants in the activity shall be governed by the comprehensive report on accommodation capacity of the venue, fire safety of the building and shelter, or the functional design and related regulations. If no law is applicable, design for the safe accommodation capacity with reference to the size of the entrance, the motion line of people, and the space for the activity, safety space, emergency evacuation routes, and shelters for disasters. The recommendation for accommodation capacity control is exhibited in Appendix I.

八、依第五點第六款落實醫療救護、滅火、緊急疏散等救援措施，並組織工作人員與演練，應注意下列事項：

8. Pay attention to the following in the proper pursuit of medical care and rescue, firefighting, and evacuation in emergency with the organization of the personnel for exercise drills pursuant to 5- (6) of this regulation:

(一) 針對活動性質及場地特性，事先就活動可能發生之災害或意外事故等原因，研訂相關緊急應變計畫，內容如下：

- (1) Prepare an emergency plan with factors of possible disaster or accident in the activity by nature of the activity and the characteristics of the venue. The content of the emergency plan is specified as follows:

1. 工作人員編組：依活動規模，得參考事故現場指揮體系（Incident Command System, ICS）將工作人員編組成指揮、作業、計畫、後勤、財務或行政等小組（各編組之任務內容得參考內政部消防署全球資訊網防救災數位學習網）。
- a. Organization of the task force: Consult the Incident Command System (or ICS) with reference to the scale of the activity, and organize the task force into different teams in command, operation, planning, logistics, finance, or administration (for information on the content of the duties for the team, visit the website of the National Fire Agency on digital learning of disaster prevention and rescue).
2. 活動前實地模擬演練發生火災及其他災害之滅火行動、通報連絡及避難引導等。
- b. Conduct an exercise drill in responding to fire or other disasters, and firefighting, notification, contact and evacuation guide on the site.
3. 活動現場之用火及用電監督管理。
- c. Supervision of the use of fire and electricity at the venue of activity.
4. 防止縱火及恐怖活動措施。
- d. Measures for the prevention of arson and terrorist activities.
5. 活動場所之位置圖、疏散（避難）路線圖及平面圖。
- e. The map of the site, the road map and plan of evacuation (shelter).
6. 其他有關安全防護必要之事項。
- f. Other necessary measures for safety protection.

- (二) 視活動性質及場地特性，選定適當、安全、通風且陰涼處（室內或具遮棚處）設置醫護站，並有清楚標示及指示牌。
- (2) Install a medical service station at an appropriate, safe, ventilated and cool place as warranted by the nature of the activity and the venue, and put up clear signs and guides.
- (三) 應規劃緊急醫療救護事宜。並得向轄區衛生主管機關申請救護支援，支援所需經費由主辦者負擔。
- (3) Plan for first-aid and related medical attention in response to emergency. Apply for medical care support from the local health authorities and the expenses incurred shall be borne by the organizer.
- (四) 活動現場之救護站應配置救護人員、救護車、救護機動車及自動體外心臟去顫器（AED），救護站之配置數量與地點，以事故發生後四分鐘至六分鐘內，救護人員、救護設備得以抵達或投入事故現場處理為原則；如有重大傷病患者，主辦單位應通知當地消防機關之救災救護指揮中心（119）。
- (4) A first-aid team, ambulance, medical care vehicles and AED shall be parked at the medical service station. The number and the exact locations of the medical service stations shall be capable of responding to the scene of the incident from 4 to 6 minutes on report. The first-aid team and equipment shall arrive at the scene or respond to the situation for rescue. For critical injuries, the organizer shall notify the local rescue and medical service center of the fire department nearby (call 119).
- (五) 活動現場有大量傷病患發生時，主辦者應立即通知當地消防機關之救災救護指揮中心（119），並副知當地衛生主管機關，依大量傷病患救護辦法及作業程序施行緊急救護。
- (5) If there are too many victims of injury in the venue of the event, the organization shall report to the local rescue and medical service of the fire department (119) with notification to local authorities of public health, and proceed to the regulations and procedures governing the rescue of large number of injuries for emergency rescue.

