

明志科技大學
Ming Chi University of
Technology

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學生社團活動輔導辦法
Regulations for Assistance for Student
Club and Student Activity

制定部門：學生事務處課外活動組

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著作權人：明志科技大學

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明志科技大學
學生社團活動輔導辦法
Ming Chi University of Technology
Guidelines for Assistance for Student Club and Student Activity

94. 10. 18 學生事務會議制訂

110. 05. 26 學生事務會議修訂

Established by the Student Affairs Meeting on 2005.10.18

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第一條 目的

為輔導學生參加社團活動，培養自治能力，以實現本校全人教育之目標，特訂定學生社團活動輔導辦法(以下簡稱本辦法)。

Article 1 Objective/Purpose

The “Regulations for Student Club Advising” (hereinafter called these “Regulations”) is established to advise students to participate in student activities and develop self-governance capability to achieve the goal of holistic education.

第二條 適用範圍

本校學生社團。

Article 2 Scope

These Regulations shall apply to all MCUT student organizations and clubs.

第三條 輔導單位

學生事務處課外活動組。

Article 3 Advising Unit

Extracurricular Activity Section, Office of Student Affairs.

第四條 社團分類

本校學生社團依性質分為下列五類：

- 一、自治性社團：以培養自治、自主能力為目的之社團。
- 二、學藝性社團：以文學寫作及藝術創作為目的之社團。
- 三、體育性社團：以體育技能學習及參與運動競技為目的之社團。
- 四、服務性社團：以推展校園、社會服務為目的之社團。

五、聯誼性社團：以聯絡學子友誼、互相砥勵學習為目的之社團。

Article 4 Student Organization and Club Categorization

MCUT student organizations and clubs are divided by nature into the following five categories:

1. Self-governance organizations and clubs: Organizations and clubs aiming to develop self-governance and self-determination capabilities.
2. Academic organizations and clubs: Organizations and clubs aiming to develop creative writing and art creation capabilities.
3. Sports organizations and clubs: Organizations and clubs aiming to promote sports skills learning and participation in sports competitions.
4. Service organizations and clubs: Organizations and clubs aiming to promote campus and social services.
5. Socialization organizations and clubs: Organizations and clubs aiming to promote friendship and mutual encouragement among students.

第五條 學生社團申請成立

一、申請時間：每學期開學一個月前提出申請。

二、申請流程：成立學生社團應有 15 人以上聯名發起，並依下列程序辦理申請手續：

- (一) 發起人填寫「學生社團申請表」、「學生社團年度預算暨活動計畫表」及「社團三年發展計劃表」以書面送課外活動組，經呈校長核准後，始得進行籌備。
- (二) 學生社團申請書核定後，方得擬定社團章程及徵募社員，社員人數不得少於 15 人，並於 14 日內召開社員成立大會。
- (三) 社員成立大會後，應召開社員大會，通過社團組織章程。社員大會召開前 2 日，應通知課外活動組。
- (四) 社團負責人(以下簡稱社長)應檢具通過之社團組織章程、「學生社團年度預算暨活動計畫表」、「社團幹部及社員名冊」、「社團指導老師資料表」、「個人資料查閱同意書」與會議紀錄資料等，送請課外活動組備查，方為正式成立。

(五) 學生社團組織章程應具下列內容：

1. 社團名稱。(須冠以「明志科技大學」六字)
2. 社團宗旨。
3. 組織及職掌。
4. 社員入社、退社及除名條件。。
5. 社員之權利與義務。
6. 社長及幹部遴選及其免任程序。
7. 會議召開及決議方式。
8. 經費及財務管理。
9. 章程訂定暨修改之程序。
10. 訂定章程之日期。

三、社團更名：經社員大會決議後，檢具通過會議紀錄、社團組織章程，送請課外活動組備查。

Article 5 Application for Establishment of Organizations

1. Application time: One month before a semester begins.
2. Application process: Each student organization or club shall be convened by over 15 students with signature and applied for establishment according to the following procedures:
 - (1) The convener shall fill in the “Application for Student Organization or Club Establishment,” “Annual Budget and Activity Plan for Student Organization or Club,” and “3-Year Development Plan of Student Organization or Club” and submit them to the Student Activity Division in writing. Preparation for student organization or club establishment shall proceed after the president’s approval.
 - (2) The Student Organization or Club Charter shall be draft and at least 15 members shall be recruited only after the approval of the “Application for Student Organization or Club Establishment.” An inaugural meeting shall be held within 14 days.
 - (3) The member conference shall be held after the inaugural meeting to pass the Student Organization or Club Charter. A student organization or club shall notify the Student Activity Division 2 days before the member conference.
 - (4) The responsible person of a student organization or club

(hereinafter called the “Chairperson”) shall submit the following documents to the Student Activity Division to authenticate the establishment: the approved student organization or club charter, “Annual Budget and Activity Plan for Student Organization or Club,” “List of Staff and Members,” “Student Organization or Club Advisor Data,” “Agreement on Personal Information Sharing,” and meeting minutes.

