

Regulations for Student Club Guidance at Kaohsiung Medical University

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Chapter 1 General Provisions

Article 1 Purpose: To foster the healthy development of student club activities, the Regulations are established. For matters related to the guidance of student clubs not specified in the Regulations, other relevant regulations of the school shall apply.

Article 2 Nature of Student Clubs:

The nature of student clubs at our school is as follows:

1. Musical Student Clubs: Aimed at promoting music performances and appreciation and delighting the mind and body.
2. Academic and Artistic Student Clubs: Focused on academics, arts, and research.
3. Recreational Student Clubs: Advocating for proper leisure and recreational activities.
4. Service-Oriented Student Clubs: Committed to promoting social services.
5. Physical Fitness Student Clubs: Dedicated to promoting fitness and enhancing physical activities.
6. Social Student Clubs: Aimed at fostering friendships and cultivating character.

Representatives from each type of student club should be elected to serve on the Student Club Review Committee, responsible for coordinating and planning joint activities among clubs, and participating in discussions on major policy planning for student club guidance.

Article 3 Guidance of Student Clubs: Student clubs are guided by the Office of Student Affairs (hereinafter referred to as the Office). Student clubs not established in accordance with the Regulations or other school regulations and approved by the Office shall not operate.

Article 4 Student Club Review Committee:

A Student Club Review Committee is established to deliberate on the establishment, suspension, operation, management, financial audit, evaluation, rewards and punishments, guidance teachers, appointment qualifications of external instructors, and other matters related to the student club regulations. The members of the Student Club

Review Committee are composed of both student and teacher representatives, with specific guidelines to be established separately.

Chapter 2 Establishment and Registration of Student Clubs

Article 5 Registration System for Student Clubs: The establishment of student clubs must be registered. Activities of unregistered clubs are not permitted.

Article 6 Establishment and Registration Procedures for Student Clubs:

1. Initiation: At least three initiators and over twenty co-signers from the university students must prepare a student club establishment application form, a co-signer list, and other relevant documents to submit to the Office of Student Affairs for approval. The establishment is subject to the approval of the Student Club Review Committee. Clubs with objectives or nature duplicating existing clubs or not aligning with their principles may not be approved, and the documents returned to the applicants.
2. Trial Operation: Clubs approved by the Student Club Review Committee must hold a preparatory meeting within three weeks to pass the organizational charter, elect a president and officers, and submit the meeting minutes, charter, and officer list to the Office of "Extracurricular Activities Division" for registration as a "Trial Operation Student Club," after which they may commence activities. However, trial operation clubs are not eligible for financial subsidies from the school. During the trial period, clubs must conduct more than three activities, each with the participation of over twenty students of the school, and prepare an activity report and attendance sheet to be submitted to the Division of Extracurricular Activities after the trial period.
3. Formal Establishment: Six months after the trial operation, the club must submit an activity report of the trial period for review by the Student Club Review Committee through the Office of Student Affairs. If approved, the Division of Extracurricular Activities will officially register the club based on the submitted documents. Rejected applications will be returned to the applicants. Major violations during the trial period, if confirmed and resolved by the Student Club Review Committee, may lead to revocation of the club's application for official status. Clubs that do not achieve official status within two years of trial operation are not eligible to reapply for a similar club within six months.
4. Any deficiency in the documents listed above may require correction within two weeks as instructed by the Extracurricular Activities Division. Failure to correct within the deadline may result in rejection of the application or registration.

Article 7 Registration of Changes: Following the establishment of a student club, any changes in the organizational charter, guidance teachers, president and officers, or financial status must be registered within seven days. Non-compliance with this registration requirement may result in action by the Office of Extracurricular Activities Division and the Student Club Review Committee.

Article 8 Club Charter:

The charter of a student club should specify the following:

1. Name (must include "Kaohsiung Medical University").
2. Objectives.
3. Organization and responsibilities.
4. Conditions for membership admission, withdrawal, and expulsion.
5. Rights and obligations of members.
6. Number of officers, their authority, tenure, election, and dismissal.
7. Convening and decision-making methods of meetings.
8. Use and management of funds.
9. Amendment of the charter.
10. Date of the charter's establishment.