九、第五點第七款所定其他有關安全工作事項如下：

9. Other safety measures as stated in (VII) of V are specified below:

- (一) 活動主題或內容有多數兒童、年長者、身心障礙者參與時，應強化下列事項：
- (1) Pay attention to reinforce the following if the theme or the content of the activity involve the participation of many children, elderly, and handicapped:
 - 1. 無障礙設施、輔助器具（輪椅、助行器等）、流動廁所、防滑地磚、止滑墊、扶手及安全護欄等。

- a. Barrier-free facilities, auxiliary tools (wheelchair, and walking support), mobile toilets, anti-slip floor tiles, slipper-resistant mats, handrails and safety fence.
 2. 遇有緊急事故發生時，應優先對兒童、年長者、身心障礙者等予以疏散。
 - b. In case of emergency, children, elderly, and the handicapped shall be evacuated first.
- (二) 活動需要之安全管理人力、器材、裝備及相關設施之配置比例，應視場地特性、活動規模、性質及參與活動人數規模與男女比例，做適當及合理之規劃。
- (2) The ratio of manpower, tools, equipment and related facilities for safety management shall commensurate with the specific feature of the venue, the size and nature of the event, the number of participants and the ratio between the two sexes at a reasonable level.
- (三) 活動主辦者應於活動前與轄區災害應變機關相互聯繫並建立緊急通報機制。
- (3) The organizer shall, before the activity, maintain close liaison with the local authorities for rescue in disasters and set up the emergency reporting channels.
- (四) 活動現場餐飲之提供，應注意飲食衛生並符合食品衛生相關規定。
- (4) If foods and beverages are served, pay close attention the food hygiene in compliance with applicable laws governing food hygiene and public health.
- (五) 活動前預知有颱風警報、豪雨特報或不適舉辦之天候，或活動進行時遇天然災害發生時，得參酌天然災害停止上班及上課作業辦法，視情形順延或取消活動之進行。
- (5) If there is a warning of typhoon, rainstorm or bad weather not suitable for the activity acknowledged in advance, or, natural disasters occurred while the activity is in progress, postpone or cancel the activity with reference to the Regulations Governing the Suspension of Classes and Works under Natural Disasters.
- (六) 針對活動之內容及相關安全管理，應於活動前召集相關工作人員辦理講習，講解活動應注意事項及各種災害、緊急事故或突發狀況之應變及處置措施，並於活動前完成各項勘查、檢查、模擬、實地訓練及演練，以保障參與活動人員之安全。
- (6) All the staff of the activity shall be gathered before the activity for a lecture on the content and related safety management of the activity. The content of the lecture shall include the important notice to the activity, different type of disasters, incident and emergency and response to the situations. In addition, conduct survey, inspection, simulation, and exercise drill on the site before the activity to ensure safety for the participants and the staff.

(七) 對參加活動者事前宣導安全訊息並公告周知，如管制飲酒、禁止攜帶危險（爆裂）物品等，必要時於出入口實施安全檢查，強化服務人員之人群管理訓練。

(7) Provide necessary education for the participants on the safety of the activity and make announcement on related information such as the control of alcoholic beverages, prohibition of hazardous (explosive) substances at the site of the activity. Establish a security checkpoint at the entrance and intensify the training for the management of crowd for the service personnel where necessary.

十、大型群聚活動之主辦者應依活動性質及規模，投保公共意外責任險，適足保險金額建議方案如附件二。

10. The organizer of the activity shall take public accident liability insurance depending on the nature and the size of the activity. The sufficient amount insured is recommended in Appendix II:

十一、大型群聚活動之主辦者，應依下列規定向活動所在地之直轄市或縣（市）政府報備或申請許可：

11. Organizers of large group activities may report to the municipal government or county (city) government at the place where the activity will be held for reference filing or apply for permission:

(一) 預計參加或聚集人數一千人以上，未達三千人者，於活動舉行七日前報備。

(1) If the anticipated number of participants or the size of the crowd is more than 1,000 but less than 3,000 people, report 7 days in advance.

(二) 預計參加或聚集人數達三千人以上者，於活動舉行三十日前申請許可。大型群聚活動有二個以上之主辦者，應協議指定一主辦者辦理前項之報備或申請。

(2) If the anticipated number of participants or the size of the crowd is more than 3,000 people, apply for permission 30 days in advance. If there are more than 2 organizers for the large group activity, they shall consult with one another to appoint one as the lead organizer to proceed to reference filing or application as mentioned.

