

長榮大學學生社團辦公室使用管理辦法

**Chang Jung Christian University Regulations for Use and Management
of Student Club Offices**

94.01.14 九十三學年度第一次學生事務委員會通過

105.05.17 學生事務委員會議修正通過

Approved on January 14, 2005 by the 1st Student Affairs Committee Meeting of Academic Year 2004.

Revised and approved on May 17, 2016 by the Student Affairs Committee Meeting.

第一條 為有效規範學生社團辦公室（以下簡稱社辦）之管理與使用，確保財務安全、整潔維護、室內安寧及合理分配，特訂定本辦法。

Article I The Regulations are formulated to effectively regulate the management and use of offices for student clubs (hereinafter referred to as the Club Offices), and ensure the safekeeping of assets, cleanliness, indoor quiet and reasonable allocation for the offices.

第二條 社辦之使用、規劃、管理、考核及獎懲事宜由學生事務處課外活動組（以下簡稱課外組）負責辦理。

Article II The use, planning, management, review, award and disciplinary actions pertaining to Club Offices shall be handled by the Extracurricular Activities Section (hereinafter referred to as the Extracurricular Section) of the Office of Student Affairs.

第三條 社辦專供經課外組核准成立之社團使用。

Article III Club Offices are for the exclusive use of clubs approved by the Extracurricular Section.

第四條 社辦之分配以社團評鑑成績優劣為主，以社辦使用效率、清潔管理情況等相關表現為輔，由課外組於每學年末統一規劃與分配。

Article IV Allocation of Club Offices shall be mainly based on the performance review of clubs, and secondary considerations such as efficiency of use, cleanliness and management. Allocation shall be uniformly planned and distributed by the Extracurricular Section at the end of each academic year.

第五條 社辦經課外組分配後，未經課外組許可，不得任意調換或轉讓或借用。

Article V After allocation by the Extracurricular Section, Club Offices shall not be changed, lent or borrowed without the permission of the Extracurricular Section.

第六條 社辦之使用時間：

Article VI Service time of Club Offices are:

(一) 上課期間：週一至週日早上八時至晚上十時。為維護同學之安全，非使用時段嚴禁停留或夜宿社辦。

(1) During class hours: Monday to Sunday from 8 am to 10 pm. To ensure student safety, students are prohibited from remaining in Club Offices after hours or stay overnight.

(二) 非上課期間及連續假期（依本校行事曆超過三日以上者）如欲使用，需按本校校內活動申請流程提出申請，經核准後才可進入。當日進出前需至課外組登記，並需共同負責學生活動中心之相關門禁，如經發覺未隨手關門或未經核准擅自進出者，將視情節輕重予以減少或暫停該社團相關權益。

(2) To use Club Offices after class hours or during consecutive holidays (more than three days according to the University calendar), submit application in accordance with the University's on-campus activity application procedure. Use is permitted only upon approval, and must be checked in and checked out with the Extracurricular Section on the day of use. In addition, students shall be responsible for the access control of the Student Activity Center. For those found leaving the doors opened or who access the Center without permission, the rights and interest of their clubs shall be reduced or suspended according to the severity of the situation.

第七條 社辦以提供社團辦公、開會及推展社務等使用為原則，不得做為不法或不正当活動之集會與烹飪及喧嘩等活動，違者依本校校規議處。

Article VII Club Offices are intended for administrating club affairs, meetings and club development, and shall not be used for illegal or inappropriate activities such as gatherings, cooking and rowdy activities. Offenders shall be dealt with according to University regulations.

第八條 社辦公共安全由使用之所有社團共同維護。社辦內除照明、電扇、音響、電腦設備外，一律禁止私接電源、插座及使用非經核准之電氣用品或可燃性物品，如電熱器、瓦斯、電磁爐、電視、天線、冰箱、蠟燭等，以免影響社辦公共安全。

Article VIII All clubs using Club Offices shall be jointly responsible for ensuring public safety. Except for lighting, electric fans, stereos and computers, all other personal power source, electrical outlets, non-approved electrical

appliances and flammables such as electric heater, gas, electric stove, televisions, antennas, refrigerators and candles are prohibited to avoid endangering the public safety of the Club Offices.

第九條 社辦無人使用或臨時停電時，務須將所有電源、電器之開關關閉後並確實鎖門，方得離去。

Article IX When Club Offices are not in use or in case of power failure, ensure that all power source and electrical appliances are switched off and the doors locked when leaving.

