

# 文藻外語大學學生社團設置及輔導辦法

## Wenzao Ursuline University of Languages Guidelines for the Establishment and Advising of Student Organizations

91年3月9日學務會議通過  
Approved at the Student Affairs Committee meeting on March 9, 2002

91年3月20日行政會議通過  
Amended at the Executive Committee meeting on March 20, 2002

93年3月22日學生事務會議修正通過  
Amended at the Student Affairs Committee meeting on March 22, 2004

98年10月13日學生事務會議修正通過  
Amended at the Student Affairs Committee meeting on October 13, 2009

98年度11月05日校長核定實施  
Ratified by the University President and declared effective on November 5, 2009

99年03月30日學生事務會議修正通過  
Amended at the Student Affairs Committee meeting on March 30, 2010

99年5月27日校長核定通過  
Ratified by the University President on May 27, 2010

102年7月29日學生事務會議修訂通過  
Amended at the Student Affairs Committee meeting on July 29, 2013

102年08月08日經校長核定  
Ratified by the University President on August 8, 2013

102年10月1日學生事務會議修正通過  
Amended at the Student Affairs Committee meeting on October 1, 2013

102年10月26日經校長核定  
Ratified by the University President on October 26, 2013

102年12月17日學生事務會議修正通過  
Amended at the Student Affairs Committee meeting on December 17, 2013

102年12月27日經校長核定  
Ratified by the University President on December 27, 2013

### 第一章 總則

#### Chapter 1 – General Regulations

**第一條** 文藻外語大學為輔導學生參加課外活動，以落實學生自治理念，培養民主素養，特依大學法及本校組織規章之規定，訂定本辦法。

**Article I.** The Wenzao Ursuline University of Languages has instituted these Guidelines according to the University Act and the University's organizational chart to advise students in participating in extracurricular activities, implement the concept of student self-government and cultivate democratic citizenship.

**第二條** 本校各學生社團之組織及活動，依本辦法辦理，本辦法未規定者，依本校其他有關規定辦理。

**Article II.** Student organizations and activities of the University should follow these Guidelines. Matters not specified in these Guidelines should follow other relevant regulations.

**第 三 條** 本校各學生社團種類如下：

**Article III.** Categories of student organizations

一、自治社團

A. Self-government organizations

(一) 學生會

1. Student Union

(二) 系科學會

2. Departmental associations

(三) 畢業生聯誼會

3. Alumni associations

二、一般社團

B. Regular student organizations

(一) 學術性社團--以參與促進學術研究為目的之學生社團。

1. Academic organizations—student organizations aimed at participating in and advancing academic research.

(二) 體育、康樂性社團--以提倡正當體育休閒康樂活動為目的之學生社團。

2. Athletic/leisure organizations—student organizations aimed at promoting sensible athletic and leisure activities.

(三) 技藝性社團--以研究技藝為目的之學生社團。

3. Artistic organizations—student organizations aimed at studying the arts.

(四) 綜合、服務性社團 以聯絡友誼、社會服務、砥礪情操為目的之學生社團。

4. Integrated/service organizations—student organizations aimed at building friendships, serving society, and developing moral character.

三、其他社團：經行政單位輔導成立之社團（組織）。

C. Other student organizations—organizations founded and advised by administrative units.

**第 四 條** 學生社團之成立、解散、合併、分流、更名、社團活動、經費與財務等管理，以學生自主管理為原則，依各學生社團之組織章程辦理，並接受學生事務處、所屬系（科）及行政單位之輔導。

**Article IV.** The creation, dissolution, merger, separation, name change, activities, budget and administration of funds of student organizations are decided by the students. They follow procedures stipulated in the charter and receive advise from the Office of Student Affairs and the pertinent departments and administrative units.

**第 五 條** 學生社團違反法令、校規、本辦法規定或公序良俗者，除行為人及負責人依校規處分外，並依情節之輕重予以下列之處分：

**Article V.** When a student organization violates laws, University regulations, these Guidelines or disrupts public order and good morals, the offender and leader are disciplined according to the University Code of Conduct and the student organization may be disciplined in the following ways depending on the severity of the offense.