依第一項第一款規定報備之活動，如有超出直轄市、縣（市）政府應變能力之虞或所附文件缺漏致有影響活動安全之虞時，直轄市、縣（市）政府得依下列規定辦理，並於活動舉行四日前，以書面敘明原因通知報備之主辦者：

For activities required for reference filing as stated in (I) of Paragraph I, the municipal, county (city) government concerned shall proceed to the following if the activity is susceptible for going beyond their capacity to respond or there is missing documents that may affect the safety of the activity, and reply the organizers in writing 4 days before the activity specify the reasons:

- (一) 要求比照第一項第二款申請許可，不受該款申請時間之限制。
- (1) Request the organizers to apply for permission as stated in (II) of Paragraph I but not governed by the time limit as stated.
- (二) 要求調整辦理時間、規模、活動內容，或自行增設應變人力及設備。臨時性國際活動或其他類似之大型群聚活動，基於促進社會發展、國際交流有實質之助益時，得不受第一項報備或申請許可時間之限制。直轄市、縣（市）政府因審查機制、活動類型、危險程度、地區特性及應變能力等因素，基於公共利益之必要，得另訂管理方式。
- (2) Request the organizers to rearrange the time, scale, and content of the activity, or, to introduce more manpower and equipment ready for respond to possible situations. Temporary international event, or other similar type of large group activities could be exempted from the time limit for reference filing or application for permission as stated in Paragraph I for the improvement of social development and substantive contribution to international exchanges.
- The municipal, county (city) government may institute other measures for management for public interests in consideration of the review mechanism, the type of activities, the level of danger, the geographic characteristics, and the capacity in responding to emergency.

十二、大型群聚活動之主辦者向直轄市、縣（市）政府報備或申請許可，應檢附下列文件：

12. The organizers of large group activities shall present the following documents to the municipal, county (city) government for reference filing or application for permission:

- (一) 報備書或申請書（範例如附件三）。
- (1) Report for reference filing or application (Sample versions are exhibited in Appendix III).
- (二) 主辦者為公司、商業、法人或其他團體者，其組織之登記證明文件或許可文件，及負責人身分證明文件；為自然人者，其身分證明文件。
- (2) If the organizer is a company, business entity, institution or other organization, the certification document of registration or permission, the identification document of the person in charge. If the organizer is a natural person, the identification document of the person.
- (三) 活動方案及說明。
- (3) The plan and description of the activity.
- (四) 活動安全工作計畫。
- (4) The safety plan of the activity.
- (五) 場地同意使用證明。（無必要時，得免附）
- (5) Certification of the approved use of the venue (waived if it is not necessary).

主辦者應與直轄市、縣（市）政府負責緊急應變與公共安全機關（含活動與場地之目的事業主管機關、警察、消防、緊急救護、衛生等業務之主管機關）密切聯繫。

The organizer shall maintain close liaison with emergency rescue and response team and public security institution of the municipal, county (city) government (including the local competent authority, police, fire department, emergency rescue, and public health authorities of the place where the activity will be held).

跨行政區域之大型群聚活動，由活動主辦者向活動出發地之直轄市、縣（市）政府報備或申請許可，並由受理之直轄市、縣（市）政府轉知報備，或邀集活動路徑經過之其他直轄市、縣（市）政府共同審查。各直轄市、縣（市）政府就活動之安全管理有不同規定時，由各該政府共同協商解決之。

For large group activities covering different administrative districts, the organizer shall report to the municipal, county (city) government of the place initiating the activity for reference filing or application for permission, and report to the municipal, county (city) government responding to the report and application, or, the organizer may invite for joint review of the municipal, county (city) governments that the activity will pass through the districts under their jurisdictions. If these municipal, county (city) governments have different regulations governing this type of activities, they shall consult and coordinate with one another for a solution.

十三、活動安全工作計畫應包括下列事項：

13. The activity safety plan shall cover the following:

- (一) 活動時間、地點、內容及組織方式。
 - (1) The time, place, content, and the organization of the activity.
- (二) 活動場所地理環境、建築結構與面積（附現場平面圖），可容納人數及活動預計參與或聚集人數。
 - (2) The geographic environment, the structure and area (attach a floor plan of the venue) of the construction, the accommodation capacity, and the expected number of participants or size of the crowd.
- (三) 安全工作人員數量、任務分配及識別標誌。
 - (3) The size of the workforce of safety personnel, the assignment of duties and identification emblem.
- (四) 活動場所建築安全、消防安全措施。
 - (4) The safety and fire safety measure of the construction of the venue for the activity.
- (五) 臨時搭建設施、建築（構造）物之設計、施工及安全措施。
 - (5) The design, construction, and safety measure of temporary facilities and construction (structure).

