

Asia University

Guidelines for Student Organizations

2002.05.27 Approved by the 2nd Student Affairs Meeting of the 2001 Academic Year
2005.06.22 Amended the name of university regulations (Asia University) by the 5th University Affairs Meeting of the
2004 Academic Year

2011.01.27 Amended Article 1, 3, 13, 17 and 18 by the 2nd Student Affairs Meeting of the 2010 Academic Year

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Article 1 In order to provide guidance on the development of student organizations, fulfill leisure time, cultivate research interest and improve the abilities of self government and service, Asia University specifically has established the guidelines. Affairs not specified in the guidelines should follow other relevant regulations of the university. Categories of student organizations in the university include:

- (1) Self-government organizations: Established in accordance with regulations of the university.
- (2) Recreational organizations: Promote proper recreational activities.
- (3) Athletic organizations: Participate in athletic activities.
- (4) Service organizations: Promote social services.
- (5) Academic/Artistic organizations: Aimed at academic researches and arts.
- (6) Music organizations: Play various kinds of instruments.

Article 2 Extra-Curricular Activities Section provides guidance to student organizations.

Article 3 The establishment procedure of student organizations is as follows:

- (1) 25 or more students sign a petition for the establishment.
- (2) A new student organization should submit the organization charter, a list of officers and members, basic information document, semester plans and inaugural meeting record to Extra-Curricular Activities Section for registration. An inaugural meeting has to be held and submit the meeting record to Extra-Curricular Activities Section. When the establishment is approved, the organization can start its activities.
- (3) Self-government organizations established by other regulations do not apply to the previous rule.

Article 4 A student organization charter should include the following items:

- (1) Name
- (2) Purpose
- (3) Organization
- (4) Conditions of membership, withdrawal and dismissal
- (5) Member rights and responsibilities
- (6) Rules of number of officers, jurisdiction, terms of office, elections and removal
- (7) Meeting and resolution methods
- (8) Use and management of funds

(9)Amendments to the charter

(10)Date of establishing charter (should be signed by the founder)

Article 5 Members of a student organization are limited to students of the university and have rights and obligations as specified in the student organization's charter.

Article 6 The general meeting of the members is the highest decision-making authority for a student organization. The following affairs should be resolved by the general meeting:

(1)Amendments to the charter

(2)Elections and recalls of presidents of the student organizations

(3)Supervision of officers

(4)Dismissal of members

(5)Voluntary dissolution of student organization

Article 7 A president manages organization affairs, takes responsibility for the general meeting and represents the organization. Election of the student organization president and the term in office should follow the charter of the organization and relevant regulations. A president should participate in workshops for various types of leaders in the semester. Officers of organizations can represent presidents who can not attend with the approval of the advising unit.

Article 8 Student organization should apply for holding activities in advance to the advising unit.

When the advising unit approves, the student organization should also immediately apply for changes in the time, location or activity content to the advising unit.

Article 9 Student organizations should follow relevant regulations to borrow venues and equipment; consider safety and leave borrowed venues clean after activities.

Article 10 Student organizations are legally and independently responsible for written and electronic organization publication including paper, posters, promotion information documents.

Article 11 Student organizations should follow bulletin rules to post announcements on school bulletin boards or on the website of the university. Relevant regulations are specified in Advertising Guidelines for Announcement of Student Organizations of the university.

Article 12 Student organizations can borrow offices for a year and only use offices for organization activities. Student organizations should take care of offices and keep them clean. It is not allowed to change or install door locks without the approval of the advising unit. If the evaluation of a student organization is C or below or student organizations do not follow rules to use offices, offices will be taken back anytime. All keys should be returned and the office should be cleaned when the organization moves out. Student organizations are responsible for damaged public properties for compensation.

Article 13 Student organizations have to raise funds by themselves for activities and can apply for subsidies to the advising unit in accordance with regulations. With the approval of the advising unit, relevant people or organizations can sponsor activities. Other relevant rules are specified in Advising Guidelines for Extra-Curricular Activities.

Article 14 When a student organization raises funds for activities of public welfare, it should spend

the net income on public welfare. Other funds will be used for developing the organization or donating to the society. The fundraising detail list should be sent to Office of Student Affairs with the advisor's signature.

Article 15 Student organizations should make a detailed expenditure report and propose it to the general meeting before the end of the semester. The report should be signed by the advisor and sent to Extra-Curricular Activities Section to review.

Article 16 In student organization leadership transitions, all current student organization property, funds, seals, books and activity files must be transferred. The property inventory, books, and transfer report should be signed by the advisor and sent to Extra-Curricular Activities Section for future reference.

Article 17 Student organizations must be evaluated regularly and relevant rules are stated in Evaluation Guidelines for Student Self-government and Other Organizations.

Article 18 The guidelines have been approved by Student Affairs Meeting and ratified by the principal for implementation. The same procedure should also be followed for amended guidelines.