

國立陽明交通大學學生社團設置及輔導辦法

National Yang Ming Chiao Tung University Regulations for the Establishment and Supervision of Student Clubs

110年5月3日國立陽明交通大學109學年度第2學期學務會議通過
Approved at the National Yang Ming Chiao Tung University 2020 Second Semester Student Affairs Meeting, May 3rd, 2021

第一條 為促進學生自主學習與全人發展，落實學生社團輔導機制，並有效分配資源，依本校組織規程第五十條，訂定本辦法。

Article 1 These regulations were established to encourage self-directed learning and holistic development among students, manage the supervision of student clubs, and ensure the effective utilization of resources in accordance with Article 50 of the university organization regulations.

第二條 本辦法所稱之學生社團(以下簡稱社團)指經本辦法第四條程序成立，依宗旨分為學術、學藝、服務、康樂、體能(育)、綜合等屬性，由課外活動輔導組(以下簡稱課外組)輔導。因特殊需求或參與本校行政、教學或研究單位運作為目的而成立之社團列為任務性，由相關單位輔導。

Article 2 Student clubs (hereinafter “clubs”) must be established in accordance with Article 4 of these regulations. Clubs can be academic, art-related, service-oriented, recreational, athletic, or general. Clubs are supervised by the Extracurricular Activities Section (EAS).

Clubs established under special circumstances or to assist administrative, educational, or research groups are classified as functional clubs and supervised by the corresponding group.

第三條 各校區得視需求召開校區學生社團事務會議，審議該校區社團之成立與因重大事項違規之解散。與會人員為該校區之學生事務主管、課外活動事務主管、教職員代表一名、學生代表二名。涉及會議事項之社團得派代表列席。

Article 3

Each campus may host a campus student club affairs meeting to review new clubs and dismiss clubs in violation of the rules. Meetings must include the student affairs director of the campus, the extracurricular affairs

director, one faculty representative, and two student representatives.
The club under review may also send representatives to the meeting.

第 四 條 社團成立程序如下：

- 一、本校學生十名(含)以上連署(成立後為創社社員)，於每年三月開始至四月底期間送交申請表及名冊與課外組。
- 二、學年度結束前召開學生社團事務會議，連署人派代表列席報告並備詢，經與會委員表決同意超過半數，社團成立。
- 三、於九月底前繳交社員大會會議記錄、組織章程及社員名冊與課外組備查。

Article 4 The procedure to create clubs is as follows:

1. At least 10 students must sign a petition to create a club.
Applications and petitions are submitted to the EAS in March and April. The students who submit the petition will be considered the founding members should the club be established.
2. A student club affairs meeting is held before the end of every school year, and petitioners are to send representatives to the meeting to respond to inquiries. The attendees are to vote, and a temporary club is established if over half the attendees vote in favor of establishing the club.
3. The new club must submit records of the member meetings, the regulations, and a list of members to the EAS for future reference by the end of September.

第 五 條 社團章程應包含下列各項：

- 一、名稱，應冠以「國立陽明交通大學」字樣。
- 二、宗旨。
- 三、組織及職掌。
- 四、成員之權利與義務。
- 五、幹部之種類、員額、職權、任期及遴選、解任與代理方式。
- 六、會議召集及決議方式。
- 七、社費收取之額度、方式、期間及退費事宜。
- 八、訂定、修改日期及修改之程序。

Article 5 Club regulations should include the following:

1. The name of the club, beginning with “National Yang Ming Chiao Tung University.”
2. The purpose of the club.

3. The structure and positions within the club.
4. The rights and obligations of the members.
5. The type, number, responsibilities, and term of office of the club's officers and the procedure for selecting, dismissing, or standing in for club officers.
6. The procedure for holding meetings and passing resolutions.
7. Membership fees, refund procedures, and method and time of collection.
8. Date of adoption and amendment of the regulations and amendment procedure.

第 六 條 社團代表人應依社團章程定期改選，任期以一學年為原則。
Article 6 Club representatives should be reelected periodically in accordance with the club's regulations. The term of office of the club representative should be 1 year.

第 七 條 社團成員以本校學生為限，社團代表人應依規定提報社員名單與課外組。
Article 7 The club members must be students of the university. The club representative should submit the list of members to the EAS.

第 八 條 社團得依需求聘請符合社團宗旨與運作之人員擔任指導老師。指導老師須經學校完成各教育場域不適任查核作業，且無性平不良紀錄。
Article 8 The club may hire supervising instructors whose expertise matches the purpose and function of the club. The supervising instructor must be eligible to teach in educational fields and have no record of sexual discrimination.

第 九 條 社團應召開社員大會，每學期至少一次，其會議紀錄應公告全體社員。如社團章程另有規範，得以社員代表大會取代之。
Article 9 Clubs should hold meetings of their members at least once every semester. Meeting records should be distributed to all members. If the club regulations specify otherwise, the club member meeting can replace them.

第 十 條 社團之經費使用應符合下列原則：
一、經費應自行籌措、量入為出，周詳規劃妥善運用，訂定預算、會計、決算、稽核及財產管理規定，專款專用，定期向

- 社員公布，並接受輔導單位查核。
- 二、學校補助之經費(含校外單位存入本校之捐款)應遵守政府機關及本校之會計規定。
- 三、校外單位贊助之經費，應符合其贊助之目的。

Article 10 Funds should be managed as follows:

1. Clubs must collect and manage their own funds and perform budgeting, accounting, and auditing. Funds should be used for their designated purpose, and their usage should be announced to club members and approved by the supervisor.
2. Funds provided by the university (including donations from outside organizations) should be used in accordance with the regulations of governmental agencies and the accounting department of the university.
3. Funds provided by outside organizations should only be used for the purposes specified by the organization.