- (六) 出入與救護動線、救護站、緊急疏散通道、廣播、照明(夜間)、滅火、無障礙設施等設施、設備設置情況和標誌。
- (6) Moving line for passageway and emergency rescue, the medical service station, emergency exit, broadcasting, lighting (nighttime), fire extinguishers, barrier-free facilities, and the installation and labeling of related equipment.
- (七) 車輛停放、疏導措施。
- (7) Parking and traffic control policy.
- (八) 現場秩序維護、人員疏導措施。
- (8) Order and safety of the scene and the policy for evacuation of personnel.
- (九) 緊急應變計畫。
- (9) Emergency response plan.
- (十) 其他有關安全管理工作事項。
- (10) Others related to the management of safety.

十四、經報備或許可之活動，主辦者依活動性質須依規定另行申請許可者，例如道路使用許可、臨時建築（構造）物許可、施放爆竹煙火許可、明火表演許可等，應依各該規定辦理。

14. For activities approved for reference filing or with permission granted, the organizers shall still apply for special permission by nature of the activities, such as the permit for road use, the permit for temporary construction (structure), the permit for playing fireworks, the permit for performance with fire, in accordance with relevant rules and regulations.

十五、直轄市、縣（市）政府為審查大型群聚活動之申請，或確保活動安全，得於大型群聚活動舉辦前或活動進行中，對活動場所、設施及其安全管理進行現場查驗，主辦者不得規避、妨礙或拒絕。

15. The municipal, county (city) government may conduct on-site inspection on the venue, facilities and the safety management of the activity before the beginning of the activity or when the activity is in progress for reviewing the application for the large group activity or for ensuring the safety of the activity. The organizer shall not evade, obstruct or reject.

政府相關機關應主動橫向聯繫與監督，並依各主管法規辦理有關安全工作。Related government agencies shall proactively engage in horizontal liaison and supervision, and proceed to safety work with the competent authority.

十六、有下列情形之一者，直轄市、縣（市）政府得不予許可：

16. If any of the following applies, the municipal, county (city) government may decline permission:

- (一) 違反法規規定者。
- (1) Violation of applicable laws.
- (二) 有明顯事實足認為活動有危害社會秩序或公共利益之虞者。

- (2) It is obvious that the activity will jeopardize social order or public interest.
- (三) 不符合第十二點第一項規定，經通知限期補正，屆期未補正或補正未完全者。
- (3) The organizer cannot meet the requirement as state in (I) of XII and required to take corrective action, but no corrective action has been taken or the corrective action is not completely taken by the deadline.

十七、 經報備或許可之大型群聚活動，主辦者不得擅自變更活動之時間、地點、內容或擴大舉辦規模。

17. The organizers shall not change the time, place, content of the activity or enlarge the scale of the activity after being approved for reference filing or granted for permission.

主辦者變更大型群聚活動舉辦時間，報備者，應於原舉辦日期三日前；許可者，應於原舉辦日期七日前，向直轄市、縣（市）政府申請變更，經同意方可變更。但因天候等不可抗力因素致無法如期舉辦者，不受上開申請期限之限制。

In case the organizer elects to change the time of the large group activities, report to the municipal, county (city) government 3 days before the activity as in the case of reference filing, and 7 days before the activity as in the case of application for permission, and may proceed to change upon approval. The aforementioned limitation could be waived if the time of the activity is compelled to change due to bad weather or other forms of force majeure.

主辦者變更大型群聚活動之地點、內容或擴大聚辦規模者，應依本要點重新報備或申請許可。

Organizer that elects to change the place, content of large group activities or enlarge the scale of the activities shall report for reference filing or apply for permission for a new round.

十八、 變更、取消已向社會公布之大型群聚活動時，主辦者得透過報紙、電視、廣播、網路等方式予以公告，並處理善後工作。

18. The organizers may give announcement of the change or cancellation of large group activities already disclosed to the public through newspaper, TV broadcasting, and the Internet, and take care of the aftermath.

十九、 主辦者不得將已報備或許可之大型群聚活動轉讓他人主辦或承辦，違反者，直轄市、縣（市）政府得命其停止辦理及廢止許可。

19. The organizer shall not assign the large group activities already reported for reference filing or with permission granted to a third party as the organizer or contract the activities to a third party, or the municipal, county (city) government shall order for the suspension of the activities and revoke the permission.

二十、 大型群聚活動現場工作人員應遵守下列規定：

20. The personnel engaged in fieldwork of the large group activities shall duly observe the following:

(一) 掌握安全工作計畫及緊急應變之全部內容。

(1) Familiarize the content of the safety plan and the emergency response plan in full detail.

(二) 熟練使用廣播及通訊設備。

(2) Familiarize the use of broadcasting and communication equipment.