The charter of a student club must be signed by the initiators.

Chapter 3 Organization of Student Clubs

Article 9 Guidance Teachers: Each student club should appoint a guidance teacher for a term of one academic year. The guidance teacher is appointed by the president upon approval from the Student Club Review Committee. Guidance teachers for student clubs should be faculty members of the school, adhering to the principle of guiding a single student club.

Article 10 Responsibilities and Rights of Guidance Teachers and Instructors:

1. Guide the development of student clubs, club operations, activity planning, professional training, property management, election transitions, etc.
2. Assist student clubs in organizing and participating in significant activities both on and off campus, attending when necessary.
3. Participate in meetings of guidance teachers for student clubs and assist the school in handling special problems and major incidents related to student club activities.
4. Fill out recommendation forms for awards or punishments for exemplary deeds or serious misconduct of club members and submit them to the Office of Student Affairs for approval.

External instructors for student clubs are paid for their actual hours of guiding the clubs,

based on the annual budget, with specific implementation measures to be established separately.

Article 11 Members: Membership in student clubs is limited to enrolled students of the school, and they should exercise their rights and fulfill their obligations as specified in the charter of their respective clubs. Student clubs are open to all students, and clubs should not refuse membership to students of the school without just cause.

Article 12 General Meeting of Club Members:

The General Meeting of Club Members is the highest decision-making body of a student club.

The following matters should be resolved by the General Meeting of Club Members:

1. Amendments to the charter.
2. Election and impeachment of the president.
3. Expulsion of members.
4. Planning of club activities, budget, and financial statements.

Article 13 President:

The president of a student club manages internal affairs, is accountable to the General Meeting of Club Members, and represents the club externally.

The president should be elected publicly according to the club's charter, limited to one person, with a term of one academic year, and re-election limited to once. Mid-term replacements are not allowed without notification to the Extracurricular Activities Division of the Office. A person cannot be the president of more than one student autonomous organization or student club.

The president should attend the student club president training workshops organized by the Office of Student Affairs. In case of absence due to unavoidable reasons, a representative may attend with the consent of the Office of Student Affairs. If the president is absent without a representative, the Division of Extracurricular Activities will record this, to be used as a reference for club evaluations and subsidies.

Each student club may appoint one vice president. If the club has more than twenty members, an additional vice president may be appointed, and so on, up to a maximum of three vice presidents

Article 14 Student Club Handover:

Student clubs should complete their elections before the end of May each year. Within one month after the elections, they must submit the basic information of the newly elected presidents and vice-presidents, student club guidance teachers, external

instructors, regular venues, club fee collection information, property transfer reports, annual plans, SWOT analyses, and management audit checklists to the Extracurricular Activities Division of the Office for review to understand the actual operations of the student clubs.

If a student club fails to elect its president by the end of May each year or fails to submit the required documents as previously stipulated, the case will be referred to the Student Club Review Committee by the Division of Extracurricular Activities, and the club may send a representative to explain.

Chapter 4 Activities of Student Clubs

Article 15 Activity Application:

When student clubs organize activities, they must draft plans and submit it to the Office of Student Affairs for review and seek guidance from their guidance teachers. Activities requiring financial support should apply 14 days in advance, while general activities should apply 7 days in advance. Late applications will not be accepted. Student activities should be conducted according to the approved plans. If activities are not conducted as planned and there are clear violations, they will be handled as follows:

1. Activities not yet held will be immediately stopped.
2. Activities already held that received university funding will have their funding fully revoked.

For cases mentioned above or if the violation is minor, they will be reported to the Student Club Review Committee according to the student club activity violation point system.

Student activities should principally be conducted outside of class hours. If an activity needs to be held during class hours (limited to two days) due to special circumstances, it must be approved by the relevant course instructors, department heads, and college deans, registered with the Office of Student Affairs, and have the official leave procedures completed.

