

Regulations for the Establishment of International Business Bachelor Program Student Association

Approved by the 1st Member meeting of academic year 111, May 3rd, 2023

The purpose of the organization is to act on behalf of National Sun Yat-sen University International Business Bachelor Program students in matters concerning their education and wellbeing. This requires interaction with the administration, faculty, staff, and other groups and individuals affiliated with the program.

This document shall contain the rules and laws of IBBASA. These laws and rules shall accord with the IBBASA Constitution. The constitutions, guidelines, and rules of all IBBASA Committees must accord with these laws.

Article I: Principle

Article 1: Eligibility

This constitution is formulated in accordance with Article 33 of the University Act, Articles 47 and 48 of the National Sun Yat-sen University Organizational Regulations, and Article 2 of the Regulations for the Establishment and Guidance of Student Autonomous Organizations at National Sun Yat-sen University.

Article 2: Name

This organization is called the National Sun Yat-sen University International Business Bachelor Program Student Association. Shall also be known as IBBASA. In these documents and in all other matters related to IBBASA.

Article 3: Location

The location of this association shall be at National Sun Yat-sen University International Business Bachelor Program Student Association.

Article II: Membership

Article 4: Qualifications

All registered students in the International Business Bachelor Program are members as of right of this association.

Article 5: Rights

The rights of members of this association are as follows:

1. The right to vote for the association president.
2. The right to be a candidate for association president.
3. The right to hold positions as officers and members of the association.
4. The right to participate in various activities organized by the association and use services provided by the association.
5. The right to inform the operation of the association.

Article 6: Obligations

The obligations of members of this association are as follows:

1. To abide by this constitution and resolutions of the student council.
2. To pay membership fees to the association.
3. To comply with the rules and regulations of activities organized by the association.

However, members who have not paid the membership fees shall not be entitled to the rights stated in Article 5, items 2 to 4.

Article III: Composition and Obligation

Article 7: Composition

This association shall have one president, one vice president, and five departmental heads for Treasurer Officer, Design Officer, Public Relations Officer, Activities Officer, and Equipment Officer. The term of each position shall be one year, from August 1st of the current year to July 31st of the following year. The president may establish new departments as needed.

Article 8: President

1. Represent the Association externally, integrate the Association internally, and coordinate the affairs for smooth operation.
2. Serve as the university-level student representative in all meetings related to the program.
3. Implement all resolutions of the Association and promote its affairs.
4. Convene and preside over meetings of the executive committee.
5. Appoint suitable Directors from the members, and may adjust the scope of each director's work. For those who are not suitable for their positions, the President may hire other members to take their place as needed.
6. Direct the planning, collection, and use of the Association's funds.
7. Serve as the convener of the Election Committee for the next President.
8. Present the budget proposal and supplementary budget proposal for the academic year. The relevant procedures for presenting the budget proposal shall be in accordance with Chapter 5 of this Charter.
9. In the event that the president is unable to exercise his/her powers and duties due to unforeseen circumstances, he/she shall appoint the vice president as acting president, for a period not exceeding two months.
10. The president may, as needed, propose amendments to the constitution on behalf of all members of the Executive Committee, provided that such proposal is supported by the signatures of all members of the Executive Committee. However, proposals for amendments to the constitution may only be made once per semester.

Article 9: Vice President

1. Assist the President in handling the affairs of the association.

2. The Vice President may concurrently hold the position of departmental head or member of the association, but is limited to one position.
3. During the period of the President's election, the Vice President shall act as the acting President until the new President takes office; if the President is not re-elected, the acting President shall serve until the end of the term of the current President.

Article 10: Other Departments

1. Treasurer Officer: Integrates the financial income and expenditures of the association and regularly publishes them.
2. Design Officer: Manages the production of posters and publicity materials and promotes related matters.
3. Public Relations Officer: Expands the association's good relationships with the public and handles matters related to sponsorship and fundraising.
4. Activities Officer: Manages the organization of various dynamic activities.
5. Equipment Officer: Responsible for matters such as applying for event venues, renting equipment, and catering.

Article 11: When the association holds a meeting, all division heads and relevant personnel are required to attend in order to become familiar with the operation and financial allocation process and content of the association's activities. If there are any other reasons that make it inconvenient to attend, they must notify the President or Vice President before the meeting or report it after the meeting.

Article III: Finance

Article 12: The sources of funds for the association are as follows:

1. Membership fees.
2. School subsidies.
3. Interest on deposits.
4. Other funds raised by legitimate methods.

The student association have the right to collect membership fees from freshman year students, and the regulations should be reported in detail to the Student Representative Council.

Article 13: The association shall regularly publish its financial status, including income, expenses, etc., every month.

Article 14: Members who have paid membership fees for four years may apply for a refund due to withdrawal, transfer to another school or department, etc., according to the following provisions:

1. If the application for refund is made within one year of enrollment, two-thirds of the membership fee paid by the applicant will be refunded.
2. If the application for refund is made within one to two years of enrollment, one-third of the membership fee paid by the applicant will be refunded.

3. Refunds will not be granted for those who have been enrolled for more than two years.
4. Application for a refund must be made in writing to the President or Vice President and, after confirmation by the President, Vice President, and General Affairs Division, the refund will be granted.

If the membership fee is paid on an annual basis, no refunds will be granted.

