

THU Student Club Organization & Activity Rules

Amended and approved by the Administrative Affairs Meeting on July 15, 1998
Amended and approved by the Administrative Affairs Meeting on December 7, 2022

Article 1 Tunghai University ("THU") has established these regulations to guide students in organizing and participating in extracurricular activities and clubs. These regulations aim to enrich students' leisure activities, enhance research interests, develop social skills and character, cultivate leadership talents, and promote a spirit of service.

Article 2 These regulations apply to all student clubs registered at THU. However, if there are specific provisions in other THU regulations or policies, those provisions should take precedence.

Article 3 The Office of Student Affairs' Division of Extra-Curricular Activities ("Extra-Curricular Division") is the supervisory unit for student clubs at THU. The Extra-Curricular Division may create rules for managing student clubs and activity spaces, in line with its responsibilities. These rules should be discussed with student representatives and approved at relevant meetings before being put into effect.

Article 4 Student clubs are categorized as follows:

- 1、 Autonomous Clubs: Department-based student autonomous organizations often referred to as departmental student associations. They are established to serve students within a specific department and assist in departmental student affairs.
- 2、 Recreational Clubs: Established with the goal of promoting legitimate leisure and recreational activities.
- 3、 Athletic Clubs: Focus on the development of physical fitness, sports training, and sporting skills.
- 4、 Artistic Clubs: Dedicated to artistic creation, performance, skills, or appreciation.
- 5、 Academic Clubs: Formed for academic research and professional discussions.
- 6、 Service Clubs: Aim to promote volunteer service and implement a service-oriented philosophy.
- 7、 Comprehensive Clubs: Formed for social or thematic development.

Article 5 Students should apply to THU in order to establish an on-campus club for regular extracurricular activities. The application should be reviewed and approved by relevant meetings before the club can be officially established.

On-campus clubs must not violate mandatory legal regulations or public morals.

Applications for clubs or organizations that are similar in nature to an existing club may be rejected.

Article 6 Student clubs must follow the application process and can start operating only after official establishment through an announcement.

Article 7 The procedure for establishing a student club is as follows:

- 1、 At least twenty THU students are required to initiate a club application. A club application form, organizational charter, and petition should be submitted with an endorsement signature from a faculty sponsor. The application should be submitted to the Extra-Curricular Division during the designated period (typically in December and May each year) announced by the Division.
- 2、 The Extra-Curricular Division shall convene a club establishment review meeting within one month after the application deadline. The review committee shall consist of the head of the Extra-Curricular Division, all faculty sponsors, and student representatives. Club founders must attend the meeting to present their proposal.
- 3、 Upon approval by the review committee, the club founders shall seek final approval from the Vice President for Student Affairs with the assistance of the faculty sponsor.
- 4、 The founder must convene a Club Assembly within one month of receiving club approval to elect club presidents and officers, as well as approve the club's organizational charter. Within two weeks after the meeting, information such as the club president and organizational charter shall be submitted to the Extra-Curricular Division for record-keeping. Failure to comply with the relevant deadlines shall result in a revocation of the club's approval.
- 5、 The club must apply to change registered information during the designated period.
- 6、 The club is responsible for creating and safeguarding an official

seal and must establish a bank account at the post office.

Article 8 The Club's Organizational Charter should include the following:

- 1、 The Name of the Club
- 2、 The Club Mission
- 3、 The Club Address (on-campus location)
- 4、 Organization and Responsibilities
- 5、 The procedure for electing club presidents, vice presidents, and appointing other officers.
- 6、 Convening of Club Assembly
- 7、 Club funding
- 8、 The formation and organization of financial oversight committees or boards of directors.
- 9、 Approval and amendments to the Organizational Charter
- 10、 The date of enactment of the Club charter

Article 9 The president of the club is responsible for internal management and is accountable to the club members. They also serve as the club's representative to external parties.

Article 10 Club members must be students currently enrolled at THU, and individuals holding positions within the club serve voluntarily without compensation.

