

長榮大學學生宿舍自治委員會組織辦法
Chang Jung Christian University
Organization Code for the Student Dormitory
Self-Regulatory Committee

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第一章 總則

Chapter I: General Provisions

第一條 依據長榮大學宿舍管理辦法第一條訂定之。

Article I: This Code is instituted pursuant to Article I of the Chang Jung Christian University Regulations Governing the Administration of Student Dormitories.

第二條 長榮大學（以下簡稱本校），為培養學生主動積極精神及自治能力，提升學生宿舍環境品質，反應住宿學生意見，協助維護宿舍相關事宜，特設立學生宿舍自治委員會（以下簡稱本會）。

Article II: Chang Jung Christian University (hereinafter referred to as “The University”) seeks to establish a Student Dormitory Self-Regulatory Committee (hereinafter referred to as “The Committee”) for the purpose of helping students to nurture a spirit of voluntarism and enthusiasm and develop a self-regulatory capacity so as to upgrade the quality of the living environment of student dormitories, to reflect the opinions of students, and to assist in the maintenance of the dormitories.

第二章 組織

Chapter II: Organization

第二條 本會之組織

Article II: The Organization of The Committee

一、會長

1. Chairman/Chairperson

(一) 本會設置會長一名，各宿舍之舍長則為當然候選人，由各舍長、副舍長及樓長共同投票產生。

(1) The Committee shall establish a seat for the

Chairman/Chairperson and the Dormitory Supervisors shall be the ex-officio candidates to the seat. The Chairman/Chairperson shall be elected from among the Dormitory Supervisors in an election by votes cast by the Dormitory Supervisors, Deputy Dormitory Supervisors, and the Floor Supervisors.

- (二) 對外代表本委員會，對內綜理會務及代表本會出席學校相關會議。
- (2) The Chairman/Chairperson shall represent The Committee externally and shall be responsible for administering all the affairs of The Committee, and represent The Committee to attend related meetings of The University.
- (三) 會長一經當選，若非因休退學、個人健康因素等理由，不得任意辭職。
- (3) After being elected, the Chairman/Chairperson may not resign from the position unless it's due to suspension from studies, dropping out or because of health reasons.
- (四) 因公務或個人事務需請假而短暫無法處理會務時，可委由副會長或秘書長暫時代理會長一職。
- (4) In the case of a temporary leave of absence due to official assignments or personal reasons of the Chairman/Chairperson, the Vice Chairman/Chairperson or the Secretary-General shall act on behalf of the Chairman/Chairperson on a temporary basis.

二、副會長

2. Vice Chairman/Chairperson

- (一) 本會設副會長兩名，由其他宿舍之舍長擔任之。
- (1) Two seats for the Vice Chairmen/Chairpersons shall be established. The Dormitory Supervisors of other dormitory buildings shall fill the vacancies.
- (二) 協助會長處理行政與活動等委員會相關事宜
- (2) The Vice Chairmen/Chairpersons shall assist the Chairman/Chairperson in administrative affairs and organization of related activities.
- (三) 當會長不克行使其職務而使職權效力喪失時，由副會長代理其職務至任期屆滿為止。
- (3) In the event of the incompetence of the Chairman/Chairperson in performing the professed duties, the Vice Chairman/Chairperson shall take over the duties until the expiration of the term of office.

三、秘書處

3. Office of Secretariat

- (一) 本會設秘書長一名，執行秘書三名，由會長委任之。
- (1) The Committee shall establish a seat for the Secretary-General and three seats for Executive Secretaries who shall be appointed by the Chairman/Chairperson.
- (二) 協助會長及副會長處理各組織溝通與協調功能。
- (2) The Secretariat shall assist the Chairman/Chairperson and the Vice Chairmen/Chairpersons to perform the function of communication and coordination with other organizations.
- (三) 秘書處負責監督與管理本會之財務與預算等相關事務。
- (3) The Secretariat is responsible for monitoring and administering the financial and budget control of The Committee.
- (四) 秘書長與三名執行秘書需由不同宿舍之委員會成員擔任之。
- (4) The positions of the Secretary-General and the three Executive Secretaries shall filled by committee members elected from different dormitory buildings.