(三) 熟練使用消防安全設備，熟知出入、疏散動線、安全出口及疏散通道位置，掌握各工作位置緊急應變之分工與措施。

(3) Familiarize the use of fire safety equipment, the entrance and exit, the motion line for evacuation, the location of the emergency exit and route for evacuation, and hold the positions under the division of labor for responding to emergency situations and related measures.

(四) 掌握及運用其他安全工作措施。

Familiarize and use other safety measures.

二十一、各級政府機關、公營事業機構團體及公私立各級學校辦理之大型群聚活動，不須依第十一點規定辦理報備及申請許可。但應依本要點相關規定，由主辦機關(構)、學校負責活動安全，並會同相關機關執行相關安全事項。公營事業機構團體及公私立各級學校之上級機關，應會同相關機關訂定督導考核之機制，確保活動之安全。

21. Government agencies at all levels, public enterprises, entities, and organizations, and public and private schools are not required to proceed to reference filing or application for permission when holding large group activities as state in XI, but shall be accountable to the competent authority and schools on the safety of the activities and work in conjunction with related entities on the enforcement of safety.

The entities senior to the public enterprises, entities, and organizations and public and private schools shall work in conjunction with related entities to establish the mechanism for supervision and evaluation to ensure the safety of the activities.

附件一 Appendix I

大型群聚活動容留人數管制建議表

Recommendation for the enforcement of accommodation capacity in large group activities

活動場地類型 Type of venue for activity	建議參考依據/數值 Reference data/value	參考資料 Normative reference
室內者 Indoor	<ol style="list-style-type: none"> 各直轄市、縣（市）政府有關特定場所容留人數管制相關規定。 The regulations of relevant municipal, county (city) governments on the accommodation capacity control for specific venue. 內政部頒「特定場所容留人數管制指導原則」規定。 The requirement under the “Guideline for the Control of Accommodation Capacity at Specific Venue”. 建築技術規則建築設計施工編之「建築物防火避難綜合檢討報告書及評定書」或「建築物防火避難性能設計計畫書及評定書」規定。 The requirement under the “Comprehensive Review Report and Evaluation of Fire Prevention and Shelter for Disasters in Buildings” or the “The Design and Evaluation of The Performance of Fire Prevention and Shelter for Disasters” edited in accordance with the Construction Technologies Regulations and the Architectural Design Works. 各類場所消防安全設備設置標準有關避難器具之收容人數計算規定。 The requirement of the passenger capacity of the escape vehicle in emergency as fire safety equipment in different kinds of venues. 	內政部、直轄市、縣（市）政府相關規定 Regulations of the Ministry of Interior, Municipal, county (city) governments.
室外者（有柵欄或侷限性） Outdoor (with fence or limitation)	<ol style="list-style-type: none"> 每人活動空間為 2.297 平方公尺 (24.73 平方英尺) 時，可維持一般步行速度及避免推擠。 If the movement space for each person is 2.297 m² (24.73 square feet), regular walking speed could be maintained without squeezing. 每人活動空間為 0.929 平方公尺 (10 平方英尺) 時，徒步行為明顯受限，步行速度下降。 If the movement space for each person is 0.929 m² (10 square feet), walking is obviously restrained and the speed will decelerate. 每人活動空間為 0.459 平方公尺 (4.95 平方英尺) 時，最大步行通道出現群體步伐緩慢移動情形，其特徵類似人群由體育館或電影院散場情形。 If the movement space for each person is 0.459 m² (4.95 square feet), the walking speed of the crowd in main exit will decelerate characterized by the moving out of the crowd from a stadium after a game or the end of a 	Special Events Contingency Planning, Critical Crowd Densities, FEMA

	<p>movie.</p> <p>4. 每人活動空間小於 0.459 平方公尺 (4.95 平方英尺) 時，個人於人群中穿越移動之情形明顯受限。 The movement space for each person is less than 0.459m² (4.95 square feet), the motion of each person in the crowd will be significantly restrained.</p> <p>5. 每人活動空間為 0.2787 平方公尺 (3 平方英尺) 時，出現人群非自主推擠及碰撞情形，此為避免出現公眾危害之臨界值。 If the movement space for each person is 0.2787m² (3 square feet), the people in the crowd tend to push one another and bump into one another. This will be the limit for avoiding public danger.</p> <p>6. 每人活動空間低於 0.1858 平方公尺 (2 平方英尺) 時，將產生人群推擠壓力之潛在危害。 If the movement space for each person is under 0.1858 m² (2 square feet), the potential danger of people squeezing one another in the crowd will occur.</p>	
<p>室外者 (無柵欄或侷限性) outdoor (without fence or limitation)</p>	<p>依活動現場出入口大小、活動性質、人員出入動線、活動空間、安全空間、緊急疏散路線及避難處所等因素，推算安全之人數。 Estimate the safe number of participants with reference to the size of entrance and exit, the nature of the activity, the motion line of people, and movement space, the safety space, the emergency escape route, and the shelters.</p>	<p>由主辦者提出規劃與說明。 The organizer shall propose the plan and explain.</p>
<p>備註 Remark</p>	<p>本表供各直轄市、縣 (市) 政府規劃或訂定法規時參考，引用時仍應考量轄區特性、風土民情等，本於權責規範之。 This table is served as reference for the municipal, county (city) governments in the planning or institution of rules and regulations. The specific feature of the jurisdiction, and the folklore of specific districts shall be taken into account within their authority when using this table</p>	