Article 11 Re-election of Club President:

- 1、 Club Presidents are elected annually, and changes can only occur with special reasons and approval from the Club Assembly.
- 2、 Club Presidents who have not served a full academic year will not receive a certificate.
- 3、 The process for changing club presidents should adhere to the THU Rules for Student Club President Change and Handover and each club's organizational charter.

Article 12 When changing presidents, the following items must be handed over.

Failure to complete the handover within a specified time frame will result in a deactivation of the club:

- 1、 Club seal
- 2、 Club organizational charter
- 3、 List of club members
- 4、 Club documents and records
- 5、 Club funding records
- 6、 Post office account passbook and cash

- 7、 Club assets (inventory check)
- 8、 Asset documents
- 9、 Asset loan records
- 10、 Keys to club office

Club assets, funding, seal, account books, documents, and other relevant items must be stored and used properly. At the end of the academic year (or semester), the items should be inventoried and handed over. The handover should be supervised by the faculty sponsor, and signatures obtained before submission to the Extra-Curricular Division for record-keeping.

Article 13 Clubs should invite qualified individuals to serve as internal and external faculty sponsors, responsible for guiding club activities. Sponsors must be approved by THU upon application.

Article 14 Clubs organizing campus-wide or larger events must obtain written consent from the faculty sponsor. Event plans, budget estimates, and related documents should be submitted to the Extra-Curricular Division at least ten days before the event. Approval from the school is required before proceeding.

If an event is not approved, the relevant department must provide reasons for the decision.

The Extra-Curricular Division may assign staff to provide guidance based on the nature and needs of club activities.

When conducting off-campus activities, clubs must follow the THU Off-Campus Student Activity Safety Guidance Regulations.

Article 15 Any changes in the time, place, or content of club activities should be reported to THU for approval.

Article 16 External matters involving student clubs should be reported to the Extra-Curricular Division for handling, and clubs are not allowed to directly communicate externally.

Article 17 Decisions related to changing the club's mission, dissolving the club, amending the organizational charter, and disposing of club assets should be made with the attendance of over two-thirds of the total members, and with the agreement of over two-thirds of the attending members.

General resolutions should follow the regulations outlined in the club's organizational charter.

Article 18 Club presidents or members exhibiting exemplary behavior as described

below may be rewarded according to the THU Regulations for Student Rewards and Punishments:

- 1、 Outstanding performance in representing THU in external competitions.
- 2、 Successful organization of highly meaningful and effective events.
- 3、 Active involvement in public welfare activities with exceptional contributions.
- 4、 Exemplary performance in club responsibilities and duties.

Article 19 Students, club presidents, or members engaging in activities or producing documents or publications with any of the following behaviors may face penalties in accordance with the THU Regulations for Student Rewards and Punishments:

- 1、 Violation of government regulations.
- 2、 Breach of this regulation or other university regulations.
- 3、 Actions that hinder public safety or order.
- 4、 Misappropriation of club or public property.
- 5、 Illegitimate activities conducted under the club's name.
- 6、 Illegitimate activities conducted under the club's name.

Article 20 If a student club is found to engage in any of the above behaviors, THU may issue a decision specifying the reasons and order the club to cease its activities, reorganize, or dissolve.

If a club disagrees with the decision to cease activities, reorganize, or dissolve, they may file an appeal in accordance with the THU Regulations for Student Grievances Appeals.

Article 21 Student clubs should be primarily self-funded. Clubs can request financial support from the Student Association and THU with approval. Clubs must not solicit external donations or accept sponsorships without authorization.

Article 22 Clubs must maintain clear financial records and an asset inventory managed by a designated member.

Article 23 Club funds require approval from the Club Assembly, and unauthorized use or false reporting can lead to penalties. The Extra-Curricular Division may seek repayment, compensation, and suspension of funding in accordance with Item no. 19 of these Rules for any unauthorized use of funds.

Article 24 Clubs applying for university funding for their activities should

submit a report on the effectiveness of the activity, expenditure receipts, and relevant documents to the Extra-Curricular Division for verification within two weeks after the activity concludes.

Article 25 The regulations herein shall be promulgated upon approval by the Administrative Affairs Meeting.