

# 應屆畢業生聯合會組織章程

## Organizational Charter of the Graduating Class Activities Association

91年5月23日學務會議修正通過

94年5月13日學務會議修正通過

97年5月13日學務會議修正通過

98年6月8日學務會議修正通過

100年6月16日學務會議修正通過

103年6月9日學務會議修正通過

104年6月15日學務會議修正通過

Revised and passed at the Student Affairs Committee Meeting on May 23, 2002

Revised and passed at the Student Affairs Committee Meeting on May 30, 2005

Revised and Passed at the Student Affairs Committee Meeting on May 13, 2008

Revised and Passed at the Student Affairs Committee Meeting on June 8, 2009

Revised and Passed at the Student Affairs Committee Meeting on June 16, 2011

Revised and Passed at the Student Affairs Committee Meeting on June 9, 2014

Revised and Passed at the Student Affairs Committee Meeting on June 15, 2015

第一條 為聯絡服務應屆畢業班同學情誼，籌辦畢業班活動，特依據本校「學生自治規則」第二條之規定，制定本章程。

These procedures were established to assist students to maintain contact with students in the graduating class concerning affairs related to graduation in accordance with Article 2 of General Provisions for Student Government, Ming Chuan University.

第二條 依本章程所設聯合會之名稱訂為銘傳大學第○○級應屆畢業生聯合會(以下簡稱本會)。

The name of the Graduating Class Activities Association established based on these procedures is Ming Chuan University XXth [XXst / XXrd] Graduating Class Activities Association.

第三條 本會應由應屆畢業班同學組成，全體應屆畢業生為當然會員。

The organization must be set up by graduating students and all graduating students are the ex-officio members.

第四條 本會會員應遵守本會章程及決議案與繳納會費之義務。

Association members have to observe the organizational charter of the organization and the resolutions passed by the Association, and pay membership fees.

第五條 本會設指導老師一人，由課指組(桃園校區學務組)組員兼任，負責輔導本會業務之推展與相關管理事項，並由課指組組長督導其業務。本會應受學校輔導辦理各種畢業活動，活動應報請同意後執行，必要時得請學校各相關單位提供輔導協助。

A staff member of Extracurricular Activities (Taoyuan Student Affairs Section) is assigned as the advising instructor to this association, and is responsible for counseling students in promoting Student Government Association affairs and management inventory. The

Section Chief of Extracurricular Activities Section is in charge of supervising the affairs. This organization must act under the supervision of the University, and ask for permission before holding events. Organizations may seek guidance from other relevant units when necessary.

第六條 本會分設台北、桃園校區畢業班代表會議，定期討論本會有關事宜。  
A Graduating Class Representative Committee Meeting will be held on Taipei and Taoyuan campus respectively to discuss affairs related to the Association.

第七條 本會台北、桃園兩校區各設會長一人，副會長各二至三人，下得設總務、活動、秘書、公關、攝影等委員會，各委員會設主席一人、委員一至三人均由會長委任之。本會另設畢業紀念冊編輯委員會，設總編輯一人由台北、桃園兩校區會長協商委任之，副總編輯各一人及編輯各若干人，由兩校區會長分別委任之。畢業紀念冊由兩校區協商統一製作。  
The Association will choose one president, and two to three vice-presidents on Taipei and Taoyuan campuses. Subcommittees concerning general affairs, activities, secretarial affairs, public relations, and photographs may be established with a chairperson and one to three committee members assigned by the president. The association will also establish a Graduation Album Editorial Committee with one Editor assigned by the chairpersons of the Representative Committees on both campuses, and one Assistant Editor along with several editorial staff members assigned by individual chairpersons on each campus. The graduation album will be produced through the cooperation of committees on both campuses.

第八條 本會會長之選舉由各校區應屆畢業班班代表投票產生之。若無自願候選人參加選舉，得由學務處推薦人選擔任。  
The chairperson of the organization will be elected by the by members of the Graduating Class Representative Association on both campuses. Student Affairs Division may nominate candidates when there are no volunteers to run for the election.

第九條 本會會長候選人資格：

- 一、操行：前一學期操行成績八十以上，未受記過以上處分者。
- 二、學業：前一學期學業成績總平均六十五分（含）以上。
- 三、經歷：曾任班級、社團、學會幹部一年以上者。

The qualifications for chairperson are as follows:

1. Conduct: With conduct grade of above 80 for the previous semester and have not been punished with 2nd Level Demerit or above.
2. Academic performance: With average score for previous semester of 65 or above.
3. Experience: Candidate must have served as an officer in class or student clubs for one year or more.

第十條 本會以畢業班代表會議為最高權力機構。

The highest governing body of the organization will be the Graduating Class Representative Meeting.

