

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
Approved at the 4th Extracurricular Activities Division meeting on December 18, 2018

112 年 9 月 28 日校園組組務會議修正通過
Approved at the 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. These guidelines are formulated to facilitate club operation, establish a mechanism for passing on experience, as well as clarify rights and duties.

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. During club handover, clubs shall prepare three copies of the checklist with the following information in the format provided in Appendix 1.

(一) 檔案資料：編號、項目、數量、備註。

(1) files with their serial number, category, quantity, and 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) the property inventory with items' serial number, name, quantity, cost, source of budget, date of purchase, and property serial number

(三) 社團郵局存摺、社章及雲端帳密。

(3) the post office bankbook, club seal, as well as account number and password of the cloud storage

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 certificates shall only be issued after the completion of the club handover per these guidelines.

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. These guidelines are approved at the Student Life and Career Development Division meeting before implementation. Amendments to these guidelines shall follow the same procedure.