Applications for activities, claims for subsidized funds, borrowing of venues and equipment, posting of posters, and financial management should be conducted according to the relevant regulations of the School.

Article 16 Activity Safety:

Safety is the top priority for activities. If there is a foreseeable risk of danger, the activity should be immediately stopped.

Student clubs organizing travel, visits, mountain climbing, competitions, etc., should arrange additional insurance. The activity application form should be co-signed by the Campus Security Center and can request guidance teachers, instructors, military officers, or student affairs staff to act as leaders and conduct briefings or safety training before the activities.

When student clubs go to mountainous or dangerous areas, they must provide a participant list and develop a safety plan. If advised by the Office of Student Affairs to evacuate, they must immediately cancel the activity and leave the dangerous area, moving all personnel to a safe location or back to the school.

Article 17 Food Hygiene:

Student clubs organizing food giveaways or sales should align with their club's objectives and develop a food safety plan, and prohibit the distribution of alcoholic beverages on campus, except for research and teaching purposes. Foods given away or being sold should be clean and hygienic, and food samples should be sent to the university's Division of Health Service of the Office for preservation for 48 hours. If it harms others' health, the Division of Extracurricular Activities of the Office will record it and refer it to the Student Club Review Committee for punishment.

Article 18 External Activities:

Activities or communications involving student groups and external parties must be approved by the Office of Student Affairs. The same applies when inviting external groups or individuals to participate in activities.

Article 19 Activity Report

Within 14 days after conducting an activity, student clubs should fill out an activity report form and submit it to the Division of Extracurricular Activities of the Office for review. If the activity record report form is not completed within the activity deadline, related expenses will not be reimbursed.

Article 20 Miscellaneous

For matters not covered by the Regulations regarding student club activities, other relevant regulations of the school shall apply.

Chapter 5 Management of Student Clubs' Offices, Property, and Funds

Article 21 Student Club Offices:

Student clubs can apply to the Office of Student Affairs for the use of offices and furniture for one year. The Office of Student Affairs may allocate the aforementioned

spaces and equipment based on the nature and evaluation results of the student clubs. The use of student club offices must adhere to the following regulations:

1. Offices shared by several student clubs must be jointly managed, with no shifting of responsibility.
2. Offices should not be used for purposes other than student club activities.
3. Public property must be cherished and cleanliness maintained.
4. Any changes or additions to office door locks must be handled by the Division of Extracurricular Activities of the Office. Student clubs can not change or add locks on their own.
5. When vacating, clubs must return all keys and are responsible for cleaning and tidying up; they must compensate for any damaged or lost public property.
6. The Office of Student Affairs may reclaim the office at any time if the student club does not use it according to the regulations.

Article 22 Activity Funds

Student clubs can apply for subsidies according to the school's "Student Autonomous Organizations and Club Funding Subsidy Regulations."

The fundraising and use of funds for student club activities must comply with the following regulations:

1. Funds for student club activities can also be raised through membership fees, external donations, activity registration fees, and subsidies from organizations. Except for membership fees, all fundraising plans must be reported to the Office of Student Affairs before proceeding.
2. All accounts of the funds raised must be public. The Division of Extracurricular Activities of the Office can inspect these accounts at any time and use the inspection results as a reference for student club evaluations. If necessary, the Division of Extracurricular Activities may request the student group to publicly disclose their accounts for transparency and credibility.
3. Funds raised by student groups should be entirely used for the group's activities, operations, management, and development, and must not be misappropriated or used for other profitable activities. Funds raised in the name of charity, after deducting activity costs, must be used for charitable purposes. Violations will be referred to the Student Club Review Committee by the Division of Extracurricular Activities of the Office.

Article 23 Income and Expenditure Reports:

Student clubs must prepare income and expenditure reports, which should be submitted for review and approval by the General Meeting of Club Members before the end of the semester, and then signed by the guidance teacher of the student club for record keeping.

