

## **Organization and Guidance Measures of Student Associations (NCHU)**

Approved at the Student Affairs Meeting on November 22, 2019 in the first semester of the 108<sup>th</sup> school year

Article 1 National Chung Hsing University (hereinafter referred to as the "NCHU") has formulated the Organization and Guidance Measures of Student Associations (hereinafter referred to as the "Measures") to guide the student associations to facilitate their sound development and normal operation, in accordance with the provisions of Article 33-2 of the University Act.

Article 2 The members of the student association are limited to the students of the NCHU. They join associations out of their interest and abide by the rules and regulations of their organizations.

Article 3 The organizations and activities of student associations shall be governed by the Measures, except as provided by national laws and regulations. Those not covered by the Measures shall be governed by other relevant regulations of the NCHU.

Article 4 NCHU shall establish a student association review committee (hereinafter referred to as the "Association Review Committee") to review the establishment, dissolution, revocation, instructor qualifications, and other important matters of the association. The key points for the establishment of the Association Review Committee shall be formulated separately. The extracurricular activities group of the Office of Student Affairs (hereinafter referred to as the "Extracurricular Group") plans and implements matters related to the guidance and operation of student associations in accordance with the Measures.

Article 5 The types of student associations are as follows: student voluntary associations can be classified into academic, artistic, religious, technical, musical, social, sports-typed, and service-typed according to the founding purposes.

Article 6 The procedures for establishing a student association are as follows:

A student association shall be initiated by a student of the NCHU, with the signatures of at least fifteen (15) students. Additionally, a copy of the student ID cards shall be attached.

The draft articles of the association of the student association shall be formulated to hold the inaugural meeting. The founding meeting shall be attended by at least fifteen (15) initiators and co-signers to adopt the articles of the association.

The application for the establishment of a student association shall be submitted to the Extracurricular Group. The application period is from June 1 to 15 every year. After the approval by the Association Review Committee, it will become a "preparatory association". The application will not be accepted after the deadline. The application for the establishment of a student association shall be attached with relevant documents:

- (1) Application Form for the Establishment of a New Association
- (2) Instructor's Consent Form
- (3) Articles of Association
- (4) Minutes of the Inaugural Meeting
- (5) Photocopy of initiator's signature book, information book, and student ID cards
- (6) Schedule of activities for a school year

The preparatory association will be observed by the extracurricular group for one year, and the data on the activity outcomes of the association will be sent to the Extracurricular Group from June 1 to 15 of the following year. After approval by the Association Review Committee, it will be formally established after registration with the extracurricular group. If the preparatory association fails to submit the association outcomes within the prescribed time limit or its performance is poor, the qualification of the “preparatory association” will be revoked. Based on the operation of the preparatory association in the past year, it could be agreed to continue its operation for one year if necessary, and the rest of the matters shall be handled in accordance with the aforementioned regulations.

Article 7 The articles of association of the student association shall record the following matters:

1. Name and purpose.
2. Organization and functions.
3. The election method and term of the person in charge, and the procedures for the appointment and removal of other cadres.
4. The agency method and by-election mechanism in which the person in charge cannot exercise his or her power for some reason.

The way to convene and resolve the general meeting of the association.

A mechanism for fund collection, fundraising, allocation and application, and financial supervision.

Procedures for changing name and Articles of Association.

Dissolution of student associations and disposal of the association's property.

Date of enactment of Articles of Association.

Article 8 The name change of a student association shall be reported to the Extracurricular Group and sent to the Association Review Committee for approval. If its Articles of Association are revised, it shall be reported to the Extracurricular Group and sent to the Association Review Committee for approval.

Article 9 The official seal of the student association shall be issued by the Extracurricular Group. If the official seal is lost or damaged due to long-term use, the person in charge of the

student association shall apply to the Extracurricular Group for a replacement and pay for the replacement.

Article 10 The student association shall handle the re-election of the person in charge based on the Articles of Association. After the re-election, the student association shall fill in the application form on the website of the Extracurricular group, and submit the forms related to the re-election, handover, and budgeting.

The student association shall submit the forms specified in the preceding paragraph to the Extracurricular Group before June 30 every year. In case of any change, the form shall be submitted within seven days after the change.

If a student association fails to submit the form for the re-election of the person in charge after the deadline, the Extracurricular Group and other related units may stop accepting the application for activities of the student association, the borrowing of venues and facilities, and other administrative support applications from the overdue date until the re-application is completed.

Article 11 If a student association fails to fill in the Extracurricular Group's webpage system and submit the forms stipulated in the first paragraph of the preceding article for two consecutive school years, the association shall be automatically suspended.

If the student association mentioned in the preceding paragraph wishes to resume its operation, it shall submit an application for reinstatement. The application procedure shall be handled in accordance with the provisions of Article 6.

Article 12 If the funds for student associations are budgeted by the NCHU, it shall be handled in accordance with the procedures for the Extracurricular Group to subsidize the activities of student associations.

Article 13 Student associations may, in accordance with their purposes, invite the faculty members of the NCHU to serve as administrative instructors. After submitting to the Association Review Committee for deliberation and approval, administrative instructors shall be appointed in accordance with the NCHU's administrative procedures.

Administrative instructors of the student association are free of charge.

Article 14 Student associations may invite experts inside and outside the NCHU to serve as technical instructors to provide assistance and guidance according to their purposes. The application shall be attached with relevant certificates. After the review and approval by the Association Review Committee, technical instructors will be appointed according to the administrative procedures of the NCHU.

The technical instructor shall guide the association's activities more than once a month, and the number of class hours per semester shall not be less than four hours.

Off-campus technical instructors may be given a discretionary subsidy of no more than NT\$4,000 per semester for each association in principle.

Student associations shall handle the write-off of subsidy according to the relevant procedure of the Accounting Office. The write-off period for each semester shall be announced by the extracurricular group.

Article 15 If a student association has any of the following circumstances, the Association Review Committee shall impose a penalty of suspension of power for not more than six months:

If a student association fails to fill out the "Affidavit Note on Off-Campus Activities" in accordance with the regulations and causes a severe accident.

The related activities violate criminal laws and are confirmed by a court of law in a guilty verdict.

The relevant activities violate the law in a significant manner and are confirmed by the school.

The use of public property such as venues and facilities for related activities fails to demonstrate due diligence as a good manager, resulting in damage, loss, or shortage.

Relevant activities maliciously occupy venues and facilities and other public properties, causing damage to others and serious circumstances.

During the punishment period mentioned in the preceding paragraph, the Extracurricular Group and other relevant units shall cease to accept the association's application for activities, the loan of venues and facilities, and other administrative support.

In case of a disciplinary case decided by the Association Review Committee, the person in charge of the association or the relevant cadre shall be notified to attend the meeting and the instructor of the association shall be invited to attend.

Article 16 If student associations, initiators, or other interested parties have doubts about the decisions made by the Association Review Committee or Extracurricular Group in accordance with the Measures, they may file an appeal to the Student Appeals Review Committee based on the school's Student Appeals Regulations.

If the application for the establishment, reinstatement, or name change of a student organization is denied by the Association Review Committee, the applicant shall be notified in writing, and the complaint procedure shall be noted.

The person in charge of the student association shall be notified of the resolution of the disciplinary case in writing, and the complaint procedure shall be noted.

Article 17 After the Measures are reviewed and approved by the Student Affairs Meeting, they will be presented to the principal for approval and implementation, and the same applies to amendments.