

# **National Taiwan Normal University**

## **Student Dormitory Committee University Charter**

Approved at the 2nd General Affairs Meeting of the 2016 Academic Year on May 3, 2017

Revised and approved at the 2nd General Affairs Meeting of the 2018 Academic Year on May 1, 2019

Revised and approved at the 2nd General Affairs Meeting of the 2019 Academic Year on Apr  
29, 2020

Revised and approved at the 1st Student Affairs Council of the 2024 Academic Year on Octo  
ber 9, 2024

### **Chapter 1 General Provisions**

- Article 1. This Charter is established in accordance with Article 2, Paragraph 3 of the Regulations for Student Dormitory Counseling.
- Article 2. The full name of the Committee is “National Taiwan Normal University Student Dormitory Committee”, which is a dormitory student management organization, hereinafter referred to as the Student Dormitory Committee.
- Article 3. The purpose of the Student Dormitory Committee is to cultivate the spirit of student self-governance, to enhance the welfare of the dormitory students, to assist the school in managing the dormitories, and to create a quality environment and to improve the quality of life.

### **Chapter 2 Organization and Duties**

- Article 4. All dormitory students of the school in the current academic year shall be members of the Student Dormitory Committee of the dormitory in which they live.
- Article 5. Rights and Duties of Members
1. Rights of Members
    - (1) To provide opinions on the improvement of the dormitory life.
    - (2) To enjoy the benefits and services provided by the Student Dormitory Committee.

- (3) To elect and recall the Dormitory Director, and to launch a petition for the replacement of the Dormitory Deputy Director and the leaders (excluding exchange students and visiting students).

## 2. Duties of Members

- (1) To comply with the Regulations for Student Dormitory Counseling.
- (2) To abide by the resolutions of the regular dormitory meetings and joint meetings of the dormitory, and to cooperate with the operation of the Student Dormitory Committee.

## Article 6. Composition of the Student Dormitory Committee

1. Each Student Dormitory Committee of this school is composed of the Dormitory Director, Dormitory Deputy Director and leaders.
2. Each dormitory shall have 1 Dormitory Director, who shall be directly elected by the members of the dormitory. The Dormitory Directors of each campus shall elect 1 of them to be the Director General of that campus concurrently.
3. Each dormitory shall have 1 Dormitory Deputy Director and a number of leaders appointed by the Dormitory Director, and the list shall be submitted to the Student Housing for approval before it becomes effective.
4. The total number of Student Dormitory Committee members shall be established in proportion to the number of beds in each dormitory, and the ratio of Student Dormitory Committee members to dormitory students shall be 1:70 (rounded up to the nearest integer).

## Article 7. Duties of Student Dormitory Committee

### 1. Director General

- (1) To represent the campus Student Dormitory Committee in on-campus meetings.
- (2) To convene joint meetings of the campus.
- (3) To manage and coordinate the dormitory related affairs of that campus.
- (4) To organize the election of the next Director General and the handover matters.

### 2. Dormitory Director

- (1) To convene regular dormitory meetings and General Assembly Meetings.
- (2) To supervise the Dormitory Deputy Director and leaders in the performance of their duties.
- (3) To organize dormitory related affairs and activities.

- (4) To assist in the promotion and implementation of student dormitory regulations.
  - (5) To provide at least 2 hours of counseling service to the dormitory students every week.
  - (6) To organize the election and handover of the next Dormitory Director and the training of the next committee.
  - (7) To complete the matters assigned.
3. Dormitory Deputy Director
- (1) To assist the Dormitory Director in handling dormitory-related affairs and activities.
  - (2) To participate in dormitory meetings and assist in the promotion and implementation of student dormitory regulations and committee resolutions.
  - (3) To complete the assigned matters.
4. Leaders: The common duties include “attending dormitory meetings, assisting in handling dormitory-related affairs and organizing activities, assisting in promoting and implementing student dormitory-related regulations, and assisting in promoting and implementing committee resolutions”. The Student Dormitory Committee shall be composed of the following leaders, and other positions may be added according to the needs of each dormitory. The Dormitory Director shall propose additional sections and duties and report them to the Student Housing for approval.
- (1) Floor officer
    - (a) To perform environmental cleanliness inspection.
    - (b) To understand the needs or problems of dormitory students, collect opinions of dormitory students and report them.
    - (c) To complete the assigned matters.
  - (2) General Affairs Section
    - (a) To manage the expenditure and income of the Student Dormitory Committee of the dormitory.
    - (b) To announce the accounts to the dormitory students on a regular basis.
    - (c) To complete the assigned matters.
  - (3) Meal Management Section
    - (a) To manage the cleanliness and safety of the kitchen set up in the dormitory for the use of the dormitory students.

