

Regulations for Student-organized Class Meetings

Passed at the Administrative Council Meeting on June 1, 1990
Passed at the Student Affairs Committee Meeting on June 26, 2019

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 by 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 Coordinators for General Affairs, Academics, Discipline, Sports, Class Sanitation, Recreation and Service, respectively. These leaders comprise the Board of Officers that reports to the Student Affairs Division and takes charge of class affairs.
- Article 6 The terms of Class Leader, Assistant Class Leaders and Coordinators are limited to one semester or one year. Coordinators 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 Coordinators 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 student Coordinators, ensuring that each executes his or her tasks.
- (6) Participates in meetings assigned 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 Coordinators to carry out their duties, as necessary.
- (4) Assumes attendance taking duties.

3. General Affairs Coordinator

- (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 Coordinator

- (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) Fills in class meeting minutes
- (4) Designs the layout for the class section's part of the yearbook; collects and arranges materials for this publication.

5. Moral Education DJ (Discipline) Coordinator

- (1) Maintains order in classroom.

(2) Responsible for campus traffic safety promotion

6. Sports Coordinator

- (1) Conveys information regarding university sports 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. Class Sanitation Coordinator

- (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 Cleaning Competition; builds team spirit.
- (5) Assists Campus Health Services Section in promoting programs on disease prevention and healthcare.

8. Recreation Coordinator

- (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 Association.

9. Service Coordinator

- (1) Responsible for housing service promotion and contact.
- (2) Duty agent of Class Sanitation Coordinator.
- (3) Cares for and seeks medical assistance for ill classmates.
- (4) Provides other services as requested by the class.

10. Assisting Units and Related Affairs

- (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 applications for original or reissued documents.
- (3) Student Advising Section:
 - a. Establishes regulations for every meeting.
 - b. Responsible for 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 inquiries and assistance regarding other daily life problems.
 - g. Responsible for leave application inquiry and conduct grades inquiry.
- (4) Extracurricular Activities Section: Responsible for inter-collegiate activities, student club 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 During the School-designated class period, meetings shall be held once a week. The class meeting is for discussing all matters pertaining to the development of the class section. The class leader will call other meetings as necessary. (The class meeting agenda is attached in the appendix.) No class meeting be held during the week for Weekly Meetings.

Article 10 Every class member must pay the class fee. The fee amount is decided by the class members.

Chapter 5 Class Fee

Article 11 If necessary, the class may decide to temporarily raise extra funds to meet unforeseen expenses by the class members.

Article 12 The class should have class advisor, or invite any staff member from Student Affairs Division as counselor, to coach and support, and to convey the opinions of the class to the university.

Chapter 6 Supplementary Provisions

Article 13 Upon being passed by the Student Affairs Committee and approved by the president, these regulations were announced and implemented.

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