

# CYCU Regulations for Guidance on Students' Extracurricular Activities

April 8, 1989 Passed at the 161st Student Affairs Committee Meeting  
March 7, 1996 Amended at the 1st Meeting of Student Affairs in the school year of 1995  
June 16, 2005 Amended at the 1st Meeting of Student Affairs in the school year of 2004  
March 20, 2012 Amended at the Meeting of Student Affairs in the school year of 2011  
May 28, 2014 Amended at the Meeting of Student Affairs in the school year of 2013  
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year of 2023  
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year of 2023

## Chapter 1. General Provisions

- Article 1. CYCU established the Regulations to provide guidance on student participation in extracurricular activities in order to enrich their life experiences, foster leadership talent, help the students develop physically and mentally, improve their social networking ability, and encourage self-learning.
- Article 2. Scope of guidance on students' extracurricular activities:
1. Organizing clubs.
  2. Counseling student clubs on publishing newspapers and periodicals.
  3. Holding activities related to club management and club purposes.
  4. Appointing students to participate in extramural activities.
- Article 3. CYCU's student clubs are classified into the following categories by nature:
1. Comprehensive clubs.
  2. Academic clubs.
  3. Social clubs.
  4. Recreational clubs.
  5. Musical clubs.
  6. Service clubs.
  7. Sports clubs.

## Chapter 2. Formation of Clubs

- Article 4. CYCU students shall initiate or form a club in accordance with the following steps:
1. The formation of a club that is a duplicate of an existing club or does not have a specific purpose is not permitted.
  2. For an application for club formation, a group of 11 or more students shall fill out and submit an application form to the Office of Student Affairs for review within 1 month after the midterm exam of each semester. The application is then presented to the President for approval of the club formation.
  3. Any club approved for formation shall publicly recruit members immediately and hold a general members meeting to approve the articles of association and elect the club president and officers.
  4. The club shall have a school faculty or military instructor serve as its

counselor.

5. The club shall submit its articles of association, the list of officers, the member roster, and the minutes of the general members meeting to the Extracurricular Activities Division of the Office of Student Affairs for the record. The club is then officially formed and approved, and a club seal is issued.

- Article 5. The articles of association of CYCU's student clubs shall contain the following information:
1. Club name ("CYCU" must be prefixed to the club name)
  2. Purpose.
  3. Membership.
  4. Rights and obligations of members.
  5. Organization and responsibilities.
  6. Term of office of the club president and officers, and the methods and procedures for their election and recall.
  7. Methods for convening meetings and adopting resolutions.
  8. Regulations governing the sources and utilization of funds and the management of club property.
  9. Procedures and dates for approving and amending the articles of association.

### **Chapter 3. Organization of Clubs**

- Article 6. Each club must have a CYCU faculty or military instructor serve as its club counselor. No faculty or military instructor shall act as a counselor of more than two clubs. The Head of the Extracurricular Activities Division, and the chair of each department serve as the ex officio counselor of the Student Association, and the student association of each department, respectively.
- Article 7. The counselor of each club is responsible for:
1. Giving guidance on club development, club operation, activity planning and safety management, property management, re-election and handover, etc.
  2. Counseling the club on organizing school and extramural activities.
  3. Attending club counselor meetings and helping CYCU handle special problems and major incidents about club activities.
  4. Filling out a Reward and Punishment Recommendation Form based on the performance of the club members or officers and submitting it to the Office of Students Affairs for approval of a reward or punishment.
- Article 8. All CYCU students are the ex officio members of the Student Association. They may choose to join or not join any of the other clubs. No clubs shall refuse the participation of CYCU students without just cause.
- Article 9. The club president of a club represents the club. He/she shall be elected by each club in accordance with the respective election regulations established thereby. Students whose academic grade for the previous semester was below 65 points or whose conduct grade for the previous semester was lower than 80 points are not eligible to be a club president.
- Article 10. All clubs shall present their member rosters to the Office of Students Affairs within 1 month after each school year begins. Clubs that fail to do so without justification or have less than 11 members shall not conduct activities.
- Article 11. In principle, the club president and officers of each club are re-elected once per school year. The re-election shall be completed before the end of the final exam for the second semester of each school year.