- 一、警告
- A. Warning
- 二、停止經費補助或其他權益
- B. Termination of funding and other rights
- 三、停止活動
- C. Termination of activities
- 四、撤銷登記
- D. Revocation of registration as an organization

## **第 二 章 學生社團之成立**

### **Chapter 2 – Establishment of Student Organizations**

**第 六 條** 學生社團成立申請須有十五人以上聯名發起填寫，並召開籌備會議擬訂章程草案，請課外活動指導組派員輔導，經學生事務長及校長核准後成立。

**Article VI.** Establishment of student organizations requires the signature of fifteen or more petitioners. A preparatory meeting should be held to draft the organization charter. Staff of the Extracurricular Activities Section should be invited to advise. The student organization can be established once approved by the Dean of Student Affairs and the University President.

**第 七 條** 學生社團之設立登記應記載左列事項：

**Article VII.** Registration of a student organization should include the following:

- 一、社團組織章程
- A. Organization charter
- 二、連署名單
- B. List of petitioners
- 三、主要活動項目
- C. Main activities
- 四、指導老師簡介資料
- D. Résumé of faculty advisor
- 五、課程、活動短、中、長程計畫
- E. Courses, short, mid and long-term plans

六、其他重要事項  
F. Other important matters

**第八條** 學生社團組織章程，應由發起人簽名，其內容應載明左列事項：

**Article VIII.** A student organization charter should be signed by the founder/s and include the following items:

- 一、總綱（名稱、創立時間）  
A. Main heading (name, date of founding)
- 二、宗旨（成立目的）  
B. Mission (purpose of establishment)
- 三、組織（幹部名額、權限、任期、選任及解任）  
C. Organizational structure (number of officers, jurisdiction, terms of office, elections and removal)
- 四、社員（社員入社、退社、除名等條件、社員之權利及義務）  
D. Membership (conditions for membership, withdrawal and dismissal, member rights and responsibilities)
- 五、會議（社員大會、幹部會議、定期及不定期會議之目的與功能）  
E. Meetings (membership meetings, officers' meetings, objectives of scheduled and unscheduled meetings)
- 六、經費（經費運用及管理）  
F. Funds (use and management of funds)
- 七、活動（例行性、配合性活動之計劃）  
G. Activities (plans for routine and joint activities)
- 八、附則（訂定章程之年月日及章程修改）  
H. Appendix (date of charter establishment and amendments to the charter)

**第九條** 學生社團成立經核准後，發起人應立即召集成立大會，追認組織章程及選舉幹部，並向課外活動指導組辦理登記。社團成立後，應遵守社團管理之各項辦法。

**Article IX.** Once the student organization is approved, the sponsor/s should convene an inaugural meeting to ratify the organization charter, elect officers and register with the Extracurricular Affairs Section. Once established, the student organization must follow regulations for administration of student organizations.

**第十條** 專科部社團必須聘任社團指導老師，大學部社團則可視需求決定聘任與否。

**Article X.** Junior College student organizations must have faculty advisors. University student organizations may decide whether to appoint faculty advisors.

**第十一條** 社團指導老師需無以下之紀錄方得聘任。

**Article XI.** Advisors of student organizations may not be appointed if they have the following records:

一、性侵害之犯罪紀錄。

A. Criminal record of sexual assault.

二、曾經主管機關或學校性別平等教育委員會調查有性侵害、性騷擾或性霸凌行為屬實，並經該主管機關核准解聘或不續聘者。

B. Verified incident of sexual assault, sexual harassment or sexual bullying investigated by a competent authority or the University's Gender Equality Education Committee. A competent authority decides on termination or non-reappointed.

**第十二條** 學生社團成立滿一年後需參加由學生事務處課外活動指導組所主辦之社團評鑑。其辦法另定之。

**Article XII.** One year after the establishment of a student organization, it must be evaluated by the Extracurricular Activities Section of the Office of Student Affairs. Guidelines are stated in a separate document.

### 第三章 學生社團之組織

## Chapter 3 – Organization of Student Organizations

**第十三條** 學生社團之社員以本校在學學生為限，並應依所屬學生社團章程規定行使權利、履行義務。

**Article XIII.** Members of student organizations are limited to students of the University. Members have rights and obligations as specified in the student organization's charter.

**第十四條** 學生社團以社員大會為最高決議機關。

**Article XIV.** The general meeting of the members is a student organization's highest decision-making authority.

**第十五條** 學生社團負責人對內綜理社務，對社員大會負責，對外代表學生社團。

**Article XV.** The presidents of the student organizations manage internal affairs of the organizations, are responsible to their members and represent the student organizations externally.

**第十六條** 學生社團負責人之產生程序及任期，應依各該學生社團之組織章程及有關規定辦理。

**Article XVI.** Election of the student organization president and the term in office should follow the organization's charter and relevant regulations.

