

# Key Points for the Use and Management of Student Self-Governing Organizations and Associations Offices (NCHU)

Formulated by the Association Review Committee on February 19, 2020 in the second semester of the 108<sup>th</sup> school year

1. The Key Points are stipulated in accordance with Article 7 of the "Establishment and Guidance Measures of Student Self-Governing Organizations (NCHU) " and Article 4-2 of the "Organization and Guidance Measures of Student Associations (NCHU)".
2. All student self-governing organizations and official associations established with the approval of the NCHU (except for student self-governing organizations of faculties and departments that already have an office) may apply for the association office.
3. The association offices mentioned in the Key Points include the general association offices and the group association offices. The former is shared by one or more associations or self-governing organizations, and the latter is shared according to the attributes of the association.
4. Approved associations or self-governing organizations (hereinafter referred to as "associations") may apply to the Extracurricular Activities Group of the Office of Student Affairs (hereinafter referred to as the "Extracurricular Group") for the loans of offices and equipment for one year for the activities and association affairs.
5. After the application for the association office is approved by the Student Association Review Committee (hereinafter referred to as the "Association Review Committee"), the association office will be managed and used by the Association Review Committee and the student representatives of the Association Review Committee.
6. The association offices are assigned by the Extracurricular Group after the evaluation in each school year:
  - (1) Allocation principle: the allocation will be based on the evaluation of the association in the current school year, the participation in the promotion of school affairs, the use of the association offices, and the school policies.
  - (2) After the association office has been assigned, the association shall move in or out of the office within 14 days after the start of the first semester of each school year. Those who do not move in within the time limit will be deemed to have given up. The office shall not be exchanged or transferred without permission.
  - (3) If an association that has been merged, dissolved, or canceled of its right to use the office, it shall move out and restore the office to its original state and empty the office within the prescribed period. Otherwise, the Extracurricular Group may deal with the matter directly, and the related processing costs shall be borne by the association using the office.
  - (4) The association office shall cooperate with the school in inspections, fire, and earthquake drills. Fire and earthquake drills are held every semester, and associations with offices shall participate at least once a school year. Associations that do not participate in fire or earthquake drills will be disqualified from applying for the office in the next school year.
  - (5) The equipment provided by the association office shall be kept by the association, and a detailed property list of the association office shall be established. When the person in charge of the association hands over the office, the list shall be transferred. If the equipment is unfit for use, it shall be returned to the Extracurricular Group for disposal. If any lost or artificially damaged items are found, the association shall be liable for compensation.

- (6) The Extracurricular Group may periodically request the Association Review Committee to survey the association office to evaluate the cleanliness of the office and the use of equipment and property. The association that fails the evaluation may apply for a re-evaluation within seven days. The association that fails the re-evaluation or fails to apply for a re-evaluation shall be disqualified from applying for the office for the next school year.
7. Regulations for the use of the association office:
- (1) The interior of the association office shall be kept tidy, clean, and esthetic. Garbage shall be collected and transported by the campus garbage truck, and shall not be disposed of arbitrarily.
  - (2) The opening hours of the association office are from 7:30 am to 11:30 pm every day. It is forbidden to use the association office during non-opening hours, except for those who have special needs and have been approved by the Association Review Committee. In case of special activities or holidays, the opening hours shall be subject to the announcement of the Extracurricular Group.
  - (3) The association office shall not use any objects such as posters, decorations, or cabinets to cover the glass doors and windows or block the sight of doors and windows, except for those with special needs and gain approval by the Association Review Committee.
  - (4) Prohibited or dangerous items are not allowed to be stored in the association office.
  - (5) The unapproved cooking (including the use of gas stoves, induction cookers, or other cooking utensils) and the unapproved use of various high-power-consuming electrical appliances (such as electric cookers, microwave ovens, refrigerators, etc.) are prohibited in the association office.
  - (6) It is forbidden to raise domestic animals or other animals in the association office, except for those with special needs, and have gained approval from the Association Review Committee.
  - (7) Gambling is prohibited in the association office.
  - (8) It is forbidden to drink alcoholic beverages in the association office, except for those with special needs, and have gained the approval of the Association Review Committee.
  - (9) It is prohibited to stay at night in the association office. Those who have to stay overnight shall fill in an application form, and can stay in the association office after 11:30 pm with the approval of the Extracurricular Group.
  - (10) It is forbidden to place any objects in the corridor in front of the association office or public areas to affect the fire escape.
  - (11) The association office shall not change locks, add locks or use them for private purposes without authorization.
  - (12) When leaving the office, the doors, windows, lights and all electrical appliances shall be shut off.
  - (13) It is prohibited to talk loudly, play loud sounds, make noise (including the noise generated by playing mahjong and other games) or conduct other similar inappropriate behaviors in the office.
  - (14) The safety escape doors on each floor of the student activity center, the round hall, and the small auditorium are for fire escape only. Students are prohibited from opening and going to the balcony at will. If a student is found to be a member of an association, the association will be deemed to have violated the rules of the association office.
8. In case of the first violation of the rules and regulations on the use of the association office, the offender will be prohibited from using the association office for one month, and the

association will be banned from borrowing the venues and facilities managed by the Extracurricular Group for one month (including the venues and facilities that have been approved for use). In case of a second violation, the right to use the association office will be canceled in accordance with paragraph 3 of Article 6.

9. The association office is only used for students to participate in association affairs, socialize with members, and store association-related files and property. If any off-campus person or non-association member enters the Student Activities Center or the association office and violates the provisions of Paragraph 7, the association shall be considered to have violated the regulations on the use of the association office and shall be dealt with in accordance with the preceding provisions.
10. After the Key Points are approved by the Association Review Committee, they will be presented to the director of the Office of Student Affairs for approval and implementation, and the same applies to amendments.