四、行政部門

4. Administrative Branches

- (一)活動企劃部：設部長一名、副部長兩名，負責宿舍活動之細部規劃，並協助主導宿舍活動之執行，且提報年度活動檢討事項與未來活動規劃之方向與建議。
- (1) Planning Branch: this branch will be led by a Branch Manager and two Deputy Branch Managers who will be responsible for the detailed planning of dormitory activities, assistance in the execution of dormitory activities, and presenting an annual report on the review of activities and the direction and recommendations in the planning of activities in the future.
- (二) 公關事務部：設部長一名、副部長兩名，負責宣傳邀請及活動誘因規劃與執行，並處理活動場地與設備之籌備及器材管理。
- (2) Public Relations Branch: this branch will be led by a Branch Manager and two Deputy Branch Managers who will be responsible for the propaganda, invitations and design of the incentives for participation in activities and implementation of the plans. In addition, they shall also be responsible for the arrangement of the venues and equipment for the activities and the management of related facilities.
- (三) 資訊文書部：設部長一名、副部長兩名，負責管理宿委會網站與社群專頁，並製作與保管宿委會之會議紀錄與文書等資

料，且督促各部會會議之紀錄繳交。

- (3) Information and Documentation Branch: this branch will be led by a Branch Manager and two Deputy Branch Managers who will be responsible for managing the website and the community page of The Committee, and the production and keeping of the minutes of the committee meetings on record and other documents. In addition, this branch shall also supervise the other branches to submit their meeting minutes for the record.
- (四) 衛生安全部：設部長一名、副部長兩名，負責監督宿舍衛生與環境安全等問題，並協助辦理每年之消防演練與安全檢查及整潔競賽，也是宿舍修繕幹部之管理部門。
- (4) Safety and Health Branch: this branch will be led by a Branch Manager and two Deputy Branch Managers who will be responsible for supervising safety and health in the student dormitories. In addition, this branch shall also help to organize the annual fire safety drill, security inspection and cleaning contest, and administer the maintenance and repair personnel of the dormitory.
- (五) 宿舍生活部：設部長一名、副部長兩名，負責彙整與提報住宿生在生活上對於學校宿舍之反應與想法，並推動良好宿舍生活習慣與文化，且提出宿舍管理制度對住宿生活之影響探討與建議，並督促各部會會議之正常運作，同時也是每次委員會議之聯絡單位。
- (5) Dormitory Life Supervision Branch: this branch will be led by a Branch Manager and two Deputy Branch Managers who will be responsible for converging the feedback and ideas of the students living on-campus about dormitory life and reporting this feedback and these ideas to the university. This branch will also be responsible for the advocacy of good habits and development of good culture in the dormitories, examining the effect of the dormitory management system on the daily lives of the students and giving recommendations, supervising the routine conventions of other branches, and acting as the liaison body of the committee meetings.

五、學生代表

5. Student Representatives

(一)本會邀請各學院推派一名學生代表。

- (1) The Committee will invite each college to appoint a student representative.

(二) 學生代表需列席參加委員會議。

(2) Student representatives shall attend the committee meetings.

六、顧問群

6. Advisors

(一) 本會得成立顧問群，最多可設置五名。

(1) The Committee shall establish an advisory body consisting of up to five advisors.

(二) 顧問需列席參加委員會議。

(2) The advisors shall attend the committee meetings.

(三) 顧問成員由舊有委員卸任後並由會長委任之。

(3) The Chairman/Chairperson shall appoint new advisors to fill vacancies left behind by former advisors at the expiration of their term of office.

第三章 職掌

Chapter III: Function

第四條 本會之職掌

Article IV: Function of The Committee

一、釐訂年度工作暨活動計畫，並執行之。

1. Map out and execute the annual work plan and activity plan.

二、彙集住宿生意見，提供學校有關宿舍管理與服務措施之建議。

2. Put together the opinions from the students living on-campus, give recommendations to the university related to dormitory management and services.

三、參與研擬住宿生自治與自律之各項方案，並協助促進推動之。

3. Participate in the design of the options for the self-regulatory and self-disciplinary programs and assist in the implementation of these programs.

