

# National Cheng Kung University Directions for Student Organization Handovers

Passed by the Extracurricular Activities Division Meeting on August 30, 2004

Amended by the Student Development and Activities Division Meeting on February 6, 2018

Amended by the Student Development and Activities Division Meeting on January 2, 2020

1. The directions are established to improve the management and operation of student organizations, establish a mechanism for inheritance, and clarify the accountability of each organization.
2. The directions are applicable to organizations including student clubs, the student association of each department, the United Clubs Association, the United Departmental Student Association, and the Student Union.
3. The handover of a student organization includes the transfer of documents, properties, and financial statements. The handover procedure is detailed in Appendix 1.
4. The handover inventory must include the following items (the format of the inventory is as presented in Appendix 2):
  - (1) Documents
  - (2) Properties
  - (3) Financial statements
5. The handover of student organizations shall be conducted by the end of January and July in each year; in the case of extraordinary circumstances, a handover may be organized upon the approval of the Student Development and Activities Division.
6. If the student organization fails to complete a handover according to the regulations, the leader shall not be given the certificate of service. According to the severity of said incident, a corresponding punishment

may be made according to the school regulations.

7. The Directions are passed in the Student Development and Activities Division Meeting before implementation. The same shall apply to any amendments to the directions.

## Appendix 1: The handover procedure



