

Yuan Ze University Extracurricular Activities Counselling Measures

Ratified at the 3rd Discipline Committee Meeting of the academic year on 23 October 1990
Amended at the 5th Discipline Committee Meeting of the academic year on 17 March 1991
Amended at the 5th Discipline Committee Meeting of the academic year on 8 July 1993
Amended at the 1st Student Affairs Steering Committee Meeting of the academic year on 13 August 1996
Amended at the 4th Student Affairs Meeting of the academic year on 21 May 2003
Amended at the 1st Student Affairs Meeting of the academic year on 29 October 2003
Amended at the 1st Student Affairs Meeting of the academic year on 17 November 2008
Amended at the 1st Student Affairs Meeting of the academic year on 9 November 2011
Amended at the 3rd Student Affairs Meeting of the academic year on 14 May 2014
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Amended at the 5th Student Affairs Meeting of the academic year on 10 May 2018
Amended at the 3rd Student Affairs Meeting of the academic year on 27 December 2023

Chapter 1 General Provisions

Article 1: The University has specially formulated these regulations to guide students to participate in extracurricular activities, enrich leisure life, cultivate leadership skills, enhance research interests, enhance service capabilities, promote excellent culture and encourage autonomous learning.

Article 2: Counselling students for extracurricular activities shall be carried out in accordance with the following guidelines:

1. Provide guidance on the establishment of various student clubs.
2. Promote an academic research atmosphere.
3. Cultivate students' self-governance ability.
4. Enhance the friendship and interpersonal communication between faculty and students.
5. Enrich student life.
6. Promote good culture.
7. Give full play to the spirit of service.

Article 3: Guidance counselors or each counselling unit shall be student clubs' counselors and shall check the student club activity records, financial status and various necessary information at any time, and report it to the Extracurricular Affairs Section of the Student Affairs Office (hereinafter referred to as the Extracurricular Affairs Section). The Extracurricular Affairs Section shall regularly conduct student club evaluations to assess the club's performance, and may feedback on the evaluation results to the club's guidance counselor or counselling units for reference. In addition, if students encounter major difficulties in their club activities, the Extracurricular Affairs Section shall (with the consent of the club's guidance counselor) assign special counselors on a case-by-case basis.

Chapter 2 Establishment of Student Clubs

Article 4: The nature of the student clubs established by the Extracurricular Affairs Section is classified as follows:

1. Autonomous Clubs: Student Associations of colleges, departments (or units of the same level) established for the purpose of cultivating students' autonomous abilities and in accordance with the provisions of the “Yuan Ze University Autonomous Student Organization Establishment and Counseling Measures”.
2. Academic, Literature & Arts Club: Clubs formed for the purpose of studying academic skills.
3. Social Clubs: Clubs formed for the purpose of promoting socialization and enhancing interpersonal communication.
4. Recreational Clubs: Clubs formed for the purpose of advocating a diverse music learning culture and recreational leisure activities.
5. Sports clubs: clubs formed for the purpose of learning sports skills and promoting health promotion.
6. Service Clubs: Clubs formed for the purpose of promoting social services.
7. Volunteer Clubs: societies formed for the purpose of assisting administrative or teaching units in policy promotion and event management.

Article 5: When establishing a club, there should be at least 10 founding members, an initiating meeting should be held, the organizational charter of the club should be drafted, relevant documents and materials shall be prepared, and submitted to the Student Activities Committee for review by the Extracurricular Affairs Section.

Article 6: The Organizational Charter of clubs shall be signed by the founder of the club and specify the following matters:

1. Name. (Must be titled "Yuan Ze University")
2. Mission/Purpose.
3. Organizational Structure.
4. Conditions for members to join and withdraw from the club.
5. Rights and obligations of members.
6. Quota, authority, term of office, selection and dismissal of committee members.
7. Meeting convening and resolution methods.
8. Funding and accounting.
9. Measures for modification of the Organizational Charter of the Club.
10. The year, month and day when the Organizational Charter of the club is formulated.

