

Regulations for Organization and Operation of Student Clubs at I-Shou University

Ratified and promulgated by the President on July 30, 2014

Chapter One General Principles

- Article 1 The Regulations for Organization and Operation of Student Clubs at I-Shou University (hereinafter referred to as the “Regulations”) are established by I-Shou University (hereinafter referred to as the “University”) to encourage students to join student clubs, enrich their leisure time, nurture their gregarious personality, develop their leadership competence, and develop and sustain a solid university ethos.
- Article 2 The Student Activity Section of the Office of Student Affairs (hereinafter referred to as the “Section-in-charge”) takes full charge of the organization and operation of student clubs at the University.
- Article 3 Unless stipulated otherwise, the organization and operation of student clubs at the University shall be subject to the Regulations. Any matter not mentioned herein shall be subject to relevant regulations and rules of the University.
- Article 4 Students of the University may form student clubs of different attributes, recruit members and promote their clubs in accordance with the Regulations.
- Student clubs are categorized into the following six types:
1. Service Club, established to promote social services and provide services for people;
 2. Self-governing Club, which refers to a department/college/university-level student self-governing body and is subject to the Regulations for the Establishment and Counseling of Student Self-governing Associations.
 3. Arts & Skill Club, established for the purpose of academic, cultural, and arts research;
 4. Recreational Club, established to promote healthy recreational activities;
 5. Fitness Club, established to encourage students to exercise;
 6. Comprehensive Club, which refers to a student club with two or more attributes mentioned above.
- Article 5 The Student Club Review Committee (hereinafter referred to as the “Committee”) is established by the Office of Student Affairs (hereinafter referred to as the “Office”) to review subsidy standards for student clubs to hold activities, annual procurement projects of facilities and equipment, and other important affairs related to student

clubs. The Committee consists of nineteen members, including four student representatives for student associations, the president of the Student Congress, one student representative for each of the six club types, the Dean of Student Affairs (hereinafter referred to as the “Dean”), the Section Chief of the Section-in-charge, and an advisor from each of the six club types. Other relevant rules shall be subject to the Guidelines on the Establishment of Student Club Review Committee.

Chapter Two Establishment and Operation of Student Clubs

- Article 6 The procedure for organizing a new student club is as follows:
1. A Student Club Establishment Application Form shall be filled in and signed by at least fifteen students (half of them shall not be from the same department), and it shall then be submitted to the Section-in-charge and the Dean for review before being officially established and holding activities.
 2. Newly-established student clubs shall submit a Student Club Information Package within 30 days of the establishment. Student clubs which fail to submit by the deadline shall be disqualified from establishment, and a new Student Club Establishment Application Form shall be submitted if they want to resume operation.
 3. Newly-established student clubs shall submit at least one Student Club Activity Application Form and Proposal within 60 days of the establishment for ratification. Student clubs which fail to submit by the given deadline will be disqualified from establishment, and a new Student Club Establishment Application Form shall be submitted if they want to resume operation.
- Article 7 A new student club shall not be established if its attribute or objective is similar to another student club already established at the University.
- Article 8 Only freshmen, sophomores, and juniors of undergraduate programs in both the Daytime Division and the Division of Continuing Education can serve as the president of newly-established student clubs.
- Article 9 Student clubs shall submit the Student Club Information Package for the next academic year to the Section-in-charge one week prior to the final exam. Those who fail to submit by the given deadline shall be suspended from applying for holding club activities.
- Article 10 Student clubs shall submit a Student Club Handover Package to the Section-in-charge by July 31 every year. Club presidents who fail to submit shall not be granted a Certificate of Service.
- Article 11 Before purchasing any facility or equipment based on their needs, student clubs shall apply to the Committee for approval. Student clubs shall safekeep the purchased

facilities and equipment, make an inventory regularly, and hand them over to successors exactly. In case of any loss or damage to the purchased facilities and equipment, student clubs shall make compensation according to the set price.

