

# NATIONAL TAIWAN UNIVERSITY

## *Directives for the Operation of the National Taiwan University Museums*

Passed at the 3,043rd Administrative Meeting on June 11, 2019

### **Chapter I General Provisions**

- Article 1 In order to ensure the sustainable operation of museums, specimen display halls/rooms, herbaria, exhibition halls, cultural relics display halls, or entities of the same or a similar nature which belong to National Taiwan University (“Members” of the NTU Museums after approval), National Taiwan University (NTU or “the University”) has formulated the framework of National Taiwan University Museums for the objective of further collaboration. Source(s) of funding required to cover each Member’s services and corresponding expenses shall be issued by relevant units; the NTU President shall allocate funds each year to support the operation and promotional activities of the NTU Museums.
- Article 2 The English name of “國立臺灣大學博物館群” is “National Taiwan University Museums”, or “NTU Museums” for short. Both the Chinese and English names are exclusive and unique.
- Article 3 The NTU Museums is established to support the University’s research, teaching, and learning responsibilities. In addition, the NTU Museums also endeavors to fulfill the task of preserving cultural assets as well as the social responsibility to promote cultural education to the public.

### **Chapter II Organization**

- Article 4 To ensure the sustainable operation and development of the NTU Museums, an NTU Museums President and an NTU Museums Associate President shall be assigned, as well as a Director for each Member, an Advisory Committee, a Board of Operations, and an NTU Museums Office. These individuals and responsible units are, at different levels, responsible for representing the NTU Museums, leading Members, supervising work plans, decision-making, implementing assigned tasks, and offering administrative support. [This Article seems redundant.]

#### Section 1 NTU Museums President, NTU Museums Associate President(s), Directors, and NTU Museums Office

- Article 5 The NTU Museums shall have one functional President and one to two Associate Presidents. Each Member may have one functional Director. Individuals in the aforementioned positions (i.e. President, Associate President, and Director) are functional supervisors who do not enjoy supervisor allowances.
- Article 6 Selection of NTU Museums President, NTU Museums Associate President(s), and Directors:  
The NTU Museums President is the University Librarian. The NTU Museums Associate President(s) is/are appointed by the NTU Museums President and shall be a faculty or staff member relevant to the operation of the NTU Museums. The Director of each Member is invited or

appointed by the first-level or second-level unit of the University to which each Member belongs.

Article 7 The list of NTU Museums President, NTU Museums Associate President(s), and Directors shall be compiled by the NTU Museums Office, which shall submit the list to the NTU President for approval of appointment.

Article 8 The NTU Museums Office comprises full-time staff members responsible for the following tasks:

1. Supporting the Advisory Committee and Board of Operations, as well as handling various administrative affairs;
2. Drafting and implementing various policies, work plans, and activities of the NTU Museums;
3. Facilitating liaison, communication, coordination, and administrative tasks among Members;
4. Handling the NTU Museums' relevant business with external entities.

### Section 2 Advisory Committee

Article 9 The NTU Museums shall formulate an Advisory Committee which comprises nine committee members for a term of four years; committee members may be re-elected.

Article 10 The organizational structure of the Advisory Committee is as follows:

1. The chair shall be the NTU President;
2. The *ex officio* member shall be the NTU Museums President;
3. The Advisory Committee shall also consist of seven expert members, who shall be expert scholars from relevant academic backgrounds or with ample practical experiences in museology or other related fields. Expert members may be faculty/staff members of NTU or experts from external units.

Article 11 Advisory Committee members shall be selected and appointed by the chair, except for the chair and *ex officio* member.

Article 12 The duties of the Advisory Committee are as follows:

1. Formulating the vision and long-term goals for the development of the NTU Museums;
2. Assisting in raising the resources and funds necessary for the sustainable operation of the NTU Museums;
3. Supervising the operational effectiveness and development of the NTU Museums.

Article 13 The Advisory Committee chair shall convene a meeting at least once every academic year to perform the tasks set forth in the preceding Article, and the Advisory Committee may invite the Members to attend the meeting.

### Section 3 Board of Operations

Article 14 The NTU Museums shall formulate a Board of Operations consisting of the Directors of all the Members or representatives designated by the Members. The Board of Operations shall be convened by the NTU Museums President.

Article 15 The duties of the Board of Operations are as follows:

1. Formulating strategies for the development of the NTU Museums;
2. Formulating implementation strategies in accordance with the advice proposed by the Advisory Committee;
3. Implementing and revising the *Directives for the Operation of the National Taiwan University Museums*;
4. Reviewing and confirming the NTU Museums annual cooperation development proposals;
5. Confirming the collaboration for large-scale or important events among Members of the NTU Museums;
6. Reviewing the applications of NTU Museums Member candidates;
7. Facilitating domestic or international collaboration and exchanges with other museums or entities of a similar nature.

