

Selection and Reward Details for Class Student Representatives at Yuan Ze University

05.25.2005 Ratified in the 2nd Student Affair meeting of academic year 2004

12.28.2005 Revised and ratified in the 2nd Student Affair meeting of academic year 2005

10.29.2007 Revised and ratified in the 1st Student Affair meeting of academic year 2007

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I. Purpose

This set of details is established to encourage and select the students to represent the entire YZU student body. These students will take the positions as members of a self-ruled organization. The representatives will provide public service to serve the entire faculty and student body at YZU. Moreover, the notion behind such an organization is to cultivate students' awareness and concept of self-discipline and self-ruling. These representatives will also acquire their leadership ability and participate in the planning of university affairs, campus-wide activities and class events. The aim is to strengthen life education and promote the equal development of five-categorical emphases.

II. Organization

The student representatives of YZU classes are divided into the representatives for university affairs, class affairs and regular staff members. The first category is further divided into different levels of student representatives, physical education, public hygiene, and graduate staff (limited to senior students). The second category is further divided into class representatives and deputy class representatives. In addition, one representative is chosen to take care of general affairs, academic arts, service, entertainment, and public relations. Moreover, each class can add other representatives to cover other needs.

III. Responsibility of University Affair Representatives

(1) The representatives of different years of student associations (usually the class representatives):

- a. Representing their classes to participate in all levels of student association meetings and take part in the operation of all levels of student associations.
- b. Holding election of the new association heads and deputy heads for different levels of student associations.
- c. Providing assistance to facilitate the communication and coordination of classes and all levels of student associations.
- d. Other related details, rights, responsibilities, and special items will be

handled according to the organizational charters of all levels of student associations.

- (2) The representatives of physical education and public hygiene:
 - a. Responsible for monitoring and promoting the class members to pay attention to physical education and hygiene.
 - b. Representing their classes to assist the Physical Education Office and the Health and Hygiene Division under the Office of Student Affairs to hold campus-wide activities related to physical education competition and hygiene promotion.
 - c. Representing their classes to participate in important meetings related to the university.
 - d. Participating in the university meal committee to deal with the matters related to student meals.
 - e. Assisting the handling of other special matters.
- (3) The representative of graduates of the year:
 - a. Representing their classes to participate in the meetings held by the Graduate Planning Committee (hereafter as the GPC) and take part in the operation of the GPC.
 - b. Assisting the GPC to handle items related to the students graduating in each academic year.
 - c. Assisting Student Affairs Office to provide consultation and career development service to promote the handling of matters related to graduating students.
 - d. Other regulations, rights and obligations are handled according to the organizational charters of the GPC.
 - e. Assisting the handling of other special matters.

- (4) The representatives at other meetings or committees related to university affairs:

These representatives are elected based on the regulations stipulated by either the university affairs meetings at various levels or the committee regulations.

IV. Responsibilities of class affair representatives:

- (1) Class representatives:
 - a. Handling class affairs and lead class representatives to help promote the activities related to student counseling in their departments under the supervision of the departmental heads, the mentoring teachers at the departmental level and the class mentoring teachers.
 - b. Calling joint class meetings and assisting the university to convey matters related to the university affairs.

- c. Taking up the responsibilities of student association representatives at different levels to participate in important meetings related to the university and the student association, electing the heads and deputy heads of student associations at various levels, assisting the communication between classes and the student associations and taking part in the operation of student associations at various levels.
 - d. Handling other matters related to class affairs or assigned by teachers.
- (2) Deputy class representatives:
- a. Assisting the class representatives to take care of class affairs, providing timely assistance to staff representatives in different divisions and playing a role of a proxy on behalf of the class representatives when they are absent or cannot fulfill their roles for some reasons.
 - b. Reporting the details of the security conditions of the campus as well as the classmates and making a list of emergency contacts for the class members.
 - c. Assisting the class representatives and leading/supporting the handling of other matters related to other divisions.
- (3) Staff members for general affairs:
- a. Responsible for bookkeeping, classroom decoration, getting the conference venue ready and handling general affairs.
 - b. Handling the purchase of stationery needed for class use and their distribution.
 - c. Handling temporarily assigned items given by the class representatives.
- (4) Staff members for artistic activities:
- a. Responsible for academic and artistic matters of the class (including music, drama, arts, broadcasting, and publishing activities).
 - b. Handling class schedule change, make-up, and academic teaching evaluation details.
 - c. Responsible for the details for class debates and contests.
 - d. Handling temporarily assigned items given by the class representatives.
- (5) Staff members for service activities:
- a. Responsible for promoting service learning activities and other service items of the class.
 - b. Handling temporarily assigned items given by the class representatives.
- (6) Staff members for entertainment:
- a. Responsible for promoting entertainment activities and extracurricular activity arrangement details.
 - b. Responsible for class choir contest details.

- c. Handling temporarily assigned items given by the class representatives.
- (7) Staff members for public relations:
- a. Responsible for promoting all activities related to friendship building with other groups or classes.
 - b. Handling temporarily assigned items given by the class representatives.

V. Selection criteria:

The candidates should be students in the class with good virtue and not involved in any litigation cases.

VI. Elections

- (1) University affair representatives, class representatives and staff members should be elected among classmates before the end of May each academic year (the election of graduating representatives should be completed before the end of April in their second semester of junior year).
- (2) The representatives at different levels and staff members of the semester should be elected when they are involved in admission consultation.
- (3) Year representatives and staff members should be reported to the Life Consultation Group under the Office of Student Affairs within two weeks after the election.

VII. Terms of Service

- (1) University affair representatives, class representatives and staff members can take two positions at the same time. However, such a arrangement is limited to one additional position.
- (2) The terms for university affair representatives, class representatives and staff members are limited to one academic year.
- (3) Those who have been given major penalties or have left the university because of sick leave, suspension, expulsion, and incompetence due to work inefficiency will resign or withdraw their qualifications with the agreement of the departmental heads and consulting units. If the remaining terms are more than one month, a re-election should be held.

VIII. Rewarding and penalty principles:

When the class affair representatives have served one academic year, they should be rewarded with excellent evaluation from the departmental heads and consulting units. The rewards include:

- (1) One month after their terms are often, the representatives will receive a general reward on their five-categorical transcripts.
- (2) When the students have excellent performance in their service, they can prepare for the documents to apply for service or activity Silver Medal for rewards. The related procedures have to meet the details listed in the Student

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(3) Once the class representatives are evaluated and approved, they can be given service learning activities for full hours and partial hours. The evaluations will be set separately.

(4) They can be recommended to participate in international exchange activities with priority.

IX. This set of details is ratified by the Student Activity Committee before implementation. All amendments require the same procedures.

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