

銘傳大學預算審查委員會組織章程

Ming Chuan University Budget Review Committee Organizational Charter

中華民國89年9月18日行政會議通過
中華民國91年11月25日行政會議修正通過
中華民國93年11月8日行政會議修正通過
中華民國103年3月31日行政會議修正通過
中華民國106年4月17日行政會議修正通過

Passed at the Administrative Council Meeting on September 18, 2000
Revised and passed at the Administrative Council Meeting on November 25, 2002
Revised and passed at the Administrative Council Meeting on November 8, 2004
Revised and passed at the Administrative Council Meeting on March 31, 2014
Revised and passed at the Administrative Council Meeting on April 17, 2017

第一條 本校為促進全校資源共享及提升經費使用成效原則，設置銘傳大學預算審查委員會(以下簡稱本會)。

Article 1 The Ming Chuan University Budget Review Committee was established to promote the sharing of university resources and the effective use of budget.

第二條 本會職掌如下：

- 一、審查本校各單位年度預算計畫書。
- 二、審查專案預算或追加預算。
- 三、分配教育部中程訪視學校整體獎補助經費。
- 四、分配臨時預算或教育部獎補助經費。

Article 2 Matters dealt with at committee meetings are as follows:

1. Reviewing annual budget proposals of each unit at this institution.
2. Reviewing projected budgets or supplementary budgets.
3. Allocating Ministry of Education subsidies granted through mid-range campus visits.
4. Allocating temporary budgets or subsidies from the Ministry of Education.

第三條 本會由校長、學術副校長、行政副校長、國際副校長、秘書長、教務長、學務長、總務長、桃園校區行政處處長、研究發展處處長、資訊網路處處長、人力資源處處長、財務處處長、圖書館館長、採購組組長、營繕組組長、各學院院長組成，校長為主任委員。

Article 3 The committee members are the president, the Vice President for Academic Affairs, the Vice President for Administrative Affairs, the Vice President for International Affairs, the Secretary General, the Dean of Academic Affairs, the Dean of Student Affairs, the Dean of General Affairs, the Executive Director of the Taoyuan Campus Administration Division, the Executive Director of the Research and Development Division, the Executive Director of the Information and Network

Division, the Executive Director of the Human Resources Division, the Executive Director of the Controller's Division, the Dean of Libraries, the Section Chief of the Purchasing Section, the Section Chief of the Construction and Buildings Section, and the deans of each school. The president acts as chair of the Budget Review Committee.

第四條 本會遴聘委員任期一年，除當然委員外，連選得連任，均為無給職。在任期中因職務變動或其他原因不克繼續擔任委員會委員時，視同自然辭職，由校長另行遴聘委員遞補至原任期屆滿為止。

Article 4 The term of the Budget Review Committee members is one academic year, and members are not paid. The committee members can be re-nominated when the term expires (except for ex-officio members). Should a Budget Review Committee member find himself or herself unable to continue his or her appointment due to career changes or other reasons during the term, he or she is automatically considered to have resigned. The vacancy can be filled with a nominee of the president and the successor will keep the appointment until the term expires.

第五條 本會依實際需要每學期召集會議乙次，必要時得召開臨時會。

Article 5 The meeting will be held once every semester based on the actual needs. Special meetings may be called as necessary.

第六條 本會會議時應有二分之一以上委員出席方得開議，決議時須有二分之一以上同意，方得通過。

Article 6 At least majority of members must be in attendance to hold a meeting, and at least majority of members must be in attendance to pass a resolution.

第七條 本會開會時，得通知校內相關單位人員列席報告說明。

Article 7 When meetings are held, persons from relevant units may be invited to attend the meeting and make a presentation.

第八條 本會得委請預算小組進行年度單位預算規劃與分配。

預算小組成員由學術副校長、行政副校長、秘書長、總務長、財務處處長、研究發展處處長、圖書館館長、資訊網路處處長、校務發展組組長、營繕組組長、採購組組長組成。

Article 8 The Committee may entrust the Budget Team to carry out annual unit budget planning and allocation.

The Budget Team comprises: Vice President for Academic Affairs, Vice President for Administrative Affairs, Secretary General, Dean of General Affairs, Executive Director of the Controller's Division, Executive Director of the Research and Development Division, Dean of Libraries, Executive Director of the Information

and Network Division, Section Chief of the Institutional Development and Research Section, Section Chief of the Construction and Buildings Section, and Section Chief of the Purchasing Section.

第九條 本會得委請預算編列審視小組進行年度單位預算編列明細審視。
預算編列審視小組成員由研究發展處召集總務處、財務處負責相關業務同仁組成。

Article 9 The Committee may invite the Draft Budget Review Team to carry out annual unit draft budget review.

The Draft Budget Review Team comprises staff responsible for relevant duties in General Affairs Division and Controller's Division and is convened by Research and Development Division.

第十條 本章程經行政會議通過，校長核定後實施，修正時亦同。

Article 10 Upon being passed at the Administrative Council Meeting and approved by the president, this charter was implemented. Any revision must follow the same procedure.

In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.