

National Dong Hwa University

United Regulations Governing the Organization of Self-governed Service Committee of Student Dormitories

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Section 1 <General>

Article 1 Every dormitory on the campus is installed with Self-governed Service Committee of Student Dormitories(hereinafter referred to as the committee).

Article 2 The committee aims to cultivate the spirit of student autonomy and self-discipline, improve the welfare of the students, reflect the opinions of the students, and improve the quality of dormitory life by assisting the dormitory management of the University.

Article 3 The student living division, office of student affairs assists the committee.

Section 2 <Members' rights and responsibilities>

Article 4 All the residents are the members of the committee.

Every member has the rights to take part in election and dismissal, attend dormitory meetings, provide opinions about the regulations, possess the special treatment for members.

Article 5 Every member shall follow the regulations, provide the advice for the improvement of living environment, and cooperate with the committee.

Section 3 <Organization and jurisdiction>

Article 6 Authority of the committee

- I. To formulate and implement the annual plan for dormitory operation.
- II. To collect residents' opinion and provide suggestions on dormitory management and service.
- III. To participate in the development of various programs of student autonomy and self-discipline, and to assist in promoting them.
- IV. To participate in the development of specific plans to create "dormitory culture", and to help promote them.
- V. To coordinate, integrate and deal with the common affairs of each dormitory.
- VI. To allocate, manage and utilize the committee's funds.
- VII. To supervise the performance of dormitory management personnel and dormitory autonomic officers, and make recommendations to the student living division for assessment.
- VIII. To participate dormitory's important issue and discuss to make a resolution.
- IX. To revise these regulations and other regulations of the dormitory.
- X. To select the self-governed members and report to the student living division for reference.

Article 7 Membership and responsibility of the committee

- I. The Committee consists of one chairman, three vice chairmen, one secretary, eleven dorm

representatives, several self-governed members, and several supervisors.

- II. The chairman shall be the general responsible person of the committee and shall be responsible for the promotion of committee affairs and the convening of meetings. If the chairman is unable to serve for any reason, one vice chairman may act on behalf of the chairman. If the chairman is vacant before two months from end of the term, the chairman will be re-elected in fifteen days. The chairman shall take his or her shift at least two hours every week in fixed hours.
- III. The secretary is in charge of assisting in administrative work (such as arranging meeting schedule, location, and meeting reminder, and taking meeting minutes). The secretary shall take his or her shift at least two hours every week in fixed hours.
- IV. The administrative center of the committee consists of three groups, namely, law revision and performance evaluation, finance and administration, activity and welfare, with a deputy chairman in each group. The deputy chairman shall take his or her shift at least two hours every week in fixed hours.
- V. All dorm representatives and the self-governed members shall assist the committee working. Their authority and responsibility is gone through in “NDHU Student Residence Hall Autonomous Committee Operation Standard Regulations.”
- VI. The supervisors consist of the chief and relevant personnels from student living division. Their duties are below mentioned:
 1. To supervise and assist in the operation of the committee and the content of the work.
 2. To examine the work report and finance report of the chairman and the vice chairmen.
 3. To deal with and to examine chairman impeachment and vice chairman impeachment proposed by dorm representatives.
 4. To examine the performance report of Self-governed Service Committee of Student Dormitories.

Article 8 meetings of the committee

I. Self-governed member meeting

Held twice every semester respectively in the beginning of the semester and in the end of the semester before resident session. An extraordinary meeting can be called by chairman for important issue or re-election of the chairman. All self-governed members shall attend an extraordinary meeting. Self-governed members can ask for a leave (for having class, exam, attending contest, or sick leave) three days before the meeting. Dean and vice dean of student affairs and related personnels of student affairs can attend the meeting. The content of the meeting will be recorded by secretary and will be announced in five days after the meeting.

II. Administrative meeting

Held once every month by chairman or vice chairman. All dorm representative shall attend an administrative meeting. Any proposal shall be given to secretary three days before the meeting. Dorm representative shall ask for a leave three days before the meeting if one can not attend. Related personnels of student affairs and self-governed members can attend the meeting. The content of the meeting will be recorded by secretary and will be announced in one week after the meeting.

III. Service officer training session

Once every academic year, co-chaired by the new and old chairmen of the committee. The handover of self-governed members will be in this meeting as well. The session will be arranged by student living division and the committee. The content of the meeting will be recorded by secretary and will be announced in one week after the meeting.

IV. Supervisor meeting

Held once every academic year. An extraordinary meeting can be called by chairman for important issue. All supervisors, members of administrative center, and student living division shall attend the meeting. Dorm representatives can attend supervisor meeting. The content of the meeting is as following :

1. The chairman shall gather the work achievement during his or her tenure and make a proposal of the plan for next semester.
2. Deputy chairman of finance and administration shall gather the finance report during his or her tenure.
3. Deputy chairman of law revision and performance evaluation shall finish the performance evaluation report during his or her tenure before the meeting.
4. Deputy chairman of activity and welfare gather the work achievement during his or her tenure and make a proposal of the plan for next semester (such as housing close in the end of semester, luggage deposit, and student moving-in).
5. Secretary shall announce the content of meeting in a week after the meeting.

V. Resident session

1. To promote the communication between Self-governed Service Committee and the residents, every dorm representative shall convene the residents of each dorm and host at least two sessions every semester respectively in the beginning of the semester and in the end of the semester (by two weeks before housing close).
2. Every dormitory's work achievement report and funds settlement report shall be handed in by dorm representative to deputy chairman of Activity and Welfare and deputy chairman of Law revision and Performance evaluation in seven days.
3. All dorm representatives, self-governed members, and residents shall attend resident session. Personnels from student living division, chairman, and vice chairman can attend the session.