Article 7: After the Organizational Charter of the club has been approved, the founder shall convene a general meeting of members and invite the Extracurricular Affairs Section

to attend as counselors as appropriate to decide on the draft of the charter set by the founder, organize the club in accordance with the charter of the club, and formulate an activity plan. The person in charge shall apply to the Extracurricular Affairs Section for registration.

Article 8: The following matters should be registered when a club is established:

1. Organizational Charter of the Club.
2. List of Committee members and members.
3. Assets status.
4. Main activities.
5. The establishment process and the date of establishment.
6. Other important matters.
7. If there are any changes to the registered items after the club is registered, the changes should be registered within 7 days. If the club fails to register within the time limit, its permission may be revoked.

Article 9: If a student applies to establish a club, the Student Activities Committee may not approve the application if any of the following circumstances applies:

1. The purpose of the club is unclear.
2. Similar clubs already exists on campus.
3. There is a risk to personal safety.
4. There is a risk of violating laws, University regulations, public order or good customs.
5. Lack of suitable venues in campus space.

Article 10: If various club activities fall under any of the following circumstances, the Extracurricular Affairs Section may submit a proposal to the Student Activities Committee meeting for review on reorganization or dissolution:

1. Those who violate laws, University regulations, public order or good customs.
2. Those who violate the purpose of the organization or whose activities are inconsistent with the purpose of its establishment.
3. Those who engage in illegal activities under false pretenses.
4. Those who obtained a “D” grade in the previous year’s club evaluation.
5. The newly established club cannot operate normally within one academic year.
6. The club has no successor in charge of the club for two consecutive semesters.

The equipment custodian of a disbanded club shall return all equipment of the club under the jurisdiction of the Extracurricular Affairs Section within 15 days after notification. If any doubts arise regarding the preceding paragraph, they shall be resolved through administrative procedures.

Article 11: If the permission to establish a student club is revoked, its founder shall not be the founder of the same club again within 6 months.

Chapter 3 Organization of Student Clubs

Article 12: A student club shall use the general meeting of members as its highest resolution organ. The following matters shall be resolved by the general meeting of members:

1. Changes in the Organizational Charter of the club.
2. Election and removal of responsible persons.
3. Changes in members' rights and interests.
4. Dissolution of the club.

Clause 4 of Article 12 does **not** apply to autonomous clubs and volunteer clubs.

Article 13: The General meeting of members shall be held at least once each semester. In addition, an extraordinary general meeting of members may be convened upon a petition signed by more than one-tenth of all members stating the purpose of the meeting and the reasons for the meeting.

Article 14: Unless otherwise specified, resolutions of The General meeting of members must be attended by one-half of all members, and one-half of the members present must agree to the resolution. Every member shall have equal voting rights. A resolution to change the organizational charter of the club or dissolve the club must be attended by two-thirds of the members, and must be approved by three-quarters of the members present. Autonomous clubs are separately stipulated in accordance with the "Yuan Ze University Autonomous Student Organization Establishment and Counseling Measures". When changes to the Organizational Charter of the club involve the purpose and nature of the club, they should be submitted to the Student Activities Committee for approval.

Article 15: The person in charge of a student club shall be publicly elected and removed at the general meeting of members. If the person in charge becomes vacant for some reason, they shall be re-elected by the general meeting of members. During the re-election period, the duties will be taken over by a proxy.

Article 16 The person in charge of the club should attend the meeting of the persons in charge of clubs and various related seminars. If the person in charge of a club cannot attend for some reason, they may entrust a representative of the club committee members to attend with the consent of the Extracurricular Affairs Section.

Article 17 The person in charge of a club shall not be the person in charge of other clubs at the same time. Students who have any of the following circumstances are not allowed to be leaders of clubs: students who have failed in any semester in the past academic year by more than half (inclusive) of credits, or who have been severely punished by the school.

