

THU Rules for the Management of Student Government Organization and Student Club Spaces

Approved by the Office of Student Affairs on November 17, 2021

Amended and approved by the Office of Student Affairs on May 15, 2023

1. To regulate the application, allocation, relocation, and management of student government organization and student club spaces at Tunghai University, and to cultivate students' sense of public morality and the virtue of caring for public property, the "THU Rules for the Management of Student government organization and Student Club Spaces" (hereinafter referred to as Rules) are hereby established.
2. Definitions of Spaces:
 - 1) Club offices, warehouses, and multi-functional classrooms. Specific management rules for multi-functional rooms will be separately established.
 - 2) Club offices include both independent offices and shared offices.
3. The Office of Student Affairs' Division of Extra-curricular Activities (hereinafter referred to as Division) is responsible for planning, allocating, and managing student government organization and student club spaces according to the spaces authorized to the Division.
4. Student clubs and student government organization established and approved by the Office of Student Affairs for one year or more may apply for club offices according to Division announcements. The Division will allocate club offices based on availability and prioritize offering shared offices.
5. Rules for relocating across spaces
 - 1) Clubs may not exchange or transfer their allocated spaces without permission.
 - 2) Clubs dissolved or revoked of office rights must vacate their spaces within two weeks of receiving notice. The Division will intervene if clubs fail to comply with the rule above.
 - 3) Clubs vacating spaces must return borrowed items and keys, clear out club-owned equipment, and leave the space clean. Compensation is required for any damaged or lost items.
6. Rules for space usage
 - 1) Club offices may not be loaned to external parties or used for profit without approval from the Division.
 - 2) When leaving club offices, all doors, windows, and electrical appliances must be turned off for safety purposes.
 - 3) The club is responsible for maintaining cleanliness inside and outside the club office, prohibiting the accumulation of clutter, storage of banned or

hazardous items, or littering.

- 4) Unlawful activities, smoking, and overnight stays are prohibited inside and outside club offices.
- 5) Except for special cases, cooking, pets, alcohol consumption, and gambling are prohibited inside and outside club offices.
- 6) Keys to club office doors, windows, cabinets, etc., must be kept by the club president or designated personnel and shall not be shared with others. Additional locks may not be installed without permission. Duplicate keys must be submitted to the Division for emergency/necessary access.
- 7) Clubs are prohibited from renovating or furnishing club offices without approval from the Division.
- 8) When using shared club offices for meetings or activities, please refrain from using or moving items belonging to other clubs.
- 9) Loud noises and disturbances, causing noise pollution, are prohibited.
7. Student government organization, clubs, or individuals shall compensate for any shortages or damages to equipment in club offices. If damage is due to non-human factors, clubs should immediately notify the Division and submit a repair request form to the Office of General Affairs. For handover between old and new student government organization or club presidents, clubs are required to complete an inventory of club office equipment.
8. Student government organization and clubs with club offices must participate in cleaning activities organized by the Division.
9. The Division will withdraw office usage rights from students or clubs with three violations against items one through nine of these rules.
10. Revocation of Club Office Usage Rights
 - 1) If a student self-governing organization or student club has its club office usage rights revoked due to a violation of these regulations, the Division may refuse to accept their club office application for the next academic year.
 - 2) If a student self-governing organization or student club with a club office is found to have low office usage rates, the Division may require them to attend meetings to explain their office usage. If confirmed that the club does not need offices, the Division will revoke their rights to club offices.
11. The rules herein and amendments hereafter shall be promulgated upon approval by the Office of Student Affairs.