

# 國立成功大學學生宿舍自治委員會組織辦法

## National Cheng Kung University Regulations Governing the Organization of Self-governed Committee of Student Dormitories

91.5.31.90學年度第2學期學生事務會議核備  
Approved for reference by the Student Affairs Council in the 2<sup>nd</sup> semester of the 2001-2002 academic year on May 31, 2002  
96.5.25. 95學年度第2學期學生事務會議核備  
Approved for reference by the Student Affairs Council in the 2<sup>nd</sup> semester of the 2006-2007 academic year on May 25, 2007  
97.12.26.97學年度第1學期學生事務會議核備  
Approved for reference by the Student Affairs Council in the 1<sup>st</sup> semester of the 2008-2009 academic year on December 26, 2008  
98.12.14.98學年度第1學期學生事務會議核備  
Approved for reference by the Student Affairs Council in the 1<sup>st</sup> semester of the 2009-2010 academic year on December 14, 2009  
99.05.21.98學年度第2學期學生事務會議核定  
Approved by the Student Affairs Council in the 2<sup>nd</sup> semester of the 2009-2010 academic year on May 21, 2010  
99.12.17.99學年度第1學期學生事務會議核定  
Approved by the Student Affairs Council in the 1<sup>st</sup> semester of the 2010-2011 academic year on December 17, 2010  
100.12.23 100學年度第1學期學生事務會議通過  
Adopted by the Student Affairs Council in the 1<sup>st</sup> semester of the 2011-2012 academic year on December 23, 2011  
101.05.25 100學年度第2學期學生事務會議通過  
Adopted by the Student Affairs Council in the 2<sup>nd</sup> semester of the 2011-2012 academic year on May 25, 2012  
104.05.22 103學年度第2學期學生事務會議通過  
Adopted by the Student Affairs Council in the 2<sup>nd</sup> semester of the 2014-2015 academic year on May 22, 2015  
107.05.18 106學年度第2學期學生事務會議通過  
Adopted by the Student Affairs Council in the 2<sup>nd</sup> semester of the 2017-2018 academic year on May 18, 2018  
108.12.13 108學年度第1學期學生事務會議修正通過  
Revised and approved by the Student Affairs Council in the 2<sup>nd</sup> semester of the 2018-19 academic year on Dec. 13, 2019

第一條 依據國立成功大學組織規程第四十六條訂定之。

Article 1 These regulations are formulated in accordance with Article 46 of the National Cheng Kung University Organizational Regulations.

第二條 國立成功大學學生宿舍自治委員會（以下簡稱本會）以培養學生自治與自律精神，增進住宿生福利，反映住宿生意見，並藉協助學校宿舍管理及服務工作，進而提昇宿舍生活品質為宗旨。

Article 2 National Cheng Kung University Self-governed Committee of Student Dormitories (hereinafter referred to as the Committee) aims to cultivate the spirit of student autonomy and self-discipline, improve the welfare of the students, reflect the opinions of the students, and improve the quality of dormitory life by assisting the dormitory management of the University.

第三條 本會之組織與成員

- 一、由主任委員一人、副主任委員三人、自治委員若干人與秘書四人組成之，任期一年，得連選連任。

- 二、主任委員為本會總負責人，負責會務之推動與會議之召集；如因故不能視事時，得由副主任委員代理之。
- 三、因會務推動需要，本會下設修法、財政、工程與福利等三小組，由自治委員分組組成之，各置副主任委員一人。
- 四、因會議需要，主任委員得從祕書中遴選一名為主任秘書，協助行政工作；
- 五、自治委員之名稱，得冠以宿舍名稱(如勝一舍自治委員)以便利會務推行與區別。
- 六、各宿舍自治委員之名額，以每二五〇名住宿生選一名自治委員之比例為原則；若該宿舍住宿生不足二五〇名時，得保障一名額。而超過五〇〇名之宿舍，應至少選出兩名自治委員。
- 七、本會委員於任期內確認喪失住宿權，或未具所任職宿舍之住宿生身分，則立即喪失委員資格。