四、參與研擬營造「宿舍文化」之具體方案，並協助促進推動之。

4. Participate in the substantive planning of cultivation of “Dormitory Culture” and assist in the implementation of the plan.

五、協調、整合、處理各宿舍之共同事務。

5. Coordinate, integrate and administer the common affairs of all dormitory buildings.

六、監督宿舍管理人員及本會委員之工作績效，並向學務處承辦單位建議考核之。

6. Supervise the performance of the administration staff of the dormitories and the members of The Committee in their work, and give recommendations on the assessment of these personnel to the

Office of Student Affairs.

- 七、修訂本組織辦法，並得參與修訂宿舍相關法規。
- 7. Amend This Code and participate in the amendment of rules and regulations related to the dormitory.
- 八、甄選、罷免宿舍各層級幹部之建議，報學務處承辦單位備查。
- 8. Recommend the appointment and recall of committee members at all levels, and report to the competent authority at the Office of Student Affairs for reference filing.
- 九、學生宿舍自治委員會設置要點及宿舍生活公約之審查修改。
- 9. Review and amend the Guideline for the Institution of the Student Dormitory Self-Regulatory Committee and the Dormitory Life Convention.

第五條 本會宿舍幹部職掌分類如下：

Article V: Dormitory Cadre categories are as follows:

一、會長：

1. The Chairman/Chairperson:

(一) 對外代表本會，並綜理學生宿舍有關事項。

(1) The Chairman/Chairperson shall represent The Committee externally and administer the affairs related to student dormitories.

(二) 為委員會會議之主席。

(2) Chair of the committee meetings.

(三) 接受學務處承辦單位之輔導。

(3) Responsive to the supervision of the competent authority of the Office of Student Affairs.

(四) 得於期末推薦服務熱心而有績效表現之本會成員，建議學務處核予獎勵。

(4) Committee members who has demonstrated enthusiastic service and good performance may by the end of the semester be recommended to the Student Affairs Office for an award.

(五) 臨時交辦事項。

(5) Execute duties as assigned.

二、舍長：

2. Dormitory Supervisor:

(一) 主持及召集宿舍幹部會議及各臨時會議。

(1) Preside over and call for meetings with the administration staff of the dormitories and special meetings.

(二) 定期召集各舍樓長會議。

(2) Call for routine meetings of the Floor Supervisors.

- (三) 擬定學生宿舍生活公約草案，提交本會表決。
- (3) Draft the Student Dormitory Life Convention and submit it to The Committee for decision.
- (四) 督導並執行學生宿舍生活公約。
- (4) Supervise and execute the Student Dormitory Life Convention.
- (五) 辦理宿舍住宿生違規事項之勸導及通報。
- (5) Administer the persuasion and notification of students living on-campus in violation of dormitory regulations.
- (六) 提出並執行宿舍活動規劃行事曆。
- (6) Propose and execute the activity plan and the activity calendar of the dormitories.
- (七) 執行本會會議之決議並督導各幹部運作。
- (7) Execute the decisions of The Committee and supervise the operation of all committee members.
- (八) 徵集會員反映意見建議，提供改善宿舍管理參考。
- (8) Put together the feedback and recommendations of students for The Committee as reference for the improvement of dormitory management.
- (九) 宣達學生宿舍管理注意事項。
- (9) Educate students on the important issues related to dormitory management.
- (十) 臨時交辦事項。
- (10) Execute duties as assigned.

三、副舍長：

3. Deputy Dormitory Supervisor:

- (一) 協助舍長處理舍務，舍長缺席時，代理其職務。
- (1) Assist the Dormitory Supervisor in administering dormitory affairs, and act on behalf of the Dormitory Supervisor in the absence of the Dormitory Supervisor.
- (二) 宿舍幹部會議及室長會議之會議記錄。
- (2) Keep the minutes of the Dormitory Staff Meeting and Room Supervisors Meeting on record.
- (三) 辦理宿舍自治委員會之幹部不適任撤換及補缺額。
- (3) Take action for the replacement of incompetent committee members and find replacements for the vacancies.
- (四) 協助執行宿舍滿意度問卷調查。
- (4) Assist in conducting surveys by questionnaire on satisfaction in the dormitories.
- (五) 宿舍辦理活動，調度其他幹部分配任務。

- (5) Organize activities for the dormitory and give assignments to the staff.
- (六) 宿舍文書相關作業。
- (6) Documentation related to dormitory affairs.
- (七) 協助舍長製作活動文宣。
- (7) Assist the Dormitory Supervisor in the production of promotional materials for activities.
- (八) 偶發事件之報告與處理。
- (8) Report on and respond to contingencies.
- (九) 臨時交辦事項。
- (9) Execute duties as assigned.