- (5) A student organization or club charter shall contain the following information:
 1. Name of student organization or club. (Must be titled with the school name: Ming Chi University of Technology)
 2. Aim of student organization or club.
 3. Organization and duty.
 4. Requirements for admission, withdrawal, and delisting.
 5. The rights and obligations of members.
 6. The selection and dismissal procedures of chairperson and staff.
 7. Meeting convening and resolution making.
 8. Budget and financial management.
 9. Establishment and amendment procedures of the student organization or club charter.
 10. Date of charter establishment.
3. Name change of student organization or club: With the resolution of the member conference, submit meeting minutes of approval and student organization or club charter to the Student Activity Division.

第六條 社長資格

社長負責社團活動之推動，擔任社長必須具備下列條件：

- 一、各學期學業總成績平均 C-(GPA 達 1.7)以上。
- 二、未受記大過以上處分者。
- 三、社長之任期以一學期或一學年為原則，得連任一次，每年 5 月 30 日前完成改選，社長因故不能行使職權時，應另行改選，唯社團有代理人之相關規定者，依規定辦理。
- 四、社長或社團成員應具備社團經營知能。

Article 6 Eligibility of chairperson

A chairperson shall promote student organization or club activities and meeting the following requirements:

1. The total academic score of all semesters is over C- (GPA 1.7).
2. No record of any major demerit.
3. The office of a chairperson shall be one semester or academic year in principle. A chairperson may be entitled to a second term. Re-election shall be completed by May 30 each year. A chairperson unable to exercise his or her power shall be re-elected, unless otherwise substitutes are provided for in the relevant regulations.
4. Either the chairperson or members shall be equipped with the competency for student organization or club operations.

第七條 經費來源

- 一、學生社團經費補助依「本校學生社團活動經費補助辦法」辦理。
- 二、募款依「本校學生社團募款實施辦法」辦理。

Article 7 Fund Sources

1. The fund source of student organizations or clubs shall be subject to the “Guidelines for Funding Activities of MCUT Student Organizations or Clubs.”
2. Fundraising shall be subject to the “Guidelines for Fundraising of MCUT Student Organizations or Clubs.”

第八條 社團活動申請

- 一、社團活動舉辦前應填寫「學生社團活動申請書」。一般性活動應於活動前 15 日向課外活動組提出申請；全校性、跨系(校)等大型活動，至少應於活動前 30 日向課外活動組提出申請。
- 二、競賽性活動請於提案時附上競賽辦法。

Article 8 Application for Student Organization or Club Activities

1. Fill in the “Application for Student Organization or Club Activities” before organizing any student organization or club activities. General activities shall be applied for to the Student Activity Division 15 days in advance. Large activities such as school-wide and inter-school activities shall be applied for to the Student Activity Division at least 30 days in advance.
2. The competition rules shall be submitted with the proposal of competitions.

第九條 社團活動結案及經費核銷

- 一、社團應於活動結束後 14 日內填寫繳交「學生社團活動成果報告書」及活動成果相片電子檔至少 4 張。
- 二、競賽性活動須附上競賽結果及得獎名單。
- 三、經費核銷時需檢附成果報告書及單據，單據經審核無誤後，一律依會計室相關辦法撥付社團郵局帳戶。
- 四、每學期結束後 2 週內應填妥「社團經費收支明細表」並送至課外活動組備查。

Article 9 Closure and Budget Write-Off of Student Organization or Club Activities

1. Fill in and submit the “Student Organization or Club Activity Achievement Report” and at least 4 photos in electronic files of the achievements of the student organization or club activity within 14 days after the end of activity.
2. Submit the competition results and list of award-winners for competitions.
3. Submit the achievement report and receipts to write off the budget. After verifying the receipts, the accounting office will transfer the sum to the postal account of the student organization and club according to the relevant regulations.
4. Fill in the “Student Organization and Club Financial Statement” within 2 weeks after the end of a semester and submit to the Student Activity Division for recordation.