- (b) To assist in supervising and inspecting vendors located within the dormitory area on matters of public health, service quality, and improvement of deficiencies, and to coordinate with the Health Center and other units to support food inspection when necessary.
- (c) To complete the assigned matters.
- (4) Activity Section
  - (a) To plan and execute dormitory activities.
  - (b) To produce posters and public relations and publicity.
  - (c) To complete the assigned matters.
- (5) Clerical Section
  - (a) To compile information on the environmental inspection, minutes of meetings, and information on each section.
  - (b) To announce the resolutions of the Student Dormitory Committee.
  - (c) To complete the assigned matters.

### **Chapter 3 Meetings**

Article 8. Regular dormitory meetings are convened by the Dormitory Director of each dormitory, who summons the Dormitory Deputy Director and leaders to discuss relevant matters monthly. Temporary meetings may be initiated as needed each semester.

Article 9. The General Assembly Meeting is convened by the Dormitory Director at least once per semester to report on the execution of affairs. Temporary General Assembly Meetings may be convened by the Dormitory Director or the Student Housing upon the petition of more than one-tenth of the dormitory members.

Article 10. The joint meeting shall be convened once by the Director General of the campus within one month after the start of each semester. A temporary joint meeting may be convened by Director General or upon the petition of one-third or more of the members of the Student Dormitory Committee of that campus.

1. The relevant teachers of the school shall be invited to attend the meeting.

2. Minutes of the meeting shall be submitted to the Student Housing, and resolutions shall become effective after they have been submitted to and approved by the Student Housing.

## **Chapter 4 Election and Recall**

Article 11. Each year, the Student Housing shall assist each Student Dormitory Committee in the election of the new Dormitory Director and registration for the election shall be made according to the announced time. Each candidate shall be limited to running for one dormitory only, and the publicity activities during the election period shall abide by the provisions of the Regulations for Student Dormitory Counseling and the Election Bulletin of the Student Housing.

Article 12. Candidates for Dormitory Director shall meet the following qualifications:

1. Those who have not been punished with more than a minor demerit (inclusive) according to the National Taiwan Normal University Regulations for Student Discipline and Commendation.
2. Those who have not been punished by more than lower of order (inclusive) in accordance with the Regulations of the Regulations for Student Dormitory Counseling.
3. Those who are currently enrolled in this school at the time of election and in office

Article 13. Election of the Dormitory Director

1. In the first round of voting, the number of voting members shall be at least 15% of the total number of dormitory students (excluding exchange students) and the number of votes received shall exceed 50% of the total number of votes cast in order to be elected.
2. If no one is elected in the first round and there are more than two candidates, the two candidates with the highest number of votes shall be elected in the second round of voting, and the one with the highest number of votes shall be elected, and in the case of a tie, the winner shall be determined by public drawing of lots.
3. If no one is elected in the first round and there is only one candidate, the election shall be re-announced and a second round shall be held. The candidate with the highest number of votes shall be elected, and in the event of a tie, the winner shall be determined by public drawing of lots.