Chapter 4 Guidance on Club Activities

Article 18 Each club is required to invite at least one full-time faculty member of the school to serve as a guidance counselor for the club. Counselors for on-campus clubs are unpaid positions. After checking and confirming that there is no criminal record of sexual assault, they shall be appointed by the president of the university every academic year. In principle, the number of clubs to be counselled by the counselor should not exceed 3. The guidance matters provided by the counselors of each club are as follows:

1. Provide guidance to club committee members on the design and development of club activities.
2. Provide guidance and attend various club meetings.
3. Provide guidance on club-related publications.
4. Coach and review the collection and use of club funds. During the counselling process, for the performance of club members or committee members, a reward and punishment suggestion form may be filled in at any time and sent to the Extracurricular Affairs Section for rewards and punishments.

Article 19 If there is actual need for club activities, an off-campus instructor may be hired. After verification and confirmation that there is no criminal record of sexual assault, and with the approval of the Student Activities Committee, they shall apply for an off-campus instructor in accordance with the "Yuan Ze University Club Funding Subsidy Measures" and apply for instructor fees, but the application qualifications for off-campus professional skills instructor fees must meet one of the following conditions:

1. Have teaching qualifications or experience in the professional field of the club's activities.
2. Possess professional certificates and qualifications of the nature of the student club.

Article 20 All activities organized by student clubs, both on and off campus, should be handled in accordance with the "Yuan Ze University Safety Guidance Measures for Off-Campus Activities" and comply with the following regulations:

1. To process various activities, student clubs must go to the club activity system to apply for the activity. The application process can only be completed after the club leader, the club's guidance counselor and the extracurricular team have signed and agreed, and have been kept in the Academic Affairs Office for reference.
2. The external activities, publications of the club, or the invitation of external clubs and individuals to participate, are not allowed without the approval of the extracurricular group.
3. Club activities or practice must not use unapproved venues, affect teaching, or cause damage to the venue.
4. During club activities or practice, students shall not violate the provisions of the Noise Control Act, disturb the peace of others' living environment, or cause noise interference that affects teaching.

Anyone who violates the provisions of items 3 and 4 above, and there are specific facts, will be immediately suspended from the organization's activities, venue and equipment borrowing, and funding review rights for one month after being reported to the relevant unit. Continuous acts shall be punished consecutively.

Article 21 Sources of funds for community activities and regulations on collection:

1. The source of funding for club activities can be collecting social fees from members, applying for school subsidies, or raising funds in other ways.
2. The collection of club membership fees for autonomous societies, without violating the "Yuan Ze University Autonomous Student Organization Establishment and Counseling Measures", must be approved by the club committee members at a meeting and approved by the club's guidance counselor. General student club's membership fees can only be collected with the consent of the Extracurricular Affairs Section or the guidance counselor.
3. The finance and use of funds of autonomous student clubs and general clubs shall be announced after the end of each semester after being signed by the club's guidance counselor. One copy shall be kept for inspection and one copy shall be sent to the Academic Affairs Office for reference.
4. If there is any violation of regulations regarding the use of funds of autonomous clubs, and general clubs, the Extracurricular Affairs Section may discuss the case with the student club, the person in charge of the club and the relevant students as appropriate, and recover compensation within a time limit.

Article 22: Due to the needs of activities, clubs may apply to the Extracurricular Affairs Section for allocation of an office. The club office is not allowed to be used for other purposes except for club activities, and public property should be taken care of. The club office

key should be kept by the president. If the club does not use the office in accordance with the regulations, the Extracurricular Affairs Section may take it back at any time.

Article 23 Club poster posting shall be handled in accordance with the "Yuan Ze University Club Poster Posting and Counseling Principles".

Article 24 After the club activities have been approved and completed, they are required to go to the club activity system to apply for event case closing. The closure can only be completed after the club leaders, the club's guidance counselor and Extracurricular Affairs Section have signed and agreed, and have been filed with the Academic Affairs Office.

If any controversies or disputes occurred regarding the clauses of the regulations, it shall always refer to the Chinese version.