

# **Guidelines on Establishment of Equipment Management Committee of Department of Industrial Management at I-Shou University**

Adopted on July 24, 2006 by the Departmental Affairs Council

Amendments adopted on February 17, 2012 by the Departmental Affairs Council

- I. The Guidelines on Establishment of Equipment Management Committee of Department of Industrial Management at I-Shou University (hereinafter referred to as the “Guidelines”) are established by the Department of Industrial Management (hereinafter referred to as the “Department”) in accordance with the Guidelines on the Organization of Department of Industrial Management at I-Shou University and the Guidelines on Establishment of Relevant Committees of Department of Industrial Management at I-Shou University.
- II. The Equipment Management Committee of the Department (hereinafter referred to as the “Committee”) is responsible for the following tasks:
  1. to manage the space, equipment and operation of laboratories;
  2. to purchase, renew and maintain the books and equipment owned by the Department;
  3. to draw up and review the budget of the Department;
  4. to manage the affairs related to work-study students; and
  5. to review relevant affairs.
- III. The Committee consists of seven members, and the Chair of the Department shall serve as an ex-officio member as well as the convener. The Committee shall invite at least one scholar/expert from within or outside of the University and at least one student representative to be members. Other members shall be elected among the full-time faculty members of the Department. The Committee members shall serve for one year and may be re-appointed. Related parties may be invited as observers to committee meetings if necessary.
- IV. The decisions made by the Committee shall be submitted to the Departmental Affairs Council for deliberation.
- V. The Committee meets at least once per semester. Extraordinary sessions may be convened if necessary.
- VI. The quorum of a meeting requires at least two-thirds of total members. With the consent of at least one-half of the members present, a decision may be made.
- VII. The Guidelines become effective after being adopted by the Departmental Affairs Council. The same procedure applies to any amendment to the Guidelines.

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