- Article 14. The Dormitory Director shall be elected by general election, and the dormitory leaders shall be assigned by the Dormitory Director, who shall have the right to change or replace their duties in a timely manner according to their performance.
- Article 15. The Dormitory Deputy Director and leaders shall meet the following qualifications:
1. Those who have not been punished with more than a minor demerit (inclusive) according to the National Taiwan Normal University Regulations for Student Discipline and Commendation.
  2. Those who have not been punished by more than lower of order (inclusive) in accordance with the Regulations for Student Dormitory Counseling.
  3. Those who are currently enrolled in this school at the time of in office.
- Article 16. The Dormitory Director may be re-elected and the term shall be calculated based on the academic year system. The Dormitory Director, Dormitory Deputy Director and leaders shall live in dormitory during their term of office and are not allowed to change dormitories. Their applications for dormitory during the winter and summer vacations during the term of office are given 1st order.
- Article 17. The elected Dormitory Director shall submit a list of Dormitory Deputy Director and leaders (Attachment 1) within one month from the date of announcement of the election, and the list shall be examined by the Student Housing for record before it becomes effective, and the same applies to any changes; in case of failing to complete the submission of the list in full within the deadline, the situation shall be reported in advance.
- Article 18. Methods of recall if the Dormitory Director fails to perform the duties in serious circumstances.
1. More than one-tenth (inclusive) of the dormitory students in the dormitory may launch a petition for a recall proposal, and the Student Housing shall handle and supervise the voting. To establish the recall, the number of votes shall be one-half of the dormitory students and the number of approval votes shall account for one-half of the votes. If the recall case is not established, no further recall case may be filed in the same academic year.
  2. Or more than half of the members of the Student Dormitory Committee may launch a petition and submit it to the Student Dormitory Review Committee, which shall decide whether the recall proposal is

established.

- Article 19. After the Dormitory Director is recalled and submitted to the Student Housing for review, the Dormitory Director's right to be guaranteed a bed in the dormitory in the academic year shall be canceled; if the Dormitory Director concurrently serves as the Director General, the Director General shall be re-elected by other Dormitory Directors of Student Dormitory Committees on the campus. The Dormitory Deputy Director and leaders appointed by the Dormitory Director shall resign at the same time.
- Article 20. After the Dormitory Director is recalled, the Student Housing shall handle the by-election process in accordance with Article 13 of this Charter. If there are still vacancies, the candidates shall be decided through selection. During the by-election period, the Student Housing shall designate a candidate for the acting Dormitory Director.
- Article 21. If the Dormitory Deputy Director and the leaders fail to fulfill their duties in a serious situation, one-tenth (inclusive) or more of the dormitory students or one-half or more of the Student Dormitory Committee members may launch a petition to request the Dormitory Director to replace them and reappoint them.
- Article 22. Any Student Dormitory Committee member who violates the relevant provisions of the school's Regulations for Student Dormitory Counseling and has more than 10 points deducted during the term of office shall be disqualified and punished in accordance with relevant regulations.

## **Chapter 5 Funding**

- Article 23. The sources of funding for the Student Dormitory Committee are as follows:
1. Student dormitory welfare fund.
  2. Other income.
- Article 24. The allocation and utilization of the funds of the Student Dormitory Committee are as follows:
1. Administrative fund: It is used for the operation of Student Dormitory Committees of Heping Campus and Gongguan Campus, and its proportion shall account for less than 30% of the total budget.
  2. Welfare fund: It is used to organize activities to provide welfare for students, and its proportion shall account for at least 60% of the total budget.

3. Reserve fund: It shall account for 10% of the total budget.

Article 25. Regulations on Funding of the Student Dormitory Committee

1. The Student Dormitory Committee shall prepare a budget table at the beginning of each semester and report it to the Student Housing. It shall be implemented after approval. No changes may be made without approval.
2. If it is necessary to apply for subsidies from outside the school or to receive advertisement sponsorships, approval from the Student Housing shall be obtained before accepting such funding from the relevant persons or organizations.
3. The Student Dormitory Committee shall announce the accounts to the dormitory students.
4. The Student Dormitory Committee shall include the existing passbooks, seals, account books, files, etc. in the handover.

Article 26. The balance of the annual funding may be transferred to the welfare fund at the end of the year.

