

國立中山大學學生社團辦公室管理辦法

Guidelines on Student Club Office Management

95年5月30日學務長通過後開始實施
Approved by the Vice Principle of Student Affairs on May 30, 2006
100年9月26日學務長核可後實施
Approved by the Vice Principle of Student Affairs on September 26, 2011
104年8月學務長核可後實施
Approved by the Vice Principle of Student Affairs on August 2015
108年1月學務長核可後實施
Approved by the Vice Principle of Student Affairs on January 2019
111年3月30日學務長核可後實施
Approved by the Vice Principle of Student Affairs on March 30, 2022

第一條 本辦法所稱之學生社團辦公室（以下簡稱社辦）指活動中心內學生自治團體所使用之辦公室。

I. The student club office (hereinafter the club office) mentioned in the regulations refers to the office used by student self-governed groups in the Student Center.

第二條 社辦之申請、規劃、分配、管理由校園生活與職涯發展組（以下簡稱校園組）統籌辦理。

II. The application, planning, allocation, and management is conducted by the Student Life and Career Development Division.

第三條 經本校學生事務處核定成立之學生社團（不含觀察性社團），得向校園組申請社辦。

學生會與學生議會亦得向校園組申請會辦。

III. Student clubs approved by the Office of Student Affairs (probation clubs excluded) are entitled to apply for club office usage at the Student Life and Career Development Division.

The NSYSU Student Association and the student congress are also entitled to apply for club office usage at the Student Life and Career Development Division.

第四條 社辦之申請與規劃：

IV. Application and planning of the club office

一、 校園組得依實際所需，於每一學年初重新規劃社辦之使用。

The Student Life and Career Development Division is entitled to rearrange the usage of the club office at the beginning of each academic year depending on the actual necessity.

二、 社辦之申請作業，每一學年辦理一次。

Application to the club office is conducted once per academic year.

- 三、 每一學年度欲申請社辦之學生自治團體，須於同年 9 月 1 日至 9 月 30 日期限內，填寫社辦申請表送交校園組。

Student self-governed groups willing to apply for club office usage are required to fill out an application form and submit the form to the Student Life and Career Development Division from September 1 to September 30 in the same academic year.

- 四、 持續持有社辦之學生自治團體，不需登記申請社辦，將視為已完成申請手續。但若需更換社辦者，仍須於社辦申請期限內送交社辦申請表以完成申請手續，且須詳述欲更換社辦之理由。

Student self-governed groups which were assigned club offices are not required to apply for usage and are entitled to continue using the same office. In cases clubs need to change offices, they still need to submit applications within the aforementioned period and state in detail the reason for the change.

- 五、 每一學年度社辦之申請，將經由校園組組務會議審核，並於同年 10 月 15 日前公佈審核結果。

Applications for each academic year will be examined by the Student Life and Career Development Division and the results will be posted before October 15 in each academic year.

第五條 社辦使用守則：

V. Club office usage regulations

- 一、 活動中心關閉期間，未經校園組核可不得使用社辦。

Club office usage is forbidden during closed hours of the Student Center without prior approval from the Student Life and Career Development Division.

- 二、 未經校園組核可，不得將社辦借予校外人士使用。

The club office is not to be lent to off campus parties without approval from the Student Life and Career Development Division.

- 三、 不得破壞或改變社辦原有之建物結構或室內設施。

The original structure or equipment in and around the office are not to be damaged or changed.

- 四、 若需更換社辦之門鎖，須經校園組同意，並交一把新鑰匙至校園組。

If it is deemed necessary to change the door lock of the office, the club needs to acquire approval from the Student Life and Career Development Division and submit one set of the keys to the new locks

to the Student Life and Career Development Division.

- 五、 社辦內嚴禁抽菸、炊煮食物。

Smoking and cooking are strictly forbidden in the club office.

