

# Guidelines on Student Club Counseling

History of Amendment and Approval:

4<sup>th</sup> Club LSCDDer Meeting of 2007-Academic Year on 09-01-2008  
1<sup>st</sup> Student Affairs Meeting of 2008-Academic Year on 11-04-2008  
2<sup>nd</sup> Club LSCDDer Meeting of 2010-Academic Year on 08-06-2011  
4<sup>th</sup> Student Affairs Meeting of 2010-Academic Year on 28-06-2011  
2<sup>nd</sup> Student Affairs Meeting of 2018-Academic Year on 03-06-2019  
3<sup>rd</sup> Student Affairs Meeting of 2019-Academic Year on 03-07-2020  
1<sup>st</sup> Student Affairs Meeting of 2020-Academic Year on 27-11-2020  
2<sup>nd</sup> Student Affairs Meeting of 2022-Academic Year on 09-06-2023

- Article 1 (Purpose of Clubs)  
NSYSU (hereinafter referred to as the University) establishes the NSYSU Student Club Regulations (hereinafter referred to as the regulations) in order to encourage students to participate in club activities and fulfill leisure life, raise interest in research, foster teamwork and raise ISCDDership, service spirit and processing capabilities.
- Article 2 (Attributes of Clubs)  
Clubs are divided into six types depending on attributes.
1. Recreational Clubs: Clubs with the purpose of promoting appropriate recreational activities.
  2. Educational Clubs: Clubs with the purpose of educational studies.
  3. Service Clubs: Clubs with the purpose of promoting social services.
  4. Sports Clubs: Clubs with the purpose of promoting sporting skills and fostering excising habits.
  5. Academic Clubs: Clubs with the purpose of academic research.
  6. Music Clubs: Clubs with the purpose of promoting performance and appreciation of music.
- When clubs are being established, clubs can choose their attributes and be established upon the approval of the Student Life and Career Development Division (henceforth SCDD) of the Office of Student Affairs (henceforth OSA). Should clubs wish to change their attribute after establishment due to varying management goals or other reasons, applications for approval should be submitted to the SCDD.
- Article 3 (Club Instructor)  
In accordance to the attributes of the club, clubs can request the SCDD to hire a staff member or other adequate personnel as a club instructor. The procedure to hire club instructors should be prescribed separately. The relevant information and CV of the instructor should be updated annually for the SCDD to grasp a hold of the status of instructors. The letter of appointment should be distributed by the SCDD when hiring the instructors.
- Article 4 (Club Counselling)  
The club counsellor should be a staff of the SCDD. Shall the club encounter major difficulties; the leader shall notify the NSYSU Student Association. Special counselling sessions will be scheduled with counsellors from the SCDD and the OSA.
- Article 5 (Club Leader and Club Leader's Meeting)

The club leader shall be the person in charge and the main coordinator of club affairs; the leader should be responsible for calling and hosting the Club Members' Congress, and represent the club in extramural events. The election and the terms of service of club leaders shall be implemented according to the constitution of the club and other related regulations.

The Club Leader Meeting is the highest decision making meeting of the clubs. The participants of the Club Leader Meeting should be the club leaders of each club. A Club Leader Meeting should have more than half of the total number of club leaders attending the meeting; decisions shall be made when more than half of the number of attending club leaders agree to the issue. The meeting shall be convened by relevant persons of the NSYSU Student Association and the SCDD. The meeting minutes should be sent to the SCDD and kept as a future reference.

The purpose of the Club Leader Meeting is to announce important issues, discuss various opinions, elect members of club-related committees, and discuss other relevant issues to club development.

#### Article 6

##### (Procedure of Club Establishment)

The procedure of club establishment are as follows:

1. Any student of the University can be a club founder. A petition list of at least fifteen members shall be obtained and a "Registration Form for Student Club Establishment" shall be filled in and submitted to the SCDD for registration.
2. During preparation, a "Club Constitution Draft" shall be submitted to the SCDD for approval before convening the club establishment meeting.
3. The club establishment meeting should have more than two-thirds of the petitioners attending; representatives from the NSYSU Student Association and from the SCDD shall also be in attendance. The meeting should discuss the "Club Constitution Draft" and elect a club leader.
4. After establishment meeting, the meeting minute, along with the Club Constitution, registration form, and list of officers, shall be sent to SCDD for evaluation and shall approved in a Student Affairs Division Meeting. Upon the approval, the club shall be listed as a probation club.
5. The above mentioned probation clubs shall receive the nearest club evaluation after six months past establishment. Should the club wish to be evaluated even if it is established in less than six months, the club can actively apply to participate in the evaluation. If the evaluation is passed with overall score above 60, the club is listed as a formal club.

#### Article 7

##### (Club Constitution)

The Club Constitution shall include the following:

1. Formal Mandarin Chinese and English Name of club
2. Purpose of Establishment
3. Organization and duties

4. Conditions of members entering, leaving or getting disqualified from the club
5. Rights and obligations of members
6. Seats (number), authority, term of office, appointment and dismissal of club officers
7. Method of holding meeting and decision making
8. Hiring of instructor
9. Usage and management of funding
10. Methods of Amendment of Constitution
11. Date of Constitution establishment

Article 8

(Dissolution of Clubs)

Should clubs fit any of the following circumstances, the club should fill out the NSYSU Student Club Termination or Dissolution Form to dissolve the club:

1. Receiving total score of less than 60 in the club evaluation for two consecutive years.
2. Reaching the conclusion of club dissolution in the Club Members' Congress and reporting to the NSYSU Student Association and the SCDD.
3. Being sanctioned to club dissolution by the Student Affairs Meeting.

