

# 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  
Approved 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 Extracurricular Activities Section 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 Extracurricular Activities Section 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:

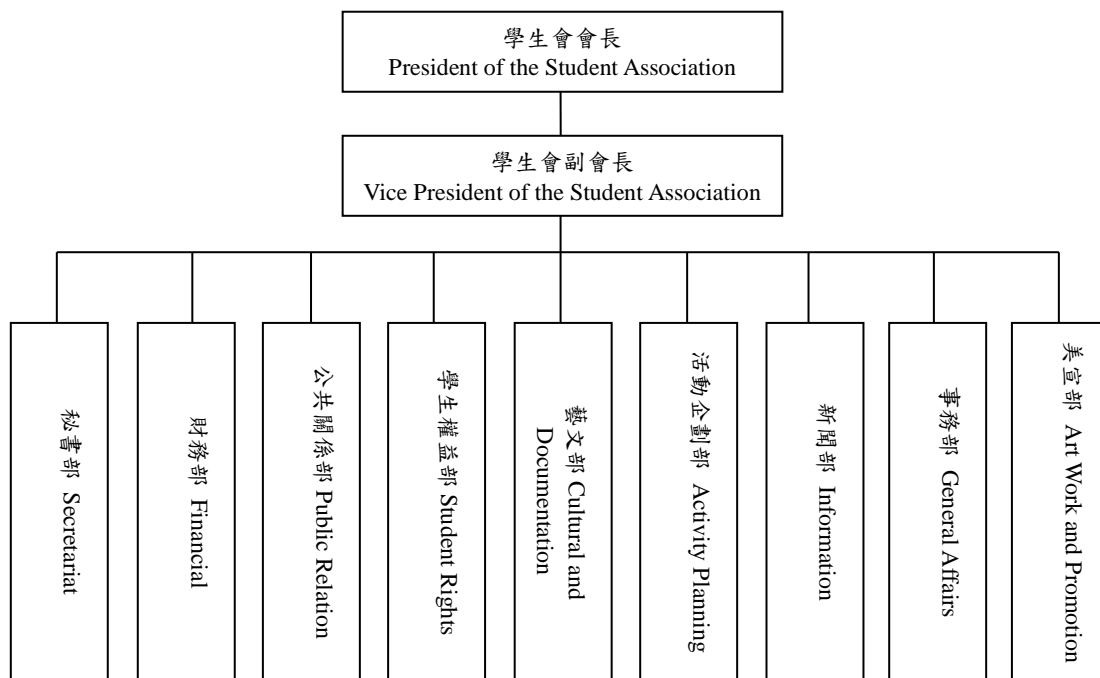
一、秘書部：設活動與行政執行秘書各一人，協助會長及副會長處理各組織協調功能。

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 Extracurricular Activities Section, 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 chief of the Extracurricular Activities Section 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 Extracurricular Activities Section. 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 Section)

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 Chief of Extracurricular Activities Section	

**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 chief of the Extracurricular Activities Section 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**

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

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