- 六、 社辦內嚴禁使用冰箱、冷氣機、除濕機與用電消耗功率 500W 以上之電器；若欲使用，須經校園組組務會議核定通過。

Use of refrigerators, air conditioners, dehumidifiers and other appliances with over 500W power consumption is forbidden. Approval in the Student Life and Career Development Division Meeting is necessary for any usage.

- 七、 社辦內嚴禁存放或使用油品、瓦斯、含火藥之物品或具有腐蝕性之強酸、強鹼物品。

Oil, gas, items containing gunpowder, or strongly corrosive acidic and alkali items are forbidden to be stored or used in the club office.

- 八、 走廊、樓梯及交誼廳等公共空間不得放置物品。

Items are not to be stored in public spaces, including hallways, staircases, and the saloon room.

- 九、 社辦無人員使用期間，須關閉門窗與暫停使用之電器的電源開關。

Doors, windows, and powers of appliances are to be closed and switched off when the office is not in use.

- 十、 不得遮蔽門上之小窗口。

The small windows on the doors are not to be covered.

- 十一、 維護社辦內及周邊之環境衛生。

The tidiness of the environment in and around the club office are to be maintained.

- 十二、 社辦內嚴禁攜入有礙安全、環境衛生、安寧之寵物。

Pets that can hinder the safety, hygiene, and quietness of the environment are not allowed into the club office.

第六條 違反本辦法第五條之學生自治團體，經查獲屬實，每次記以違規點數一點。對於遭違規記點有異議者，可於告發日起一星期內提具書面說明向校園組申請撤銷。

VI. Student self-governed groups that violate Article 5 will be issued one violation point for each violation found true. Written objections to the violation can be submitted to the Student Life and Career Development Division within one week of the publication of the violation.

第七條 社辦使用權之撤銷：

VII. Voiding of club office usage rights

- 一、 依據國立中山大學學生社團評鑑實施要點第十二條，經社團評鑑列為丁等之學生社團，撤銷其社辦之使用權一學年。

According to Article 12 of the NSYSU Student Club Evaluation Implementation Regulations, clubs that receive a D rank in evaluations are voided of rights to club office usage for one academic year.

- 二、 任一學生社團於兩學期若因違反社辦使用守則而遭違規記點達五點，將立即撤銷其社辦之使用權；違規情節重大者，校園組得於次一學年度不受理該社團之社辦申請。

Any student clubs which receive five violation points within two semesters will be immediately stripped of their rights of club office usage. In cases of severe violation, the Student Life and Career Development Division reserves the rights to refuse club office usage application from the same club for the following academic year.

- 三、 學生會與學生議會，若於同一學年度因違反社辦使用守則遭違規記點達五點，將立即撤銷其社辦之使用權。

Shall the NSYSU Student Association or the student congress receive five violation points within two semesters, they will be immediately stripped of their rights of club office usage.

- 四、 持有社辦之任一學生自治團體，若社辦之使用率過低，校園組得要求該團體派代表一至二人列席校園組組務會議詳細說明，且得依實際情形立即撤銷其社辦之使用權。

In cases the club office usage rate is deemed too low by the Student Life and Career Development Division, the club that possesses the office will be requested to send representatives to the Student Life and Career Development Division Meeting and provide explanations. Depending on the circumstances, the Student Life and Career Development Division reserves the rights to immediately void the club office usage rights of the club.

第八條 遭撤銷社辦使用權之任一學生自治團體，須於撤銷公告日起半個月內，清除所使用之社辦內屬該團體之所有物品。逾期未清除者，校園組將代為處理，且校園組得於次一學年度不受理該團體之社辦申請。

VIII. Student self-governed groups whose club office usage rights were voided need to remove all items and belongings from the office within 15 days of the announcement. Items that are not removed by the deadline will be removed by the Student Life and Career Development Division; the division also reserves

the rights to refuse club office usage application from the same club for the following academic year.

第九條 本辦法經社團長大會通過，報請學務長核可後公佈實施，修正時亦同。

IX. The Regulations are stipulated in the Club Leaders' Congress and implemented upon approval by the Vice President of Student Affairs. The same procedure applies in cases of amendments.