

# 國立中山大學社團經費補助要點

## Guidelines on Student Club Subsidy

97年04月11日96學年度第1次學務臨時會議通過  
1st Interim Student Affairs Meeting of 2007-academic year on April 11, 2008

100年06月28日99學年度第4次學務會議修正通過

4th Student Affairs Meeting of 2010-academic year on June 28, 2011

105年05月26日104學年度第2次學務會議修正通過

2nd Student Affairs Meeting of 2015-academic year on May 26, 2016

106年06月01日105學年度第2次學務會議修正通過

2nd Student Affairs Meeting of 2016-academic year on June 01, 2017

108年06月03日107學年度第2次學務會議修正通過

2nd Student Affairs Meeting of 2018-academic year on June 03, 2018

111年03月30日本校110學年度第2學期第4次行政會議通過修正學務處所屬組織名稱

Amended and approved for renamed divisions of the Office of Student Affairs at the 4th Executive Meeting on March 30, 2022

### 一、 依據

#### I. Accordance

依國立中山大學學生社團輔導辦法第十一條規定訂定本要點。

These guidelines are formulated in accordance with Article 11 in the *Regulations for Establishment and Supporting of Student Clubs*.

### 二、 來源

#### II. Funding

社團經費補助來源，為本校編列之年度社團補助經費。

Funding of the subsidy is sourced from the University annual budget.

### 三、 分配比例

#### III. Allocations

(一) 社團經費分為活動費及設備費兩項，補助款額度之百分之八十由社團經費補助審核委員會（以下簡稱經審會）依補助標準審查並公佈其結果；另外百分之二十由校園生活與職涯發展組（以下簡稱本組）處理，並於經審會常會中報告。設備費補助款額度之百分之八十由經審會依「國立中山大學社團設備購置補助及保管標準」辦理分配予社團，並公佈其結果為全額補助或不補助。

(1) Student clubs may receive subsidies on their events and equipment. Applications for subsidies shall be reviewed by the Student Club Subsidy Review Committee (hereby the Committee) based on standards, with approved cases receiving 80% of the applied

subsidies and the Student Life and Career Development Division (hereby the Division) discretionarily handling the remaining 20% and reporting to the Committee. Applications for equipment subsidies shall be reviewed by the Committee in accordance with the *Student Club Equipment Purchase and Management Standards*, with approved cases receiving 80% of the applied subsidies.

- (二) 本組處理之活動費做為補助社團舉辦非例行性活動使用，由社團委請本組分配之。
- (2) Application for subsidies for non-regular events by student clubs shall be handled by the Division.

#### 四、 審查辦法

#### IV. Procedure

- (一) 活動費之補助原則依經審會另訂之「國立中山大學學生社團經費補助標準」辦理，經本組核定後，送學生會社團部備查。
- (1) Application for event subsidies shall be handled in accordance with the *Guidelines on Granting Subsidies to Student Clubs* stipulated by the Committee, and forwarded to the Student Club Division of the NSYSU Student Association for reference after approval by the Division.
- (二) 社團欲申請經費時，活動費需填寫「國立中山大學學生社團活動經費補助申請表及企劃書」(如附件)，並於第六條第二項規定之期限內交由學生會社團部彙整後，交由經審會審核。
- (2) Student clubs shall submit the filled Student Club Event Subsidy Application Form and Proposal (see Appendix) to the Student Club Division before the deadline as stipulated in Paragraph 2 of Article 6 for the Committee to review and approve.
- (三) 經審會正式審核各季活動企劃書前，得由委員發起臨時會，討論及決議該季或該年度之審核方式。
- (3) The Committee may hold an interim meeting to discuss and decide the seasonal or the annual review methods before formally review applications from student clubs.

#### 五、 組織

#### V. Organization

- (一) 經審會置委員十四人，由學生會社團部部长擔任主席並主持會議。主席不克主持會議，由委員互推一人為代理主席。組成如下：

(1) The Committee consists of fourteen members with the head of the Student Club Division as the designated chair and convener of meetings. If the chair is not available for the meeting, the proxy convener shall be mutually elected among the Committee members. Members of the Committee formation are as follows:

1. 學生會二人（學生會長、行政中心社團部部長）。
- i. Two members from the Student Association (the chair of Student Association and the head of Student Club Division)
2. 各屬性社團代表十二人（各屬性各二人）。
- ii. Twelve representatives from student clubs (two members from each club category)

(二) 各屬性社團代表之選任：

(2) Election of representatives from club categories:

1. 資格：選任時為現任社團長或曾任該屬性之社團幹部者(應具幹部證書)。
- i. Eligibility: current club leaders or club members with officer experience (an officer certificate required)
2. 任期：一年，以學年度計算，連選得連任，連任以乙次為限。
- ii. Term: one academic year with the possibility of reelected once

(三) 各屬性社團代表之代理及罷免：

(3) Replacement and dismissal of club representatives:

1. 因休、退、轉學、被罷免或其他不可抗力之因素，致無法行使代表職權，應由學生會社團部協助選出代理代表至該任期結束為止。
- i. In cases when representatives are unable to perform their duties due to suspension, withdrawal, transfer, being dismissed or other force majeure, the Student Club Division shall assist in reelecting a replacement carrying on duties until the end of the term.
2. 各代表未執行或拒絕執行委員會之決議或每學期累計缺席委員會會議次數達二分之一以上，經審會之委員得對該代表提起不適任罷免案，並經委員會委員二分之一以上出席，三分之一以上同意罷免之。

- ii. If a representative fails or refuses to execute the resolutions of the committee or is absent from more than one-half of the committee meetings per semester, members of the committee may initiate a motion for the dismissal of the said representative from the committee. The representative shall be dismissed if one-half of the Committee members are present and one-third of them vote in favor of dismissal.
3. 被罷免之代表自罷免案通過公告之次日起，解除職務；同一學年度內不得再擔任該職務。
- iii. Dismissed representatives are released from their duties from the next day of the dismissal announcement, and shall not resume the same position within the same academic year.

(四) 臨時會召開及經審會職掌：

(4) Interim meetings and duties of the committee

1. 經審會新屆期應於每年九月二十五日前召開臨時會，議決該季或該年度社團經費補助之審查方式及審查重點。
  - i. The Committee shall hold its first interim meeting before September 25 of each academic year to deliberate on the club subsidy review procedure and important matters for the season or the academic year.
2. 未於上述期限內召開臨時會，得由本校本組派員協助經審會選出主席至召開會議為止。
  - ii. If the meeting is not held before the aforementioned date, the Division is entitled to assist the Committee in electing a convener until it holds the meeting.
3. 審理學生社團所提出之活動申請費或設備費之補助。
  - iii. The Committee shall review and process the event or equipment subsidies proposed by student clubs.
4. 提出本要點修正案。通過後按第九點之實施程序辦理。
  - iv. The Committee shall propose amendments to these guidelines when necessary and proceed according to Article 9.

六、 時間

VI. Time

- (一) 經審會每年三、六、九、十二月召開常會。

- (1) Periodic meetings of the Committee shall be held in March, June, September and December of each year.
  1. 三月之常會審核該年度第二季之活動費(活動時間:該年之四~六月)。
    - i. Subsidies for the second quarter of the year (from April to June events) shall be reviewed in the March meeting.
  2. 六月之常會審核該年度第三季之活動費(活動時間:該年之七~九月)。
    - ii. Subsidies for the third quarter of the year (from July to September events) shall be reviewed in the June meeting.
  3. 九月之常會審核該年度第四季之活動費(活動時間:該年之十~十二月)。
    - iii. Subsidies for the fourth quarter of the year (from October to December events) shall be reviewed in the September meeting.
  4. 十二月之常會審核次年度第一季之活動費(活動時間:次年之一~三月)。
    - iv. Subsidies for the first quarter of the year (from January to March events) shall be reviewed in the December meeting.
- (二) 社團申請社團經費應於常會當月7日前將第四條第二項指定表件交由社團部彙整,社團部應於該月14日前交由經審會審核,經審會應於當月30日前審查完畢,並公告於本組網頁。
- (2) An application form stipulated in Paragraph 2 of Article 4 shall be filled and submitted to the Student Club Division before the 7th of the month of the seasonal Committee meeting and forwarded to the Committee by the 14th. The Committee shall complete the review before the 30th and post the results on the webpage of the Division.
- (三) 設備費部分,分為資本門(單品項超過一萬元以上且不得為維修費)及經常門兩項(一般品項之購買與維修費皆可),申請時間依國立中山大學社團設備購置補助及保管標準辦理。
- (3) The equipment subsidy is divided into capital expenditure (for assets with a unit price exceeding NT\$10,000 and not maintenance fees) and current expenditure (general purchase and maintenance fees). Application time shall be in line with the *Student Club Equipment Purchase and Management Standards*.

## 七、 會議

### VII. Meetings

(一) 經審會常會或臨時會須由三分之二委員出席，出席委員之二分之一以上通過決議之。

(1) Periodic or interim Committee meetings require more than two thirds of the members in attendance and at least one half of them vote in favor to pass a resolution.

(二) 經三分之一委員以上書面請求，得由主席召開臨時會。

(2) An interim meeting shall be held when over one third of the members request for a meeting in writing.

## 八、 餘額保留

### VIII. Balance

經審會通過補助之活動及設備費金額若未執行完畢，所餘金額編入下一季活動費或設備費。

Any balance from the subsidies of events or equipment shall be carried over in the subsidy budget for the next season.

## 九、 實施程序

### IX. Implementation

本要點經學生事務會議通過，本組公告後實施，修正時亦同。

These guidelines are approved by the Student Affairs Council and announced by the Division before implementation. Amendments to these guidelines shall follow the same procedure.