四、樓長：

4. Floor Supervisors:

- (一) 出席宿舍自治委員會會議及樓長會議。
- (1) Attend the meetings of The Committee and the meeting of the Floor Supervisors.
- (二) 召開室長會議。
- (2) Call for Room Supervisor meetings.
- (三) 製作各樓層文宣宣導。
- (3) Produce promotional materials for each floor.
- (四) 偶發事件之報告與處理。
- (4) Report on and respond to contingencies.
- (五) 臨時交辦事項。
- (5) Execute duties as assigned.

第四章 會議

Chapter IV: The Meetings

第六條 本會之召開：

Article VI: Committee Meetings

一、委員會會議：由會長依需要召開，各正副舍長、幹部、樓長參加。

1. Committee Meetings: The Chairman/Chairperson shall call for a meeting with committee members at any time necessary. Dormitory Supervisors, Deputy Dormitory Supervisors, staff, and Floor Supervisors shall attend the meetings.

(一) 每學年召開幹部研習會一次，由本會舊會長主持；本會所有新、舊任委員皆須參加，同時辦理新、舊任委員交接；研習內容由學務處承辦單位規劃。

- (1) A training seminar for committee members shall be held once every academic year. The former Chairman/Chairperson shall

host the seminar. All current and former committee members shall be present and the transfer and hand over of duties between committee members of the current term and the previous term will also take place. The content of the seminar shall be planned by the competent authority of the Office of Student Affairs.

- (二) 於學期開始、期中、期末選擇適當時間召開會議（每學期至少二次）召集人召集，本會全體委員參加及學務處承辦單位相關人員列席。
- (2) The convener shall call for meetings at any time at the beginning, middle or end of the semester where appropriate (convene at least twice a semester). All committee members shall be present. Related personnel of the competent authority of the Office of Student Affairs shall also attend the meeting as observers.
- (三) 如遇重大議案，會長或學務處承辦單位認為有必要時得召開臨時會議，或經二分之一以上委員提議召開之，並得請學務處承辦單位列席。
- (3) In the case of a significant motion that the Chairman/Chairperson or the competent authority of the Office of Student Affairs deems necessary to call for a special meeting, or, more than 1/2 of the committee members deem necessary to call for a special meeting, a special meeting shall be held. The competent authority of the Office of Student Affairs shall attend the meeting as an observer.
- (四) 會議之召開，以應出席人數之二分之一為法定人數；其決議事項應以超過出席人數之二分之一(不含)為通過。
- (4) The presence of 1/2 of the members required to attend the meeting shall be required for a quorum. Decisions in the meeting shall be made by a simple majority of the participants in the meeting.
- (五) 本會得訂定宿舍生活公約，其內容不得抵觸本校學生獎懲辦法及宿舍管理辦法相關規定，宿舍生活公約需提學生事務委員會審議，決議通過之生活公約住宿生必須遵守。
- (5) The Committee shall institute the Dormitory Life Convention, the content of which shall not contradict the Regulations Governing the Reward and Punishment of Students and the Regulations Governing the Administration of Student Dormitories.
- (六) 每次會議記錄，會後送學務處承辦單位依實際需要分會有關單位處理。
- (6) The minutes of each meeting on record shall be forwarded to the

competent authority of the Office of Student Affairs with notification to related offices and departments where necessary.

