**Kaohsiung Medical University Guidelines for Faculty and Staff Clubs**

2025.05.14 Reviewed and passed in the 10th Administrative Meeting of the 113rd academic year

2025.09.18 Reviewed and passed in the 11th Meeting of the 20th Board of Directors

2025.10.21 Announced in the GaoYiRenZi No.1141103703 Letter

|  |  |
| --- | --- |
| **Article 1** | To promote wholesome leisure activities among faculty and staff, thereby enhancing physical and mental well-being, fostering interpersonal relationships, cultivating team spirit, and strengthening sustainability literacy, these Guidelines are hereby established. |
| **Article 2** | To handle matters related to faculty and staff clubs, the University establishes a Faculty and Staff Club Review Committee (hereinafter referred to as “the Committee”), which shall consist of five members as follows:1. Senior Vice President (serving concurrently as the Convener)
2. Director of the Office of Environmental Protection, Occupational Safety and Health
3. Director of the Physical Education Center
4. Director of the Accounting Office
5. Director of the Human Resources Office
 |
| **Article 3** | **Establishment and Participation of Clubs:**1. A club shall be initiated by at least ten current faculty or staff members of the University. The initiators shall convene a preparatory meeting, establish the club’s charter, draft an annual activity plan, and prepare a budget plan. These documents, along with the club establishment application and membership list, shall be submitted to the Human Resources Office for review. The club shall be officially established upon approval by the Committee.
2. Each club shall have one president and several executives, elected by the members for a one-year term. Presidents may be re-elected, but may serve as president of only one club at a time. The president and officers shall be responsible for planning and managing meetings, courses, activities, competitions, and financial affairs of the club.
3. Club members may include current or retired faculty and staff of the University, provided that current faculty and staff shall constitute no less than two-thirds of the total membership.
 |
| **Article 4** | **Nature and Operation of Clubs:**1. Clubs may be organized for arts and culture, sports, or other social purposes, provided that their activities do not violate public order or good morals.
2. Activities shall, in principle, take place outside working hours. If conducted during office hours, staff members must obtain approval from their unit supervisor, and activities shall be limited to Wednesdays between 4:30 p.m. and 5:30 p.m.
3. Club activities may utilize University venues, facilities, and equipment in accordance with relevant regulations, provided such use does not interfere with teaching or official duties.
4. Club expenses shall primarily be covered by membership fees or annual dues collected from members, with the fee standards determined by each club.
5. The University may, depending on the budget of the academic year, provide subsidies for instructor fees, material costs, and other necessary and reasonable activity expenses. The subsidy principles are as follows:
	1. A maximum of ten clubs may receive subsidies each academic year.
	2. Unless a club has demonstrated special achievements, the maximum subsidy per club shall be NT$6,000 per academic year. Applications for subsidies must include:(a) Group photos of the activity;(b) Activity record forms;(c) Activity expense application forms; and(d) Official uniform invoices or receipts (with the University’s name and tax ID indicated).
	3. Subsidy applications shall be submitted by June 30 each year to comply with the accounting closing schedule.
	4. Clubs that demonstrate the following achievements during the academic year may be prioritized for subsidies or receive increased funding in the following academic year, as determined by the Committee:(a) Winning awards in national or regional competitions under the University’s name;(b) Organizing inter-school or institutional fellowship activities under the University’s name;(c) Hosting University-wide competitions or exhibitions in coordination with the University Anniversary or other ceremonial events.
6. Each club shall maintain annual activity records, documenting the general status, participation, outcomes, and feedback of member meetings and activities. These records, along with the following academic year’s activity implementation plan, shall be submitted to the Human Resources Office by June 30 each year for the Committee’s performance review. The review results shall serve as the basis for determining the order and amount of subsidies for the following academic year. Clubs that fail to comply with these requirements shall not be eligible for subsidies and may be subject to revocation.
 |
| **Article 5** | These Guidelines take effect upon approval by the Administrative Meeting and Meeting of the Board of Directors. Amendments follow the same procedure. |

**\*The English version is for reference only. If there is any inconsistency or ambiguity between the English and Traditional Chinese versions, the Traditional Chinese version shall prevail.**