

NCHU Regulation for Student Clubs

Amended by the Student Affairs Meeting dated December 26, 1996

Amended by the Student Affairs Meeting dated December 26, 1998

Amended by the Student Affairs Meeting dated December 26, 2012

Amended by the Student Affairs Meeting dated November 11, 2014

- Article 1 This regulation is established according to Guidelines for Student Club and Activities released by Ministry of Education on Oct. 24th, 1989. The purpose of this regulation is to help students to be more cooperative, to have responsibility and to be more independent.
- Article 2 The Extracurricular Activities Section of the Office of Student Affairs will be in charge of the application, establishment, registration and guidance of student clubs.
- Article 3 The establishment and application of student clubs are regulated by the Guidelines for the Application for Student Club.
- Article 4 Activities of student clubs should meet one of the following goals and serve purposes of enhancing academic research, hosting entertaining activities and broadening its members' social networks.
1. Promoting Chinese culture and arousing patriotism.
 2. Creating better study environment to enhance students' study efficiency and promoting academic research.
 3. Helping students to be healthier both mentally and physically and helping them find life balance.
 4. Tightening the bonds between students and motivating them to help each other.
 5. Encouraging students to have strong commitments to services on campus and to promote ethical education on campus.
 6. Other activities approved by the school.
- Article 5 All student club activities should be open and should not violate school rules and laws.
- Article 6 Student clubs should prepare two sheets of activity planning schedule every semester according to the school calendar. Student clubs should hand out one form to school and keep one to themselves.
- Article 7 The regular meetings of leaders of student self-government groups and clubs would be held to help students to better organize their activities.
- Article 8 Students should put their school works ahead of their activities. Besides from special occasions approved by the school, all activities should be over by 10:30 p.m.
- Article 9 Student club leaders should be responsible for organizing the club activities and representing the club. Only students who pass every subjects in the previous semester, who do not have any bad records worse than major demerit points, and whose grades of conduct is 80 and above can be elected as candidate for student club leader. However, one student can only be the leader of one club.
- Article 10 Student clubs should not raise money by themselves and accept any institutional or personal funds.
- Article 11 Before organizing an activity or event, students should fill out the activity application forms to specify the name, time, venue, organizer and other important information of

their activities, and hand the forms to their club advisors and Division of Extra Extracurricular Activities for approval.

Article 12 Aside from activities approved by the school, all activities should be held in the school. Students can use spaces in the student activity center to hold activities while completing the application procedure in advance. If the students need to use the other space, the Division of Extra Extracurricular Activities would help them to borrow from the management units.

Article 13 Expenses of student clubs should be covered by themselves. If necessary, club members should fill out a budget form (including fees for student club advisors) to apply for full or partial subsidy.

Article 14 There should be a student appointed by the student club leader to manage the property, budget and expenses of the club. At the end of a semester and at the end of a year, student clubs should hand in a property and expenses management form to the Division of Extra Extracurricular Activities for future reference.

Article 15 When doing club handover, students should hand over the property, remaining budget, signatories, account book and files of their clubs to the new committee. Students should also hand in the handover form to the club advisor for approval and send it to the Division of Extra Extracurricular Activities for future reference.

Article 16 When inviting outside speakers, panelists and performers, students should fill out a form to specify their names, occupation and the purposes of the activities for school approval. If students want to publish the records of these activities in the school publications, they should also hand in the records to the Division of Extra Extracurricular Activities for approval.

Article 17 If there are any changes to the time, venue and the invited speakers, panelists and performers, students should hand in the adjusted form for approval again.

Article 18 If there are any activities concerned with the outside activities, negotiations and supports, students should apply to the Division of Extra Extracurricular Activities for approval. Any letters, notices and documents should be sent out under the name of the university.

Article 19 All student clubs (including new club in preparation) should invite a club advisor (from the university staff) to give administrative instructions to students (should be approved by the Office of Student Affairs). The club advisor can be decided through a general meeting. Yet, club advisors from outside of university who teaches professional skills are only responsible for skill instructions.

Article 20 Student club leaders should attend every club leader meeting convened by the Office of Student Affairs. Those who cannot attend the meetings should request a leave of absence or will be regarded as absent.

Article 21 Any activity notice, poster, announcement, flyer, pamphlet or other documents should be handed in to the Administration Center of Student Self-Government Association for registration and approval stamp before posting on the boulevard on campus. Students

who violate this regulation will be punished according to the school regulations.

Article 22 Except for special projects approved by the university, all proms should be held by student associations or dormitory services committee. All students should apply to the Division of Extra Extracurricular Activities for prom venue and can only apply twice in one semester.

Article 23 The contents of the announcement of the student clubs should be appropriate. Student clubs should not violate any law or school regulation, criticize and smear school staff, professors and students. Without the permission of the Division of Extra Extracurricular Activities, student clubs should not post any documents.

Article 24 Student club publications refer to the papers, newsletters, magazines, posters, screenplays and other documents published by student clubs or student associations.

Article 25 Student clubs should hand in “Extracurricular Activities Records” to Extracurricular Activities Section after every activity for future reference.

Article 26 Student club established without the university’s permission should not attend any activities or hold any gatherings off-campus.

Article 27 Student clubs should do their best to complete the things the university assign to them. Student clubs can also apply to the Division of Extra Extracurricular Activities for more funds.

Article 28 Student club evaluation should be conducted once every semester. Student clubs approved by the school should all participate in the evaluation. Rules regarded the evaluation are regulated by the Division of Extra Extracurricular Activities.

Article 29 Student clubs holding school wide competitions can give winners certification of merit.

Article30 The university will give student club leader certificate of election. Without any appropriate reason, student clubs which fail to elect a new student club leader before the deadline will not receive any funds or resources provided by the university in the following semester.

Article31 Without any appropriate reason, student clubs which do not hold any activities for a semester will not receive any funds or resources provided by the university in the following semester. Student clubs which do not hold any activities for a year will be face with a registration of revocation.

Student clubs which commit a violation of school rules or violate article 10 of Regulation for Student Merit and Penalty Regulation could be faced with registration of revocation.

The above procedures will be evaluated and conducted by the Student Club Evaluation Committee. The formation and tasks of the Student Club Evaluation Committee are regulated by the school rule.

Article 32 The election and recall of the president and vice president of the Student Self-Government Associations are according to the Regulations of Election and Recall for the President, Vice President and Representative of Student Self-Government Association.”

Article 33 The regulations shall be implemented after being approved by the Student Affairs Meeting and authorized by the President. Any amendments shall be processed accordingly.