二、樓長會議：各舍長得視需要召開樓長會議。

2. Floor Supervisors Meetings: Dormitory Supervisors may call for Floor Supervisors Meetings at any time necessary.

第五章 選舉、罷免

Chapter V: Election and Recall

第七條 選舉

Article VII: Election

一、舍長之選舉，由住宿同學（當年度畢業生除外）自行組團競選，一組三人，成員為第二、三、四宿舍長，住宿同學投票產生，該組得票數高者當選為第二、三、四宿舍長，票數相同時以抽籤決定當選人(投票率須達全體住宿生百分之二十，若經第一次選舉未達該票數或無人競選，則由學務處承辦單位由候選人名單中任命指派)。投票作業原則上由學務處承辦單位主辦，包括公告文宣、登記參選及辦理投票事務。舍長不得連選連任，除舍長表現優異經學務長核准後得連選連任。

1. The election of Dormitory Supervisors shall be organized by the students living on-campus (except the students who are graduating in the current academic year). These students shall be organized into delegations each of which shall consist of three candidates for the positions of the supervisors of Dormitory No. 2, Dormitory No. 3 and Dormitory No. 4. Votes will be cast by the students living on-campus. The delegation that earns the majority of the votes will be elected as the supervisors of Dormitory No. 2, Dormitory No. 3 and Dormitory No. 4. If two delegations earn the same count of votes, the winners will be elected by random picking (the voting rate shall constitute at least 20% of the students living on-campus. If the votes cast in the first election are insufficient or no candidate stands out for the election, the competent authority of the Office of Student Affairs shall appoint from among the candidates to the positions). In general, the competent authority of the Office of Student Affairs will organize the election, including the announcement of related promotional materials, registration of candidates for the election, and arrangements for voting. Dormitory Supervisors cannot participate in the election for a second term of office unless at the approval of the Dean of Student Affairs due to distinguished performance in the term of office.

二、會長、舍長、副舍長、樓長、幹部群選舉及委任作業需於隔年 5

月底前作業完畢。

2. The election and appointment of the Chairman/Chairperson, Dormitory Supervisors, Deputy Dormitory Supervisors, Floor Supervisors, and staff shall be accomplished by the end of May every other year.
- 三、交接日：每學年第 2 學期 16 週。而交接後至學期結束前這段期間，因會計年度問題，工讀金之發放對象為舊任委員。
3. Hand over day: hand-over of duties shall be carried out in the 16th week of the second semester of each academic year. From the hand-over day to the end of the semester, salaries may only be disbursed to part-time working committee members of the previous term due to the deadline of the fiscal period.

第八條 舍長候選人資格與限制

Article VIII: Limitation of the Eligibility of Candidates for the Seats of Dormitory Supervisors

- 一、本校在學學生，欲住宿者得參選，任期至當學年度第 2 學期第 19 週為止。
1. Students of the university in active status and who intend to live on-campus may participate in the election. The term of office will last until the 19th week of the second semester of the academic year.
- 二、無記過處分，操行成績總平均達 80 分以上。
2. Students must have no record on any punishment and their conduct must be scored at 80 marks or higher.
- 三、曾擔任宿舍幹部。
3. Students who have been a member of the dormitory staff.
- 四、對宿舍管理事務有興趣並且有服務熱誠。
4. Students who are interested in the administrative affairs of the dormitory and who are enthusiastic in social service.
- 五、能兼顧課業者。
5. Students who can also handle their school work simultaneously.

第九條 本會委員之罷免

Article IX: The Recall of The Committee

- 一、各宿舍自治委員如有違反本組織辦法及相關規定或服務熱忱不足、行為不當、遭小過以上處分者、足以破壞本會形象及名譽者，得提報本會會議，議決免除其資格。
1. If any of the committee members violates This Code and related rules and regulations, or lacks the enthusiasm, exhibits improper behaviors, is punished by a black mark or more serious punishment, to the extent that the image and reputation of The Committee is jeopardized, it

must be reported to The Committee. The Committee will discuss and review the issue and make a decision on whether to disqualify the faulty member.

- 二、未履行本會委員應盡之義務，經勸導無效者，得提報本會會議，議決免除其資格。
- 2. Members that fail to perform their obligations as committee members and fail to take corrective action after advice must be reported to The Committee. The Committee will discuss and review the issue and make a decision on whether to disqualify the incompetent members.
- 三、委員如有前二款任一之事實，得由本會召開臨時會議，議決取消其資格。
- 3. If any of the committee members exhibit any of the aforementioned behaviors, The Committee shall call for a special meeting to decide the disqualification of such member.
- 四、罷免之決議應有全體委員二分之一以上出席，出席委員二分之一表決同意。
- 4. A special meeting for making decisions of this kind requires the presence of at least 1/2 of the committee members to qualify for a quorum and the consent of at least 1/2 of the committee members in the meeting.

