

Guidelines for the Establishment of Class Officers

Approved for implementation on April 12, 2012, at the 3rd Student Affairs Meeting of Academic Year 2011

Amended on December 18, 2024, at the 1st Student Affairs Meeting of Academic Year 2024

Article 1 (Legal Basis and Purpose)

These Guidelines are enacted pursuant to the “Regulations Governing the Establishment and Counseling of Student Self-Governance Organizations of National Yunlin University of Science and Technology.” The purpose is to promote a positive academic culture, embody the University’s founding spirit of humanistic values, ethical respect, diligence, and innovation, strengthen class self-governance, enhance service spirit, and cultivate students’ leadership abilities.

Article 2 (Training of Class Officers)

Training of class officers shall be organized by the Office of Student Affairs, with assistance from relevant administrative units and academic departments.

Article 3 (Positions and Responsibilities)

Each class in every department shall establish the following positions: Class Representative, Vice Class Representative, Academic Affairs Officer, Activities Officer, Campus Safety Officer, General Affairs Officer, Health Education Officer, and Public Relations Officer, one person for each position. These officers shall manage class affairs, coordinate with teaching and administrative units, and assist in disseminating University policies and communications.

Article 4 (Eligibility for Election)

Candidates for Class Representative shall meet the following requirements:

1. No more than half of their academic subjects in the previous semester may be failed.
 2. The average academic grade of the preceding semester shall be at least 60 points.
 3. Conduct grade shall be Grade A or above.
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Article 5 (Duties and Responsibilities)

Class Officer	Duties and Responsibilities	Acting Officer
Class Representative	<ol style="list-style-type: none"> 1. Represent the class in participating in and carrying out all University activities. 2. Lead classmates in promoting activities that foster respect for teachers. 3. Serve as a communication bridge among students, faculty members, and the University. 4. Act as the chief leader of all class officers. 5. Supervise class officers in the performance of their respective duties. 6. Convene class meetings. 7. Stay informed of overall class dynamics and respond or report in a timely manner. 8. Assist in arranging seating for weekly assemblies to facilitate attendance verification. 9. Handle other class-related matters. 	Vice Class Representative
Vice Class Representative	<ol style="list-style-type: none"> 1. Assist course instructors in conducting roll calls. 2. Report students' attendance status to the faculty advisor. 3. Supervise classmates in completing leave procedures within the prescribed timeframe. 4. Assist the Class Representative in handling class affairs. 	Academic Affairs Officer
Academic Affairs Officer	<ol style="list-style-type: none"> 1. Liaise with instructors regarding class-related academic matters. 	General Affairs Officer

	<ol style="list-style-type: none"> 2. Organize class learning communities and study activities. 3. Convey information regarding course selection and examinations. 4. Implement matters stipulated by the Office of Academic Affairs. 5. Collect and submit assignments. 6. Handle other academic-related matters of the class. 	
Activities Officer	<ol style="list-style-type: none"> 1. Plan and implement class sports and recreational activities. 2. Borrow and return sports equipment. 3. Assist in student association and club activities. 4. Manage matters related to on- and off-campus athletic competitions. 5. Supervise and maintain the cleanliness of sports venues after activities. 	Public Relations Officer
Campus Safety Officer	<ol style="list-style-type: none"> 1. Serve as a liaison among students, faculty advisors, and the Military Training Division (Campus Security Unit). 2. Assist in promoting campus safety education, including traffic safety, disaster prevention drills, housing registration, and other safety-related activities. 3. Assist the Military Training Division in implementing campus safety initiatives. 4. Perform other tasks assigned by the Military Training Division. 	Health Education Officer
General Affairs Officer	<ol style="list-style-type: none"> 1. Safeguard class-borrowed University property. 2. Report any damage to borrowed property. 3. Manage custody and compensation matters for borrowed items. 4. Handle other general affairs of the class. 	Academic Affairs Officer

	5. Other general affairs related to the class.	
Health Education Officer	<ol style="list-style-type: none"> 1. Serve as a liaison among students, faculty advisors, and the Health Education Division. 2. Promote health-related education activities, including hygiene and health education. 3. Assist in implementing health promotion initiatives. 4. Perform other duties assigned by the Health Education Division. 	Campus Safety Officer
Public Relations Officer	<ol style="list-style-type: none"> 1. Plan and arrange class networking or fellowship activities. 2. Serve as a liaison among classmates, faculty advisors, and the Counseling Center. 3. Promote activities organized by the Counseling Center. 	Activities Officer

Article 6 (Term of Office)

The term of office shall in principle be one academic year and may be renewed.

Reorganization may be conducted each semester with the consent of the faculty advisor in cases of misconduct or special circumstances.

Article 7 (Implementation)

These Guidelines shall be implemented upon approval by the Student Affairs Meeting and authorization by the President. Amendments shall follow the same procedure.