

國立高雄餐旅大學餐飲廚藝科科學生會組織章程

96年08月17日經第1屆科員大會審議通過

96年11月22日經第2屆科員大會修正通過

96年12月27日經第2屆科員大會修正通過

97年02月24日經第3屆科員大會修正通過

98年01月08日經第4屆科員大會修正通過

99年05月06日經第5屆科員大會修正通過

99年05月13日經第5屆科員大會修正通過

101年04月19日經第6屆科員大會修正通過

106年8月23日第381次行政會議通過本校『法規提案審議作業規範』第六點（法規最末條條文統一修正）

107年03月22日經第12屆科員大會修正通過

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一、總則：

（一）名稱：本學會由本校餐飲廚藝科（以下簡稱本科）全體學生組成，定名為國立高雄餐旅大學餐飲廚藝科科學會（以下簡稱為本會）。

（二）宗旨：本會以培養學生服務及自治能力，協助本科對外交流，並且能夠輔導會員不同面向發展，促進友誼融洽，增進學術見聞，連絡科友，加強科上之間聯繫，以凝聚本科向心力為宗旨。

（三）會址：設於第二實習大樓D612（餐飲廚藝科辦公室）。

（四）會員：凡就讀本校餐飲廚藝科學生皆為當然會員。

二、會員之權利與義務：

（一）享有選舉及被選舉會長之權利。

（二）享有罷免會長及本會幹部之權利。

（三）享有擔任學會幹部之權利。

（四）享有參加本會主辦各項活動之權利。

（五）享有查閱本會文件資料之權利。

（六）享有查閱本會帳目之權利。

（七）享有要求召開會員大會，議決各大議案之權利。

（八）應盡維護本會會譽之義務。

（九）應盡繳納會費之義務。

（十）應盡遵守本會組織章程以及各項決議之義務。

（十一）應盡協助本會之各項事務之義務。

三、本會組織及職掌：

（一）本科科主任為本會之指導老師，當會務有問題時得請教之。

（二）本會設會長一人，副會長一人，文書、企劃、美宣、資訊、攝影、公關、財務、經管、總務共八大部，每部設部長一人，部員由部長自行招集。

（三）會長之職權：

1、代表科上參與校內外，與會務有關之活動、會議。

2、建立與學生會良好互動。

- 3、綜理各項會上事務。
- 4、召集會員大會並執行決議案。
- 5、負責會上事物推動，下達重要指令，指派於負責人。
- 6、監督指導各部工作並協調各部會務之執行。
- 7、得罷免、糾舉本會之幹部。
- 8、凝聚各幹部之向心力，確保團隊處事融洽。

(四)副會長之職權：

- 1、負責輔助會長處理本會事務。
- 2、會長因故無法行使職權時，作為代理會長，協助完成會上事務之管理。
- 3、聽取會內各項建議，篩選統整後彙集至會長。
- 4、了解並管理幹部資料與狀況，適時安排幹部旅遊，以增進幹部情感。

(五)文書之職權：

- 1、統合、公布本會及各項活動之會議時程。
- 2、負責記錄本會每次會議之內容。
- 3、負責收齊本會所有文書資料（如報告書、會議紀錄、簽到表等）。
- 4、負責本會所有活動資料之整理、建檔及保存。

(六)企劃部之職權：

- 1、負責本會活動之安排、策劃並撰寫活動企劃表。
- 2、負責於本會活動前審查活動流程及內容是否得宜。
- 3、負責收齊本會活動企劃資料。

(七)美宣之職權：

- 1、負責制定本會當屆會物設計概念。
- 2、審核將對外公告及對內宣布之海報、邀請函等美學設計。

(八)資訊部之職權：

- 1、負責本會影片之安排、策劃並製作。
- 2、負責本會科上網頁管理。
- 3、審核將對內、外公告及宣佈影片等設計。
- 4、負責建檔及保存本會所有媒體資料（如科會影片、回憶錄等）。

(九)攝影部之職權：

- 1、負責攝影、篩選及修整本會活動並記錄之。
- 2、協助建檔及保存本會所有媒體資料。

(十)公關部之職權：

- 1、負責對校內、外尋找支援及贊助。
- 2、負責對校內、外及企業合作事項之聯絡。
- 3、為本會內外建立良好聯絡管道。
- 4、定期詢問會員需求、期望，並傳達於本會會長。
- 5、審核將對內、外公告宣布之海報、邀請函等文字描述。