第十條 社辦內外之空間安排、場內佈置，非經課外組許可，不得任意移動、張貼或塗畫等；社辦之佈置不可破壞室內原有設施，並不得遮蔽門、窗等。

Article X Moving arrangements and furnishings, pasting on or painting the interior and exterior of Club Offices are not allowed without permission from the Extracurricular Section. Decorations in Club Offices shall not damage the original furnishings inside the rooms, and shall not obscure doors or windows.

第十一條 社辦內由學校統一分配之設備須妥善愛惜使用，並由社團負責人負責保管，如有人為損壞者一律照價賠償，情節重大者依本校校規議處。

Article XI Equipment in Club Offices are uniformly allocated by the University and shall be properly used. The persons in charge of each club shall be responsible for their safekeeping. Persons damaging club equipment shall be liable for compensating the cost, and shall be handled according to University regulations according to the severity of the circumstance.

第十二條 社辦禁止堆放易燃性物品，如：木材、蠟燭、瓦斯罐等。各社團不得將私人貴重物品放置於社辦，自行放置之物品須自負保管之責。

Article XII Accumulation of flammable materials such as wood, candles and gas cans in Club Offices is prohibited. Personal valuables shall not be kept in Club Offices, and individuals are responsible for the safekeeping of their personal belongings in Club Offices.

第十三條 社辦內部應隨時維持整齊、清潔、美觀，並按時打掃辦公室，食用過後之物品，須於當日清潔完畢。社辦之整潔與管理列入社團評鑑考評項目。

Article XIII Club Offices shall be kept tidy, clean and attractive at all times and

routinely cleaned. Leftover food should be disposed of on the same day. The cleanliness and management of Club Offices are incorporated into club review.

第十四條 如有下列情形之一者，視情節輕重對社團提出口頭、書面告誡或勒令停止社辦使用權：

Article XIV Clubs shall be issued verbal or written warning, or terminated of their right to use Club Offices according to the severity of any one of the following circumstances:

- (一) 存放違禁及危險物品。(經過課外組核准器材除外)
- (1) Storing prohibited and dangerous goods. (except for equipment approved by the Extracurricular Section).
- (二) 飼養動物。
- (2) Feeding animals.
- (三) 從事賭博或其他不法行為。
- (3) Gambling or engaging in other illegal activities.
- (四) 飲酒或滋事。
- (4) Drinking or causing trouble.
- (五) 妨礙公共衛生。
- (5) Obstructing public health.
- (六) 蓄意破壞公物。
- (6) Deliberately destroying public property.
- (七) 門鎖任意更換或添加其他門鎖。
- (7) Replacing or adding door locks without permission.
- (八) 大聲喧嘩或不當使用樂器及播放音量過大造成噪音干擾。
- (8) Being rowdy or creating noise by inappropriately using musical instruments and playing excessive volume.
- (九) 社辦清潔檢查結果二次以上不合格。
- (9) Failing more than twice in cleanliness inspection of Club Offices
- (十) 其他行為經課外組認定足以危害社辦公共安全。
- (10) Other conduct deemed a threat to the safety of Club Offices by the Extracurricular Section.

第十五條 社團負責人對社員之不當行為應負勸阻之責，社團負責人未盡職責者，得減少該社團下一學期之補助經費或取消借用場地之權利。

Article XV Persons in charge of clubs shall be responsible for stopping the inappropriate conduct of their members. Those who fail to fulfill their duty shall have their club subsidy reduced or eligibility for Club Office

terminated in the following semester.

第十六條 經公告解散或取消社辦使用權之社團，應於接到課外組通知或公告後七日之內遷出社辦，並繳交財產移交清冊及社辦鑰匙，損壞或遺失公物必須賠償，並負責清理乾淨，未清除之物品，由課外組視同廢棄物丟棄處理。經課外組檢查完成後始得完成所有移交手續。如未辦理移交手續者，依本校校規議處社團負責人。

Article XVI Clubs that have been declared dissolved or that have been terminated of their eligibility for Club Office shall move out of their Club Offices within seven days of notification or announcement by the Extracurricular Section, and shall turn over an inventory of property transfer and Club Office keys. Damaged or missing public property shall be compensated for and items shall be cleared out. Items left behind shall be regarded as discards by the Extracurricular Section, and disposed of accordingly. Turnover formalities shall be considered completed only after inspection by the Extracurricular Section. For clubs that fail to complete turnover formalities, the persons in charge shall be held liable in accordance with University regulations.

第十七條 本辦法如有未盡之事宜，則依本校相關規定辦理。

Article XVII Any matters not addressed in this Regulations shall be handled in accordance with relevant University regulations.

第十八條 本辦法經學生事務委員會通過後公告實施，修訂時亦同。

Article XVIII The Regulations are issued and implemented upon approval by the Student Affairs Committee Meeting; the same procedures shall be applied to any amendment.