附件二 Appendix II

公共意外責任保險-活動事件 保險金額規劃

Public Accident Liability Insurance – Plan for amount insured for activities

保險內容 Coverage		一 (I)	二 (II)	三 (III)	四 (IV)	五 (V)	六 (VI)	備註 Remarks	
保險金額 Amount insured (幣別:新臺幣) (Currency: NTD)	每一個人體傷責任 Injury of particular person	500 萬 5 million	500 萬 5 million	500 萬 5 million	500 萬 5 million	500 萬 5 million	500 萬 5 million	說明 Note	
	每一意外事故體傷責任 Injury of particular accident	3,000 萬 30 million	5,000 萬 50 million	1 億 100 million	1 億 5,000 萬 150 million	2 億 200 million	2 億 5,000 萬 250 million		
	每一意外事故財損 Property damage to particular accident	200 萬 2 million	200 萬 2 million	200 萬 2 million	200 萬 2 million	200 萬 2 million	200 萬 2 million		
	保險期間內之最高賠償金額 Maximum insurance benefit in the insured period	6,400 萬 64 million	1 億 400 萬 104 million	2 億 400 萬 204 million	3 億 400 萬 304 million	4 億 400 萬 404 million	5 億 400 萬 504 million		
室內 indoor	1. 靜態 static	演講、座談會、藝文活動、研習會、記者會及其他靜態活動 Speech, colloquium, arts and cultural activities, seminar, press conference, and other static activities.	200 人以下 Less than 200 people	超過 201 人 ~1,000 人以下 201~1,000 people	超過 1,001 人 ~3,000 人以下 1,001 ~3,000 people	超過 3,001 人 More than 3,001 people	X	X	室內靜態活動，為較低度之風險 Indoor static activities entail lower risk
	2. 動態 dynamic	音樂會、餐會、謝年會、博覽會(美食、資訊、旅遊、動漫)、商展、運動球賽、園遊會、家庭日、... Concert, banquets, annual gatherings, expositions (gourmet food, information, tourist travelling, animation), business shows, sports games, campus fairs, family days...	500 人以下 Less than 500 people	超過 501 人 ~2,000 人以下 501~2,000 people	超過 2,001 人 ~5,000 人以下 2,001~5,000 people	超過 5,001 人 ~10,000 人以下 5,001~10,000 people	超過 10,001 人 ~15,000 人以下 10,001~15,000 people	超過 15,001 人 More than 15,001 people	
	3. 風險性高 high risk	● 夜店、SPA 會館、運動中心、電影院等；或 Night clubs, SPA house, sports center, cinemas; or ● 有施放煙火、爆竹或其他易爆易燃物質、跨年晚會、廟會活動、選舉造勢集會等室內活動 The firework, firecrackers or other inflammable substances, New Year Eve	100 人以下 Less than 100 people	超過 101 人 ~250 人以下 101~250 people	超過 251 人~500 人以下 251~500 people	超過 501 人~750 人以下 501~750 people	超過 751 人 ~1,250 人以下 751~1,250 people	超過 1,251 人 More than 1,251 people	屬風險較為高者之活動例 Example of high risk activities

