

**國立清華大學學生社團活動輔導辦法**  
**National Tsing Hua University Regulations for the Supervision of**  
**Student Club Activities (20220126)**

**I. General Principles**

**Article 1 Objective**

These Regulations are adopted in order to encourage students to participate in club activities, enhance their interest in learning, enrich their leisure life, build team spirit, cultivate potential leaders, enhance work capabilities, and stimulate the desire to help others.

**Article 2 Classification of student clubs**

All clubs can be classified into nine categories:

- (1) Student autonomous clubs, which aim at building students' ability for self-governance, including the Graduate Student Association, Student Associations, and departmental student associations.
- (2) General clubs, which provide general services, including the Overseas Chinese Student Association, the NTHU Graduates Association, and Alumni Associations.
- (3) Academic clubs, which focus on academic research.
- (4) Art clubs, which focus on the production of artworks, performances, and appreciation of the arts.
- (5) Service clubs, which promote service to society.
- (6) Music clubs, in which students practice music or instruments, perform, or appreciate music.
- (7) Sports clubs, which focus on physical abilities and training.
- (8) Functional clubs, which are established to support major events on campus.
- (9) Skill clubs, which focus on the acquisition of skills.

**Article 3 Methods of Supervision**

Supervision of student club activities will be undertaken through following methods:

- (1) Supervision of students in organizing various kinds of clubs.
- (2) Supervision of student clubs in publishing various kinds of journals.
- (3) Supervision of student clubs in holding activities related to the purpose for which they were founded, including mixers, conferences, reading groups, parties, competitions, exhibitions, tours, and camps.
- (4) Selecting students to participate in activities either on or off campus.

## **Article 4 General Regulations**

Student clubs and their supervising instructors who are approved to represent NTHU and participate in various competitions will be considered official school teams. Any matters in regard to student clubs that are not provided for in these Regulations shall be carried out in accordance with other related NTHU rules and regulations.

## **II. Starting A Club**

### **Article 5 Establishing a Student Club**

To organize a student club, students must gather 30 or more persons as original members and submit an application to Division of Student Activities (DSA) under the Office of Student Affairs. After receiving an application, the DSA shall convene a meeting of its Student Club Review Committee to consider the application.

If the founding purpose of the club is similar to any existing club, or is not appropriate, the Student Club Review Committee may reject the application. If an applicant disagrees with the decision, they may submit an appeal to the Student Club Appeals Committee. Rules governing the organization of the Student Club Appeals Committee and its appeal procedures will be separately adopted.

Any application to establish a new student club must be submitted in April with the following documents:

- (1) An application and registration form for establishment of a student club
- (2) A draft organization charter for the club
- (3) Annual activity plans
- (4) A three-year medium-term development plan
- (5) Information regarding the club's supervising instructor

### **Article 6 Verification Procedure**

An application to establish a new student club will follow the procedures below:

- (1) When considering an application, the Student Club Review Committee may require that the DSA and the club organizer appoint persons to attend the meeting to provide necessary information.
- (2) Once a club has been approved, public announcement will be made directly by the DSA.
- (3) If the club organizer opposes the decision of the Student Club Review Committee, it shall submit a written application for a re-hearing by the Student Club Review Committee within two weeks after the official announcement (including the date of the announcement). Only one such appeal may be submitted.

### **Article 7 The Student Club Review Committee**

The Student Club Review Committee shall be comprised of seven members, which shall include the director of the DSA as the convener; persons recommended by the DSA with experience in supervising student clubs and staff members from the DSA, for a total of three persons; the president of the NTHU Student Association; and two further students selected as student representatives.

### **Article 8 Club Charters**

A NTHU student club charter must include the following:

- (1) The name of the club (must include the full name, "National Tsing Hua University")
- (2) The club's founding purpose
- (3) Club organization and assignment of positions
- (4) The conditions for joining, leaving, or being expelled from the club
- (5) The rights and obligations of club members
- (6) The number of club officers, their authority, terms of office, election, and dismissal
- (7) The methods of convening meetings and passing resolutions
- (8) Expenditures and accounting
- (9) Amendment of the charter
- (10) The year, month, and day on which the charter is adopted

### **Article 9 Establishment and Registration of Clubs**

A club that has been approved and organized shall immediately make a public solicitation for club members, and shall convene an inaugural general meeting prior to June 15 of the given year in order to pass its club charter and elect a club responsible person and club officers.

Within two weeks after its establishment, a club shall report to the DSA for registration and for issuance of a club seal by submitting a copy of the minutes of the inaugural general meeting (including the club charter that was adopted), information on the club's responsible person and club officers.

No private, unauthorized club seal may be made. If the club seal is lost, the club shall apply for a replacement to be issued by the DSA. The necessary costs for replacement shall be borne by the club itself.

