

Guidelines Governing the Establishment and Advising of Students Organizations Wenzao Ursuline University of Languages

Approved at the Students Affairs Committee meeting on March 9th, 2002
Approved at the Executive Committee meeting on March 20th, 2002
Approved at the Students Affairs Committee meeting on March 22nd, 2004
Approved at the Students Affairs Committee meeting on October 13th, 2009
Ratified by the University President on November 5th, 2009
Approved at the Students Affairs Committee meeting on March 30th, 2010
Ratified by the University President on March 27th, 2010
Approved at the Students Affairs Committee meeting on July 29th, 2013
Ratified by the University President on August 8th, 2013
Approved at the Students Affairs Committee meeting on October 1st, 2013
Ratified by the University President on October 26th, 2013
Approved at the Students Affairs Committee meeting on December 17th, 2013
Ratified by the University President on December 27th, 2013
Approved at the Students Affairs Executive Committee meeting on February 15th, 2017
Ratified by the Dean of Student Affairs on March 23rd, 2017

Chapter 1 General Principles

Article I. To encourage and advise students to participate in extracurricular activities, to implement the concept of student self-governance, and to cultivate their democratic citizenship, Wenzao Ursuline University of Languages has established these Guidelines according to the University Act and the University's organizational charter.

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

Article III. Student organizations of the University are divided into the following categories:

1. Self-governance organizations
 - (1) Student Union
 - (2) Departmental associations
 - (3) Student Dormitory Autonomous Administration Committee
2. Regular student organizations
 - (1) Academic organizations: student organizations that aim at promoting academic research.
 - (2) Athletic/leisure organizations: student organizations that aim at promoting sensible athletic and leisure activities.
 - (3) Artistic organizations: student organizations that aim at studying arts and crafts.
 - (4) Integrated/service organizations: student organizations that aim at establishing friendships, serving the society and developing moral character.
3. Other student organizations: organizations founded and advised by administrative units of the University.

Article IV. In principle, the establishment, dissolution, merger, separation, name change, activities, budget and management of funds of student organizations are determined by students in accordance with procedures stipulated in their charters and are subject to advice from the Office of Student Affairs and the pertinent departments and administrative units.

- Article V. When a student organization violates laws, University regulations or these Guidelines, the offender and the leaders should be subject to disciplinary action taken according to the University regulations, and the student organization may receive one or more of the following punishments depending on the severity of the offense:
1. Termination of funding or other rights
 2. Termination of activities
 3. Revocation of registration as an organization
 4. Deduction of scores in the regular evaluation
- Chapter 2 Establishment of Student Organizations
- Article VI. The establishment of regular student organizations requires the signatures of fifteen or more petitioners. A preparatory meeting should be held to draft the organization charter. Staff from the Extracurricular Activities Section should be invited to give advice, and the student organization can be established once approved by the Dean of Student Affairs and the University President.
- Article VII. The advising unit should submit an official document for the establishment of self-governance organizations and other organizations for filing and future reference, and the organization charter and the main activities of these organizations should be provided along with the document. The registration of a regular organization should include the following information:
1. Organization charter
 2. List of petitioners
 3. Course content or main activities
 4. Resume of the advisor of the organization (in accordance with Article X of these Guidelines)
- Article VIII. A student organization charter should be signed by the founder(s) and should include the following information:
1. Main heading (name, date of establishment)
 2. Mission (purpose of establishment)
 3. Organizational structure (cadre, duty, term, appointment or election and discharge)
 4. Membership (conditions for membership, withdrawal and dismissal, rights and obligations of members)
 5. Meetings (member meetings, cadre meetings, objectives of scheduled and ad hoc meetings)
 6. Funds (use and management of funds)
 7. Activities (plans for routine and joint activities)
 8. Appendix (date of charter establishment and amendments to the charter)
- Article IX. Once the student organization is approved, the founder(s) should convene an inaugural meeting to ratify the organization charter, elect cadre and register the student organization at the Extracurricular Affairs Section. Once established, the student organization should follow relevant regulations for the management of student organizations.
- Article X. In the event that the leader of the student organization is a first-, second- or third-year student of the junior college, an advisor must be appointed. The other organizations may appoint advisors as they fit.

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

1. Criminal record of sexual assault
2. Record of a verified incident of sexual assault, sexual harassment or sexual bullying investigated by a competent authority or the University's Gender Equality Education Committee, and the competent authority has decided to terminate or discontinue his/her appointment.

Article XII. For student organizations established with the approval of the University, after the organization has been established for one year, it is subject to the annual student organization evaluation. However, student organizations established by administrative units may participate on a voluntary basis. Relevant guidelines will be stipulated in a separate document.

Chapter 3 Organization of Student Organizations

Article XIII. Members of student organizations are limited to students of the University. Members should exercise their rights and fulfill their obligations as specified in the student organization's charter.

Article XIV. The member meeting should be the highest decision-making authority for the student organization.

Article XV. Leaders of the student organizations should be in charge of the management of internal affairs of the organizations and should answer to the member meeting. The leaders should also represent the student organizations externally.

Article XVI. The election of leader(s) of a student organization and the term of office of the leader(s) should follow the organization charter and relevant regulations.

Chapter 4 Management of Student Organization Property and Funds

Article XVII. Once approved by the University, a student organization may collect membership fees. With the consent of the advising unit, a student organization may seek external sponsorship or receive external donation.

Article XVIII. Student organizations should be responsible for the safekeeping, distribution, management and allocation of their funds according to the organization charter. Information on the use of funds should be released periodically, and the student organization should be supervised and audited by relevant units in the University.

Article XIX. Student organizations should comply with relevant regulations on the accounting of the University in the use and write-off of funds granted by the advising unit.

Article XX. In addition to members' contribution, student organizations may apply for additional funding by following the Guidelines for Student Affairs and Funding for Student Organization Activities and relevant regulations of Student Union.

Article XXI. In student organization leadership transitions, all current student organization property, funds, seals, account books, documentation and activity archives should be transferred to the new leaders. The property inventory list, account books and transfer report should be signed by the advisor and submitted to the advising unit for future reference.

Chapter 5 Student Organization Activities

- Article XXII. Student organizations may hold various activities after the drafted proposals of the activities have been submitted and approved in accordance with administrative procedures.
- Article XXIII. Permission to hold activities, application for funding, borrowing of venues and equipment, advertising and management of budget should follow relevant regulations established by the University.
- Article XXIV. All student organization activities to be held off-campus and all external communication should be approved by the Office of Student Affairs. The same rule should apply to the invitation of groups or people outside the University to take part in the activities. Student organization activities that involve trips, outings or hiking activities should be led by professional instructors. These activities must have insurance coverage.
- Article XXV. Changes in the time, location or content of student organization activities should be approved by the advising unit.
- Article XXVI. Once signed by the advisor, a copy of the the student organization's budget should be archived. The information should be released to all members of the student organization.

Chapter 6 Appendix

- Article XXVII. Matter related to student organizations and activities not addressed in these Guidelines should be handled by other relevant guidelines of the University.
- Article XXVIII. These Guidelines become effective after they are approved by the Students Affairs Executive Committee and ratified by the Dean of Student Affairs. Revisions must follow the same procedures.