### Article 3 Organization and membership of the Committee

1. The Committee consists of one chairman, three vice chairmen, several self-governed members and four secretaries. Members serve one-year terms and may be re-elected.
2. The chairman shall be the general responsible person of the committee and shall be responsible for the promotion of committee affairs and the convening of meetings. If the chairman is unable to serve for any reason, the vice chairman may act on behalf of the chairman.
3. For the promotion the work of the Committee, the Committee consists of three groups, namely, law revision, finance, engineering and welfare, which are composed of sub-groups of self-governed committee members, each with a deputy chairman.
4. As required by the meeting, the chairman may choose one of the secretaries to assist in administrative work.
5. The name of a self-governed committee member may be preceded by the name of the dormitory (such as Sheng-Li 1 self-governed committee member) for the implementation and differentiation of the committee affairs.
6. The number of self-governed committee members in each dormitory shall be based on the ratio of one self-governed committee member for every 250 dormitory residents. If there are less than 250 residents in the dormitory, one quota will be guaranteed. For dormitories with more than 500 residents, at least 2 self-governed members shall be elected.
7. A member of the Committee shall immediately be disqualified from membership if he/she has lost the right to live in a dormitory or does not live in a dormitory he/she represents during his/her term of office.

### 第四條 本會之職掌

- 一、釐訂年度工作暨活動計畫，並執行之。
- 二、彙集住宿生意見，提供學校有關宿舍管理與服務措施之建議。

- 三、參與研擬住宿生自治與自律之各項方案，並協助促進推動之。
- 四、參與研擬營造「宿舍文化」之具體方案，並協助促進推動之。
- 五、協調、整合、處理各宿舍之共同事務。
- 六、本會經費之分配、管理與運用。
- 七、監督宿舍管理人員及宿舍服務幹部之工作績效，並向住宿服務組建議考核之。
- 八、召集成立宿舍違規審議小組，依學生獎懲要點及學生宿舍管理規則，向住宿服務組提出處理建議。宿舍違規審議小組設置要點，另訂之。
- 九、修訂本組織辦法，並得參與修訂宿舍相關法規。
- 十、甄選宿舍自治委員，並報住宿服務組備查。

#### Article 4 Responsibilities of the Committee

1. To formulate and implement the annual plan for dormitory operation.
2. To provide suggestions on dormitory management and service.
3. To participate in the development of various programs of student autonomy and self-discipline, and to assist in promoting them.
4. To participate in the development of specific plans to create "dormitory culture", and to help promote them.
5. To coordinate, integrate and deal with the common affairs of each dormitory.
6. To allocate, manage and utilize the committee's funds.
7. To supervise the performance of dormitory management personnel and dormitory service officers, and make recommendations to the Housing Service Division for assessment.
8. To convene and set up a Student Dormitory Violations Review Committee, and make suggestions to the Housing Service Division according to the Directions for Student Rewards and Penalties and Student Dormitory Regulations. The directions for Student Dormitory Violations Review Committee shall be regulated in a separate text.
9. To revise these regulations and other regulations of the dormitory.
10. To select the committee members and report to the Housing Service Division for reference.

#### 第五條 本會之會議

##### 一、幹部研習會議：

每學年一次，由本會新、舊任主任委員共同主持；本會所有新任自治委員皆須參加，地點由新、舊任主任委員共同決定；研習內容由住宿服務組規劃；經費由學生事務處支付。

##### 二、全體委員會議：

每學期四次，以每月召開為原則，由主任委員召集，本會全體委員參加；得請宿舍服務委員及住宿服務組相關人員列席；經費由學生事務處及本會共同攤付。

每學年度最後一次會議辦理新、舊任自治委員交接。

三、臨時會議：

如遇重大議案，主任委員認為有必要時或經三分之二以上委員提議召開之，並得請住宿服務組派員列席，經費由學生事務處及本會共同攤付。

四、會議之召開，以應出席人數之三分之二為法定人數；其決議事項應以超過出席人數之二分之一同意為通過。

五、本會委員出席會議規範細則，另訂之。

Article 5 Meetings of the Committee

1. Service officer training session:

Once every academic year, co-chaired by the new and old chairmen of the Committee. All new self-governed members of the Committee are required to attend, and the venue shall be jointly decided by the new and old chairmen. The program is planned by the Housing Service Division and funded by the Office of Student Affairs.

