

Regulations for the Establishment of Class Cadres at I-Shou University

Adopted on August 13, 2008 at the first meeting of the
University Administration Council at the first semester of
the academic year 2008

Amendments to the Regulations ratified and promulgated
by the President on January 31, 2018

Article 1 The Regulations for the Establishment of Class Cadres at I-Shou University (hereinafter referred to as “the Regulations”) are made to facilitate normal class administration, uphold students’ rights and interests, and nurture leadership in students.

Article 2 Training sessions for class cadres are organized by the Student Campus Life Guidance Section of the Office of Student Affairs (hereinafter referred to as “the Section”) with the assistance from other administrative units and departments.

Article 3 Class cadres are elected among students of respective classes under the supervision of respective departments. Each class shall have one class leader, one secretary, one physical education & activity chief, and one general affairs chief to perform class-related duties and cooperate with the University on promotion and contact of administrative affairs. Classes that need extra cadres due to the number of students may elect deputy cadres (one deputy class leader, one deputy secretary, one deputy physical education & activity chief, and one deputy general affairs chief) at their discretion.

Article 4 Class cadres’ duties are as follows:

1. Class Leaders:

- a. handle class-related matters under the supervision of respective departments;
- b. attend university-sponsored meetings on behalf of their classes;
- c. supervise other class cadres to fulfill their duties;
- d. report any unintended or unexpected incident to the University without delay;
- e. keep in close contact with their departments;
- f. appoint a deputy in case a class cadre is absent; and
- g. handle non-routine matters assigned by their departments.

2. Class Secretaries:

- a. serve as class leaders’ deputies;
- b. assist class leaders in handling academic affairs;

- c. propagate the announcements made by the University and write major points on the blackboard;
 - d. distribute information and assignments to classmates;
 - e. complete, collect and submit survey results; and
 - f. handle non-routine matters assigned by their departments.
3. Physical Education & Activity Chiefs:
 - a. assist class leaders in handling student-related affairs;
 - b. organize intra-class competitions;
 - c. organize and lead extracurricular activities;
 - d. borrow and return sports requisites; and
 - e. handle non-routine matters assigned by their departments.
4. General Affairs Chiefs:
 - a. assist class leaders in handling general affairs;
 - b. manage class funds, keep the accounts up to date, receive and distribute university-owned property, and handle official documents;
 - c. handle other general affairs; and
 - d. handle non-routine matters assigned by their departments.

Article 5 The evaluation of class cadres' performance is as follows:

1. Where class cadres are diligent in performing their duties and pass the evaluation made by their departments every semester, the departments may apply to the University for rewarding these cadres. Moreover, the Section will issue a certificate of service excellence, and the Service Education Section will grant ten hours of volunteer service.
2. For class cadres who are negligent in their duties, their departments and the competent administrative units reserve the right not to reward them.

Article 6 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

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