

# 國立中興大學學生宿舍服務委員會組織章程

## National Chung Hsing University Articles of Association of Student Dormitory Service Committee

99 年 7 月 21 日學生事務長核定通過(第 0990300546 號簽呈)

Approved by the Director of Office of Student Affairs on July 21, 2010 (Brief Document No. 0990300546 submitted)

100 年 7 月 26 日學生事務長核定通過(第 1000300555 號簽呈修訂)

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104 年 3 月 2 日學生事務長核定通過(第 1040300154 號簽呈修訂)

Approved by the Director of Office of Student Affairs on March 2, 2015 (revised according to the Brief Document No. 1040300154 submitted)

104 年 4 月 14 日學生事務長核定通過(第 1040300284 號簽呈修訂)

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106 年 9 月 13 日學生事務長核定通過(第 1060300739 號簽呈修訂)

Approved by the Director of Office of Student Affairs on September 13, 2017 (revised according to the Brief Document No. 1060300739 submitted)

### 壹、 總則 I. General

第一條 為維護本校宿舍良好生活習慣及住宿環境安全，依據「國立中興大學學生住宿輔導辦法」設立學生宿舍服務委員會（以下簡稱「本會」），其名稱分別為「國立中興大學男生宿舍服務委員會」及「國立中興大學女生宿舍服務委員會」。

Article 1 To maintain good living habits and a safe accommodation environment, the Student Dormitory Service Committee (hereinafter referred to as the "Committee") has been established in accordance with the "Dormitory Regulations of National Chung Hsing University". Specifically, the Committee consists of "Male Student Dormitory Service Committee" and "Female Student Dormitory Service Committee".

第二條 本會由學務處住宿輔導組成立，接受住宿輔導組之指導及監督。

Article 2 The Committee is established by the Division of Student Housing Service of the Office of Student Affairs and is subject to guidance and supervision of the Division of Student Housing Service.

第三條 本章程根據本校學生住宿輔導辦法相關規定制定之。

Article 3 The Articles of Association are formulated in accordance with the relevant regulations of the Dormitory Regulations of National Chung Hsing University.

## 貳、 組織與職掌

### II. Organization and Responsibilities

第四條 本會設置主任委員一名、副主任委員一名、財務委員二名、網路管理委員及服務委員等若干名。

Article 4 The Committee has a chairman, a deputy chairman, two finance members, and several network administrators and service members.

第五條 本會之職掌如下：

- 一、協助學校進行宿舍內部管理。
- 二、協助及策劃宿舍活動之辦理。
- 三、宿舍公共空間之維護、清潔及修繕申請。
- 四、宿舍及其周圍之安全及環境維護等事項。
- 五、住宿生違反宿舍相關規定之處理。
- 六、住宿生清潔費、寢室清潔保證金、財產保證金及預繳電費之期末退費造冊。
- 七、管理委員會決議事項之紀錄及執行狀況，帳冊及相關文件之保管與公布。
- 八、財務及其他管理事項之提出報告。

Article 5 The responsibilities of the Committee are as follows:

1. Assist NCHU in the internal management of the dormitory.
2. Assist and plan dormitory activities.
3. Apply for maintenance, cleaning, and repair of public spaces in the dormitory.
4. Safety and environmental maintenance of the dormitory and its surroundings.
5. Deal with boarding students who violate dormitory regulations.
6. List and summarize the refunds of boarding students' cleaning fees, dormitory cleaning deposits, property deposits, and pre-paid electricity fees at the end of the semester.
7. Record the implementation of the resolutions of the Management Committee, the custody, and publication of account books and related documents.
8. Report on financial and other management matters.

第六條 本會委員之職掌：

一、職務委員

(一) 主任委員：

1. 每學期召開至少三次服務委員會會議，為本會會議之主席。
2. 對外代表本會，對內綜理會務之策劃及執行等事宜。
3. 督導各服務委員處理宿舍管理事宜。
4. 協助宿舍服務中心辦理新生住宿報到。
5. 每學期末服務委員會辦公室財產清點。
6. 臨時交辦事項。

