

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

Revision passed at Administrative Council Meeting on June 03, 2019

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 committee comprises 16 members. The president of Ming Chuan University serves as the committee chairperson and Vice President for Administrative Affairs serves as vice chairperson. The ex-officio committee members comprise Dean of Academic Affairs Division, Dean of Student Affairs Division, Dean of General Affairs Division, Executive Director of Human Resources Division, Executive Director of International Education and Exchange Division, Executive Director of Taoyuan Campus Administrative Division, Controller of Controller's Division, Executive Director of Career Planning and Counseling Division, Director of Office International Student Service, Director of Physical Education Office, Dean of School of Law, Dean of School of Health Technology, Dean of Institute of General Education, and Section Chief of Campus Health Services Section.

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

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 Division serves as the Committee convener; Section Chief of Campus Health Service Section serves as the adjunct executive secretary. The officer could be either a staff member of Campus Health Service Section or nominated faculty or staff member appointed by MCU President at Committee members' request.

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.****