## **Chapter 6 Assessment and Rewards**

Article 27. Assessment

1. Monthly supervision
  - (1) The Director General and Dormitory Director are jointly supervised by the Dormitory Manager and the responsible staff of the Student Housing.
  - (2) The Dormitory Deputy Director and leaders are jointly supervised by Dormitory Director and the Dormitory Manager.
  - (3) The Student Dormitory Committee shall submit the minutes of its meetings to the Student Housing for record before the end of each month.
2. Semester Grading
  - (1) Grading is conducted once at the end of each semester, with a full score of 100 points. Scores are rounded up to the first decimal place, and the items are as follows:
    - (a) Director General and Dormitory Director
      - (i) 45% for performance of tasks: 30% for each dormitory manager and 15% for the responsible staff of the Student Housing.



- (ii) 30% for meeting attendance: Points shall be awarded according to the number of meetings held during the semester, and the sign-in sheet and minutes of the meetings shall be submitted to the Student Housing for record.
  - (iii) 10% for environmental safety attendance: points are given according to the sign-in sheet of the activity.
  - (iv) 5% for handover of Student Dormitory Committee members: points are given according to the submission status of Student Dormitory Committee members' handover information.
  - (v) 10% for dormitory students assessment: Points are given according to the results of the dormitory students' satisfaction on the final questionnaire survey conducted by the Student Dormitory Committee.
- (b) Dormitory Deputy Director and leaders
- (i) 45% for performance of tasks: 25% for Dormitory Director and 20% for each dormitory manager.
  - (ii) 30% for meeting attendance: Points shall be awarded according to the number of meetings held during the semester, and the sign-in sheet and minutes of the meetings shall be submitted to the Student Housing for record.
  - (iii) 10% for environmental safety attendance: points are given according to the sign-in sheet of the activity.
  - (iv) 5% for handover of Student Dormitory Committee members: points are given according to the submission status of Student Dormitory Committee members' handover information.
  - (v) 10% for dormitory students assessment: Points are given according to the results of the dormitory students' satisfaction on the final questionnaire survey conducted by the Student Dormitory Committee.
3. Student Dormitory Committee members who have been recalled or removed from office shall not be included in the grading.
  4. Student Dormitory Committee members who are acting, by-elected, or replaced may be included in the grading.
  5. The method of assigning points for the Student Dormitory Committee assessment items and scoring for meeting attendance is as shown in Attachment 2 (Student Dormitory Committee Assessment Form).

## Article 28. Rewards

1. Semester Rewards: Students are given dormitory awards and are rewarded in accordance with the National Taiwan Normal University Regulations for Student Discipline and Commendation.
  - (1) Director General and Dormitory Director
    - A: 90 points (inclusive) or above, the dormitory bonus of NT\$15,000 shall be granted, and two minor merits shall be recorded.
    - B: 80~89 points, the dormitory bonus of NT\$8,000 shall be granted, and one minor merit shall be recorded.
    - C: 70~79 points, the dormitory bonus of NT\$5,000 shall be granted, and two commendations shall be recorded.
    - D: Below 69 points, no dormitory bonus shall be granted.
  - (2) Dormitory Deputy Director and leaders
    - A: 90 points (inclusive) or above, the dormitory bonus of NT\$10,000 shall be granted, and one minor merit shall be recorded.
    - B: 80~89 points, the dormitory bonus of NT\$5,000 shall be granted, and two commendations shall be recorded.
    - C: 70~79 points, the dormitory bonus of NT\$3,000 shall be granted, and one commendation shall be recorded.
    - D: Below 69 points, no dormitory bonus shall be granted.
  - (3) Semester rewards shall be distributed according to the assessment results and the ratio of the date of appointment.
2. Academic Year Awards: A total score of 85 (inclusive) or above is required in the assessment.
  - (1) Certificate of Award
  - (2) The first order of application for dormitory in the following semester.
  - (3) If the Student Dormitory Committee member is a mid-semester replacement, it shall complete the second semester of the term, and its assessment score shall be at least 88 points (inclusive) or above.

## **Chapter 7 Supplementary Provisions**

Article 29. This Charter shall be implemented after it has been approved by the Student Affairs Council and presented to the President for approval. The same shall apply to any amendments.