

Regulations for Student-organized Class Meetings

Passed at the Administrative Council Meeting on June 1, 1990

Chapter 1 General Provisions

- Article 1 Class meetings are to be called Class Meeting of Class Section ____, __-year, __ Section of the ___Department of Ming Chuan University.
- Article 2 Meetings have been established to promote the Three Principles of the People of Dr. Sun Yat-Sen, to encourage the true spirit of the constitution, and to promote the development of intellectual, moral, physical, cooperative, and aesthetic education.
- Article 3 Meetings will be held in Ming Chuan University campus classrooms.

Chapter 2 Membership

- Article 4 All students in each class section are participants in the meetings.

Chapter 3 Organization

- Article 5 Class meetings are under the jurisdiction of Class Meeting Committee. The Committee elects a Class Leader, an Assistant Class Leader and Section Leaders for General Affairs, Academics, Discipline, Sports, Hygiene, Recreation and Service respectively. These leaders comprise the Board of Officials that reports to the Student Affairs Division and takes charge of class affairs.
- Article 6 The terms of Class Leader, Assistant Class Leaders and Section Leaders are limited to one year. Section Leaders may resign, or be recalled by assembly and replaced by election if they prove to be incompetent, make mistakes, or suffer from poor health.
- Article 7 The duties of the Class Leader, Assistant Class Leader and Section Leaders are as follows.
1. Class Leader:
 - (1) Manages overall class affairs.
 - (2) Conveys all information related to university regulations to classmates.
 - (3) Conveys particular questions and suggestions offered by the class to the administration.

- (4) Convenes class meetings and other unscheduled gatherings.
 - (5) Supervises Section Leaders, ensuring that each executes his or her tasks.
 - (6) Participates in Monthly Student Leaders Meetings and other meetings stipulated by the university.
2. Assistant Class Leader:
 - (1) Assists the class leader with all of his or her duties.
 - (2) Steps in for the Class Leader when Class Leader is unable to carry out a particular task, when Class Leader is absent, or when Class Leader is unable to perform his or her duties for any other reason.
 - (3) Assists other Section Leaders in carry out their duties, as necessary.
 - (4) Assumes attendance taking duties.
 3. General Affairs Section Leader
 - (1) Collects, disburses, and manages class fees.
 - (2) Orders, purchases, and distributes textbooks for the class.
 - (3) Coordinates classmates' official errands and supervises tasks the class is charged to complete.
 - (4) Decorates classroom and publicizes meetings.
 4. Academic Section Leader
 - (1) Collects and submits assigned homework.
 - (2) Directs classmates to offer literary works or manuscripts for university publications (university magazine and department newsletters) and literary competitions.
 - (3) Records minutes of the class meeting; submits, retrieves and keeps the meeting records.
 - (4) Designs the layout for the class section's part of the yearbook; collect and arrange materials for this publication.
 5. Discipline Section Leader
 - (1) Maintains order in the class.
 - (2) Advises classmates in regard to improving their appearance and clothing choices as prescribed in relevant regulations.
 - (3) Corrects classmates' inappropriate speech and behavior; mediates in arguments between classmates.
 - (4) Directs traffic on campus.
 6. Sports Section Leader
 - (1) Conveys information regarding university sport regulations and

- activities to classmates.
 - (2) Coordinates borrowing and returning of sports equipment.
 - (3) Assembles classmates for physical education class and monitors their level of participation.
 - (4) Completes the physical education class record.
7. Hygiene Section Leader
- (1) Arranges classroom cleaning duty schedules for students.
 - (2) Oversees classroom cleaning done by classmates; monitors and evaluates classmates' cleaning efforts.
 - (3) Checks and submits classroom clean-up checklist.
 - (4) Encourages classmates to strive for the honor of winning the clean-up competition; builds team-spirit.
 - (5) Assists Campus Health Services Section in promoting programs on disease prevention and healthcare.
8. Recreation Section Leader
- (1) Plans various kinds of healthy recreation activities for the class.
 - (2) Plans, oversees, and administers all recreational activity-related programs assigned to the class by the university.
 - (3) Encourages all classmates to enthusiastically participate in various kinds of recreational student clubs and recreational activities held by the Student Activity Center.
9. Service Section Leader
- (1) Inquires about and coordinates the purchase of various kinds of discount transportation tickets for the class.
 - (2) Stands in for the Hygiene Section Leader if he or she is absent.
 - (3) Cares for and seeks medical assistance for ill classmates.
 - (4) Provides other services as requested by the class.
10. Assisting Units; Areas of Service
- (1) Curriculum Section: Responsible for arranging and changing class times, and for making up classes.
 - (2) Registrar's Section: Responsible for queries about study programs, academic status management, registration, and for the application for original or reissued documents.
 - (3) Student Advising Section:
 - a. Sets regulations for all assemblies.
 - b. Dispatches student service personnel.
 - c. Handles award and punishment queries.
 - d. Handles student loans and safety insurance.