第十條 本會委員遺缺之遞補

Article X: Filling Committee Member Vacancies

- 一、因罷免、退學、休學或其他特殊事故而離職，舍長遺缺由全體委員互選產生之；副舍長遺缺由舍長自各樓長遴選之；樓長遺缺得由舍長甄選優秀住宿生擔任。
- 1. In the event a specific committee member is relieved from their position due to a recall, dropping out, temporary leave of absence from school, of due to whatever reasons, the vacancy of a Dormitory Supervisor shall be filled by a candidate elected from among the committee members, the vacancy of a Deputy Dormitory Supervisor shall be filled by a candidate appointed from among the Floor Supervisors, and the vacancy of a Floor Supervisor shall be filled by a candidate appointed by the Dormitory Supervisor from distinguished students living on-campus.
- 二、遞補之委員均報請學務處承辦單位備查。
- 2. Candidates who fill the vacancies shall be reported to the competent authority of the Office of Student Affairs for reference filing.

第六章 幹部權益

Chapter VI: Rights and Privileges of the Committee Members

第十一條

Article XI:

- 一、學校每月發給舍長、副舍長、樓長工讀金。
 1. Part-time work salaries will be disbursed to the Dormitory Supervisors, Deputy Dormitory Supervisors, and Floor Supervisors by the university monthly.
- 二、當選學生宿舍自治幹部者，得保障住宿。
 2. The accommodation of the committee members in the student dormitories is guaranteed.
- 三、幹部任期內服務表現經考核優良者，得享有在學期間次學年優先分配住宿權。
 3. Committee members who exhibit outstanding performance in their term of service have the prerogative of accommodation in student dormitories in the next academic year in their duration of study.
- 四、學務處承辦單位對會長之工作績效於每學期末提評估意見，表現優異酌情予以記功嘉獎。
 4. The competent authority of the Office of Students shall give an opinion of assessment on the performance of the Chairman/Chairperson at the end of the semester, and will give them a citation for their distinguished performance.
- 五、會長對於全體幹部之工作績效，於每學期末提評估意見，由本會報請學務處承辦單位審議後提請酌予獎勵。表現優異幹部酌情予以記功嘉獎。
 5. The Chairman/Chairperson will give an opinion of assessment on the performance of the committee members at the end of the semester. The Committee will present a list of committee members who demonstrated distinguished performance to the competent authority of the Office of Student Affairs for review. Citations will be given to committee members who demonstrated distinguished performance.
- 六、編列學輔經費執行幹部訓練與經驗傳承活動。
 6. Preparation of the budget for the training of committee members and experience sharing.

第七章 附則

Chapter VII: Miscellaneous

- 第十二條 卸任之幹部經本會出席人數之二分之一通過，可成立當然顧問群，任期一學年，其任期至新顧問群上任之日止。

Article XII: Committee members who have retired from the term of office will be

ex-officio advisors of the advisory body at the consent of 1/2 of the committee members in a meeting for a term of one academic year. The term will last until the new advisory body assumes office.

第十三條 當然顧問群得參與宿舍幹部會議，並享有宿舍幹部會議之一切權利；負責輔導學生自治會幹部執行宿舍事務，提供各幹部建言，協助與指導宿舍相關活動，及督導本會運作。

Article XIII: Ex-officio advisors can participate in the meetings of committee members and are entitled to the privileges of dormitory staff. They shall be responsible for supervising the committee members in the administration of dormitory affairs, giving recommendations to the staff, assisting and supervising related activities of the dormitories and the operation of The Committee.

第十四條 本組織章程提學生事務委員會議通過，經校長核定後公佈實施，修正時亦同。

Article XIV: This Code shall be subject to the resolution of the Student Affairs Committee Meeting, after the resolution has been approved by the University Presidents, it will be announced and implemented. The same applies for any amendments.