(十一)財務部之職權：

- 1、負責保管本會之會費。
- 2、訂定並告知本會財務核銷規定。
- 3、編寫預算並審核預算開支。
- 4、定期與會員公告詳細收支紀錄。
- 5、建檔及保存本會所有財務收支計錄。

(十二)經管部之職權：

- 1、定期盤點本會會庫財產。
- 2、負責本會會庫財產之租借、保管及維護。
- 3、訂定並告知會員本會會庫財產借用、領用規定。
- 4、建檔及保存本會所有新增、租借器具記錄。
- 5、訂定倉庫管理辦法。

(十三)總務部之職權：

- 1、協助修訂本會組織章程之事宜。
- 2、維護科會紀律，糾正失職狀況，並記錄。
- 3、定期檢視各職位運作是否正常正確。
- 4、協助各職位執行特殊事項。

四、經費：

- (一) 本會依據本會財務管理辦法執行經費之收取及使用。
- (二) 每學年第一個月內，會員須繳交科學會費予各班班代，班代收齊各班科學會費後，繳交本會財務部。
- (三) 在第一學期開學一個月內，喪失本會會員資格者（包含轉學、轉系、休學、退學），得向財務部申請當學年已繳納之會費，全額退費。
- (四) 決議會費收取多寡，由財務參考上學年實際收支情形及本學年活動計畫之實際需要，經由本會幹部三分之二以上通過後即可。

五、會員大會：

- (一) 會員大會為本會最高決策會議。
- (二) 會員大會於每學期初及學期末固定召開。
- (三) 會員大會開會期間，會長應率各幹部列席備詢。
- (四) 會員大會開會期間，會長應向會員報告施政計畫及財務狀況。
- (五) 會員大會職權如下：
 - 1、審視本會施政方向，提供施政建議。
 - 2、監察本會財務收支、開銷。
 - 3、提案、修改、審議本會組織章程。
 - 4、對本會會長及幹部提出質詢。
 - 5、選舉罷免本會會長，罷免本會幹部。
 - 6、討論、議決本會重大議案。
- (六) 會員大會之與會會員人數應達全數會員之二分之一。
- (七) 會員大會之任何決議事項，其贊成票數須達應投票數二分之一始得以通過並具效力。

六、選舉、罷免：

- (一) 於每學年度第二學期初推舉會長候選人，同時成立選舉事務委員會（以下簡稱選委會）。

(二) 選委會職務如下職權如下：

- 1、公告選舉辦法及程序。
- 2、辦理候選人登記、審查、製票及開票作業，並公告之。
- 3、決定競選活動及投、開票時間，裁定選舉糾紛。
- 4、選委會委員不得參加競選及助選。
- 5、當選無效時，由選舉委員會於兩週內辦理重新投票。

(三) 正、副會長由全體會員選舉產生。

(四) 會長任期為一年，不得連選連任。

(五) 投票、開票：

- 1、本會採無記名之普選方式投票。
- 2、候選人對選票之認定若有異議，應當場由候選人或其他推派之監票人提出；若未提出，公布當選者後不得異議。
- 3、正、副會長選舉應符合最低得票率須超過選舉投票率百分六十之門檻，以得票最高者當選；票數相同時應重新投票決定之，若僅一組候選人，須取得選舉投票人數百分之五十一以上同意票。

(六) 會長之罷免需會員列舉罷免事由並三分之一連署，召開臨時會員大會，經全體會員出席三分之二以上出席，並其中三分之二同意，使可罷免。

(七) 幹部之罷免：

- 1、無法適任該項職務，由會長免除之。惟須於會員大會告知。
- 2、會員列舉罷免事由並二分之一簽署連署。
- 3、幹部罷免一經確認，會長應接受其決議，並重新派任新任幹部。

(八) 本會內所有幹部不得於任期未滿無故提前卸任。若現任會長有此請求，需經過三分之二以上全體會員簽署同意；若現任幹部有此請求，需經過三分之二本會全體幹部簽署同意。經簽署同意後，一週後生效。除此之外，此幹部需繕寫一封公開信，向所有會員以示負責。

