

National University of Kaohsiung Dormitory Life Self-Regulation Committee Rules

Amended and passed by the Works Council on May 10, 2000

Amended and passed by the 3rd Administrative Board Meeting on August 15, 2000

Approved for amendment by the 9th Administrative Board Meeting on January 9, 2001

Amended and passed by the 1st Student Affairs Meeting on January 19, 2001

Amended and passed by the 18th Student Affairs Meeting on January 20, 2001

Amended and passed by the 22nd Student Affairs Meeting on May 30, 2002

Amended and passed by the 26th Student Affairs Meeting on June 9, 2014

Chapter I. General Provisions

- Article 1 Dormitory Life Self-Regulation Committee (hereinafter referred to as “the Committee”), the supreme student governance body that represents resident students, is established to enhance students' ability to serve and lead others, develop a dormitory culture, maintain an environment conducive to residential life, practice student governance regarding issues pertinent to residential life, promote the welfare of residents, represent residents' opinions and assist this school's administration in dorm management.
- Article 2 The Rules are established under Article 5 of this school's Student Dormitory Regulations.
- Article 3 The Committee represents all dorm residents.

Chapter II. Membership

- Article 4 Any student of this school who resides in the dorm is a Committee member, whose rights and responsibilities include:
- (1) Attending the residents' assemblies;
 - (2) Exercising rights to propose, to vote and be voted for, and to recall;
 - (3) Identifying and proposing improvements pertinent to residential life;
 - (4) Abiding by resolutions of the assembly and the dorm's code of conduct;

- acting in accordance with the Committee's operation;
- (5) Having access to the Committee's services; and
 - (6) Having access to benefits offered by the Committee if the membership fee has been paid.

Chapter III. Administrative Organization

Article 5 The Committee consists of one chairman, one vice chairman, eight councilors, and leaders from each dorm rooms.

Article 6 The Committee chairman, vice chairman and councilors shall serve a one-academic-year term, starting from July 1st to June 30th of the following year, and may be re-elected once to the same position.
The leader of each dorm room may be replaced at any time as per the decisions of his/her roommates; the change should be registered with the Committee for review and checking.

Article 7 The chairman's power and responsibilities are described as follows:

- (1) Conveying messages on behalf of the Committee to this school;
- (2) Presiding at Committee conferences and residents' assemblies;
- (3) Facilitating the Committee's operations; and
- (4) Supervising and assessing the performance of coordinators.

The chairman shall not double as other coordinators and shall commit to coaching programs provided by relevant units in this school, prompt Committee members to execute affairs related to the dorm life, and participate in dorm events and activities.

Article 8 The chairman may assign the vice chairman, councilors, or room leaders to double as section chiefs.

If the vice chairman and the section chiefs cannot adequately fulfill their roles, the chairman may directly dismiss them and appoint successors from among other councilors or room leaders.

Functions of the vice chairman and section chiefs are described as follows:

- (1) Vice chairman:
 - i. Performing duties in accordance with the power and responsibilities he/she has been

assigned, and assisting the chairman with Committee affairs;

- ii. Responsible for matters related to handovers within the Committee; and
- iii. Performing duties of the chairman when the post of the chairman falls vacant, before the new chairman is elected.

(2) Chief of the Activity Section:

- i. Organizing and executing dorm events and activities;
- ii. Planning dorm amenities and offering suggestions;
- iii. Documenting and assessing events and activities; and
- iv. Submitting an event proposal to the Committee two weeks ahead of the event.

(3) Chief of the General Affairs Section

- i. Maintaining and publicizing the Committee's books and records;
- ii. Keeping safe, maintaining, operating public property as well as other affairs related to receipts and payments; and
- iii. Identifying any damage or shortage to public facilities, filing an application for replacement and repair.

(4) Chief of the Order Section

- i. Maintaining the order of all residences;
- ii. Compiling offense reports submitted by councilors and dorm coordinators, and presenting a report at the Committee conferences;
- iii. Ensuring the safety at the dorm premises and overseeing dormitory access control;
- iv. Addressing any emergent events in the dorms; and
- v. Reporting at the Committee conferences on a regular basis.

