

# 國立中山大學學生社團交接要點

## Guidelines on Student Club Handover

107 年 12 月 18 日 107 學年度第一學期第四次課外活動輔導組組務會議訂定  
4th Extracurricular Activities Division Meeting of 2018-Academic Year (1st semester) on December 18, 2018

112 年 9 月 28 日校園組組務會議修正通過  
Student Life and Career Development Division Meeting on September 28, 2023

一、為提升學生社團管理運作，建立傳承機制，釐清權責特訂定本要點。

I. The NSYSU hereby stipulates the regulations in order to improve the management and execution of student clubs, establish an inheritance mechanism and clarify rights and responsibilities.

二、社團於交接時，需備妥清冊一式三份，內容應包含下列資料，格式如附件 1。

II. Clubs are to prepare three copies of the same checklist, including the following information. The format of the checklist is as seen in Appendix 1.

(一) 檔案資料：編號、項目、數量、備註。

(1) Files: Serial number, item, quantity, notes.

(二) 財產器材清冊：編號、品名、數量、金額、經費來源、購買日期、財產編號。

(2) Record book of property: Serial number, item, quantity, cost, source of funding, date of purchase, serial number of property.

(三) 社團郵局存摺、社章及雲端帳密。

(3) The post office banknote, stamp, and account password to the internet drive of the club.

三、學生社團依規定辦理交接後，始得發給社團幹部服務證書。

III. Club officer service certificates will only be issued after the club has performed the handover according to the regulation.

四、本要點經校園生活與職涯發展組組務會議通過後實施，修正時亦同。

IV. The regulation is implemented upon approval in the Student Life and Career Development Division Meeting. The same procedure applies in cases of amendments.