(九) 一年級之會員，無參選會長之資格，但仍有投票權。

六、本組織章程經科員大會審議通過，陳請 科主任核定後實施，修正時亦同。

本規章負責單位：廚藝學院餐飲廚藝科科學生會

Constitution of the Department of Culinary Arts Student Association

National Kaohsiung University of Hospitality and Tourism

Adopted by the 1st General Assembly of the Department Student Association on August 17, 2007.
Amended and approved by the 2nd General Assembly of the Department Student Association on November 22, 2007.
Amended and approved by the 2nd General Assembly of the Department Student Association on December 27, 2007.
Amended and approved by the 3rd General Assembly of the Department Student Association on February 24, 2008.
Amended and approved by the 4th General Assembly of the Department Student Association on January 8, 2009.
Amended and approved by the 5th General Assembly of the Department Student Association on May 6, 2010.
Amended and approved by the 5th General Assembly of the Department Student Association on May 13, 2010.
Amended and approved by the 6th General Assembly of the Department Student Association on April 19, 2012.
The final provision of this Constitution was revised uniformly in accordance with Article 6 of the University's Regulations Governing the Review Procedures for Regulatory Proposals, as approved at the 381st Administrative Meeting on August 23, 2017.
Amended and approved by the 12th General Assembly of the Department Student Association on March 22, 2018.
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一、General Provisions：

- (一) Name：The Association shall consist of all students enrolled in the Department of Culinary Arts (hereinafter referred to as the "Department") of National Kaohsiung University of Hospitality and Tourism. The official name of the Association shall be the Department of Culinary Arts Student Association, National Kaohsiung University of Hospitality and Tourism (hereinafter referred to as the "Association").
- (二) Purpose：The purposes of the Association are to cultivate students' abilities in service and self-governance; to facilitate the Department's external exchanges and collaborations; to support the diverse development of its members; to promote friendship among members; to broaden academic perspectives; to strengthen communication among students and alumni of the Department; to enhance interaction within the Department; and to foster a strong sense of unity and identity among its members.
- (三) Office：The principal office of the Association shall be located at Room D612, Second Practice Building (Department of Culinary Arts Office).
- (四) Membership：All students enrolled in the Department of Culinary Arts shall automatically become members of the Association.

二、Rights and Obligations of Members：Rights

Members shall be entitled to:

- (一) vote for and stand for election as President of the Association.
- (二) initiate the recall of the President and the Executive Officers of the Association.
- (三) serve as Executive Officers of the Association.

- (四) participate in activities organized by the Association.
- (五) inspect the Association's official documents and records.
- (六) inspect the Association's financial accounts and records.
- (七) request the convening of a General Assembly and participate in the deliberation and resolution of major proposals.
- (八) Members shall uphold the reputation of the Association.
- (九) Members shall pay membership dues in accordance with the applicable regulations.
- (十) Members shall comply with this Constitution and all resolutions duly adopted by the Association.
- (十一) Members shall assist in the affairs and activities of the Association as required.

三、Organization and Responsibilities :

- (一) The Chair of the Department shall serve as the Faculty Advisor to the Association and may be consulted on matters relating to the affairs of the Association.
- (二) The Association shall consist of one President, one Vice President, and the following divisions: Secretariat, Planning, Publicity and Design, Information and Media, Photography, Public Relations, Finance, Property Management, and General Affairs. Each division shall be headed by one Director, who shall be responsible for recruiting members of the division.
- (三) Powers and Duties of the President :
 - 1、Represent the Department in activities and meetings, both on and off campus, that are related to the affairs of the Association.
 - 2、Foster and maintain a constructive working relationship with the Student Association.
 - 3、Oversee and administer all affairs of the Association.
 - 4、Convene meetings of the General Assembly and implement its resolutions.
 - 5、Direct the implementation of the Association's affairs, issue major directives, and assign responsibilities to the appropriate officers.

- 6、Supervise and guide the work of all divisions and coordinate the execution of their respective responsibilities.
- 7、Exercise the authority to remove from office or censure Executive Officers of the Association.
- 8、Promote unity and teamwork among the Executive Officers to ensure effective and harmonious operations.