**第十七條** 學生社團負責人以不同時擔任兩個(含)以上學生社團之負責人為原則。

**Article XVII.** Students may not serve as president of two or more student organizations at the same time in principle.

#### **第四章 學生社團財物及經費之管理**

### **Chapter 4 – Management of Student Organization Property and Funds**

**第十八條** 學生自社團經學校核可後，得向會員收取會費。經輔導單位同意並得向外募款或接受捐助。

**Article XVIII.** After approval by the University, student organizations may collect membership dues. With the consent of the unit advising the organization, it may raise funds outside the University or accept donations.

**第十九條** 學生社團之經費，由其自行保管、分配，經費之收支及運用，依各社團組織章程規定行之，並定期公佈使用情況，接受學校相關單位之監督查核。

**Article XIX.** Student organizations secure, manage and allocate their funds according to their organization charter. They periodically release information on use of funds and are supervised and audited by relevant University units.

**第二十條** 學生社團受輔導單位補助經費運用及核銷，應符合本校會計規定及相關法令。

**Article XX.** Student organizations must comply with the University's accounting regulations and relevant laws in the use and verification of funds granted by the advising unit.

**第二十一條** 學生社團活動之經費，除社員自行負擔外，得向本校輔導單位申請補助，並依「學生會經費申請經費補助細則」、「學生事務與輔導經費補助學生社團活動辦法」，提出經費申請。

**Article XXI.** In addition to members' own contributions, funding for student organization activities can be requested following Student Union Budget Application Procedures and Guidelines for Student Affairs and Funding for Student Organization Activities.

**第二十二條** 學生社團負責人交接時應將現有學生社團財產、經費、印鑑、帳冊、文書資料、活動檔案等列入移交，並將財產清冊、帳冊及移交報告表經社團輔導老師簽署後送輔導單位備查。

**Article XXII.** In student organization leadership transitions, all current student organization property, funds, seals, books, documents and activity files must be transferred. The property inventory, books, and transfer report should be signed by the faculty advisor and send to the advising unit for future reference.

## 第 五 章 學 生 社 團 活 動

### Chapter 5 – Student Organization Activities

**第 二 十 三 條** 學生社團舉辦各項活動，應擬具計畫，並依行政程序規定申請通過方可執行。

**Article XXIII.** Student organization activities can proceed after a plan is drafted and approved following administrative procedures.

**第 二 十 四 條** 活動之申請、補助費用之請領、活動場地及器材之借用、海報之張貼及財務之處理，依本校各項規定辦理之。

**Article XXIV.** Permission to hold activities, request for funding, borrowing of venues and equipment, advertising and administration of budget must follow regulations established by the University.

**第 二 十 五 條** 學生社團之校外活動或行文，需經學生事務處核准。邀請校外社團或人士參加活動時亦同。各社團如舉辦旅遊、參觀、登山活動，必須商請教師、教官或學務人員擔任領隊，且需辦理保險手續。

**Article XXV.** All student organization activities held off-campus and all external communication must be approved by the Office of Student Affairs. Invitations to groups or people outside the University to student organization activities must also be approved. Student organization activities such as trips, outings and hiking expeditions must be led by instructors, military instructors or staff of the Office of Student Affairs. These activities must have insurance coverage.

**第 二 十 六 條** 學生社團活動之時間、地點、內容如有變更時，應報請輔導單位核備。

**Article XXVI.** Changes in the time and location of student organization activities must be approved by the unit advising the organization.

**第 二 十 七 條** 學生社團之經費，經輔導老師簽署後，一份存查，一份送輔導單位核備，並向全體社員公佈。

**Article XXVII.** Once signed by the faculty advisor, the student organization's budget should be announced to the entire membership. A copy

should be archived and a copy should be sent to the unit advising the organization.

## 第 六 章 附 則

### Chapter 6 – Appendix

**第 二 十 八 條** 本辦法對於學生社團活動之規定如有未盡事宜，悉依其他相關規定辦理。

**Article XXVIII.** Other matters related to student organizations and activities not stated in this document are resolved according to relevant regulations.

**第 二 十 九 條** 本辦法經學生事務處主管會議通過，陳請學生事務長核定後實施，修正時亦同。

**Article XXIX.** These Guidelines become effective upon approval by the Student Affairs Leadership Committee and ratification by the Dean of Student Affairs. Amendments must follow the same procedure.