

Regulations Governing the Guidance for Student Clubs at National Taiwan Normal University

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Chapter 1 General Provisions

Article 1 Purpose

The Regulations Governing Student Clubs at National Taiwan Normal University (the “Regulations”) are formulated to encourage students to participate in student clubs, expand their interests, enrich their extracurricular life, develop their team spirit, cultivate their leadership potential and inspire their passion for service.

Unless otherwise stipulated, all guidance for student club activities at National Taiwan Normal University (the “University”) shall be governed by these Regulations.

Article 2 Categories of Student Clubs

Student clubs are classified into seven different categories according to their nature as follows.

1. Academic clubs that foster a supportive environment for academic research and inspire the mind and creativity.
2. Cultural and artistic clubs that cultivate artistic temperament and groom cultural skills.
3. Recreational clubs that promote legitimate recreational activities and allow the learning of recreational skills.
4. Athletic clubs that promote the improvement of athletic skills and help students develop a habit of exercise.
5. Service clubs that encourage students to care about social issues and practice the spirit of service.

6. Social clubs that facilitate the friendship and bonding between people and encourage mutual learning.
7. General clubs that provide various types of services and put into practice the spirit of student autonomy in departments, graduate institutes and degree programs.

Article 3 Key Points to Guidance for Student Clubs

1. To guide student clubs to operate with robustness.
2. To guide student clubs to organize activities with safety as top priority.

Article 4 Student Club Review Committee

The Student Club Review Committee is established to review disputes involving student clubs. With the Vice President for Student Affairs serving as chairperson, members of the Committee shall be comprised of the Vice President for Student Affairs, Associate Vice President of Student Affairs, Director of the Division of Extracurricular Activities, one faculty representative from each college, the chairpersons of each Student Club Committee and one representative from the Students' Union. The regulations for its organization shall be stipulated separately.

Chapter 2 Formation and Dissolution of Student Clubs

Article 5 Formation of Student Clubs

1. An application is required for the formation of a student club. The application shall be submitted to the Division of Extracurricular Activities in April each year and the approval results are announced in May.
2. The following documents are required for the formation of a student club:
 - (1) Application form for the formation of a student club.
 - (2) A roster of founding members with more than 30 students at the University.
 - (3) A draft of the student club organizational charter.
 - (4) A draft of the student club annual plan.
3. In the event of doubts during the student club formation application, the applicant may appeal to the Student Club Review Committee for deliberation.
4. After a student club is approved for formation, a club seal will be given by the Division of Extracurricular Activities. If the seal is lost, the club shall apply for a replacement at its own expense.

Article 6 Dissolution of Student Clubs

1. A student club may dissolve after a vote of consent at its club member assembly. The resolution on the dissolution and the disposition of the remaining club funds and equipment shall be submitted to the Division of Extracurricular Activities in April each year along with the application form for student club dissolution and relevant documents for the Office of Student Affairs to review and approve the dissolution.
2. If a student club is unable to appoint a new club leader, the Division of Extracurricular Activities may report it to the Office of Student Affairs for consideration of dissolution.

If the dissolved student club still has not reached a consensus on the disposition of remaining club funds and equipment after 3 months of the dissolution announcement, the club funds will be donated to the emergency relief fund for students in the University while the equipment will be handled as seen fit by the Division of Extracurricular Activities.

3. The dissolution of student association at each department, graduate institute and degree program shall be approved by the head of respective departments or graduate institutes. The department, graduate institute or degree program shall hold on to the remaining funds and equipment after the dissolution of a student association for temporary safekeeping.

Article 7 Change of Student Club Name

A student club shall only change its name after a vote of consent at its student club assembly. The application and relevant documents shall be submitted to the Division of Extracurricular Activities in April each year for the Office of Student Affairs to review and approve the name change.

Chapter 3 Organization of Student Clubs

Article 8 Organizational Structure

Student clubs may be structured in one of the following forms:

1. Presidential system: One club president shall be elected by its club members and their functions and powers shall be stipulated separately in the organizational charter of each club.

2. Board/Supervisory System: A board of directors and a board of supervisors with an odd number of board members elected by club members shall be established. One president for each board shall be elected among the directors or supervisors. Their functions and powers shall be stipulated separately in the organizational charter of each club.

Article 9 Club Members

Members of student clubs are limited to students enrolled in the University and shall be subject to the rights and obligations stipulated in their respective student club charters. Clubs may not deny any students of the University from joining unless there is a legitimate reason.

Article 10 Club Leader

1. A club leader represents their club and is elected within the prescribed time via a method stipulated in the club charter or via the club's election guidelines.
2. Each student shall not concurrently serve as the club leader of more than 2 clubs.
3. The term of each club leader shall be one academic year and may be re-elected for one consecutive term.
4. Club leaders shall attend the Student Club Leader Workshops, Student Club Leader Council, and other related meetings and events. If the club leader is unable to attend for any reason, a club officer shall be appointed to attend on their behalf.

Article 11 Club Member Assembly

1. Each student club shall set up a club member assembly to decide on important matters of the club and shall be held at least once every academic year.
2. The following matters shall be resolved by the club member assembly and written proceedings shall be kept for future reference.
 - (1) Changes to the club charter.
 - (2) Impeachment of club leader.
 - (3) Expulsion of club members.
 - (4) The annual plan, budget and final accounts of the club.
 - (5) Change of club name, dissolution, and disposition of club properties.
3. Unless otherwise stipulated by each club, resolutions at the club member assembly

shall be made only when the members in attendance are more than one half of the total number of members and by the agreement of at least one-half of the members present.

Article 12 Club Charter

A club charter shall contain the following structure and content.

