

國立陽明交通大學社會與文化研究所組織章程

Charter of Institute of Social Research and Cultural Studies, National Yang Ming Chiao Tung University

(111.4.13)110學年第4次所務會議通過
Adopted at the 4th Faculty Meeting in 2021 Academic Year (April 13, 2022)

第一章 總則

Chapter I. General Provisions

第一條

本組織章程係依據國立陽明交通大學組織規程制訂；目的在處理本所各項行政事務，提升教學與研究品質，並確保本所師生各項權益。本規章未規定者，適用其他有關法令、規程、要點之規定。

Article 1

The Institute of Social Research and Cultural Studies (hereafter, SRCS) Charter is established in accordance with the National Yang Ming Chiao Tung University (hereafter, NYCU) Charter and shall serve as the operational document of the institute. The primary goal is to address administrative affairs at SRCS, improve teaching and research quality, and preserve the rights of our faculty and students. For matters not provided for herein, the provisions of other relevant laws, rules and regulations, and guidelines shall apply.

第二條

本所設所務會議，為本所最高決策會議，並設教師評審委員會，其組織及職權另訂之。

Article 2

The faculty meeting is the highest-level decision-making body in SRCS. In addition, SRCS shall administer the Teacher Evaluation Committee, where its operational structures, authorities, and obligations shall be governed by another regulation.

第二章 所務會議

Chapter II. Faculty Meetings

第三條

一、所務會議由所長擔任召集人；本所全體專任教師及學生代表一人（社會與文化研究所學生會會長）為當然代表，各年級班代得列席。

- 二、所務會議代表有提案權。學生會代表所提與研究生有關事務（如課程、獎學金分配、空間與設備使用等）之提案，須先經學生會議決通過。
- 三、主席得視需要邀請其他相關人士列席；列席人員得參與討論提供意見，但無投票表決權。
- 四、本所行政秘書擔任所務會議秘書。

Article 3

- 1) The SRCS Director shall serve as the convener of faculty meetings. All SRCS Faculty Members and the Student Representative (Chairperson of the SRCS Student Council) shall be the ex-officio Representatives (Voting Members). All Class Representatives shall be entitled to attend the faculty meetings as Non-Voting Members.
- 2) All Representatives shall have the right to propose motions. Motions pertinent to student affairs, for example, course and curriculum, scholarships, and allocation and use of space and facilities, must be adopted by the SRCS Student Council meetings prior to its submission to the faculty meetings by the Student Representative.
- 3) The Chair may invite other Non-Voting Members to attend specific meetings when appropriate. Non-Voting Members shall be afforded speaking rights, but not voting rights.
- 4) The SRCS office secretary shall be the Secretary at faculty meetings.

第四條

所務會議每學期至少召開二次，需所務會議代表三分之二（含）以上出席，方得召開，必要時得由所長提議或由四分之一（含）以上會議代表以書面提議，召開臨時所務會議。

Article 4

SRCS shall hold faculty meetings at least twice each semester. Two-thirds of Representatives shall constitute a quorum, which shall be the minimum requirement for holding a meeting. If an ad hoc faculty meeting is deemed necessary, either a proposal from the Director or a written proposal from at least a quarter of Representatives shall be required to call for an ad hoc meeting.

第五條

所務會議之決議，以出席人數二分之一以上同意通過，重大議案，由所務會議認定，經出席人數三分之二（含）以上同意通過。

Article 5

To pass a resolution, more than one half of votes from Representatives in attendance where quorum is present shall be required. For significant resolutions justified by the faculty meeting, a two-thirds majority vote (or above) from Representatives in attendance where quorum is present shall be required.