VI. Dorm representative meeting

1. Held by dorm representative once every month. Every dorm representative can ask the chairman and the vice chairman to attend.
2. Secretary of each dorm shall report the meeting minutes to the dorm representative and secretary.

VII. Interim meeting

In the event of a major motion, the chairman may convene it if he or she considers it necessary or upon the proposal of more than half of the members, and may request the student living division to send representatives to attend the meeting. The content of the meeting will be recorded by secretary and will be announced in one week after the meeting.

VIII. A quorum shall constitute two-thirds of the required number of participants. The resolution shall be adopted by the consent of more than half of the people present.

Section 4 < Election and recall of the committee members >

Chapter 1 Election

Article 9 Election of the committee

I. Chairman

The election of chairman takes place during self-governed member meeting in the 2nd semester of each year. Those eligible to register for the election shall be those who have served in the committee at least one academic year or who have served in the committee for one academic year including the current term. The election is effective with more than two-thirds of all committee members attending and a relatively majority being adopted. The term of office is one academic year, and one can only be re-elected once. If the election fails, a by-election shall take place before service officer training session. The handover of chairman shall take place during service officer training session.

II. Members of administrative center

Secretary and vice chairman shall be appointed by the new chairman and can not include more than two people from the same department. The term of office is one academic year, and one can only be in up to two terms. Those eligible for this position shall be those who have served in the committee at least one academic year or who have served in the committee for one academic year including the current term. It will be announced by student living division. The terms of secretary and vice chairman will be the same as the chairman, and their handovers shall take place during service officer training session.

III. Self-governed members

Chairman, vice chairman, and at least one administration personnel shall interview self-governed members in the 2nd semester of each academic year.

1. Allocated number of members: Eleven self-governed members are allocated to Dormitory I (Xie-Yun). Eight self-governed members are allocated to each of the other dormitory.
2. Meanwhile, eligible applicants shall meet one of the following accommodation qualifications
 - (1) Those who are qualified as a dormitory resident in the current academic year.
 - (2) Candidates shall be certified with no record of violation in the same dormitory.
3. Candidates must understand their responsibilities and obligations, and sign the election affidavit to be deemed to have completed the registration.
4. If candidates is less than the needed people, the committee will decide on the method of by-election, and the result of the by-election must be approved by the student living division before being deemed elected.
5. The qualification of new self-governed members takes effect after the handover in service officer training session.

IV. Dorm representative

Candidates of dorm representative must be self-governed members of the dorm. After voting by the self-governed members, the one with the most votes will be elected as the dorm representative. If the election fails, the dorm representative shall be decided by all of the self-governed members of the dorm. The term of office is one academic year, and one can only be

re-elected once.

Chapter 2 By-election

Article 10 By-election of the committee

- I. If the chairman is vacant before two months from end of the term, a by-election will be held in fifteen days and voted by all committee members. If the by-election fails, a new chairman will be chosen by student living division, and the new vice chairman will be chosen by the new chairman.
- II. If the position of one dorm representative is vacant (due to withdrawing from university, recall, or other special issue), a new dorm representative will be chosen from the self-governed members.
- III. If the number of self-governed members does not meet the number needed (due to the lack of candidate while in interview phase, withdrawing from university, recall, or other special issue), new self-governed members will be decided from the residents who behave excellent by the committee and the other self-governed members.
- IV. The list of new self-governed members shall be reported to student living division and be announced.

Chapter 3 Recall

Article 11 Recall of the committee

- I. Recall of chairman and vice chairman
 - (1) Dorm representative can propose a recall due to misconduct behavior or incompetence with concrete reasons. The act of recall works with half of all dorm representatives' consent and sent to supervisory committee for supervising.
 - (2) Chairman can be recalled in one's term of office by following conditions:
 - 1 : disobey the rights and interest of the committee and being irresponsible.
 - 2 : Take advantage of one's rights to embezzle public funds, infringe the rights of other members, or defame the committee.
 - 3 : Act dictatorially and has nothing to be shown speaking of work performance.
 - (3) During the recall of chairman, one vice chairman may choose one to act on behalf of the chairman until a new chairman is elected. If the chairman is vacant before two months from end of the term, a by-election will be held in fifteen days and voted by all committee members. If the by-election fails, a new chairman will be chosen by student living division, and the new vice chairman will be chosen by the new chairman.
 - (4) If the recall fails, one can not propose another recall to the same case or the same person in the semester.

Section 5 Welfare, rewards, and penalties of the committee

Article 12 The welfare of the committee

- I. Those who perform excellent in their term of office will be rewarded with housing fee waiver for the academic year, and the bed for next academic year will be ensured. Furthermore, they will be praised and rewarded publicly by the office of student affairs at graduation ceremonies or other important meetings of student affairs.
- II. Self-governed members' welfare, performance evaluation, and rewards are referred to "NDHU Autonomous Student Committee Benefits and Penalties and Evaluation Method".

Section 6 Formulation and revision of the regulations

Article 13 The chairman, vice chairman, and dorm representatives are in charge of formulation and revision of the regulations.

Article 14 The Regulations shall come into force after being adopted by the plenary meeting of the Committee and the Student Affairs and submitted to the president for approval. The same applies to the amendment of the Regulations.