- Article 12. New and former club presidents shall thoroughly complete the handover procedure. The implementation of the procedure is included as an evaluation item in club evaluations. The Office of Student Affairs may, when necessary, randomly inspect the handover list and relevant matters of each club. Where the club president of a club must be re-elected for whatever reason during a school year, approval from the counselor is required, and the information of the new club president shall be submitted to the Office of Student Affairs for approval within 1 week after the re-election.
- Article 13. A club president is mainly responsible for:
1. Selecting club officers and recruiting members.
  2. Planning and running club activities.
  3. Publishing club publications.
  4. Convening and chairing club meetings.
  5. Managing and utilizing club property and funds.
  6. Attending joint meetings of club presidents.
  7. Handling other important matters related to the club.
  8. Finding a club counselor and an instructor.
- Article 14. The club president shall notify the counselor before he/she performs each of the aforesaid duties.
- Article 15. Student club meetings are classified into the following categories:
1. General members meetings.
  2. Special general members meetings.
  3. Regular club meetings.
- Article 16. General members meetings are the ultimate resolution mechanism of clubs. The following matters shall be resolved at general members meetings:
1. Amendment of the club's articles of association.
  2. Election and recall of the club president.
  3. Removal of members.
  4. Annual planning, budgeting, and accounting for club activities.
- Article 17. General members meetings are convened by the club president. At least one general members meeting must be held per semester.
- Article 18. Special general members meetings shall be convened pursuant to the articles of association of each club. Where the president will not convene a special general members meeting in the next two weeks, any member may make a request for a special general members meeting and convene such a meeting upon the written consent of the counselor.
- Article 19. The counselor shall be invited to all general members meetings or special general members meetings to give guidance. A prior application for convening such meetings shall be filed to the Office of Student Affairs. If necessary, the Office of Student Affairs may dispatch personnel to attend such meetings to provide counseling.
- Article 20. A resolution to establish or amend the articles of association, remove a member, or dissolve the club shall be adopted in accordance with the articles of association of each club and then presented to the Office of Student Affairs for the record upon the approval of the counselor.
- Article 21. A regular club meeting may be convened by the club president or the officer in charge of the related activity.

Article 22. All clubs shall take the minutes for all their meetings and keep them for reference after they are signed by their counselors.

#### **Chapter 4. Student Self-governing Organizations and Club Activities**

Article 23. Before organizing activities, all clubs shall submit an activity application form and proposal approved by their counselors to the Office of Student Affairs 7 days prior to the activities. Clubs that fail to make such submission 7 days before the activities are required to give an explanation. The club counselors may be invited to the activities to give guidance.

Article 24. Where any clubs need to organize activities outside the school, they may invite teachers to the activities to give guidance.

Article 25. Where any clubs need to contact or make a request to organizations outside the school, they shall comply with the administrative correspondence procedure.

Article 26. Where any clubs need to invite persons outside the school to give academic lectures or serve as instructors or advisors, the counselor's prior consent is required, and prior notification shall be given to the Office of Student Affairs. Where any person outside the school is invited to act as an instructor or advisor, the Gender Equity Education Act shall be complied with.

Article 27. Before organizing activities, all clubs shall register with relevant units to borrow classrooms, venues, and devices and then report to the Office of Student Affairs for approval.

Article 28. Students' club activities shall not clash with classes and school assemblies. If, for special reasons, the club activities need to take up class time, a request shall be made in advance to the Office of Student Affairs for permission. The leave application procedure shall also be duly completed, and no retrospective application is permitted.

Article 29. Clubs' activity data, photos, account books, property, meeting minutes, and other documents shall be properly retained and thoroughly handed over.

Article 30. Student clubs shall prepare and print newspapers and periodicals in accordance with the "CYCU Enforcement Rules for Guidance on Student Clubs' Publications".

#### **Chapter 5. Club Funds**

Article 31. The amount of the membership fees paid by the members of each club is determined by the club.

Article 32. All clubs shall raise funds as much as they can and may, when necessary, apply for a subsidy from CYCU, and such subsidy must be utilized effectively. At the end of every semester, the account details shall be publicly disclosed after being submitted to and approved by the counselor, and may be randomly checked by the Office of Student Affairs, if needed.

Article 33. All clubs' acceptance of sponsorship from parties outside the school is governed by the "Charity Donations Destined For Social Welfare Funds Implementation Regulations" of the Ministry of Health and Welfare.

#### **Chapter 6. Club Evaluation**

Article 34. Clubs shall be evaluated on a regular basis in accordance with the "CYCU Enforcement Rules Governing the Evaluation of Student Self-governing

Organizations and Clubs”.

### **Chapter 7. Club Rewards, Punishments, and Subsidization**

- Article 35. After activities are finished, the club president may report to the Office of Student Affairs and give a reward or punishment upon the approval of the counselor according to the performance of club members participating in the activities.
- Article 36. For clubs with outstanding evaluation scores, not only are relevant club members rewarded, but also activity costs may be subsidized.
- Article 37. Any club that meets one of the following conditions may be warned, reorganized, suspended, or dissolved, subject to the circumstances.
1. Violating laws and regulations.
  2. Attacking others under the guise of another party.
  3. Falsely raising funds in the name of the club.
  4. Organizing activities that injure the school’s reputation or are against good morals.
  5. Receiving a club evaluation score below the standard.
  6. Failing to submit club-related data within the prescribed time limit.
  7. Failing to complete two club activities (which shall include a general members meeting) every semester.
- Article 38. All club seals are issued by the Office of Student Affairs. Where the club seal is lost or duplicated without permission, the president shall be given guidance and apply to the Office of Student Affairs for reissue of the seal.
- Article 39. Rewards and punishments for student clubs are governed by CYCU’s school rules.

### **Chapter 8. Bylaw**

- Article 40. The articles of association established by each club are void if they contravene the Regulations.
- Article 41. The Regulations shall be promulgated by the President and implemented upon approval of the Meeting of Student Affairs. The same shall apply where the Regulations are amended.