

Yuan Ze University Student Clubs Funding Subsidy Measures

Ratified at the 3rd Discipline Committee Meeting of the academic year on 23 January 1990
Amended at the 5th Discipline Committee Meeting of the academic year on 17 March 1990
Amended at the 5th Discipline Committee Meeting of the academic year on 8 July 1993
Amended at the 1st Student Affairs Steering Committee Meeting of the academic year on 13 August 1996
Amended at the 1st Student Affairs Steering Committee Meeting of the academic year on 27 December 1999
Amended at the 3rd Student Affairs Meeting of the academic year on 9 April 2003
Amended at the 4th Student Affairs Meeting of the academic year on 17 May 2006
Amended at the 1st Student Affairs Meeting of the academic year on 9 November 2011
Amended at the 3rd Student Activities Committee Meeting of the academic year on 19 May 2017

Clause 1: In order to improve the development of club organizations, encourage the active management of various activities and improve the quality of activities, and subsidize the funds for club activities based on the principles of fairness, justice and openness, these regulations are formulated.

Clause 2: All student clubs that are registered and approved in accordance with the prescribed procedures and need to apply for subsidies must follow the provisions of these regulations.

Clause 3: All clubs applying for subsidies should submit a comprehensive budget for activities in the first semester of the new school year before July 31 each year, and a comprehensive budget for activities in the second semester of the new school year before January 31 of the following year. Failure to submit funds within the specified time frame, except for those with special development needs, will result in associations not being eligible to request additional subsidies thereafter.

Clause 4: To adhere to the principle of students' autonomous learning, the funding review is divided into two stages: preliminary review and final review.

1. In the initial review, the extracurricular affairs activities section (hereinafter referred to as the section) will guide the Student Association to organize a meeting of the student clubs. Participants include: representatives of the Student Association and representatives of various clubs; those who have objections to the review results may provide explanations. If necessary, the extracurricular affairs section will be responsible for coordination.
2. The extracurricular affairs section will submit the review to the Student Activities Committee for review and decision.

Clause 5: The categories of subsidy funds applied by all clubs are as follows:

1. Subsidy for purchasing equipment.
2. Subsidies for organizing activities.
3. Academic lecture subsidies.
4. Other specially approved subsidies.

Clause 6: Any clubs that fall under any of the following circumstances will cease to have the right to apply for subsidies:

1. The roster of cadres and members cannot be prepared within one month of the beginning of the school year and sent to the extracurricular affairs section for review.
2. The person in charge of the club and its cadres do not attend the club cadre seminar without any reason.
3. Failure to attend various meetings convened by extracurricular affairs section or Student Association more than twice without any reason.
4. The procedures for writing off subsidies for previous activities were not completed in accordance with regulations.
5. Those who are not well organized and perform poorly in daily activities.
6. Those who do not participate in the club evaluation without any reason.

Clause 7: Based on the club's budget application form, the review will be conducted in accordance with the following principles:

1. The equipment of the club is not owned by the entire society, but is an accessory that can be owned by an individual, and will not be subsidized.
2. Equipment that is highly precise and easily damaged or is expensive and easily coveted and lost will not be subsidized.
3. If the number of people does not reach an appropriate scale and the activities cannot make ends meet, no subsidies will be given.
4. Activities that lack specific plans, budgets, or expenditure schedules will not be subsidized.
5. Stationery, paper and general consumer items of the association will not be subsidized.
6. No subsidy will be given to societies that do not participate in the club evaluation or are below level C.

Clause 8: The fund review is based on the evaluation of each club's budget application form and the performance of club fund subsidies in previous years, and will be appropriately allocated within the school's approved annual budget and student activity fee quota. The preliminary review standards are as follows:

1. Amount of subsidy for student club activities:
 - i. Based on the self-affordability of the plans proposed by each society and with reference to the total budget needs of all societies, the total subsidy amount will be equitably distributed.
 - ii. If club activities are of a school-wide nature and target all teachers and students of the school, subsidies may be provided at the discretion.
 - iii. If the club activities are interschool or off-campus service, subsidies may be provided at the discretion.
 - iv. If there is actual need for club activities and if it is approved by the Academic Affairs Office to hire an off-campus professional instructor, the club may apply for a subsidy of the instructor's hourly fee. However, each teacher can be subsidized for up to 20 hours per semester (the hourly fee standard is set by the Academic Affairs Office).

2. Subsidies for student club equipment and equipment:
 - i. Depending on the nature of the association, the number of members and the evaluation results of the association, subsidies may be provided as appropriate.
 - ii. The equipment and equipment applied for are basic equipment necessary for the community and may be subsidized.
 - iii. Subsidy may be provided for equipment that is necessary for club activities and cannot be easily rented.
 - iv. Other major application cases will be reviewed and determined by the Student Activities Committee.

Clause 9: For clubs that receive subsidies, when the school has important celebrations, the extracurricular affairs section may ask the club to cooperate with related services or performances.

Clause 10: A club that has been approved for subsidies should submit an application to the club activity system 10 days before the activity. The activity can only be carried out after being approved by the extracurricular affairs section. The club should go to the club activity system to close the case within 10 days after the activity, and the application must be signed by the club's tutor. Finally, submit the activity expenditure receipts together with the activity expenditure documents to the extracurricular group for verification of funds. If you delay in reporting, you will not be allowed to hold the next activity or apply for a second subsidy, and will be included in the club evaluation reference, or be discussed and punished depending on the severity of the case.

Clause 11: To approve the equipment and supplies of subsidized clubs, the equipment, and equipment purchase form should be filled in and sent to the extracurricular affairs office. Purchased equipment and equipment must be filled in the school property

inventory and transferred for safekeeping. If there is any shortage or damage, the person who failed in duty shall be responsible for compensation and will be dealt with in accordance with regulations.

Clause 12: The amount of subsidies requested by each club must be issued in a formal unified invoice or receipt with the words "Yuan Ze University" written on it for verification.

Clause 13: These regulations shall be implemented after being approved by the Student Activities Committee, and the same shall apply when revised.

If any controversies or disputes occurred regarding the clauses of the regulations, it shall always refer to the Chinese version.