

# **Yuan Ze University Regulations for Installation of the General Affair Committee**

June 11, 1990, Passed by the 23th Executive Council Meeting of the 1989 Academic Year

November 30, 1998, Amended by the 6th Executive Council Meeting of the 1998 Academic Year

November 11, 2002, Amended by the 6th Executive Council Meeting of the 2002 Academic Year

April 19, 2004, Amended by the 16th Executive Council Meeting of the 2003 Academic Year

January 18, 2010, Amended by the 8th Executive Council Meeting of the 2009 Academic Year

September 18, 2013, Amended by the 4th Executive Council Meeting of the 2013 Academic Year

October 20, 2021, Amended by the 6th Executive Council Meeting of the 2021 Academic Year

**Article 1.** To promote campus development related to teaching, research, and administrative services, Yuan Ze University establishes the General Affairs Meeting (hereafter referred to as "the Meeting").

**Article 2.** The Meeting shall comprise several committee members, including:

1. The Dean of General Affairs
2. The Secretary General
3. The Director of General Accounting Office
4. The Director of Environmental Protection and Occupational Safety and Health Center
5. One representative from the Planning and Budget Review Committee of each college
6. One faculty member from the Internal Audit Committee
7. Two administrative staff representatives
8. Two student representatives

**Article 3.** The responsibilities of the Meeting are as follows:

1. Formulation of General Affairs Regulations and Work Plans.
2. Discussing improvements to administrative management in general affairs.
3. Coordinating matters with other university units.
4. Addressing other issues related to general affairs.

**Article 4.** The Dean of General Affairs serves as the convener and chair of the Meeting and handles routine matters. For significant projects or construction reviews, the Vice President may chair the Meeting. When necessary, external experts may be engaged to assist with project planning. For construction projects that impact the campus landscape, approval by the Landscape Committee is required before implementation.

**Article 5.** The Meeting shall convene once per semester, with additional sessions held as necessary.

**Article 6.** Committee members must attend the Meeting in person. A quorum is established with at least half of the members present, and resolutions require the agreement of more than half of the attending members.

**Article 7.** Non-committee unit supervisors and relevant individuals may be invited to attend the Meeting to present their opinions but may not participate in voting. Invited attendees must leave before voting takes place.

**Article 8.** Resolutions made during the Meeting must be documented within one week and submitted to the President for approval. If the President identifies implementation difficulties, the resolutions may be returned with explanations for reconsideration.

**Article 9.** These regulations shall take effect upon approval by the Executive Council Meeting and subsequent promulgation. Amendments follow the same procedure.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.