

ELC Regulations of the General Affairs Committee (GAC)

東海大學文學院英語中心總務委員會組織章程

1. Authority

- 1.1 The General Affairs Committee is a committee under the Center Council of the English Language Center.

2. Functions

The GAC is responsible for:

- 2.1 **infrastructure**; this includes: all matters involving buildings, facilities, equipment, and other department property and planning for new buildings, facilities, equipment, and other property; regulations for access to and usage of facilities, equipment, and property; and prioritizing of new equipment purchases.
- 2.2 **finance**; this includes: supervision of budgets and authorizing expenditures over 10,000 NT. (Note: the latter does not include routine xerox, telephone, fax, and office supplies bills.)
- 2.3 **administrative staff**; this includes: staff job assignments. (Note: staff hiring and disciplinary actions are the domain of the Department Hiring, Evaluation, and Faculty Affairs Committee.)

3. Composition and Qualifications

- 3.1 The Committee has five members:
 - 3.1.1 The Director of the Center serves ex officio;
 - 3.1.2 The ELC Council elects four members.
- 3.2 The ELC Director serves for the duration of his/her term of office. The elected members of the Committee serve for one academic year; elected members may be re-elected for a second academic year, but may not serve more than two consecutive academic years.
- 3.3 Members of the Committee must be full-time faculty members.

4. Duties and Responsibilities

- 4.1 The chair of this committee is the ELC Director.
- 4.2 The Committee selects a Recording Secretary at its first meeting of the academic year.
- 4.3 It is the duty of:
 - 4.3.1 The Committee Chair to call meetings at such times as are necessary, with appropriate notice to members and to those who might otherwise need to prepare for Committee meetings, and to conduct meetings;
 - 4.3.2 It is the duty of all members of the Committee to perform their duties conscientiously, and in accordance with university, college, and center regulations and policies; and
 - 4.3.3 the Recording Secretary to keep and publish minutes of all Committee actions, as well as copies of all other documents necessary to the maintenance of an archive of the Committee's business.

5. Quorum and Voting

- 5.1 A quorum is required for a meeting to take place. If, following the beginning of a meeting, the quorum of members present drops below half of the total number of committee members, the meeting will be adjourned.
- 5.2 A simple majority vote is required to adopt motions or reports discussed by the Committee.

6. Implementation

The "Regulations of the General Affairs' Committee" and any future amendments to the "Regulations" should be submitted to the ELC Council for approval and then implemented.

Passed; ELC GAC; October 1, 2013

Passed; ELC Council; November 12, 2013