第十一條 畢業班班代表定期召開會議，由各校區會長負責召集主持，如有必要並得另行申請召開兩校區臨時協調會議，得邀請相關主管單位派員輔導。

The Graduating Class Representative Association will hold regular meetings convened by the chairperson on each campus. If necessary, application may be made to hold coordinating meetings for members of both campuses. Relevant administration units may be invited to send a person to provide guidance.

第十二條 本會之經費來自應屆同學繳納之會費，自不得對外發起勸募，至於向會員或所屬人員募集財物、接受其主動捐贈或接受外界主動捐贈等行為，經輔導單位同意，則不在此限。

The budget of the organization will come from fees paid by graduating students. Students are not permitted to solicit funding from off-campus sources. Yet, with the approval of the advising unit, a fundraising campaign among its member or their affiliates or acceptance of donations from its members, affiliates or from outside is not limited by this restriction.

第十三條 本會經費來源：

- 一、會費：經本校各校區畢聯會提案，提交畢業班代表會議通過，向學生事務處報備後，由會員自由繳納。
- 二、畢業紀念冊：經畢業班代表會議核議數額後，會員願購買者繳交之。
- 三、補助：因辦理各項活動需要，由畢聯會提出活動與經費企畫案，經畢業班代表會議議決，送交學生議會審核通過後向學校提出申請。
- 四、贊助：各種無價贈與純獲利益之所得。
- 五、募款：專案呈報學校核准後，始得進行。

Budget sources of the organization:

1. Association Fee(s): Graduating Class Activities Association on each campus send proposals and submit to Graduating Class Representative Meeting for approval and report to Student Affairs Division, then the members can pay the fees at their own will.
2. Graduation Album: After the number of Graduation Albums has been approved at the Graduating Class Representative Meeting, students who would like to purchase the albums should pay the fees.
3. Subsidies: To meet the needs for holding activities, the Graduating Student Activities Association may submit activity and subsidy proposals to the Graduating Class Representative Meeting for resolution, then send to Student Council for approval and apply to the university for activity funding.
4. Sponsorship: Outside support in the form of gifts of no financial value, and have no conditions attached.
5. Fundraising: Fundraising projects must be processed only after being approved by the university.

- 第十四條 本會收入之經費，應設立專戶儲存，非經會長、總務、學務處課指組(或桃園校區學務組)簽章不得領用。專戶之存摺與印鑑須分開存放保管，不得存於同一人處。  
Any income by the organization must be deposited in a bank account that has been specially set up for such a purpose. Access cannot be made to such funds without the stamp and signature of the chairperson, general affairs officer, and Extracurricular Affairs Section of Student Affairs Division (or Taoyuan Student Affairs Section). The passbook and stamp of the bank account should be safeguarded by different people.
- 第十五條 本會經費之使用，應比照學生會經費支領及結報方式，由學務處課指組(或桃園校區學務組)輔導運作，本會全部經費支用情形，應每月定期列表(附單據、發票)，送學務處課指組(或桃園校區學務組)審查，並向畢業班代表會議報告經費使用情形，相關經費支用情形並須公告之。  
Expenditures for the organization will be conducted in the same manner as expenditures for Student Association. The Extracurricular Activities Section of Student Affairs Division (or Taoyuan Student Affairs Section) will provide guidance regarding association expenditures. A complete summary of expenditures (with invoice and receipts attached) of the association should be compiled in an appendix and submitted to the Extracurricular Activities Section (or Taoyuan Student Affairs Section) for inspection. This information should also be reported to the Graduating Class Representative Meeting. The expenditure should be publicly announced.
- 第十六條 本會召開各種會議、舉辦各種活動，均應事先報請學校核准，並請學務處課指組(桃園校區學務組)派員指導。  
The Graduating Student Activities Association should first receive approval for each activity or gathering before it is held and staff of Extracurricular Activities Section of Student Affairs Division (or Taoyuan Student Affairs Section) should be invited to supervise the events.
- 第十七條 本會全部財產、資料(包括底稿、照片等)，應於畢業典禮二週前列冊移交下屆參考運用。  
All property and materials (including drafts, photographs, and so on) of the association should be compiled and handed over to the future committee for reference two weeks before the graduation ceremony.
- 第十八條 本會各級幹部離校前，應將帳目結清，財產、資料移交並送課指組審核確認。  
Officers in the association should settle all accounts, hand over all properties and materials, and receive approval from Extracurricular Activities Section before leaving the university.
- 第十九條 本章程如有未盡事宜，得依本校「學生社團組織及活動輔導辦法」等有關規定辦理之。  
Any matters not covered in this charter should be dealt with in accordance with the Procedures for Organizing and Managing Student Clubs and other relevant regulations.

第二十條 本章程經學生議會、學務會議通過，校長核定後實施，修正時亦同。

Upon being passed at the Student Council, Student Affairs Committee Meeting 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.\*\*