

Ming Chuan University Sanitation Committee Organizational Charter

Revision passed at Administrative Council Meeting on March 21, 2005
Revision passed at Administrative Council Meeting on November 07, 2011

Article 1: The Sanitation Committee (here in referred to as the Committee) is established according to this organization charter in accordance with School Hygiene Law of the Ministry of Education to improve mechanisms for faculty and staff members' hygiene and wellness, as well as to promote their general mental and physical health.

Article 2: The responsibilities of the Committee are as follows:

1. Offer comments regarding school sanitation policies and regulations.
2. Offer comments regarding matters related to school sanitation plans, schemes, procedures and assessment.
3. Plan school sanitation promotion activities.
4. Plan for school hygiene and well-being; offer comments regarding related research and developments.
5. Plan for management of school environmental sanitation; offer comments regarding related research and developments.
6. Promote school related sanitization matters.

Article 3: The president of Ming Chuan University serves as the committee chairperson. The ex-officio committee members comprise Vice President, Dean of Student Affairs, Taoyuan Campus Administrative Division Executive Director, Dean of Academic Affairs, Dean of General Affairs, Executive Director of Human Resources Division, Executive Director of International Education and Exchange Division, Controller, Executive Director of University Extension Division, Executive Director of Career Planning and Counseling Division, Director of Office International Student Service, Dean of each School, Assistant Dean of Academic Affairs, Assistant Dean of Student Affairs, Deputy Executive Director of Taoyuan Campus Administrative Division, Director of Physical Education Office, Section Chief of Student Advising, Section Chief of General Affairs, Section Chief of Academic Affairs and Section Chief of Campus Health Service.

Article 4: The term of the committee members is one academic year, and members are not paid for this service.

Article 5: The term of a committee member can be altered due to position change or other reasons, and this is treated as a resignation. The newly appointed administrator assumes the position and serves until the preceding term expires.

Article 6: Dean of Student Affairs serves as the Committee convener; director of Campus Health Service Section serves as the adjunct executive secretary. If it is necessary, additional members may be added to the Committee, either the staff of Campus Health Service Section or the committee members may request that the MCU President appoint a nominated faculty or staff member as a Committee member.

Article 7: If necessary, a provisional meeting of the Committee will be held. In principle, a meeting will be held once each semester.

Article 8: The Committee must have a quorum present to conduct a meeting, and resolutions can only be passed by agreement of a majority of those in attendance.

Article 9: Matters not covered in these procedures should be processed in accordance with other related regulations.

Article 10: Upon being passed by the Administrative Council and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.

In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.