(四) Powers and Duties of the Vice President :

- 1、Assist the President in the administration of the affairs of the Association.
- 2、In the event that the President is unable to perform the duties of the office, the Vice President shall serve as Acting President and oversee the administration of the Association.
- 3、Receive, review, and consolidate suggestions from members of the Association, and submit them to the President for consideration.
- 4、Maintain records of the Executive Officers and oversee their status, and organize team-building activities as appropriate to strengthen cohesion and foster positive working relationships among the Executive Officers.

(五) Powers and Duties of the Secretariat :

- 1、Coordinate and announce the schedules of meetings of the Association and all official activities.
- 2、Prepare and maintain the official minutes of all meetings of the Association.
- 3、Collect, compile, and maintain all official documents of the Association, including reports, meeting minutes, attendance records, and other related documentation.
- 4、Organize, archive, and preserve all records and documentation relating to the activities of the Association.

(六) Duties and Responsibilities of the Planning Department :

- 1、To be responsible for arranging, planning, and preparing proposals for the Association's activities.
- 2、To review and examine the procedures and content of the Association's activities prior to their implementation to ensure their appropriateness.
- 3、To collect and maintain all activity proposal documents of the Association.

(七) Duties and Responsibilities of the Publicity and Design Department :

- 1、To formulate the design concept for the Association's official materials for the current term of office.
- 2、To review and approve the aesthetic design of posters, invitations, and other promotional materials intended for internal announcements or external publication.

(八) Duties and Responsibilities of the Information Department :

- 1、To be responsible for the planning, coordination, and production of the Association's videos.
- 2、To manage and maintain the Association's departmental website.
- 3、To review and approve the design of videos and other multimedia materials intended for internal announcements or external publication.
- 4、To archive and preserve all media materials of the Association, including departmental videos, commemorative publications, and other audiovisual records.

(九) Duties and Responsibilities of the Photography Division :

- 1、To photograph, select, edit, and document the Association's activities.
- 2、To assist in organizing, archiving, and preserving all media materials of the Association.

(十) Duties and Responsibilities of the Public Relations Division :

- 1、To seek support and sponsorship from both on-campus and off-campus organizations.
- 2、To coordinate and maintain communication with on-campus, off-campus, and corporate partners regarding collaborative affairs.
- 3、To establish and maintain effective communication channels within and outside the Association.
- 4、To regularly collect members' needs and expectations and report them to the President of the Association.
- 5、To review the wording and content of posters, invitations, and other announcements intended for internal and external publication.

(十一) Duties and Responsibilities of the Finance Division :

- 1、To manage and safeguard the Association's membership fees and financial assets.
- 2、To establish and announce the Association's financial reimbursement regulations.

- 3、To prepare the annual budget and review all budget expenditures.
- 4、To regularly disclose detailed financial income and expenditure records to the members.
- 5、To organize, archive, and preserve all financial records and accounting documents of the Association.

(十二) Duties and Responsibilities of the Property Management Division :

- 1、To conduct regular inventories of the Association's assets and equipment.
- 2、To be responsible for the lending, safekeeping, maintenance, and management of the Association's assets and equipment.
- 3、To establish and inform members of the regulations governing the borrowing and use of the Association's assets and equipment.
- 4、To organize, archive, and maintain records of newly acquired and loaned equipment.
- 5、o establish regulations for warehouse and inventory management.

(十三) Duties and Responsibilities of the General Affairs Division :

- 1、To assist in revising the Constitution and organizational regulations of the Association.
- 2、To maintain the Association's discipline, address cases of negligence of duty, and keep relevant records.
- 3、To regularly review whether each position is operating properly and in accordance with its responsibilities.
- 4、To assist all divisions and officers in carrying out special assignments as required.

四、Financial Affairs :

(一) The Association shall collect and utilize its funds in accordance with the **Financial Management Regulations** of the Association.

(二) Within the first month of each academic year, members shall pay the departmental student association fee to their class representative. After collecting the fees from all class members, the class representative shall submit the total amount to the **Finance Division** of the Association.

(三) Members who lose their membership status within the first month of the first semester (including transfer to another institution, transfer to another

department, suspension of studies, or withdrawal from school) may apply to the Finance Division for a full refund of the membership fee already paid for that academic year.