- Article 12 Student clubs shall submit financial statements monthly to the Section-in-charge for reference and regularly disclose their financial condition on the bulletin board or the website.
- Article 13 To serve as the president of a student club, he/she shall be currently enrolled at the University, and he/she is responsible for handling the club's business and representing the club. The elected president shall not lead the club unless his/her average academic grade and conduct score in the previous semester reach at least 60 and 70 points, respectively. A re-election is required if a club president fails to meet the aforesaid requirements.
- Article 14 Club presidents shall serve a one-academic-year term from August 1 to July 31 and may be re-elected only once.
- Article 15 The president of a student club shall not be the president or a cadre member of other student clubs. Members of a student club shall not concurrently serve as a cadre member of two clubs or more.
- Article 16 Only currently enrolled students at the University can be members of student clubs, and they shall enjoy rights and fulfill obligations pursuant to the regulations and rules of their clubs.
- Article 17 Student clubs shall invite the University's full-time faculty members or full-time administrative personnel having a great interest in such clubs to serve as club advisors. Administrative heads of departments/colleges shall be the advisors of department-/college-level student associations; under special circumstances, administrative heads of departments/colleges may appoint other faculty members to serve as advisors. Student clubs for professional arts and skills may invite professionals from outside the University to serve as advisors.
- Article 18 Student clubs may apply for a club office to facilitate the operation and build cohesion among members. Relevant rules shall be subject to the Regulations for the Management of Student Club Offices at I-Shou University.
- Article 19 To assess the performance of student clubs, all student clubs must be evaluated annually. Relevant rules shall be subject to the Guidelines on Implementation of Club Performance Evaluation. Newly-established clubs shall be evaluated after established for one year.

Chapter Three Club Activities and Budget

- Article 20 Student clubs shall not hold any on/off-campus activity with or without other off-campus groups unless the Student Club Activity Application Form and Proposal is submitted and ratified before the activity starts.
- Article 21 Student clubs shall specify the venue to be borrowed for activities on the Student Club Activity Application Form and confirm the availability of the venue with the staffer-in-charge before the activity is held. University-level administrative activities shall have a priority when there is an overlap between venues for a student club activity and for a university-level administrative activity. Compensation shall be made according to the set price if any facilities or equipment at the activity venue are broken or lost due to improper use.
- Article 22 Student clubs shall report to the Section-in-charge if the date or the venue of the approved activity is altered. Student clubs shall report to the Section-in-charge for approval if the content of the approved activity is altered.
- Article 23 Student clubs shall hold activities openly to the public.
- Article 24 Student clubs shall hold activities after class and avoid the time when university assemblies are held. Students shall be granted for leave only for special reasons.
- Article 25 Student clubs shall not put up posters for their activities until the poster and a duplicate of the ratified Student Club Activity Application Form are submitted to the Section-in-charge for official seal.
- Article 26 Student clubs may apply for subsidies to activities. The standards and the amount of subsidies shall be subject to the Standards of Subsidies to Student Clubs.
- Article 27 Student clubs shall obtain prior approval of advisors as well as of the Section-in-charge and the Dean before raising funds in ways except for the funds raised by student clubs and the subsidies given by the University. Those who violate the aforesaid rule shall be punished pursuant to relevant regulations. Ticket-selling or fee-collecting activities shall be subject to the Amusement Tax Act under the auspices of the Ministry of Finance.
- Article 28 The University reserves the right to impose punishment pursuant to the Regulations for Student Rewards and Punishments at I-Shou University to people involved in club activities which violate R.O.C. laws, good social customs, or relevant regulations and rules of the University.
- Article 29 Student clubs which represent the University to compete and win with the Student Club Activity Application Form and Proposal approved in advance may be awarded in accordance with the Regulations for Student Rewards and Punishments at I-Shou University.

Chapter Four Termination, Resumption and Renaming of Student Clubs

Article 30 Student clubs may immediately stop operating and be terminated after an Application Form for Termination of Student Clubs is reviewed and approved by the Section-in-charge and the Dean. The terminated student club shall return club property and make compensation according to the set price in case of any loss or damage.

Article 31 For student clubs getting involved in any of the following situations, the Section-in-charge may submit an inter-unit notification to the Dean for approval and announce that such clubs stop operating and are terminated:

1. Having neither submitted any Student Club Activity Application Form and Proposal nor held activities over the past academic year;
2. Having neither been evaluated as scheduled nor submitted a written report for evaluation within six months of the club evaluation, or having not been evaluated for twice in a row;
3. Having held activities which are inconsistent with the content stated in the Student Club Activity Application Form and Proposal, resulting in adverse impact or violating good social customs; or
4. Being terminated by the Committee for serious violation.

Article 32 Terminated student clubs shall follow Article 6 to resume operation six months after the termination.

Article 33 To rename a club, student clubs shall fill in an Application Form for Club Renaming and submit it to the Section-in-charge along with the meeting minutes . The name of the student club shall be consistent with its objective.

Chapter Five Supplementary Provisions

Article 34 The Regulations become effective on the third day of promulgation after being adopted by the University Council and ratified by the President.

Note: In the event of any dispute or misunderstanding as to the interpretation of the languages or terms of the Regulations, the Chinese language version shall prevail.