(5) Chief of the Secretary Section

- i. Keeping minutes for

- Committee conferences and dorm leaders' meetings;
 - ii. Maintaining absence records for Committee conferences;
 - iii. Committing to affairs related to filing Committee conference minutes;
 - iv. Supervising how efficiently the councilors perform their duties; and
 - v. Compiling the order maintenance reports provided by councilors, and proposing reports at Committee conferences.
- (6) Chief of the Publicity Section
- i. Committing to publicity affairs for the Committee's events and activities;
 - ii. Managing and maintaining bulletin boards in the dorms;
 - iii. Establishing and managing the Committee's websites;
 - iv. Securing venues for the Committee's events;
 - v. Promoting activities or projects that are conducive to creating a positive dorm culture; and
 - vi. Compiling information provided by councilors and dorm leaders on a regular basis, and presenting reports at Committee conferences.

Article 9 Functions of the councilors are described as follows:

- (1) Attending the residents' assemblies and Committee conferences; executing the resolutions of the conferences;
- (2) Fulfilling the functions as the vice chairman and section chiefs if assigned by the chairman;
- (3) Addressing offences against dormitory code of conduct and dormitory management regulations; and
- (4) Addressing matters related to the dormitories.

Article 10 Functions of the dorm room leaders are described as follows:

- (1) Attending the residents' assemblies and informing roommates of meeting results and discussions;
- (2) Representing the roommates;

- (3) Supporting and fulfilling the roles of section chiefs and members;
- (4) Coordinating between roommates and helping maintain the order of the dormitory; and
- (5) Reporting any offence against dormitory code of conduct and dormitory management regulations.

Chapter IV. Meetings

Article 11 The Committee's top decision-making body is the Committee conference, which consists of the chairman, vice chairman and councilors.

The chairman shall chair the conference. (The vice chairman shall preside over the conference when the post of the chairman falls vacant; when posts of the chairman and the vice chairman fall vacant, the Chair of the conference should be elected among coordinators.) The duties of the conference include: discussing and executing the Committee's management and operation tasks, accommodating coaching programs provided by relevant units in this school, and promoting administrative affairs and activities related to dorm life.

The Committee conference is held once a week; special meetings may be called if necessary.

Coordinators at all levels shall not convey messages about the Committee's internal affairs to this school on behalf of the Committee without the Committee's authorization.

Article 12 The residents' assembly shall be called and the chairman, vice chairman, councilors and room leaders shall attend the assembly.

The agenda for the residents' assembly is described as follows:

- (1) Work presentation by coordinators and questioning;
- (2) Review and resolution of the Committee's financial affairs;
- (3) Suggestions for amendments of the Rules and dorm code of conduct and proposals; and
- (4) Resolution of matters related to the dormitories.

A resolution is passed by at least 50% of the votes cast by members present.

Article 13 The residents' assembly is called at the beginning and end of the semester

by the chairman; special meetings may be called when necessary.

Special meetings shall be called under any of the following conditions:

- (1) With petition by at least one fifth of the Committee's membership; or
- (2) By the resolution of the Committee conference.

Article 14 Relevant school staff members who are responsible for dorm management shall be invited to the residents' assemblies as observers; if necessary, representatives of dorm facility suppliers shall be invited for the assemblies as observers.
Finalized meeting minutes shall be submitted to the Division of Student Affairs Student Counseling Office for review.

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Chapter V. Election and Recall

Article 16 The Committee election is held by the Student Counseling Office and the campaign starts from November 15th till the end of the first semester each year. Relevant election affairs are publicized to the entire membership.
Recall elections and by-elections are held by the Student Counseling Office, which is also responsible for announcing the news of the elections.

Article 17 The Committee chairman shall be elected among the councilors. The candidates are nominated by the councilors and the incoming chairman shall be elected by at least two-thirds of the councilors. The one who receives the most votes shall be declared the chairman by the Student Counseling Office.

Article 18 The petition to recall the chairman shall be filed with at least one fifth of the Committee's entire membership; the recall election shall be held by the Student Counseling Office within seven days after the petition has been filed; relevant election affairs shall also be publicized by the Office.
The recall election shall be voted by at least two thirds of the councilors; the Chairman shall be recalled at once if half of the voters approve.