- (四) The amount of the membership fee shall be determined by the Finance Division based on the previous academic year's actual income and expenditures and the financial requirements of the current year's activity plans. The proposed fee shall take effect upon approval by at least two-thirds of the Association's officers.

五、General Assembly :

- (一) The General Assembly shall be the highest decision-making body of the Association.
- (二) The General Assembly shall be convened regularly at the beginning and the end of each academic semester.
- (三) During meetings of the General Assembly, the President shall attend together with all officers to answer questions from the members.
- (四) During meetings of the General Assembly, the President shall present reports on the Association's administrative plans and financial status to the members.
- (五) The powers and responsibilities of the General Assembly are as follows :
- 1、To review the Association's administrative direction and provide recommendations.
 - 2、To supervise the Association's financial income, expenditures, and budgetary spending.
 - 3、To propose, amend, and deliberate upon the Constitution of the Association.
 - 4、To question the President and officers of the Association regarding their duties and performance.
 - 5、To elect or recall the President of the Association, and to recall the Association's officers.
 - 6、To discuss and resolve major matters concerning the Association.
- (六) Attendance at the General Assembly shall require the presence of at least one-half of the total membership to constitute a quorum.
- (七) Any resolution of the General Assembly shall be adopted and become effective only upon receiving the affirmative votes of more than one-half of the valid

votes cast.

六、Election and Recall :

(一) At the beginning of the second semester of each academic year, candidates for the Presidency shall be nominated, and an **Election Committee** (hereinafter referred to as the "Committee") shall be established simultaneously.

(二) The duties and responsibilities of the Election Committee are as follows :

- 1、To announce the election regulations and procedures.
- 2、To administer candidate registration, qualification review, ballot preparation, vote counting, and the announcement of election results.
- 3、To determine the schedule for campaign activities, voting, and vote counting, and to adjudicate election disputes.
- 4、Members of the Election Committee shall not stand as candidates for election or participate in campaign activities on behalf of any candidate.
- 5、If an election is declared invalid, the Election Committee shall conduct a new election within two weeks.

(三) The President and Vice President shall be elected by all members of the Association.

(四) The term of office for the President shall be one academic year, and the President shall not serve consecutive terms.

(五) Voting and Vote Counting :

- 1、Elections shall be conducted by **universal suffrage through secret ballot**.
- 2、If any candidate disputes the validity of a ballot, the objection shall be raised immediately by the candidate or an appointed election observer during the vote-counting process. No objection shall be accepted after the election results have been officially announced.
- 3、In the election of the President and Vice President, the winning ticket must receive votes exceeding the minimum threshold of **60% of the total votes cast**. The ticket receiving the highest number of valid votes shall be elected. In the event of a tie, a new election shall be held. If there is only one presidential ticket, it must obtain the approval of **more than 51% of the valid votes cast** to be elected.

(六) Recall of the President : A recall motion against the President shall specify

the grounds for recall and be endorsed by at least **one-third of the members**. A Special General Assembly shall then be convened. The recall shall be effective only if at least **two-thirds of all members** are present, and **two-thirds of those present** vote in favor of the recall.

(七) Recall of Officers :

- 1、If an officer is deemed incapable of properly performing the duties of the position, the President may dismiss the officer. Such dismissal shall be reported at the General Assembly. °
- 2、Members may initiate the recall of an officer by specifying the grounds for recall and obtaining the signatures of at least **one-half of the members**.
- 3、Once the recall of an officer has been confirmed, the President shall implement the decision and appoint a replacement officer.

(八) No officer of the Association shall resign from office without just cause before the expiration of the term of office. If the President wishes to resign before the end of the term, such resignation shall require the written approval of at least two-thirds of all members of the Association. If any other officer wishes to resign before the end of the term, such resignation shall require the written approval of at least two-thirds of all officers of the Association. The resignation shall take effect one week after the required approval has been obtained. In addition, the resigning officer shall issue an open letter to all members as a demonstration of accountability.

(九) First-year members shall not be eligible to stand for election as President; however, they shall retain the right to vote.

Responsible Unit: Department of Culinary Arts Student Association, College of Culinary Arts