Article 24 Financial Handover:

During the handover of the club president, the current assets, funds, seals, account books, documents, and activity files of the student club should be included in the handover. The property inventory, account books, and handover report form, after being signed by the guidance teacher of the student club, should be submitted to the Division of Extracurricular Activities of the Office for record keeping.

Chapter 6 Evaluation, Awards, and Punishments of Student Clubs

Article 25 Evaluation of Student Clubs:

Student clubs shall undergo evaluation in accordance with the "Kaohsiung Medical University Student Autonomous Organizations and Club Evaluation Implementation Regulations."

Article 26 Awards for Student Clubs:

Outstanding student clubs (such as those achieving excellent results in the autonomous student organizations and student club evaluations or national competitions) may be rewarded in accordance with the student awards and punishments guidelines.

Article 27 Punishments for Student Clubs:

Student clubs that violate laws, regulations of the school, the Regulations, or public order and morals, in addition to the individual perpetrators and club presidents being disciplined under the university's student awards and punishments methods, student clubs may be subjected to the following punishments by the Office of Student Affairs after a resolution by the Student Club Review Committee, depending on the severity of the case:

1. Warning and recording, to be used as a basis for student club evaluation and financial subsidy review.
2. Suspension of financial subsidies or other rights (such as temporary suspension of activities, deduction of student club evaluation total points, or downgrading of merits and awards).
3. Suspension of the club.

Article 28 Appeals:

Student clubs that object to the punishments specified in the Regulations may appeal to the Student Club Review Committee through the club president within one month of the announcement.

Chapter 7 Suspension and Dissolution of Student Clubs

Article 29 Suspension of Student Clubs:

Student clubs may be suspended from operation under the following circumstances:

1. If the operation is practically difficult, the suspension may be applied after a resolution by the General Meeting of Club Members; if a General Meeting of Club Members cannot be convened, the suspension may be applied after approval by the club's guidance teacher.
2. If a club has not operated for over a year and has not updated its information with the Division of Extracurricular Activities of the Office within a year, the Division may propose a suspension for review by the Student Club Review Committee.
3. If a club has not participated in the student club evaluation for two consecutive years, the Division may propose a suspension for review by the Student Club Review Committee.
4. The Club is suspended under Article 27 of the Regulations.

Article 30 Dissolution of Student Clubs:

1. A resolution to dissolve the club, agreed upon by over two-thirds of the members, along with an application form, should be submitted to the Office of Student Affairs for approval, followed by filing with the Student Club Review Committee.
2. If a club has not operated for over two years and has not updated its information with the Office of Student Affairs within two years, the Office may propose a dissolution for review by the Student Club Review Committee.

Article 31 Financial Handling After Suspension or Dissolution of Student Clubs:

The president must complete the inventory and clearance of assets within one month of notification by the Division of Extracurricular Activities and return the office space rights. Any remaining assets will be treated as abandoned property. If the president fails to comply with the procedures for inventory and submission of club assets and still fails to do so within one month after a second notification, the matter may be submitted to the Student Club Review Committee for discussion and potential disciplinary action.

Article 32 Reinstatement of Student Clubs:

1. A suspended student club may apply for reinstatement six months after suspension by following these regulations: holding a General Meeting of Club Members to discuss reinstatement, submitting the reorganization meeting minutes, signed by the guidance teacher, along with the student club establishment application form, co-signature list, organizational charter, General Meeting of Club Members meeting minutes, and the list of presidents and officers to the Office of Student Affairs for review by the Student Club Review Committee. If approved, it becomes a trial operation student club and may

retrieve the property managed on its behalf due to suspension. If not approved, the original documents are returned, and no student club activities can be conducted.

2. Six months after trial operation, the club may submit a post-trial operation activity report, income and expenditure account books, lists of officers and members, and a description of future major activities to the Office for review by the Student Club Review Committee to become an official student club. If not approved, the original documents are returned.

Chapter 8 Supplementary Provisions

Article 33 The Regulations shall be implemented from the date of announcement after review and approval by the Student Affairs Meeting, and the same applies to any amendments.