Article 19 In any case where the post of the chairman falls vacant, a by-election shall be held by the Student Counseling Office, and the result shall be publicized by the Office.
The candidates for the Committee chairman shall be nominated by the councilors and elected by two thirds of the councilors. The one who receives the most votes shall be declared chairman by the Student

Counseling Office. The new chairman may re-appoint the vice chairman and reassign tasks for section chiefs.

Article 20 The electoral area of councilors shall be determined by the Student Counseling Office; the councilors shall be elected by members in the electoral area to which they belong. Those who receive the most votes shall be declared councilors by the Student Counseling Office.

The candidates must have served as dorm room leaders for at least one month.

Article 21 The petition to recall a councilor shall be filed with at least one fourth of the members from the area to which the councilor belongs. The recall election shall be held by the Student Counseling Office within seven days after the petition has been filed; relevant election affairs shall also be publicized by the Office.

The recall election shall be voted by at least half of the members in the area to which the councilor belongs; the councilor shall be recalled at once if two thirds of the voters approve.

Article 22 In any case where the post of the councilor falls vacant, a by-election shall be held by the Student Counseling Office and the result shall be publicized by the Office.

Candidates are nominated by the chairman; the one who receives at least half of the votes shall be declared a councilor by the Student Counseling Office.

Article 23 Dorm room leaders shall be elected within the first two weeks after the beginning of the first semester. In any case where the post of a dorm room leader falls vacant, a by-election shall be held within ten days; the petition to recall a dorm room leader shall be filed in writing to the Committee by half of the residents sharing the room with the leader; the leader shall be recalled at once.

Article 24 Persons elected shall attend meetings related to their duties and participate in activities related to dorm affairs.

Chapter VI. Finance

Article 25 The Committee's funds are taken care of, and used by, the Committee itself with proper planning and use, and are subject to the supervision and review of the Division of Student Affairs. The sources of the funds include:

- (1) Membership fees; and
- (2) Others.

Article 26 The newly elected chairman shall propose to the Division of Student Affairs and Committee a complete spending plan within two months after the date he/she is announced as chairman.

By the 10th of each month, the Committee shall report to the Division of Student Affairs and members about how the Committee's funds are used. The Committee's funds are used for the following purposes:

- (1) Administration: This is for the operation of the Committee and should take up five to ten percent of the total budget.
- (2) Benefits: This is for the cost of events and activities held for dorm residents and should take up 90 to 95 percent of the total budget.
- (3) The remaining balance for the abovementioned points, if any, shall not exceed 1,000 NT\$ and shall be passed to the next Committee.

Chapter VII. Assessment, Reward and Punishment

Article 27 Any offense will incur demerit points, which is determined by the Committee members or coordinators under the dormitory code of conduct; the Student Counseling Office may offer assistance as required; any enforcement need shall be addressed together by the Committee, coordinators and the Student Counseling Office. Any offense against the dorm code of conduct by non-residents shall be reported to the Student Counseling Office and addressed under school regulations and relevant rules.

Article 28 The assessments of the Committee, councilors and dorm room leaders comprise:

- (1) 70% from the Committee conferences
- (2) 30% from the Student Counseling Office

The assessment shall be completed by the fifteenth week each semester and submitted to the Student Counseling Office using the "National University of Kaohsiung Student Dormitory Committee Coordinator Holistic Assessment Form" and "National University of Kaohsiung Student Dormitory Committee Coordinator Individual Assessment Form."

Article 29 Any individual who serves as a councilor is privileged to be able to sign up early for dorm housing.

The Student Counseling Office shall evenly spread resident councilors

across the dormitory buildings in accordance with the electoral area, and shall relocate their housing when necessary to facilitate the Committee's operation.

Article 30 The Committee may refer excellent councilors and dorm room leaders to the Division of Student Affairs and suggest the Division grant certificates of appreciation and rewards.

Article 31 The Rules are implemented after being passed by the Student Affairs Meeting and approved by the President. The same procedures shall apply to amendments which may arise.