Chapter 1 General Provisions

1. Name of the club.
2. Mission of the club.

Chapter 2 Members

1. The criteria for membership, withdrawal and expulsion of members.
2. Rights and obligations of members.

Chapter 3 Organization and Functions

1. Procedures for the selection, appointment, dismissal and replacement of the club leader, officers and supervisors.
2. The number, functions, powers and term of office of officers and supervisors.

Chapter 4 Meetings

1. The functions and powers of the club member assembly or the board of directors and supervisors.
2. The method of convening and resolution of club member assembly or the board of directors and supervisors.

Chapter 5 Funding

1. Sources of funding.
2. Fund utilization and management (including fee and refund policy).

Chapter 6 Supplementary Provisions

Amendment to the club charter and procedures for the record-keeping for future reference.

Article 13 Club Committees

Student clubs of different categories shall each establish a club committee and elect a chairperson who will represent clubs of the same category to attend meetings and to coordinate and promote activities of their fellow clubs.

Article 14 Club Advisors

1. Each student club is required to engage one club advisor, whose term shall be one academic year.
2. The head of each department or graduate institute shall be the ex officio advisor of the student association at each department or graduate institute; however, the head may recommend other faculty members of the department or graduate institute to serve as the advisor according to actual needs.
3. The professional knowledge and experience of the club advisor shall be relevant to the mission of the student club. A club advisor shall have a bachelor's degree or above from a domestic or foreign university recognized by the Ministry of Education and be under the age of 65; exceptions can be made if the person has received national/international awards or other outstanding achievements.

Article 15 Club Handovers

During a student club handover, the existing club properties, seals, account books, activity records, documents and other club affairs files shall be included and transferred.

Chapter 4 Student Club Activities

Article 16 Club Offices and Leasing of Venues

1. Student clubs may lease venues and equipment from the Division of Extracurricular Activities for club activity needs. Leased properties shall be cared for and cleaned. Clubs may not sublet the venues or equipment or engage in profit-making activities.
2. After a student club is officially established, it may apply for a club office from the Division of Extracurricular Activities. Once the office key is issued, the lock may not be changed nor any new lock be added without prior consent from the Division of Extracurricular Activities. The office space of the student association of a department, graduate institute or degree program shall be arranged with the assistance from the department, graduate institute or degree program.
3. For the sake of public safety, cooking in club offices and other venues is prohibited unless permission has been granted to do so for a special event.
4. In case of improper use or serious endangerment to public safety, the club members

involved will be punished and their club's rights to use the club office will be suspended.

5. The procedures for leasing each venue are regulated by the rules in the various University offices managing the venues.

Article 17 Club Activities

1. Student clubs shall formulate an annual activity plan at the beginning of the academic year. The activities to be held must be in line with the mission of the club.
2. Upon approval of the club advisor, student clubs shall submit the application for organizing activities 7 to 14 days in advance. Any changes to the time, place and content of club activities shall be reported to the Division of Extracurricular Activities for approval.
3. When club activities are held on campus, student are not allowed to smoke or drink alcohol nor engage in the promotion and sale of alcohol or tobacco.
4. Student clubs shall obtain permission from the University to participate in or organize off-campus activities in the name of the University.

Article 18 Safety of Club Activities

1. The safety of club activities shall be governed by relevant University regulations and the Regulations Governing Safety Guidance in Off-Campus Activities.
2. When renting tour buses for off-campus club activities, student clubs shall comply with the Ministry of Education's regulations for renting tour buses, sign a rental contract, and complete all required inspection procedures before departure.
3. Student clubs shall be accompanied by personnel with first-aid knowledge when conducting off-campus club activities. If an emergency incident occurs during the course of the event, the University shall be notified immediately.

Article 19 Club Funding

1. The funding for student club activities shall be self-financed by the club. Clubs may apply for subsidies from the Division of Extracurricular Activities in accordance with the Guidelines for Handling Subsidies and Reimbursements for Student Club Activities.

2. The data for the club properties and balances from account books and property inventories shall be recorded by a designated club member and disclosed to all club members.

Article 20 Publications

1. The content of student club publications shall be in line with the mission of the club. They shall not violate intellectual property and relevant laws and regulations, nor shall they disseminate false information, expose the privacy of others or make personal attacks.
2. Before publication, student clubs are required to apply for a registration ID from the Division of Extracurricular Activities. After publication, a copy of the published materials shall be submitted for future reference.

Article 21 Poster Posting

Posters of a student club shall be stamped with the club seal and comply with the Regulations Governing Student Club Poster Posting and other rules pertaining to student club posters in various school offices.

Chapter 5 Evaluation of Student Clubs

Article 22 Purpose

The purpose of club evaluation is to provide guidance for the healthy development of student clubs and to recognize and commend outstanding clubs.

Article 23 Participants

All student clubs approved by the University may participate in the club evaluation.

Article 24 Criteria

The items to be evaluated include: club operation, event management, use of club funding, club member training, and handover and legacy.

Article 25 Implementation

In the spring semester of each academic year, the Division of Extracurricular Activities invites a panel consisting of student affairs experts from within or outside the University and members of previously awarded clubs to conduct the evaluation.

Article 26 Awards

Student clubs evaluated to have excellent achievements will be publicly commended

by the Division of Extracurricular Activities and awarded with a grant.

Chapter 6 Supplementary Provisions

Article 27 A set of implementation directions may be formulated for matters not addressed herein and shall become effective after approval by the Vice President for Student Affairs.

Article 28 These Regulations and any amendments thereto become effective after approval by the Student Affairs Committee and ratification by the University President.