第十一條 社團代表人於改選後，應於規定期間內辦理社團事務之交接，將帳務清冊、財產清冊、印章(信)、文書活動檔案等列冊移交，並送輔導單位備查。

Article 11 After club representative elections, the outgoing representative should hand over the accounting book, property list, stamps, seals, and activity records to the newly elected representative within a specific timeframe and submit the documents to the supervisor for future reference.

第十二條 社團舉辦活動應向輔導單位申請，並遵守以下事項：

- 一、符合成立之宗旨。
- 二、一般活動於七個工作日前申請；校外或百人以上活動於一個月前申請。
- 三、遵守教育部及學校制定相關安全宣導事項之規定。
- 四、使用各場地及器材應遵守相關規範，如有損毀或遺失者，應限期復原或賠償。

Article 12 Clubs should receive approval from the supervisor to host events and heed the following regulations:

1. Events must be related to the purpose of the club.
2. Applications for general events must be submitted 7 days before the event. For events outside the university or events with more than 100 participants, applications should be submitted 1 month before the event.
3. Events must follow the safety guidelines of the Ministry of Education and the university.
4. Clubs must follow the regulations when using venues or equipment. Clubs should repair or reimburse any damage or loss within a specific timeframe.

第十三條 社團應參加相關會議、研習及訓練，並接受評鑑，評鑑相關規定另訂之。

Article 13 Clubs should attend meetings, workshops, and training sessions and receive an evaluation. The evaluation regulations are listed elsewhere.

第十四條 社團如有對外發文、簽訂合約之需求，應經內部成員決議送輔導單位備查後，由代表人為之。

Article 14 To distribute documents or sign contracts, club members must pass a resolution and submit it to the supervisor for future reference. The club representative is responsible for distributing documents and signing contracts.

第十五條 輔導單位得視年度預算情形，編列經費補助社團運作，其活動、器材及指導老師費用標準另訂之。

Article 15 Supervisors may allocate funds to support clubs depending on their annual budget. Standards for event and equipment costs and supervising fees are listed elsewhere.

第十六條 社團如有下列情形之一者，撤銷其登記：

- 一、連續兩次社團評鑑丙等或一次社團評鑑丁等，於該學年度結束後生效。
 - 二、經社員大會決議解散，送交會議記錄與課外組，經課外組公告後生效。
 - 三、未如期完成社團代表人交接，經輔導單位通知後，逾三個月而未改善，經課外組公告後生效。
 - 四、違反成立宗旨、法律或學校規定情節重大者，經學生社團事務會議委員總額過半數決議，經課外組公告後生效。
- 經學生社團事務會議撤銷登記之社團，於解散日之次一學年內不得申請成立。

Article 16 Clubs will be dissolved in the following circumstances:

1. The club receives a score of “C” two times in a row or a score of “D” once during evaluation. The club will be dissolved at the end of the school year.
2. A resolution to disband the club is passed at the member meeting and the meeting records are submitted to the EAS. The club will be dissolved upon announcement by the EAS.

3. The club does not hand over documents to the new representative on time or within 3 months after a warning from the supervisor. The EAS will announce the dissolution of the club, which must disband thereafter.
4. The club violates the law or university regulations or does not conduct activities in accordance with its purpose. If over half the attendees of a student club affairs meeting vote to disband the club, the EAS will announce its disbandment, and the club must disband thereafter.

Clubs disbanded through this procedure cannot apply for reestablishment for 1 year.

第十七條 社團應於撤銷登記後一個月內清點財產，並由社員大會決議其分配，騰空被分配之場地空間並歸還學校列管之財產。如有毀損或遺失，應負賠償或復原之責任。

前項未能如期完成者，得由輔導單位處分之。

Article 17 Clubs must inventory their funds and property within 1 month of disbandment. Clubs must determine how to allocate their property during a member meeting, vacate their venue and return it to the university, and repair any damage or provide equivalent reimbursement.

Clubs that do not follow this rules may be punished by the supervisor.

第十八條 輔導單位得提報表現優良之社團代表人與幹部名單，送相關單位審核予以敘獎。

Article 18 Supervisors may nominate high-achieving representatives and officers for awards after approval by the corresponding department.

第十九條 社團違反政府法令或校規者，得由輔導單位暫停其與違規事項相關之權利行使或活動舉辦之權限，並依相關規定處理。

Article 19 Supervisors may revoke the right to host events for clubs that violate the law or university regulations. Such cases will be handled in accordance with the pertinent regulations.

第二十條 社團對於社員個人資料應善盡保密責任，並符合個人資料保護法及相關規定。

Article 20 Clubs should protect their members' personal information in accordance with the personal data protection act and related regulations.

第二十一條 本辦法未盡之處，依相關規定處理。

Article 21 Areas not covered by these regulations are subject to other related

regulations.

第二十二條 本辦法經學生事務會議通過後實施。

Article 22 These regulations will become effective upon approval at a student affairs meeting.