第六條

所務會議主要職責如下：

1. 審議本所之各項議案。
2. 訂定本所之各項規章。
3. 選舉罷免所長。
4. 推選各委員會成員。
5. 執行學校相關法規訂定之有關職權。
6. 處理其他相關事宜。

Article 6

The SRCS faculty shall hold meetings to perform the following functions:

- 1) To deliberate on all motions.
- 2) To establish or amend SRCS regulations.
- 3) To elect or remove the SRCS Director.
- 4) To nominate and select members for SRCS-administered Standing Committees or task forces.
- 5) To impose the NYCU regulations and perform its authorities and duties.
- 6) To address other relevant affairs.

第七條

本所所務會議之下設以下常設委員會：

- 一、課程委員會
- 二、學生事務委員會

各委員會之組織辦法，經所務會議通過後實施。各委員會決議之事項均須提送所務會議同意或追認。

Article 7

SRCS shall maintain two Standing Committees as follows:

- 1) Course and Curriculum Committee
- 2) Student Affairs Committee

The operating procedures of each Standing Committee shall be enacted, subject to approval by faculty meetings. All resolutions passed in the Standing Committees shall require final approval by the faculty meeting.

第八條

本所得視需要經所務會議決議設立其他委員會或是各種工作小組。

Article 8

SRCS faculty meetings shall decide on the constitution of any additional Standing Committees or task forces if it deems necessary.

第三章 所長之職掌、選舉與罷免

Chapter III. Duties, Election, and Removal of Institute Director

第九條

所長之職掌如下：

- 一、綜理本所各項行政事務，召集所務會議及行政相關會議。
- 二、執行所務會議之決議事項。
- 三、協調及處理其他相關事宜。
- 四、推動本所學術研究之發展。
- 五、代表本所參加校內外各項會議。

Article 9

The duties of the SRCS Director shall be as follows:

- 1) To oversee all SRCS administrative affairs and convene faculty meetings, or other administration-related meetings.
- 2) To implement the resolutions passed in faculty meetings.
- 3) To coordinate and administer other relevant affairs.
- 4) To enhance the development of SRCS academic research.
- 5) To represent SRCS at meetings internal and external to NYCU.

第十條

本所專任教師皆有選舉與被選舉權，並依下列規定選出：

- 一、所長之資格：所長應由副教授以上之教師兼任，如無適當人選得由副教授（含）以上之教師代理之，惟代理期間最長以一年為限。
- 二、原任所長任期屆滿六個月以前或因故出缺後二個月內應舉行次任所長選舉。
- 三、所長選舉應成立遴選委員會，其主任委員，由院長擔任之。經院長推薦，校長得聘任所外委員若干人，以不超過委員總數四分之一為原則。遴選會議須全體專任教師三分之二（含）以上出席，採不記名投票方式進行，就候選人中選出最高及次高票者，送請校長圈選。

Article 10

All SRCS Faculty Members shall have the rights to elect Director and be elected as Director in accordance with the following requirements:

- 1) Eligibility for election as SRCS Director: Faculty Members who hold rank equal or superior to Associate Professor shall be eligible candidates. If a vacancy arises in the Director position without an appropriate candidate, a Faculty Member who holds rank equal or superior to Associate Professor shall be appointed as proxy and serve a term of office of no more than one year.
- 2) Election shall be held at least six months prior to the end of the Director's official term. When a vacancy arises in the Director position for any reason, election shall be organized within two months.
- 3) The Election Committee shall be constituted for the election of SRCS Director. The Dean of College of Humanities and Social Sciences (hereafter, the Dean of CHSS) shall be the ex-officio Chair of the Election Committee. Upon recommendation of the Dean of CHSS, the NYCU President shall appoint Election Committee Members external to SRCS, and the composition shall not exceed a quarter of Election Committee Members. A two-thirds of Faculty Members shall constitute a quorum. The election shall be carried out by ballot. The President shall assign the Director among the two candidates who receive the highest number of votes.