		Celebration, temple fair, rally for election campaign and similar kinds of indoor activities.							
室外 outdoor	1. 室外 outdoor (非運動 (not-sports))	演講、座談會、藝文活動、研習會、記者會及其他靜態活動、音樂會、餐會、謝年會、博覽會(美食、資訊、旅遊、動漫)、商展、園遊會、家庭日、演唱會、展覽、露營活動 Speech, colloquium, arts and cultural activities, seminar, press conference, and other static activities, concert, banquets, annual gatherings, expositions (gourmet food, information, tourist travelling, animation), business show, sports games, campus fairs, family days, singing concerts, exhibitions, and camping.	500 人以下 Less than 500 people	超過 500 人 ~3,000 人以下 500~3,000 people	超過 3,001 人 ~5,000 人以下 3,001~5,000 people	超過 5,001 人 More than 5,001 people	X	X	考量為戶外活動，單一事故風險較為分散 Consider this is an outdoor activity with the risk deriving from particular accident diversified.
	2. 室外 outdoor (運動 (Sport))	登山、健行、路跑、運動、自行車活動、各種演習(含水上救生、防災、消防等)、童玩節、運動球賽... Hiking, race walking, road running, sports, cycling, and other drills (lifesaving, disaster prevention, and fire safety), traditional toy festivals, sports and ball games.	1,000 人以下 Less than 1,000 people	超過 1,001 人 ~3,000 人以下 1,001~3,000 people	超過 3,001 人 ~10,000 人以下 3,001~10,000 people	超過 10,001 人 More than 10,001 people	X	X	考量為戶外活動，單一事故風險較為分散 Consider this is an outdoor activity with the risk deriving from particular accident diversified.
	3. 風險 性高 High risk	燃放煙火、爆竹或其他有易爆易燃物質之活動、跨年晚會、廟會活動、水域活動、選舉造勢集會遊行活動 Firework, firecrackers or other activities involved with inflammable substances, New Year Eve Celebrations, temple fairs, waterfront activities, rallies of election campaign.	200 人以下 Less than 200 people	超過 201 人 ~500 人以下 201~500 people	超過 501 人 ~1,000 人以下 501~1,000 people	超過 1,001 人 ~3,000 人以下 1,001~3,000 people	超過 3,001 人 ~5,000 人以下 3,001 ~5,000 people	超過 5,001 人 More than 5,001 people	人口聚集密度相對高，單一事故風險較高 High population density and the risk from particular accident is higher.

說明：提供投保公共意外責任險適足險金額之參考方案。

Note: reference for taking sufficient amount of public accident liability insurance

附件三 Appendix III

○○○直轄市、縣市大型群聚活動報備書、許可（變更）申請書(範例)

Municipality, County (city) of XXX large group activity report on reference filing, application for permission (change) (Sample Version)

茲依大型群聚安全管理要點第十二點規定，檢同有關書件，申請大型群聚活動安全管理：

此致

○○○直轄市、縣市

申請人 (簽章) 年 月 日

To: Municipality, County (City) of XXX

Pursuant to XII of the Guide for the Safety of Large Group Activities, the undersigned hereby present the application and required documents for applying safety management of large group activities:

Applicant: _____ (signature); Date: _____

一、事由 1. Reason		<input type="checkbox"/> 報備大型群聚活動安全管理。 Reference filing of safety management for large group activity. <input type="checkbox"/> 許可大型群聚活動安全管理。 Permission for safety management for large group activity. <input type="checkbox"/> 變更大型群聚活動安全管理。 Change in safety management for large group activity. <input type="checkbox"/> 其他（說明：_____） Others (specify: _____)	
二、檢附書件 2. Enclosures		<input type="checkbox"/> 登記證明文件或許可文件 Document for proof of registration or for permission 正（影）本 件 Original (copy) x _____ <input type="checkbox"/> 主辦者身分證明文件 ID document of the organizer 正（影）本 件 Original (copy) x _____ <input type="checkbox"/> 責任保險證明文件 Document for proof of liability insurance x _____ 件 <input type="checkbox"/> 場地同意使用證明文件 Document for proof of consent on using the venue x _____ 件 <input type="checkbox"/> 安全工作計畫 Safety Plan x _____ 冊 <input type="checkbox"/> 變更事項說明 Note to the change x _____ 份 <input type="checkbox"/> 原領許可證書 Permit previously issued x _____ 式 <input type="checkbox"/> 其他（說明：_____） Others (specify: _____) 份	
三、主辦者基本資料 3. Basic information of the organizer	名稱 Name		
	負責人 Person in charge	國民身分證統一編號 ID Number	
	登記字號 Registration No.	統一編號（無則免填） Uniform Tax ID (skip if not available)	
	地址 Address		
	聯絡電話 Telephone	()	傳真 Fax ()
	電子信箱 E-mail		
備註 Remark			

注意事項：資料異動登記應在備註欄載明前後資料情形。

Important notice: registration of information change shall specify the data before and after the change in the field of remark.