2. Plenary meeting:

Four times per semester, held monthly in principle, convened by the chairman and attended by all members of the Committee. Members of the Dormitory Service Committee and related personnel of the Housing Service Division may be invited to attend the meeting. The expenses will be shared by the Office of Student Affairs and the Committee.

The handover of new and old autonomous committee members will be conducted at the last meeting of each academic year.

3. Interim meeting:

In the event of a major motion, the chairman may convene it if he/she deems it necessary or upon the proposal of more than two-thirds of the members, and may request the Housing Service Division to send representatives to attend the meeting. The expenses will be shared by the Office of Student Affairs and the Committee.

4. A quorum shall constitute two-thirds of the required number of participants. The resolution shall be adopted by the consent of more than half of the people present.

5. The regulations for the attendance of members of the Committee shall be prescribed separately.

第六條 本會委員之選舉於每學年度第二學期大學部學生宿舍床位抽籤結果公告以後。

一、主任委員：

於每學年度最後一次會議辦理，經新任全體自治委員三分之二以上出席，採相對多數選舉方式互選產生。若出席委員人數不足時，應於學期結束前召開臨時會議選舉之。

二、自治委員：

可登記參選為大學部一、二、三年級(含建築系建築設計組四年級；醫學系、藥學系及牙醫學系四至五年級)、研究生碩士班一、二年級及博士班一、二、三、

四年級且具有下列任一住宿資格者登記參選，經審核無違規記點後，由該棟住宿生公開投票產生。選舉實行細則另定之。

(一) 具任職學年住宿資格者。

(二) 具任職學年之前一學年住宿資格者。

三、副主任委員：

由新任主任委員從新任自治委員中遴選，送本會全體委員會議備查，同主任委員進退。

四、秘書：

由具任職學年住宿資格之學生登記甄選，由新任主任委員授權上一任主任秘書與秘書甄試任免。惟應送本會全體委員會議備查。

以上確切之選舉日期由本會自訂，但須於下學期第四次全體委員會議前完成選舉。住宿生對自治委員選舉有投票之權利。

Article 6 The election of committee members will be held after the announcement of the allocation of student dormitory in the second semester of each academic year.

1. Chairman:

The chairman shall be elected at the last meeting of each academic year, and shall be elected by a plurality of the new self-governed members with more than two-thirds of members present. If the number of committee members present is insufficient, an interim meeting shall be held before the end of the semester for election.

2. Members of the Committee:

Those eligible to register for the election of Committee members include undergraduate students in the first three years of studies (including students in the 4th year of the five-year architectural program of the Department of Architecture; and students in the 4th and 5th years of the Department of Medicine, the School of Pharmacy, and the School of Dentistry), MA program students in the first two years of studies, and doctoral students in the first four years of studies. Meanwhile, eligible applicants shall meet one of the following accommodation qualifications:

(1) Those who are qualified as a dormitory resident in the current academic year.

(2) Those who are qualified as a dormitory resident in the previous academic year.

Upon registration, candidates shall be certified with no record of violation before they are voted as Committee member by resident students in the same dormitory. The enforcement rules for the election of Committee members shall be prescribed in a separate text.

3. Vice chairmen:

The vice chairmen shall be selected from among the newly appointed self-governed members and sent to the plenary meeting for reference. The term of office shall be the same as that of the chairman.

4. Secretary:

Students who are eligible for residence during their tenure may register for secretary

selection, and the new chairman may authorize the previous chair secretary and secretary to appoint the new secretary. The results shall be submitted to the plenary meeting for reference.

The exact date of the election is set by the Committee, but must be completed before the 4th committee meeting in the second semester.

Residents have the right to vote on the election of the Self-governed Committee.

