

義守大學餐旅管理學系設備規劃委員會設置要點

中華民國九十六年八月七日系務會議初訂通過

一、本要點依據「義守大學餐旅管理學系組織章程」及「義守大學餐旅管理學系相關委員會設置要點」之規定訂定之。

二、本系設設備規劃委員會(以下稱本會)，執掌下列事項：

(一)、研究室之空間、設備規劃及營運管理。

(二)、系上圖書和設備採購、更新及維護。

(三)、系預算之擬定及審議。

(四)、工讀生之管理。

(五)、其他相關事務之審議。

三、本會置委員五至七人，系主任為當然委員，並為召集人。相關領域學者、專家及學生代表各至少一人組成，其餘委員由本系教師票選之，委員任期一年，得連任之。必要時得邀請相關人員列席。

四、本會議案審議結果提報系務會議審議。

五、本會每學期至少召開一次會議，必要時得召開臨時會。

六、開會時須有應出席人員三分之二以上出席，須有出席人員二分之一(含)以上同意始得決議。

七、本要點經系務會議通過後實施，修正時亦同。

Guidelines on Establishment of Equipment Management Committee of Department of Hospitality Management at I-Shou University

Adopted on August 7, 2007 by the
Departmental Affairs Council in the
academic year 2007

- I. The Guidelines on Establishment of Equipment Management Committee of Department of Hospitality Management at I-Shou University (hereinafter referred to as the “Guidelines”) are enacted as per the Guidelines on Organization of Department of Hospitality Management at I-Shou University and the Guidelines on Establishment of Departmental Affairs Council of Department of Hospitality Management at I-Shou University.
- II. The Department of Hospitality Management (hereinafter referred to as the “Department”) establishes the Equipment Management Committee (hereinafter referred to as the “Committee”). The Committee is responsible for:
 1. planning and managing laboratory spaces and equipment;
 2. procuring, renewing and managing library resources and facilities;
 3. drawing up and reviewing the Department’s budget;
 4. managing part-time students; and
 5. deliberating any other relevant affairs.
- III. The Committee is composed of five to seven members, and the Department Chair serves as the ex-officio member and convener. Among the committee members, there should be at least one scholar/expert in the relevant field(s) and one student representative, while the other committee members are elected among the full-time faculty of the Department. Committee members serve one-year terms and may be re-elected. Related parties may be invited to attend

committee meetings as observers if necessary.

- IV. The resolutions reached by the Committee shall be submitted to the Departmental Affairs Council for ratification.
- V. Committee members shall meet at least once every semester, and extraordinary sessions may be convened whenever necessary.
- VI. A quorum of at least two-thirds of total membership will be required to validate a committee meeting. A decision shall not be made unless at least half of the members present vote in favor of the proposal.
- VII. The Guidelines become effective after adopted by the Departmental Affairs Council. The same procedure applies to any amendment to the Guidelines.

Note: In the event of any dispute or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.