第十一條

- 一、所長任期為三年，連選得連任一次。有續任意願者須撰寫續任評鑑書，敘明任期內所務推動成果，以及未來所發展方向之規畫。
- 二、續任作業須於任期屆滿七個月前啟動，由院長召集並主持所級單位會議評鑑通過，並經校長同意後，得續任一次
- 三、所長在任期內出國或離校，應指定本所專任教師一名為代理人；如離校時間超過半年以上，則任期自然終止，應立即辦理所長改選工作。

Section 11

- 1) The SRCS Director shall serve a term of office of three years, renewable once. If the current Director would like to serve a consecutive term, he/she shall submit a written report illustrating the accomplishments during his/her term and his/her future planning at SRCS.
- 2) If the current Director would like to serve a consecutive term, he/she shall initiate the procedures seven months prior to the end of the first term of office. The Dean of CHSS shall convene and chair an institute-level meeting to consider his/her renewal. Upon final approval by the President, the current Director shall serve a consecutive term.
- 3) If the Director temporarily goes abroad or leaves NYCU, he/she shall assign a Faculty Member as proxy. If the Director's departure exceeds six months, his/her term of office shall terminate, and the election process shall be initiated immediately.

第十二條

所長於任期屆滿前可提出辭職，經全體專任教師三分之二（含）以上出席，出席會議教師三分之二（含）以上通過後，經所屬院級會議通過後實施，向學校建議解除其職務。

Article 12

The Director may propose his/her resignation as SRCS Director prior to the end of his/her official term. Resignation shall require at least a two-thirds affirmative vote in a faculty meeting where a two-third quorum has been met. Upon approval by the college-level meeting, the CHSS shall submit the resignation proposal to NYCU for final approval.

第十三條

所長之罷免，須經全體專任教師三分之一（含）以上連署，並經所務會議討論通過後，逕向學校建議免除其職務。

Article 13

The recall procedures of SRCS Director shall require an initiative petition signed by at least one-third Faculty Members. If the faculty meeting passes the removal resolution, the SRCS shall submit the recall proposal to NYCU for final approval.

第四章 專任教師與學生之職責

Chapter IV. Duties of Faculty Members and Students

第十四條

本所專任教師之職責如下：

- 一、各級教師均有選舉及罷免本所所長之權利。
- 二、各級教師均有在國內外進修及參加學術會議之權利。
- 三、各級教師休假權利依教育部及本校相關規定。
- 四、各級教師均有義務參加所務會議、擔任導師及相關委員會之委員。
- 五、各級教師均應開授課程、個別研究及指導論文。

Article 14

The duties and rights of the SRCS Faculty shall be as follows:

- 1) To elect and remove the Director.
- 2) To advance their studies in Taiwan or abroad and to participate in academic conferences.
- 3) To take leave in accordance with the regulations established by the Ministry of Education and NYCU.

- 4) To attend the faculty meetings, serve as advisors, and assume the positions of members in SRCS-administered Standing Committees or task forces.
- 5) To teach courses, offer independent studies to students, and supervise research theses or dissertations.

第十五條

本所學生之職責如下：

- 一、本所學生均需依據「修業規章」的規定辦理選課。
- 二、本所學生依據相關規定接受指導教授或導師之指導。
- 三、支領教育部獎、助學金者需擔任本所研究、教學或行政工作。
- 四、參與本所舉辦之各項活動。
- 五、履行相關規定所訂定之學生義務。

Article 15

The duties and rights of the SRCS Faculty shall be as follows:

- 1) To enroll in courses complying with the degree requirements.
- 2) To receive supervision from advisor(s) or mentor(s) according to relevant regulations.
- 3) To undertake research, teaching, or administration work offered by SRCS for students funded by the Ministry of Education.
- 4) To participate in academic events organized by the SRCS.
- 5) To fulfill the obligations as students adhering to relevant regulations.

第五章 附則

Chapter V. Supplementary Provisions

第十六條

本要點經所務會議出席人數三分之二（含）以上同意，呈報院務會議核備後實施，修正時亦同。

Article 16

This Charter has been agreed by a two-thirds majority vote of Representatives in attendance and come into effect upon approval by the CHSS meeting. Subsequent amendments shall be subject to the same procedures.