When there is any change in a club's charter, supervising instructor, responsible person, club officers, or financial status following the club's establishment, an amendment of the club's registration shall be made within seven days after the change.

### **Article 10 Changes in Club Officers and Club Names**

An official handover from a current club leader to a successive one must be done by

submitting a list of names of new club officers within the deadline publicly announced by the DSA.

Any change to the officers of a club or the persons appointed to those positions in a given academic year shall be immediately reported to the DSA for its records.

A club that wants to change its name shall submit an application by May of the given year. Such applications may not be submitted in two successive years.

#### **Article 11 Reestablishing a Club**

When a student club has been reduced and merged with another or has been disbanded, it may apply to establish a common interest group. The schedule for applications shall be the same as for the establishment of a new club **or the announcement of the result for the evaluation of student clubs**. After the group has received a ranking of "B" or above, it may then be reestablished as a club.

### **III. Organization of Student Clubs**

#### **Article 12 Supervising Instructors**

Each club in principle shall engage a one person of professional standing from within or without the university to serve as the club's supervising instructor.

#### **Article 13 Duties of Supervising Instructors**

A student club's supervising instructor is responsible for supervision in the following areas:

- (1) Providing long-term advice and instruction based on the founding purpose of the club and the aim of a given event.
- (2) Advising the club on the planning of its annual activities.
- (3) Supervising and reviewing the publication of club journals and financial management of club activities.
- (4) Giving attention to the club's operation and organization, the style of its leadership, the distribution of duties among officers, group motivation, and the personal growth of club members.
- (5) Giving instructions to students on matters related to the founding purpose and encouraging students to further develop their interests and potentials.
- (6) The supervising instructor may also fill out recommendation forms relating to rewards or punishments for the performance of club members and officers and submit them to the DSA for approval of rewards or punishments.

National Tsing Hua University Guidelines for Application for Supervising Instructor Fees will be separately adopted.

#### **Article 14 Club Members**

Students may freely participate in student clubs, and no club may reject any NTHU student's participation without a proper reason.

#### **Article 15 Responsible Persons and Officers of Clubs**

The responsible person of a club represents the entire club and must be a currently enrolled NTHU student. Each club shall follow the club charter or establish its own procedure for electing the club's responsible person and officers.

#### **Article 16 The General Meeting of Club Members**

The general meeting of club members is the highest decision-making mechanism of a student club. A general meeting must be convened by a club's responsible person at least once a semester.

The following matters shall be resolved by the general meeting of club members and a written record retained as a record:

- (1) Amendments to the club charter.
- (2) Election and removal of a club's responsible person.
- (3) Expulsion of club members.
- (4) Plans and budgets for club activities and final accounting of expenditures.

### **IV. Student Club Activities**

#### **Article 17 The Joint Club Leaders Meeting**

The joint club leaders meeting is formed by the responsible persons (club leaders) of the clubs, and is responsible for coordination between and facilitation of the activities of different student clubs.

#### **Article 18 Club Officer Training**

The DSA shall hold training activities relating to club matters in each academic year to allow club officers to study and train. The responsible persons of registered NTHU clubs shall appoint a club officer related to the given training activity to represent the club at the aforementioned training activity. If there is no such officer, the club's responsible person shall personally attend.

If a club representative fails to attend at the training for a given reason and further fails to authorize another club officer to attend as representative, the DSA may cancel subsidies to the club for one academic year, and may also cancel its right to use venues and equipment.

### **Article 19 Club Offices**

A student club, as needed for its activities, may apply to the DSA for a loan of office space and equipment. The period of the loan shall be one year, and applications for extension may be submitted at the end of that period.

A club's office may not be used for any purpose other than club activities. All office keys shall be issued by the DSA, and key holders may not change keys or locks and may not install combination locks without authorization.

Mailboxes assigned to each club by the DSA shall be deemed part of the club offices. Guidelines for the use and assignment of club offices will be separately adopted.

### **Article 20 Supervision of Club Activities**

In order to hold any activity, a club must submit an application through the DSA club management system two weeks prior to the event. Relevant NTHU rules and regulations shall apply with regard to registering the activity, subsidies for expenses, use of equipment and venues, posters and promotional materials, financial management, activity certificates, and other administrative support.

### **Article 21 Safety**

A student club must receive permission from the Office of Student Affairs for official documents or activities directed at parties outside NTHU; the same shall apply when inviting groups or persons from outside NTHU to participate in an activity. Any club that holds an activity outside the NTHU campus such as trips, tours, or hiking in the mountains, must do so in accordance with the National Tsing Hua University Supervisory Regulations for Off-Campus Student Activities, the National Tsing Hua University Guidelines for Safe Conduct of Student Club Activities and the National Tsing Hua University Notifications Regarding Student Hiking in the Mountains.