第十條 社團活動規定

- 一、學生社團應於每年 9 月前，擬定下學年度「學生社團年度預算暨活動計畫表」，送課外活動組審核。
- 二、各社團每學期活動不得少於一次，並列入社團評鑑考評。
- 三、社長應參加社團會報，商討社團活動事項，加強社團之聯繫。
- 四、各社團不得對外行文，如有必要應於 14 日前向課外活動組提出申請，由課外活動組依公文流程簽辦，並呈校長核准。
- 五、各社團出版刊物時，應先向課外活動組報備，出刊後須送課外活動組備查。

- 六、社團舉辦活動需要張貼啟事、公告、海報等，均應事先送課外活動組備查，加蓋「同意張貼期程」章後，始可於指定地點張貼，活動結束後1日內自動撤除清潔。
- 七、社團之金錢商業行為應避免；擺攤販售之商品，應投保食品責任險。

Article 10 Regulations for Student Organization or Club Activities

1. Before September each month, student organizations and clubs shall complete the “Annual Budget and Activity Plan for Student Organization or Club” for the next academic year and submit it to the Student Activity Division for evaluation.
2. Each student organization and club shall organize at least one activity each semester. This shall be included in the student organization and club evaluation.
3. The chairperson shall participate in the student organization and club meeting to discuss the student organization and club activities and strengthen student organization and club communication.
4. No student organizations and clubs shall issue official documents externally. If it is necessary, they shall make an application to the Student Activity Division 14 days in advance for the Student Activity Division to apply for approval according to the request for approval procedures to the president.
5. Before publishing printed matters, student organizations and clubs shall report to the Student Activity Division and submit one copy to the Student Activity Division for recordation after publishing.
6. When it is necessary for student organizations and clubs to post publicity materials, such as bills, announcements, or posters, for a student organization and club activity, they shall submit them to the Student Activity Division for recordation in advance. Such publicity materials shall be posted at the designated locations after the Student Activity Division affix the “Approval for Posting during _____” stamp to them and shall be removed and cleaned within one day after the activity ends.
7. Student organizations and clubs shall avoid monetary and commercial activities with business groups. Food safety

liability insurance shall be arranged for selling goods in a student organization and club activity.

第十一條 社團課程

- 一、凡申請參加社課且到課達 6 人(含)以上者，社團依學校規定得填具「指導老師鐘點時數統計表」申請鐘點費，因設備不足受限者，不在此限。
- 二、社團應於開學後 14 日內，填寫「學期社課計畫」，並由指導老師簽核後，送至課外活動組審核，核准後方能實施。
- 三、若社課有異動，需於前 14 日依據前款提出異動變更。
- 四、社課結束後，7 日內需完整填寫紙本「社團活動紀錄表」，送課外活動組審核，逾期將不予計算指導老師鐘點費；學期結束後 2 週內，社團須繳交「全學期社課成果報告」並由指導老師核簽，送至課外活動組核備留存。

Article 11 Student Organization and Club Courses

1. When participating in a student organization and club course with 6 or more participants, the student organization and club shall fill in the “Advisor Hourly Rate Calculation Sheet” according to MCUT regulations to apply for the advisor hourly rate, except for limitation by equipment.
2. Within 14 days after school begins, student organizations and clubs shall fill in the “Semester Student Organization and Club Course Plan.” After the approval of the student organization and club advisor, the plan shall be submitted to the Student Activity Division for evaluation. Student organization and club courses shall only be implemented after the plan is approved.
3. If there is a change in the student organization and club courses, it shall be applied for according to the preceding subparagraph 14 days in advance.
4. Within 7 days after the end of a student organization and club course, a complete paper “Student Organization and Club Activity Record” shall be submitted to the Student Activity Division for evaluation. No advisor hourly pay shall be granted for late submission. Within 2 weeks after the end of a semester, student organizations and clubs shall submit to the Student Activity Division for evaluation and recordation the “Report on Achievements of Student Organization and Club Courses in the

Semester” signed by the student organization and club advisor.

第十二條 器材場地借用申請

社團因活動需要借用學校器材及場地時，依下列規定辦理借用：

- 一、社團於繳交活動申請表後，始可向課外活動組提出相關器材場地租借申請。
- 二、器材及場地依善良管理人妥善使用，若有損壞或遺失，應依市價賠償，若屬蓄意破壞，另將送請生輔組依校規議處。如有逾期歸還，將列入社團評鑑考評。

Article 12 Application for Equipment and Venue Borrowing

When it is necessary to borrow MCUT's equipment and venue for a student organization and club activity, a student organization and club shall borrow them according to the following regulations:

1. A student organization and club can apply for borrowing or renting relevant equipment or venue to the Student Activity Division after submitting the activity application.
2. Student organizations and clubs with the care of a kind administrator and shall compensate for any damage or loss at the market price. Disciplinary action shall be taken through the Student Activity Division for vandalism of equipment and venue. Late return of equipment or venue shall be marked in the student organization and club evaluation.

第十三條 社團評鑑

學生社團評鑑依「本校學生社團評鑑辦法」辦理。

Article 13 Evaluation of Student Organizations and Clubs

Student organizations and clubs shall be evaluated according to the “MCUT Guidelines for Evaluation of Student Organizations and Clubs.”

