

# **Articles of Association for Chung Yuan Christian University Student Dormitory Service Committee**

December 22, 2021 Passed by the Meeting of the Student Affairs at 1<sup>st</sup> semester during the 2021 school year.

## **One. General Provisions**

### Article 1.

In accordance with cultivating students' self-discipline, morality, and social life education, Chung Yuan Christian University ("CYCU") hereby establishes the Student Dormitory Service Committee (hereinafter referred to as the "committee") in each of the dormitories. The full name is "Chung Yuan Christian University Student Dormitory Service Committee."

### Article 2.

The committee representing all dormitory residents to manage and serve the dormitory for the students under the counseling of the Student Housing Service Division from the Student Affairs Council aims to promote students' ability of leadership and service, to maintain a safe and orderly living environment, to voice student concerns and suggestions and student benefits enhancement, in order to jointly build a high-quality dormitory life environment and improve the dormitory life quality.

### Article 3.

In accordance with the Article 2 of the Regulations Governing Management of the Student Dormitory, hereby establish "Articles of Association for Chung Yuan Christian University Student Dormitory Service Committee." (hereinafter referred to as the "Articles of Association.")

## **Two. Association and Responsibility**

### Article 4.

All students of CYCU who reside in the student dormitories in accordance with the regulations shall be ex officio members of the Committee of the dormitory in which they reside.

### Article 5. Rights and Obligations of Members:

#### 1. Rights

- (1) Raising the transformational suggestions for the dormitory.
- (2) Enjoy the welfare and services offered by the Committee.
- (3) The right for proposals, pleadings and petitions to the dormitory public affairs.
- (4) The right to seek relief for the disciplinaries which the Committee takes in accordance with the enforcement rules and the other regulations.

#### 2. Obligations

- (1) Paying accommodation fee.
- (2) Understanding the regulations in advance before applying for the dormitory.
- (3) Attending assemblies and public activities.
- (4) Follows the student dormitory regulations that are formulated in accordance with the law by CYCU and the Committee.
- (5) Follows the resolution passed by the Committee meeting and cooperates with the operating.

#### Article 6.

##### Consisting of the Committee:

The committee shall consist of a chairperson and several vice chairpersons, and set up a General Affairs Division, Publicity Division, Activities Division and Information Technology Division (each with one division head and several division members), and several floor (district) commissioners.

#### Article 7.

The Chairperson shall be responsible for the following duties:

- (1) Convening and presiding over regular meetings.
- (2) Taking turns convening and presiding over joint service meetings with student dormitories.
- (3) Assisting dormitory supervisors in handling dormitory-related affairs and activities.
- (4) Coordinating and supervising the work responsibilities of all committee members.
- (5) Responding to inquiries from members regarding dormitory life.
- (6) Representing the Dormitory Committee in communicating with the university.
- (7) Organizing the selection and training of new committee members.
- (8) Managing and coordinating all affairs related to the Dormitory Committee.
- (9) Carrying out the tasks assigned by the dormitory supervisor.

#### Article 8.

The Vice Chairperson shall be responsible for the following duties:

- (1) Assisting the chairperson in handling the committee-related affairs.
- (2) Assisting in managing the part-time students who work in the duty room.
- (3) Supervising the counting of fees for borrowing keys to the duty room by the General Affairs Division.
- (4) Assisting the chairperson in supervising and evaluating the committee members.
- (5) Being the agent when the chairperson is absent.
- (6) Assisting in posting the announcements.
- (7) Carrying out the tasks assigned by the dormitory supervisor and the chairperson.

If there are several vices chairperson, one person shall be mutually selected to be the agent to exercise the powers and duties of the position when the circumstances as described in subsection 5 of the preceding paragraph occur.

#### Article 9.

The General Affairs Division shall be responsible for the following duties:

- (1) Managing the accounts for the committee and making the outcome and income of the budget public.
- (2) Inventory, storage, and maintenance of dormitory public facilities and supplies.
- (3) Counting the fees for borrowing keys in the duty room monthly.
- (4) Management and maintenance of dormitory public areas.
- (5) Carrying out the tasks assigned by the dormitory supervisor and the chairperson.

#### Article 10.

The Publicity Division shall be responsible for the following duties:

- (1) To beautify and greening for the dormitory environment (including the bulletin board).
- (2) Decorating the environment and making announcements for the dormitory activities.
- (3) Recycling and organizing the questionnaire and survey.
- (4) Carrying out the tasks assigned by the dormitory supervisor and the chairperson.

#### Article 11.

The Activities Division shall be responsible for the following duties:

- (1) Assisting CYCU in holding the activities of dormitories.
- (2) Assisting the committee in holding the activities.
- (3) Carrying out the tasks assigned by the dormitory supervisor and the chairperson.