### **Article 22 Expenditures for Activities**

A student club applying for a subsidy for an activity must do so in accordance with the National Tsing Hua University Guidelines for Financial Support for Club Activities. When there is a need to solicit contributions or accept commercial sponsorship from outside the university, the funds received shall be listed for management under club expenditures, provided that when soliciting donations from outside the university, clubs shall do so in accordance with the Ministry of the Interior Charity Donations Destined for Social Welfare Funds Implementation Regulations and follow the NTHU procedures for the solicitation and acceptance of donations.

### **Article 23 Publications**

A student club that issues any kind of publication shall do so in accordance with the National Tsing Hua University Supervisory Guidelines for Student Club Publications.

#### **Article 24 Announcements and Posters**

Student clubs that post announcements or posters on campus shall do so in accordance with the National Tsing Hua University Guidelines for Approval and Management of Posters and the National Tsing Hua University Enforcement Rules for Approval and Management of Posters

#### **Article 25 Activity Reports**

Within two weeks after holding an activity, a student club must fill out an activity record and reporting form and upload the file to the DSA Club Management System. To apply for an activity certificate, a student must follow the National Tsing Hua University Implementation Guidelines for Student Club Activity Certificates.

#### **Article 26 Financial Reports**

A report on annual club revenues and expenditures must be completed before the handover to a new responsible person and publicly released to all club members. The report must be retained in the club's records for a period of six years for future reference.

### **V. Student Club Evaluations and Rewards and Punishments**

#### **Article 27 Club Evaluations**

To insure sound organization of student clubs and encourage their development, the DSA performs student club evaluations to commend and encourage excellent clubs. The National Tsing Hua University Implementation Guidelines for Evaluation of Student Clubs and **the National Tsing Hua University Enforcement Rules for Evaluation of Student Clubs** will be separately adopted.

#### **Article 28 Evaluation Standards**

**The contents of** evaluations of student clubs are based primarily on assessing their organization of activities, utilization of funds, the achievement of club objectives, handovers to new club officers, and their influence on the school and society.

#### **Article 29 Evaluation Results**

The results of student club evaluations shall be obtained by the DSA, acting in accordance with the National Tsing Hua University Implementation Guidelines for Evaluation of Student Clubs and the associated National Tsing Hua University

Enforcement Rules for Evaluation of Student Clubs.

### **Article 30 Reward**

The DSA will officially award student clubs with outstanding performance in holding activities at the end of each semester.

### **Article 31 Punishments**

Under any of the following circumstances, the DSA may issue a warning, suspend club activities, suspend the right for a club to use DSA managed venues **and equipment**, reorganize a club, or disband a student club:

- (1) A club engages in illegal activities.
- (2) A club uses any pretext to attack others.
- (3) A club uses its name for private, unauthorized fundraising either on or off campus.
- (4) A club holds activities that damage the school's reputation.
- (5) A club receives a "D" score on its evaluation.
- (6) A club does not submit required information or materials within the deadline.
- (7) A functional club fails to achieve its founding purpose.
- (8) A club does not follow the guidelines or regulations when infectious diseases, natural disasters or any emergencies occur.

A club is verified to perform actions as sexual harassment, sexual bullying or sexual abuse by the NTHU Gender Equity Education Committee. The punishment would be increased for the recidivists who carry out the above-mentioned actions again within 3 years.

### **Article 32 Other Punishments**

If a club engages in actions that violate these Regulations, a period of school service work or other appropriate punishment may be imposed on the club, or members of the club, in accordance with relevant NTHU rules and regulations.

A club that is subject to school service work must complete the work within two months; if it fails to do so, the club's subsequent use of DSA managed venues **and equipment** may be restricted.

If a student club, without proper reason, fails to submit the information form regarding officer handover during the announced handover period, that club will be deemed to have been disbanded.

## **VI. Supplementary Provisions**

### **Article 33 Appeals for Punishment**

If a student club opposes any punishment its receives, **the** appeal will be handled in



accordance with the National Tsing Hua University Student Club Appeals Committee Organization and Appeal Procedures.

#### **Article 34 Restrictions on Duties of Club Responsible Persons**

The responsible person of a student club may not concurrently hold the position of responsible person in any other student club, with the exception of departmental student associations and alumni associations.

#### **Article 35 Use of Personal Information**

The DSA, when collecting any type of personal information for the purpose of implementing extracurricular activities, including names, departments, birth dates, national ID card numbers, and personal contact information shall do so in accordance with the Personal Data Protection Act.

#### **Article 36**

A club charter that conflicts with these Regulations is not a valid charter.

#### **Article 37**

These Regulations, and any amendments to them, will be implemented following passage by a meeting of the DSA and approval by a meeting of the Office of Student Affairs.