#### 第七條 本會委員之罷免

##### 一、罷免自治委員：

各宿舍自治委員如有違反本組織辦法及相關規定或服務熱忱不足，或行為不當，足以破壞本會形象及名譽者，經該宿舍床位總數十分之一連署者，由住宿服務組輔導辦理公開投票，以超過該宿舍床位總數五分之二為有效投票，須獲得總票數三分之二同意票方能通過罷免或超過二分之一委員連署，召開宿舍委員審議小組會議，以超過出席人數之三分之二決議取消自治委員及本辦法第九條委員之權利。宿舍自治委員審議小組設置要點，另訂之。

##### 二、秘書之罷免：

不得經居民連署、投票罷免之，其餘罷免規定，準用委員之罷免。

#### Article 7 Recall of members of the Committee

##### 1. Recall of self-governed members:

If any member of the Committee violates the rules and regulations of the organization, does not show enough enthusiasm or conducts improper behavior that will damage the image and reputation of the Committee, the Housing Service Division will provide guidance for the public voting after the joint signature of one-tenth of the total number of beds in the dormitory. A vote of more than two-fifths of the total number of beds in the dormitory is valid, and a vote of two-thirds of the total number of valid votes is required to pass the recall. Or, more than half of the Committee members may jointly sign and convene the Student Dormitory Violations Review Committee. If more than two-thirds of the members present agree, the self-governed member may be deprived of the title and rights specified in Article 9 of these regulations. The guidelines for the establishment of the Student Dormitory Violations Review Committee shall be prescribed separately.

##### 2. Recall of secretary:

The recall shall not be jointly signed or voted for by the residents. Other provisions on recall of committee member shall apply.

#### 第八條 本會委員遺缺之遞補

一、新任委員無法順利選舉產生時，應再公告補選之；若仍無法順利產生，得由住宿服務組與自治委員及宿舍服務幹部遴選優秀住宿生提全體委員會議通過擔任之。

二、自治委員於當學年上學期因罷免、退學、休學或其他特殊事故而離職，其遺缺

得由住宿服務組與自治委員及宿舍服務幹部遴選優秀住宿生提全體委員會議通過遞補之，補足原任任期為止。當學年下學期遺缺不再遞補。

三、主任委員遺缺由全體委員互選產生之；副主任委員遺缺由主任委員自各分組委員遴選之。

四、遞補之委員均報請住宿服務組備查。

#### Article 8 Filling vacancies of members of the Committee

1. In the event that a new member cannot be elected successfully, a by-election shall be announced. If the election is still not successful, the Housing Service Division and the Self-Governed Committee members and dormitory service officers may select qualified residents to be appointed by the plenary meeting.
2. In the first semester of the academic year, when the self-governed committee member leaves the office due to recall, dropout, suspension or other reasons, the Housing Service Division and the Self-Governed Committee members and dormitory service officers shall select qualified residents for the vacancies with the approval of the plenary meeting to make up the original term of office. Vacancies will not be filled in the second semester of the academic year.
3. The vacancy of the chairman shall be filled by an election among all members. The vacancies of the vice chairmen shall be appointed by the chairman from each team.
4. Alternate members will be reported to the Housing Service Division for reference.

#### 第九條 本會委員之權利

一、服務證書：

本會委員與秘書均由住宿服務組簽請核發服務證書。

二、住宿權：

本會委員享有任職之下學年度住宿權，惟以第六條第二項第二款之資格任職者，保留任職之當學年度住宿權；秘書享有任職之下學年度住宿權。

三、敘獎：

本會委員於平日服務中有特殊表現或貢獻，其事蹟足可表揚者，得由主任委員向住宿服務組提報，依學生獎懲要點之規定酌予敘獎；主任委員則由住宿服務組提報敘獎。

四、本會委員因故離職或被罷免者，取消上述各項權利。

#### Article 9 Rights of members of the Committee

1. Service certificate:

The Housing Service Division issues service certificates to the committee members and secretary.

2. Accommodation right:

Members of the committee shall have the right to stay in the dormitory the next academic year for which they hold office, but people who take the office with the qualification specified in Subparagraph 2, Paragraph 2 of Article 6 shall retain the right to stay in the academic year for which they hold office. The secretaries have the

right to stay in the dormitory the next academic year for which they hold office.

3. Award:

If a member of the Committee has made special performance or contribution in service and his/her deeds are worthy of commendation, the chairman may submit a report to the Housing Service Division for awards according to the Directions for Student Rewards and Penalties. The awards for chairman will be presented by the Housing Service Division.

