

3. Student Dormitory Student Self-government Association Charter

Revised and passed at the Student Affairs Committee Meeting on May 17, 2007

1. General Provisions

1. This charter was established in accordance with Ming Chuan University Procedures for Student Dormitory Management.
2. Ming Chuan University Student Dormitory Government Association has branches in the Taipei Student Dormitory and Taoyuan Student Dormitory.
3. These procedures were established to maintain order and safety in the dormitory for students, to promote self-management in the dormitory, to protect the rights and interests of students who live in the dormitory, to ensure the quality of life in the dormitory, and to assist the institution in managing the student dormitory.

2. The Organization and its Jurisdiction

1. All the students who live in the student dormitories are ex-officio members.
2. The Ex-officio Advisor will be the administrator responsible for the dormitory will have a Counselor. Both should assist in promoting and counseling the Student Dormitory Student Government Association.
3. Student dormitory officers:
 1. There association will have a president, two to four vice presidents, a Life Counseling Section, an Artistic Design Section, a General Affairs Section, a Public Relations Section, an Activities Section, a Secretarial Section and an Information Section.
 2. The president and the vice president must be second year students who live in the student dormitory, and have served as an officer in the association with enthusiasm. Nationality and gender is not specified. Elections will be held in the first week after the semester begins and votes will be cast by the new group of student officers. The candidate with the most votes will be the president and the candidate with second highest number of votes will be the vice president. The term of service is one academic year, and students are not allowed to serve for a second year.
 3. The term of service for the Dormitory Supervisor, the Floor Supervisor and the Room Supervisor is one academic year. They are nominated from the Second-level Dormitory Self-Governance Officers and are appointed by the president.
4. Duties of the president:
 1. The Association President is also the Dormitory Supervisor, and he or she represents the association, oversees relevant student dormitory affairs and acts as a bridge between the institution and the students living in the student dormitory.
 2. The president convenes the Student Dormitory Student Government Association Meetings and Semester-end Student Dormitory Governance Officer Meeting to discuss future improvements and to enhance the functions of the Student Dormitory Student Government Association.
 3. The president supervises and promotes resolutions passed at Student Dormitory Student Government Association Meetings.
 4. The president promotes order and safety in the dormitory under the direction of units in charge of relevant dormitory affairs.
 5. The president assists in all matters related to raising the quality of life in the dormitory and promoting safety.
 6. The president is responsible for coordinating tasks involving all levels of Student Dormitory Student Government officers and other association members.
 7. The president hires advisors.
 8. The president assists in promoting dormitory activities.
5. Duties of the vice president:
 1. The vice president is also the Dormitory Supervisor (and the vice Dormitory Supervisor is the Representative of the student dormitory) and assists the

- president in implementing resolutions, and promoting dormitory safety and life management.
2. The vice president compiles the check list of students from each floor at 11 pm every night and reports to the Faculty Dormitory Superintendent.
 3. The vice president implements the resolutions of the Student Dormitory Student Government Association.
 4. The vice president invites the advisor, the counselor and the Faculty Dormitory Superintendent to participate in relevant meetings and activities.
 5. The vice president prepares and calls the election of the next president.
 6. The vice president coordinates with all levels of Student Dormitory Student Government officers and members.
6. Duties of Section Leaders:
1. A Section Leader is established for each section who also acts as the Floor Supervisor. The Section Leader is appointed by the president. The leaders report to the president directly and attend the Student Dormitory Student Government Association Meeting.
 2. Duties:
 - Life Section Leader:
 - a. The Life Section Leader also acts as the Floor Supervisor and assists in maintaining order and safety in the dormitory, promoting life management, and performing other relevant duties. He or she performs a count of dormitory residents which is submitted to the vice president at 11 pm every night.
 - b. The Life Section Leader is responsible for maintaining order and safety, cleaning and tidying the dormitory, maintaining quality of life, and performing other relevant life counseling affairs.
 - Artistic Design Section Leader:
 - a. The Artistic Design Section Leader also acts as the Floor Supervisor and assists in maintaining order and safety in the dormitory, and in promoting life management as well as other relevant projects. He or she performs a count of dormitory residents which is submitted to the vice president at 11 pm every night.
 - b. Responsible for activity promotion, decoration of the dormitories, and related promotional materials.
 - General Affairs Section Leader:
 - a. The General Affairs Section Leader also acts as the Floor Supervisor and assists in maintaining order and safety in the dormitory, and in promoting life management as well as other relevant projects. He or she performs a count of dormitory residents which is submitted to the vice president at 11 pm every night.
 - b. Responsible for applying for budget, arranging expenditures, creating a balance payment, maintaining public property, and purchasing equipment.
 - Public Relations Section Leader:
 - a. The Public Relations Section Leader also acts as the Floor Supervisor assists in maintaining order and safety in the dormitory, and in promoting life management as well as other relevant projects. He or she performs a count of dormitory residents which is submitted to the vice president at 11 pm every night.
 - b. Responsible for corresponding for off-campus relations and exchange affairs.
 - Activities Section Leader:
 - a. The Activities Section Leader also acts as the Floor Supervisor assists in maintaining order and safety in the dormitory, and in promoting life management as well as other relevant projects. He or she performs a count of dormitory residents which is submitted to the vice president at 11 pm every night.
 - b. Responsible for planning and conducting the activities held in the dormitory.
 - Secretarial Section Leader:
 - a. The Secretarial Section Leader also acts as the Floor Supervisor assists in maintaining order and safety in the dormitory, and in promoting life management as well as other relevant projects. He or she performs a count of dormitory residents which is submitted to the vice president at 11 pm every

night.