Article V: Budget and Financial Statement

Article 15: The budget proposal for each semester should be submitted to the Student Representative Council for review one month before the start of the semester. The review should be completed within 10 days after the start of the semester. If the review cannot be completed within the deadline, the President may temporarily execute the work based on the prepared budget proposal. The final accounts for each semester should be submitted to the Student Representative Council for review no later than one month before the end of the semester or within one week after the last activity of the semester. They should also be submitted to the academic affairs office for record keeping.

Article 16: If there are justifiable reasons for supplementing or increasing the budget after an activity, a budget addition proposal can be submitted during the semester. The proposal should be explained to the Student Representative Council for review and can only be approved for up to two times per semester.

Article 17: The President should notify the Speaker of the Student Representative Council one week before the scheduled meeting of any budget proposal, budget addition proposal, amendment to the bylaws, or final accounts.

Article 18: Those who fail to comply with the related deadlines for submitting the budget proposal will not be able to use the Association's funds.

Article 19: The President should report and explain to the Student Representative Council if the final accounts are not submitted on time and hold relevant officials responsible for their actions.

Article VI: Election and Recall Vote

Article 20: The President of this association shall be elected by all members, with a term of one year and the possibility of reelection for one consecutive term.

Article 21: In case the President resigns or is absent from duty, a by-election shall be held. However, if the remaining term of the President is less than six months, no by-election shall be held.

Article 22: The recall of the President shall be initiated upon a petition signed by more than one-fourth of all members, reviewed and approved by the program director. A recall vote shall be held two weeks after the announcement, with a quorum of more than one-third of all members. The recall shall be effective if the number of votes in favor exceeds those against. In case of approval, the recall shall take immediate effect.

Article 23: In case of recall, a by-election shall be held within one month. The procedure for the by-election shall be hosted by this association. The new President shall serve until the end of the term of the former President.

Article VII: Student Representative Council

Article 24: The Student Representative Council (SRC) shall be established for the International Business Bachelor Program as an independent representative organization outside of the Student Association. The SRC shall consist of 10 representatives, selected by the next academic year's freshmen, sophomores, juniors, and seniors, with no more than five representatives from each grade level. Their term of office shall be one year, from August 1st of the respective year to July 31st of the following year, and they may be re-elected for consecutive terms.

In the event of any vacancies, the representatives of each grade level shall elect a replacement. The election results shall be reported to the program as a record and announced publicly.

SRC members may not hold positions as the President, Vice President, or other executive members of the program or shareholders.

If an SRC member is absent for two consecutive meetings within the same semester, their right to exercise their duties shall be suspended. The Chairman of the SRC shall notify the member and all representatives, and initiate a recall motion. A two-thirds majority of the present members is required for recall, and at least three-quarters of the present members must agree for it to be successful. If the motion passes, it shall take immediate effect. If it fails, the member's duties shall be resumed after the vote.

Article 25: The SRC shall have a Chairman and a Vice Chairman, each of whom shall be elected by the representatives of the SRC. The Chairman shall be responsible for convening and presiding over the meetings of the SRC. The Chairman may appoint one Secretary from among the representatives to handle meeting notifications and record keeping.

In the event that the Chairman is unable to perform their duties, the Vice Chairman shall act as their representative. If the Chairman is absent for any reason, an emergency meeting of the SRC for replacement shall be called within 7 days by the Vice Chairman.

The first SRC meeting of each academic year shall be convened by the previous year's Chairman. If the previous Chairman has graduated, the previous Vice Chairman shall convene the meeting. If both the previous Chairman and Vice Chairman have graduated, the previous Secretary shall convene the meeting.

Article 26: The duties of the SRC are as follows,

1. To amend this constitution. However, amendments to the constitution must be proposed with the endorsement of at least half of the SRC members, and must be discussed with the President or their representative before being submitted to the SRC for resolution.
2. To supervise the President in executing their duties.
3. To deliberate and approve the budget and final accounts proposed by the President, as well as other proposals. However, when reviewing the budget, resolutions to increase expenditures are not allowed.
4. To request relevant personnel to attend meetings.
5. To request the President to present their policy plan at the beginning of each academic year, and to raise questions about it.

Article 27: The SRC shall convene one meeting each semester to review the budget proposal and final accounts. If necessary, an extraordinary meeting of the SRC may

be called by the Chairman upon receiving endorsements from at least half of the SRC members, with an explanation of the meeting's purpose and the reason for its convening. The Chairman shall call the meeting within 7 days of receiving the endorsements. The Chairman shall also convene an SRC meeting for review of budget supplements or charter amendments proposed by the President within two weeks of receiving the proposal during the academic year.

Article 28: For the SRC meeting to be convened, more than half of the representatives must attend. Resolutions require the agreement of more than half of the attending representatives. Amendments to the charter require the endorsement of two-thirds or more of the attending representatives, and the agreement of two-thirds or more of the attending representatives for it to be passed

Article VIII: Supplementary Provisions

Article 29: Any matters not covered by this constitution shall be handled in accordance with the University Act, its enforcement rules, and relevant regulations of this school.

Article 30: This constitution shall come into effect after being approved by the director of the program. The same applies to any modifications made to it.

Article 31: The following regulations shall apply to any modifications made to the constitution:

1. The modified constitution shall come into effect in the semester following its approval by the student representative council.
2. The modified constitution shall be announced on the board of college of management for at least 2 weeks.

Article 32: The entire internal administration or self-regulation of this association may be developed by the president and vice-president and all executive members, and shall have absolute authority over the association's executive members and memberships.

**中英文版本如有抵觸或不相符之處，應以中文版本為準。

Above regulation were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.