長榮大學獎助學金暨工讀金審查委員會設置要點

Guideline for the Establishment of the Student Scholarship and Funding of Part-Time Work Review Committee

87.11.19 八七學年度第一學期第3次行政會議通過
Approved by the 3rd session of the Administrative Affairs Meeting in the 1st semester of 1998 academic year on 1998.11.19
95.09.07 九五學年度第一學期第2次行政會議修正通過
Approved by the 2nd session of the Administrative Affairs Meeting in the 1st semester of 2006 academic year on 2006.09.07
97.02.14 九六學年度第二學期第1次行政會議修正通過
Approved by the 1st session of the Administrative Affairs Meeting in the 2nd semester of 1998 academic year on 1998.02.14
99.07.01 九八學年度第二學期第5次行政會議修正通過
Approved by the 5th session of the Administrative Affairs Meeting in the 2nd semester of 2009 academic year on 2010.07.01
102.09.30 102學年度第一學期第1次獎助學金暨工讀金審查委員會修正通過
Approved by the 1st session of the Administrative Affairs Meeting in the 1st semester of 2013 academic year on 2013.09.30
102.11.07 102學年度第1學期第3次行政會議修正通過
Approved by the 3rd session of the Administrative Affairs Meeting in the 1st semester of 2013 academic year on 2013.11.07
104.09.09 104學年度第一學期第1次獎助學金暨工讀金審查委員會修正通過
Approved by the 1st session of the Administrative Affairs Meeting in the 1st semester of 2015 academic year on 2015.09.09
105.11.10 105學年度第一學期第3次行政會議修正通過
Approved by the 3rd session of the Administrative Affairs Meeting in the 1st semester of 2016 academic year on 2016.11.10

第一條 為使本校校內設置或校外委託設置之獎助學金、工讀金，其管理、分配與發放符合公平、公正、公開之原則，特設立本校獎、助學金暨工讀金審查委員會(以下簡稱本會)。

Article I: The Student Scholarship and Funding of Part-Time Work Review Committee (hereinafter referred to as “The Committee”) is established for the fair, just, and transparent management, allocation and release of scholarships, subsidies and part-time works offered by the University or from external sources.

第二條 本會之職掌如下：

Article II: The Committee shall perform the following functions:

- 一、訂定或修改本校獎、助學金暨工讀金申請、審核辦法。
 1. Establishment of or amendment to the regulations governing the application, review and approval of the scholarships, subsidies and part-time works of the University.
- 二、審議校內優秀學生獎、助學金之核發。
 2. Review the release of scholarship and subsidies to outstanding students.
- 三、審議「學生就學補助」金額之運用與分配。
 3. Review the amount of use and the allocation of the “Students education subsidies”.
- 四、監督校內、外獎、助學金暨工讀金之管理、分配與發放。
 4. Monitor the management, allocation and release of the scholarships, subsidies and part-time works offered by the University or outside.

第三條 本會置委員十七人，由校長擔任主任委員兼召集人，由學生事務長擔任副主任委員。委員若干人，由秘書長、教務長、學生事務長、總務長、研發長、國際長、圖資長、各學院院長及博雅學部部主任、會計室主任、人事室主任組織之，委員依其職務進退。

Article III: The Committee is consisted of 17 members. The University President shall be the Director-General and convener of The Committee while the Dean of Student Affairs shall act as the Deputy Director-General. The committee members are the Secretary-General, the Dean of Academic Affairs, the Dean of Student Affairs, the Dean of General Affairs, the Dean of Research and Development, the Dean of International Affairs, the Dean of Computer and Network Center, the deans of all the colleges, the Director of School of Liberal Arts Education, the Director of the Office of Accounting, and the Director of Human Resources Development and others. The Committee Members will hold the line of no conflict of interest by their positions.

第四條 本委員會置執行秘書一人，由課外活動組組長兼任，負責事務性工作。

Article IV: The Committee will be staffed with an executive secretary who will be the chief of Extracurricular Activities Section and responsible for administrative affairs of The Committee.

第五條 本會每學期開會一次，必要時得召開臨時會議。如有必要，本委員會得邀請相關人員列席或提供資料。

Article V: The Committee shall convene once every semester, and may hold special session where necessary. In addition, The Committee may invite related personnel to attend the meeting as observers or provide relevant information if necessary.

第六條 本設置要點經行政會議通過，報請校長核定後公布實施，修正時亦同。

Article VI: This Guideline shall be subject to the resolution of the Administrative Affairs Meeting with report to the University President for approval and announcement for implementation. The same procedure is applicable to any amendment thereto.