- b. Responsible for the business affairs of each section, planning filed materials, and organizing relevant documents.

Information Section Leader:

- a. The Secretarial Section Leader also acts as the Floor Supervisor and assists in maintaining order and safety in the dormitory, and in promoting life management as well as other relevant projects. He or she performs a count of dormitory residents which is submitted to the vice president at 11 pm every night.
 - b. Responsible for recording and filming activities, maintaining the dormitory website, and building up electronic files of dormitory affairs.
3. Responsibilities:
 - a. Attending the meetings and activities on time. If for any reason the officer can not come, the officer must report to the president or the vice president in person for approval. Leave and permission to be late are granted only three times (including meetings, activities, and obligatory duties). Officers will be dismissed if they take leave more than three times or are absent without good reason.
 - b. Officers higher in rank than Section Leaders should take responsibility for supervising volunteers at the service desk in the Information Section.
 4. Rights:
 - a. Officers higher in rank than Section Leaders will be reviewed and evaluated by the president, the vice president, and the responsible administrator before the next election. Those who are approved can receive the priority to live in the student dormitory for the next semester.
 - b. Officers higher in rank than Section Leaders may receive work-study payment each month. Officers will be dismissed after being reprimanded for poor service three times.
 - c. If officers are dismissed or quit their positions, their rights to live in the dormitory for the next semester are also cancelled.
 7. The president may be recalled, but a formal proposal must be submitted with the signature of at least 10 percent of the dormitory students, and the proposal must be receive the agreement of more than 50 percent of the Dormitory Students.
 8. If due to some reason the president is unable to continue his or her appointment during the term, the vacancy can be filled by the first vice president. The appointment will be kept until the term expires
 9. Officers who have been negligent will be punished at the Student Dormitory Student Government Association Meeting and the case will be reported to the responsible administrative unit for approval.
 10. The ex-president and the ex-vice president can be appointed to be the Honorary Counselors in the Student Dormitory Student Government Association.

3. **Rights and Responsibilities of Members**

1. Rights of members:
 1. All members must participate in activities which are held by the Student Dormitory Student Government Association.
 2. Members may use the public facilities and equipment in the dormitory.
 3. Members have the right to elect and recall the president.
 4. All members have the right to serve as officers.
 5. Members may submit opinions regarding safety and improvement.
2. Responsibilities of members:
 1. Members must follow Procedures for Student Dormitory Management.
 2. Members must obey the guidance of Student Dormitory Student Government Association Officers and follow the resolutions of Student Dormitory Student Government Association Meeting.
 3. Members must pay the Student Dormitory Student Government Association Fee.

4. **Meetings**

1. Ordinary Meeting: The president will convene the Ordinary Meeting once a month.
2. Provisional Meeting: The president will convene the Provisional Meeting when need arises.
3. Officer Meetings may only be convened with one half or more of the officers present.
4. The president will convene the Officer Forum at the end of the semester and invite the relevant administrators to attend the forum.
5. Resolutions may not conflict with institution regulations and Procedures for Student Dormitory Management.

5. **Supplementary Provisions**

1. Funding Source: Subsidized by Student Affairs and Counseling budget, the Student Affairs Division Budget, and the Student Dormitory Student Government Association Fees.
2. All the equipment in the Student Dormitory Student Government Association must be filed and registered as property. When transfers are processed between new and old officers, properties must be listed and reported to the relevant administrative unit for approval.
3. The president may create a list of enthusiastic members and officers who have shown good performance at the end of the semester, and present awards and issue service certificates to the officers.
4. Any revision must be revised and passed at an association meeting convened by the president with more than two thirds of the officers and the three faculty dormitory superintendents present. Resolutions will be implemented after being reported to the relevant administrative unit for approval.
5. These procedures were passed at the Student Affairs Committee Meeting and implemented after being approved by the president.

Attachment 1: Ming Chuan University Taipei Campus Student Dormitory Student

Government Association Organizational Chart

The first Vice President
(The Dormitory Supervisor)

The Life Section Leader (The Floor Supervisor)
The President
(The Dormitory Supervisor)

The second Vice President
(The vice Dormitory Supervisor)

The third Vice President
(The vice Dormitory Supervisor)

The fourth Vice President
(Student Representative)

The Artistic Design Section Leader (The Floor Supervisor)
The General Affairs Section Leader (The Floor Supervisor)
The Public Relations Section Leader (The Floor Supervisor)
The Activities Section Leader (The Floor Supervisor)
The Secretarial Section Leader (The Floor Supervisor)
The Information Section Leader (The Floor Supervisor)

Attachment 2: Ming Chuan University Taoyuan Campus Student Dormitory Student

Government Association Organizational Chart

The President
(The Dormitory Supervisor)

The first Vice President
(The Dormitory Supervisor)

The Life Section Leader (The Floor Supervisor)
The second Vice President
(The vice Dormitory Supervisor)

The third Vice President
(The vice Dormitory Supervisor)

The fourth Vice President
(Student Representative)

The Artistic Design Section Leader (The Floor Supervisor)
The General Affairs Section Leader (The Floor Supervisor)
The Public Relations Section Leader (The Floor Supervisor)
The Activities Section Leader (The Floor Supervisor)
The Secretarial Section Leader (The Floor Supervisor)
The Information Section Leader (The Floor Supervisor)