#### Article 12.

The Information Technology Division shall be responsible for the following duties

- (1) To give consultations and suggestions for the Internet connection.
- (2) Solving the problem when the Internet connection error.
- (3) Conveying the announcements from the CYCU Office of Information Technology.
- (4) Assisting the dormitory to ensure the server room operates safely.
- (5) Carrying out the tasks assigned by the dormitory supervisor and the chairperson.

#### Article 13.

The floor commissioners shall be responsible for the following duties:

- (1) Assisting the dormitory supervisor and the chairperson to handle the accommodation problems for the certain floor/district residents.
- (2) Sending important and time-sensitive announcements to the residents.
- (3) Rolling call and cleaning check at night.
- (4) Reporting regarding the maintenance of peace and security in the floor/district.
- (5) Carrying out the tasks assigned by the dormitory supervisor and the chairperson.

#### Article 14.

All the committee members shall be responsible for the following duties:

- (1) Emergency response and report immediately.
- (2) Maintenance and repair of the public properties in the dormitory.
- (3) Assisting in publicizing the announcement for the Committee.
- (4) Attending the meetings and activities regarding the dormitory.
- (5) Each committee member shall support and assist each other and adjust by the dormitory supervisor and the chairperson depending on actual circumstances.

#### Article 15.

The privileges of all of the committee members:

- (1) The committee members were qualified to enjoy priority accommodation in accordance with regulations during the tenure of the committee. The committee members shall be required to reside in the designated room for easier service to the residents and enforcement regarding affairs.
- (2) The committee members will receive the contract and be qualified to enjoy priority accommodation in the next year and free choice of accommodation in any of the dormitories when the term expires and passes the assessment.
- (3) Priority to be the attentent of the dormitories.

### **Third. Meeting**

#### Article 16.

The committee meeting shall comprise all committee members, the chairperson shall serve as a convener and hold the meeting at least once a month. The dormitory supervisor shall be invited to report on and discuss the implementation of committee affairs.

#### Article 17.

The Student Dormitory Joint Service meeting shall comprise the dormitory supervisors and the committee members. The rotating chairperson of the dormitory committee shall serve as the convener and chair of the meeting. The meeting shall be held at least once per semester and may invite representatives from

relevant on-campus administrative units and external contractors to attend and discuss and decide on the planning and implementation policy of common or major affairs related to dormitories.

Article 18.

The meeting minutes shall be submitted to the Office of Student Affairs and come into effect upon approval.

#### **Fourth. Selection and Dismissal**

Article 19.

Each of the ex officio members is qualified to be selected as a committee member.

Article 20.

The selection of next year's dormitory committee members shall be conducted annually by the dormitory supervisor and current committee members.

- (1) The General committee members (staff, floor/distinct commissioners): Generated by passing an initial screening and finishing the internship training and evaluation.
- (2) The Chairperson, Vice Chairperson, and managers: Generated by the general committee members who have served for a year have outstanding performance, and enthusiasm for service. The positions will be filled by nomination if no one volunteers.

Article 21.

The general committee members have concrete evidence about failure to pay responsibility for the duties during the term, the chairperson may propose the dismissal case in the meeting if the behavior has not improved after counseling by the dormitory supervisor. The dismissal case shall come into effect when the attendance of the staff members reaches three-fourths and two-thirds approval of staff members who attend the meeting. If the chairperson or the vice chairperson fails to pay responsibility for the duties during the term and results in the disruption to the normal operation of the dormitory, they may be dismissed upon submission of a report by the dormitory supervisor and approval by the Office of Student Affairs.

Article 22.

Upon the dismissal of the committee member, all associated privileges shall be revoked. The dormitory supervisor shall oversee and facilitate the enforcement of by-selection. During the interim period of selection, the dormitory supervisor shall appoint an acting committee member.

Article 23.

The term of the committees shall be an academic year. The committees of the next term have been elected

annually. The committees who have outstanding performance may be re-elected.

### **Fifth. Evaluation**

Article 24.

The evaluation shall be conducted by the dormitory supervisor, the chairperson and the vice chairperson to the general committee members before the end of the semester.

- (1) The evaluation criteria include the following five categories: Character and Integrity (20%), Service Enthusiasm (20%), Communication and Coordination (15%), Leadership and Management (15%), and Work Performance (30%), with a total score of 100 points.
- (2) The chairperson shall propose the dismissal case during the meeting for the committee member who gets less than 70 points in the evaluation or violates the regulations of CYCU and was recorded demerit more than once.

Article 25.

The committee member who was outstanding in evaluation shall be handled with the award in accordance with “the CYCU regulations of awards and punishments for students” every semester.

### **Sixth. Supplementary provisions**

Article 26.

The dormitory supervisor shall be the advisor for the Committee. The dormitory supervisor and the Committee may amend “The dormitory Rules” in accordance with the current circumstances of the dormitory and submitted to the Office of Student Affairs then implement it upon approval.

Article 27.

Upon approval of the Meeting of Student Affairs, the Regulations shall be promulgated by the President and enforced. The same shall apply where the Regulations are amended.