第十四條 社團活動之懲處

社團活動有下列情況之一者，將視情節之輕重依本校學生獎懲辦法懲處：

- 一、有超過活動範圍及活動時限規定者。
- 二、活動有違反國家法令、學校規章或違反社團宗旨者。

三、未經許可擅自以社團名義活動者。

Article 14 Disciplinary Action for Student Organization and Club Activities

When a student organization and club activity is under any one of the following circumstances, disciplinary action shall be taken based on the severity of offense according to the MCUT Guidelines for Student Reward and Discipline.

1. The scope and duration of activity exceed the limits.
2. An activity breaks the law or school regulations or is against the aim of the student organization or club.
3. Activities held in the name of a student organization and club without permission.

第十五條 社團財物管理

- 一、學生社團帳冊及器材清冊由課外活動組統一製發，由社團指定專人負責列載社團財物及經費收支，並做成月報表，並向全體社員公布。每學期於期中及期末分別呈報課外活動組核備。
- 二、辦理學生社團財(資)產、經費、印章、帳冊、文書等移交，移交人填寫「社團移交清冊」、「社團財(資)產清冊」及「交接資料檢核表」，與接交人辦妥移交手續，由指導老師簽認監交。
- 三、學生社團財產如有短缺或損毀情事者，該社團應負損害賠償或懲戒之責。

Article 15 Management of Property of Student Organizations and Clubs

1. The Student Activity Division shall produce and issue the accounts and equipment list of student organizations and clubs. Student organizations and clubs shall assign responsible personnel to register their property and fund income and expenditure and produce the monthly report disclosed to all members. These records shall be submitted to the Student Activity Division for recordation in the middle and end of each semester.
2. When transferring the property (assets), funds, seals, accounts, and documents of the student organization and club, the

transferrer shall fill in the “Student Organization and Club Transfer List,” “Student Organization and Club Property (Asset) List,” and “Transfer Checklist” to proceed with the transfer with the transferee with the approval and under the supervision of the student organization and club advisor.

3. When a shortage or damage of student organization and club property is detected, the student organization and club shall compensate for the loss and damage or receive disciplinary action.

第十六條 社團解散或轉型

- 一、社團經會員大會決議解散或轉型為網域類型社團。
- 二、各社團有下列情事之一者，得由課外活動組簽請解散或輔導轉為網域類型社團：
 1. 社團應於每年7月31日以前，依規定向課外活動組辦理登記，逾時未登記者視同解散，並公告撤銷之。
 2. 全學年未申請舉辦活動者。
 3. 擅自變更活動內容，經勸導後仍未改進，情節嚴重者。
 4. 未依社團組織章程運作或運作不良，經輔導一年後仍未改善者。
 5. 無故未參與社團評鑑或連續兩年評鑑均未達60分。
 6. 違反社團活動相關規定或學生獎懲辦法。
- 三、解散或轉為網域類型社團，需辦理學生社團財產、經費、印章、帳冊、文書等移交，移交人填寫「社團移交清冊」、「社團財(資)產清冊」及「交接資料檢核表」，經輔導老師簽認後，由課外活動組備查。

Article 16 Dissolution or Transformation of Student Organizations and Clubs

1. Dissolution or transformation into a web-based student organization and club with the resolution made at the member conference.
2. The Student Activity Division may dissolve or assist a student organization and club in transforming into a web-based student organization and club when the student organization and club is

under any one of the following circumstances:

1. Failure to register to the Student Activity Division by July 31 each year, which is considered as dissolution and its registration shall be cancelled by notice.
 2. Failure to organize any activity in the academic year.
 3. Change of activity contents without permission and failure to make improvement in a serious manner after repeated advice.
 4. Failure to operate according to the student organization and club charter or poor operation and failure to make improvement after assistance for one year.
 5. Unexcused rejection of the student organization and club evaluation or an evaluation score under 60 marks for two consecutive years.
 6. Violation of the relevant regulations governing A student organizations and clubs or the MCUT Guidelines for Student Reward and Discipline.
3. For dissolution or transformation into a web-based student organization and club, the property (assets), funds, seals, accounts, and documents of the student organization and club shall be transferred, the transferrer shall fill in the “Student Organization and Club Transfer List,” “Student Organization and Club Property (Asset) List,” and “Transfer Checklist.” After the approval of the student organization and club advisor, these forms shall be submitted to the Student Activity Division for recordation.

第十七條 實施與修訂

本辦法經學生事務會議審議通過，陳校長核定後公布實施，修訂時亦同。

Article 17 Implementation and Amendment

These Guidelines shall be promulgated and implemented after the passage of the Office of Student Affairs and the approval of the president. The same shall apply to the amendments hereto.