Article 9

(Hiatus of Clubs)

1. Should the club encounter hardship to continue its operation, the club may apply for a hiatus of club activity with the approval of the Club Members' Congress. If the club is unable to convene a Club Members' Congress, the club leader should fill out the application form and seek the signed approval from the club instructor.
2. For the club to go on a hiatus, the club should fill out the NSYSU Student Club Hiatus or Dissolution Form and submit the application to the SCDD.
3. Should the club fail to apply for resumption of active club status within three years of hiatus, the club should be regarded as dissolved.

Article 10

(Club Property Management after Dissolution of Clubs)

Clubs should keep an inventory of their property, including documents, equipment, financial records, and other data. After a club dissolution, the properties should be processed in the following manner by the SCDD and the Club Leader:

1. Equipment: the SCDD has full authority over equipment bought with University funding.
2. Financial records: the club should settle and close the bank account, and submit the void bankbook to the SCDD.
3. Club office: the club should empty the office, clean the room, and return the key.

Article 11

(Club Property Management after Hiatus of Clubs)

Clubs should keep an inventory of their property, including documents, equipment, financial records, and other data. After a club dissolution, the properties should be processed in the following manner by the SCDD and the Club Leader:

1. Documents: those to be passed down to club members upon the resumption of the club should be kept by the SCDD for three years. Should the club fail the resume after three years, the documents should be annihilated according to the Personal Data Protection Act.
2. Equipment: the SCDD should preserve the equipment bought with University funding; should the club fail the resume after three years, the equipment should be adopted by other clubs. The SCDD has full authority over equipment that are not adopted by other clubs. If the equipment bought with autonomous club funding is passed to the SCDD for storage, the equipment can be lent to other clubs upon the

agreement of the club.

3. Financial records: the club should settle and close the bank account, and submit the void bankbook to the SCDD.

4. Club office: the club should empty the office, clean the room, and return the key.

Article 12 (Procedures for resuming or changing the attributes of student club)

For resumption of club from the hiatus status, the club should submit the NSYSU Student Club Resumption Form with a petition list of at least 8 NSYSU students and the club leader card. Upon the approval of the SCDD, the club should be resumed and listed as a probation club.

The resumed club shall receive the nearest club evaluation after six months past establishment. Should the club wish to be evaluated even if it is established in less than six months, the club can actively apply to participate in the evaluation. If the evaluation is passed with overall score above 60, the club is listed as a formal club.

Student clubs applying for changing club attributes must fill in NSYSU Student Club Attribute Change Application Form and submit the minutes of the membership meeting and the sign-in form. After being reviewed and approved by the campus group, To change the community attributes.

Article 13 (Hosting Events)

Before the club hosts events (excluding regular club meetings), the club leader or club officers should apply for the event with the SCDD. The application procedure is as follows:

1. Log into the NSYSU Student Affairs Information System, register relevant information about the club event, print out the NSYSU Student Event Application Form, and seek approval and signature from the club instructor.

2. Upon the signed approval of the club leader and club instructor, submit the application form to the club counsellor at the SCDD 10 days before the event, in accordance to the regulation of the application.

3. The club cannot borrow venues, items, or equipment until the application form has been fully approved.

4. The Event Performance/Results Form should be submitted to the club counsellor at the SCDD within 10 days after the event.

Article 14 (Official Documentary Communication)

In case of needs for official documentary communication to other organizations, the club shall acquire the approval of the SCDD before proceeding to make the official documentary communication as stated by related administrative regulations.

Article 15 (Club Funding)

Funding shall be autonomous by principle and collected by clubs from members; the amount of club fee shall be decided by clubs. When hosting events, the club may apply for funding subsidy from the club funding evaluation committee in accordance to the NSYSU Student Club Funding Subsidy Regulations. Based on the announced results, the club should submit the receipt along with related documents, within the specified deadline to the club counsellor of the SCDD for the reimbursement process. When purchasing equipment or items, the reimbursement process shall follow other related NSYSU regulations.

NSYSU Student Club Funding Subsidy Regulations shall be prescribed separately.

Article 16 (Club Office)

Formal clubs are entitled to apply for a club office at the SCDD.

Article 17 (Club Announcements)

Club announcements, including posters, notice or other documents that bear functions

of promotion or notification, should be posted according to the management regulations of the designated locations.

Article 18

(Club Evaluation)

Clubs shall receive regular evaluation. The dates, contents, committee, and methods of evaluation are as prescribed in the NSYSU Student Club Evaluation Regulations.

Article 19

(Sanctions for Clubs)

In cases where a club activity breaches any law, school regulations, public order or moral conducts, all club activities of the club should be terminated. The NSYSU Student Association or SCDD should report the incident to the Student Affairs Meeting, and issue the following punishments according to the severity of the incident.

1. Ceasing of funding subsidy or other rights
2. Dissolution of club

Article 20

(Appeals to Club Sanctions)

In cases where a club holds objection towards the sanctions stated in the regulation, the club leader can issue an appeal to the NSYSU Student Grievance Committee within one month of the punishment issued.

Article 21

(Implementation)

If there shall be any matters not properly addressed in the regulations, other regulations shall be prescribed.

Article 22

(Enforcement)

These regulations should be announced and enforced by the OSA after being passed and approved by the Academic Affairs Meeting. The same procedure shall apply to future revisions or amendments.