4. Any member of the Committee who resigns or is recalled from office for any reason shall be deprived of the above-mentioned rights.

第十條 本會委員之義務

- 一、出席本會之各種會議。
- 二、執行本會之各項決議。
- 三、確實執行本會所訂之職掌和工作內容。
- 四、提供提昇住宿品質和營造宿舍文化之興革意見。

Article 10 Obligations of members of the Committee

1. To attend meetings of the Committee.
2. To implement the resolutions of the Committee.
3. To fulfill the duties assigned by the Committee.
4. To provide suggestions on improving the quality of accommodation and creating a dormitory culture.

第十一條 本會經費之管理與運用

一、管理：

(一) 指定保管者：

由主任委員指定專人保管。

(二) 指定帳戶：

由保管者自行至銀行開立新帳戶保存，該新開帳戶不得與私人存款混合使用。

(三) 同意支付：

任何經費支出必須先經由財政副主任委員審核後再由主任委員同意，否則不得提列支出記錄。

(四) 索取發票：

凡支付任何經費，必須取得發票或收據，否則須主任委員簽名以示負責。

(五) 專用帳冊：

保管人須使用專屬帳冊以供記錄與查存之用。

(六) 當天登帳：

保管人必須於經費支出或取得之當天立刻登帳記錄。

(七) 每月結算：

保管人須於每月月底結清所有收支，記錄於帳冊中，並將收據附於帳冊內



以供證明存查用。

(八) 定時呈報：

保管人於上學期結束前繳交帳冊及銀行帳戶影本予主任委員；下學期交接後五天內繳交本學年帳冊影本、發票與收據影本予住宿服務組承辦人。

(九) 結清交接：

每學年結束後須辦理結算，並在帳冊內註明餘額並簽名；於七月十五日前呈報住宿服務組核備；新、舊任主任委員交接時，保管人應將結餘金額提呈予下屆保管人；最後教導下屆保管人管理方式。

二、運用：

(一) 開會支出。

(二) 辦公用品支出。

(三) 補助各宿舍共同活動支出。

(四) 特別或雜項支出。

Article 11 Management and utilization of the Committee's funds

1. Management:

(1) Designated custodian:

Funds shall be kept by a custodian designated by the chairman.

(2) Designated account:

The custodian shall open a new account at the bank, which shall not be mixed with private deposits.

(3) Payment agreement:

Any expenditure must first be examined and approved by the vice chairman of the finance team before it is approved by the chairman. Otherwise, no expenditure records may be made.

(4) Request for invoice:

Invoices or receipts must be obtained for the payment of any expenses. Otherwise, the chairman must sign to take the responsibility.

(5) Exclusive account books:

The custodian shall use the exclusive account books for recording and reference purposes.

(6) Date of entry:

The custodian must record the expenditure or acquisition immediately.

(7) Monthly settlement:

The custodian shall close all accounts at the end of each month, record them in the books of accounts, and attach receipts to the books for reference.

(8) Regular reporting:

The custodian shall submit copies of accounts and bank accounts to the chairman before the end of the first semester. A photocopy of the passbook, invoice and receipt of the current academic year should be submitted to the undertaker of the Housing Service Division within five days after the handover

of the next semester.

(9) Settlement and handover:

After the end of each academic year, settlement shall be made and the balance shall be indicated and signed in the account book. Report shall be made to the Housing Service Division for approval by July 15. Upon handover of the new or old chairman, the custodian shall forward the balance to the new custodian and instruct the next custodian on the management method.

1. Utilization:

- (1) Meeting expenses
- (2) Office supplies
- (3) Subsidy for common activities of each dormitory
- (4) Special or miscellaneous expenditures

第十二條 本組織辦法經本會全體委員會議通過，送學生事務會議核定後施行，修正時亦同。

Article 12 The Regulations shall come into force after being adopted by the plenary meeting of the Committee and submitted to the Student Affairs Council for approval. The same applies to the amendment of the Regulations.

\*本公約中英對譯，如有差異以中文文意為主。

\* These regulations are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.