- e. Arranges for discount transportation ticket application and purchase.
 - f. Handles inquiry and assistance regarding other daily life problems.
 - g. Handles inquiries regarding Leave and Conduct grades.
- (4) Extracurricular Activities Section: Responsible for Inter-collegiate activities, student club activities and summer (winter) outdoor activities.

Article 8 Assisting Officers and Assisting Units for assemblies:

- 1. Class advisor.
- 2. Department Military Instructor.
- 3. Student Affairs Division.
- 4. Career Planning and Counseling Division.

Chapter 4 Meetings

Article 9 Assemblies shall be held once a week on Monday every week of the semester that a university-wide weekly meeting is not held. The class meeting is to discuss all matters pertaining to the development of the class section. The class leader will call for other meetings if necessary. The class meeting agenda is attached in the appendix.

Article 10 Board of Officers will hold weekly meetings to handle regular work and the tasks assigned by the assembly.

Chapter 5 Class Fee

Article 11 Every class member must pay a class fee once a semester. The fee amount is decided by the assembly.

Article 12 If necessary, the class may decide to temporarily raise extra funds to meet unforeseen expenses.

Chapter 6 Supplementary Provisions

Article 13 The class should invite the class advisor or any staff member from Student Affairs Division to act as counselor, to coach or support, and to convey the opinions of the class to the university.

Article 14 Upon being passed by the Committee reported to the Student Affairs Division, and approved by the president, these standards were announced

and implemented.

Appendix 1 Class Meeting Agenda

1. Call to order.
2. Chair's announcements.
3. Section Leaders' Work Reports (including work plans and a review of the execution of the decisions from the last meeting).
4. A Work Review where students are free to comment on affairs related to studies, clean-up, discipline, and so on.
5. Discussion.
6. Chair's conclusion.
7. Class Advisor's appraisal.
8. Recitation of Student Lifestyle Pledge.
9. Adjournment of meeting.

Appendix 2 Student Lifestyle Pledge

All students in the class recognize honesty, modesty, respect, and fortitude as the basis for everyone's behavior. Through this pledge, each individual may kindle a spirit of self-awareness, self control, self-renewal, and self-governance. We pledge that we will unflinchingly strive to achieve the twelve life standards as listed below. We are willing to be disciplined by our own conscience or be punished by university regulations if we do not uphold these standards. We will:

1. Maintain a neat, modest appearance, dress in simple styles, avoid extravagance and make-up.
2. Bow to instructors and show mutual goodwill to classmates.
3. Keep correct posture when walking, sitting and standing; avoid crossing our legs when sitting; avoid walking with one hand over another's shoulder.
4. Obey classroom rules, avoid tardiness, avoid leaving early, and never ask anyone to sit in for us during classes or tests.
5. Keep quiet in class, pay attention to instructors, and avoid chatting or reading unrelated books in class.
6. Maintain classroom cleanliness at all times and properly dispose of garbage.
7. Stress food sanitation and properly dispose of litter after eating.
8. Maintain orderliness and quiet, and avoid speaking or laughing loudly when in restaurants.
9. Walk along the side of the road, raising the head and pushing back the shoulders;

avoid crossing the fast lane, avoid eating while walking, and avoid spitting or littering.

10. Board buses in an orderly fashion, obey traffic regulations, give precedence to the old and infirm, and pay attention to traffic lights and safety around public transportation.
11. Conserve water and electricity, and take care to turn off the lights and taps after use.
12. Regularly reflect on personal behavior; and avoid gambling, smoking, and attending dances outside the university; never cheat on tests or examinations, and never frequent inappropriate places or take part in any improper activities.