(二) 副主任委員：

1. 協助主任委員執行宿舍工作。

2. 處理及回覆學生在網路上反應宿舍之相關問題。
3. 主任委員因故不能行使職權時，代理其職務。
4. 臨時交辦事項。

(三) 財務委員：

1. 住宿生繳交之寢室清潔保證金、財產保證金及預繳電費之期末退費造冊。
2. 本會帳冊之保管、收支明細彙整及呈報住宿輔導組。
3. 臨時交辦事項。

(四) 網路管理委員：

1. 住宿生網路使用申請及網路障礙報修。
2. 宿舍網路之流量監控及違反使用規定之停權。
3. 臨時交辦事項。

二、服務委員

1. 緊急事故之初步處理與通知。
2. 傳達住宿輔導組與宿舍服務中心之訊息並執行指派之工作。
3. 協助各職務委員工作之推行。
4. 負責管理樓層之秩序及安全維護。
5. 負責對管理樓層違反住宿規定者之勸導及記點建議。
6. 宿舍內公布欄及各項公共設施之使用管理與協助清潔維護。
7. 宿舍公共區域修繕之申請與檢查公共區域清掃情形。
8. 每學期開學兩週內完成住宿生名單之核對、普查及各項繳費驗證。
9. 協助辦理學生宿舍閉宿與寒、暑假離宿驗收與各寢室公有財產清點。
10. 協助實施寢室清潔檢查與電器安全檢查。
11. 協助辦理學生宿舍車證之申請、發放與註銷。
12. 負責學生宿舍每天一小時之值班。
13. 臨時交辦事項。

Article 6 Responsibilities of committee members:

1. Committee member

(1) Chairman:

- 1). Hold at least three service committee meetings each semester and serve as the chairman of the meetings.
- 2). Represent the Committee externally, and manage the planning and execution of the Committee's affairs internally.
- 3). Supervise service members on dormitory management.
- 4). Assist the Dormitory Service Center in the registration of new students.
- 5). At the end of each semester, the Office of the Service Committee will perform the property inventory.
- 6). Deal with temporary assignments.

(2) Deputy chairman:

- 1). Assist the chairman in dormitory work.
- 2). Deal with and reply to issues collected from the Internet.
- 3). When the chairman is unable to exercise his or her duties for any reason, the deputy chairman shall act on behalf of him or her.
- 4). Deal with temporary assignments.

(3) Finance member:

- 1). List and summarize the refunds of boarding students' dormitory cleaning deposits, property deposits, and pre-paid electricity fees.
- 2). Keep the account books of the Committee, compile income and expenditure details, and report to the Division of Student Housing Service.
- 3). Deal with temporary assignments.

(4) Network administrator:

- 1). Handle the applications for Internet use and reports for the repair of Internet disorders.
- 2). Perform the data flow monitoring of the dormitory network and suspension in case of violations of usage regulations.
- 3). Deal with temporary assignments.

2. Service member

- 1). Preliminary handling and notification of an emergency.
- 2). Deliver the information of the Division of Student Housing Service and the Dormitory Service Center and perform the assigned tasks.
- 3). Assist in the work of other committee members.
- 4). Manage the order and safety of the dormitory building.
- 5). Persuade and make suggestions of violation points for those who violate the accommodation regulations.
- 6). Manage the use of the bulletin boards and public facilities in the dormitory and assist in cleaning and maintenance.
- 7). Apply for the renovation of public areas of the dormitory and check the cleaning situation of public areas.
- 8). Check the boarding student list, general census, and payment statements within the first two weeks of each semester.
- 9). Assist in the acceptance check of dormitory closing, students' departure in the winter and summer vacations, and the inventory check of public property in each dormitory
- 10). Assist in the inspection of dormitory cleaning and electrical safety.
- 11). Assist in the application, issuance, and cancellation of bike/motorbike permits.
- 12). Perform one hour of duty every day in the student dormitory.

13). Deal with temporary assignments.

### **參、 會議**

### **III. Meetings**

第七條 本會會議以每學期至少召開三次為原則，由主任委員擔任主席，得邀請學務長、住宿輔導組組長及宿舍服務中心代表出席指導。議決事項時應有二分之一以上委員出席，且三分之二以上同意始得決議。必要時得經三分之二以上委員連署要求召開臨時會議，主任委員應於十日內召開之。

Article 7 The Committee shall hold at least three meetings each semester. The chairman is responsible for presiding over the meetings. The director of the Office of Student Affairs, the head of the Division of Student Housing Service, and the representatives of the Dormitory Service Center may be invited to attend the meetings. A resolution shall be made only when more than half of the members are present and more than two-thirds agree with it. If necessary, an interim meeting may be convened with the co-signature of more than two-thirds of the members, and the chairman shall convene the meeting within 10 days.

### **肆、 附則**

### **IV. Supplementary article**

第八條 本章程陳請學生事務長核定後公布實施，修正時亦同。

Article 8 The Articles of Association shall be promulgated and implemented after approval by the Director of Office of Student Affairs, and the same applies to amendments.