Article 16 The Board of Operations shall convene a meeting once every semester, chaired by the NTU Museums President. If necessary, the Board of Operations may also convene *ad hoc* meetings.

### **Chapter III Members**

#### Section 1 Application to Join and Withdraw

Article 17 Museums, specimen display halls/rooms, herbaria, or entities of a similar nature which belong to NTU and meet all of the following requirements may apply to join the NTU Museums:

1. The entity shall belong to an official unit at NTU and shall be established by a research center officially approved by NTU;
2. The entity shall operate on a regular basis;
3. The entity shall be a museum, specimen display hall/room, herbarium, exhibition hall, cultural relics display hall, or entity of the same or a similar nature.

Entities which do not meet the requirements set forth in the preceding Paragraph may apply for Membership as a separately treated case, and may join the NTU Museums after being reviewed and approved by the Board of Operations.

Article 18 Entities which wish to apply for Membership shall fill in the required basic information in the application form (as attached) and submit their operation plan proposal. Such documents shall be submitted to the NTU Museums Office along with an official document signed and sealed by the unit head of the applying entity.

After being reviewed and approved by the NTU Museums Board of Operations, the application shall be submitted to the NTU President for final approval.

Article 19 Members who wish to withdraw from the NTU Museums shall, one month prior to the voluntary withdrawal, submit to the NTU Museums Office an official document signed by the Director and unit head, which shall be forwarded to the NTU President for final approval.

Article 20 In case a Member fails to fulfill the requirements or relevant matters specified in the *Directives for the Operation of the National Taiwan University Museums* and does not improve such conditions after the intervention of the NTU Museums Office, the NTU Museums Office may submit an official document to the NTU President, who may approve the

termination of its Membership in the NTU Museums, whereby funds will stop being allocated to the Member on the effective date of the termination of its Membership.

### Section 2 Rights and Obligations

Article 21 Members enjoy the following rights:

1. Members may participate in the conferences and related activities of the NTU Museums and make joint decisions;
2. Members may organize exhibitions, conferences, publicity/promotional activities, fundraising events, or recruitment programs in the name of an NTU Museums Member;
3. Members may use the NTU Museums pattern design as the basis for its logo or any other design of this nature, which may be included on objects such as pamphlets, souvenirs, envelopes, letters, displays, etc.
4. Members may use the NTU Museums website as a channel for information release, event promotion, souvenir sales, etc.

Article 22 The limitations of Members' rights are as follows:

1. In case a Member plans to organize an activity for external participants in the name of the NTU Museums, the activity details shall be approved by the Board of Operations in advance;
2. In case a Member wishes to revise its Chinese or English name, such revision shall be confirmed by the Board of Operations in advance;
3. In case a Member wishes to use the NTU Museums pattern design as the basis for its logo or any other design of this nature, the Member shall not modify, adjust, or crop the original design. Any intended modification shall be confirmed by the Board of Operations in advance.

Article 23 Members have the following obligations:

1. Members shall designate relevant personnel to process administrative operations;
2. Members shall attend the meetings and joint activities held by the NTU Museums;
3. Members shall abide by the mechanism of operation of the NTU Museums and provide relevant information as required.

## **Chapter IV Operation Principles**

### Section 1 Opening Days and Hours

Article 24 The opening hours of each Member shall meet the following requirements:

1. A Member shall be open for visits for at least six hours on an open day. It shall also be open for at least one day during the weekend, with at least five open days on a weekly basis;
2. Members which cannot meet the above principles shall notify the Board of Operations and state specific pertinent details as to why such principles cannot be fulfilled in the plan proposal for the next year.

Article 25 The opening hours and location of the NTU Museums Office are as

follows:

1. The NTU Museums Office shall be open for at least one day during the weekend;
2. The NTU Museums Office is located in the Gallery of NTU History, and its opening hours shall, in principle, coincide with those of the Gallery of NTU History.

### Section 2 Operational Performance and Statistics

Article 26 In order to evaluate operational performance, each Member shall conduct relevant statistical surveys and provide results on a regular basis. The detailed items and document formats for the statistical surveys shall be provided by the NTU Museums Office.

Article 27 Detailed regulations regarding the Members' compilation of statistics are as follows:

1. Before the fifth day of each month, Members shall complete the report on statistics from the previous month and submit it to the NTU Museums Office for compilation;
2. The overall statistical information of each Member specified in the preceding Paragraph shall be included in the annual cooperation development proposal.

### Section 3 Events and Promotional Activities

Article 28 On an annual basis, each Member shall organize at least one large-scale event in the name of the NTU Museums. The event content shall conform to the overall image of a university museum, and details shall be implemented in accordance with the objectives of the establishment of the NTU Museums.

Each Member shall organize relevant activities on an annual basis, either in accordance with the overall requirement(s) of the NTU Museums or in order to promote its own collections.

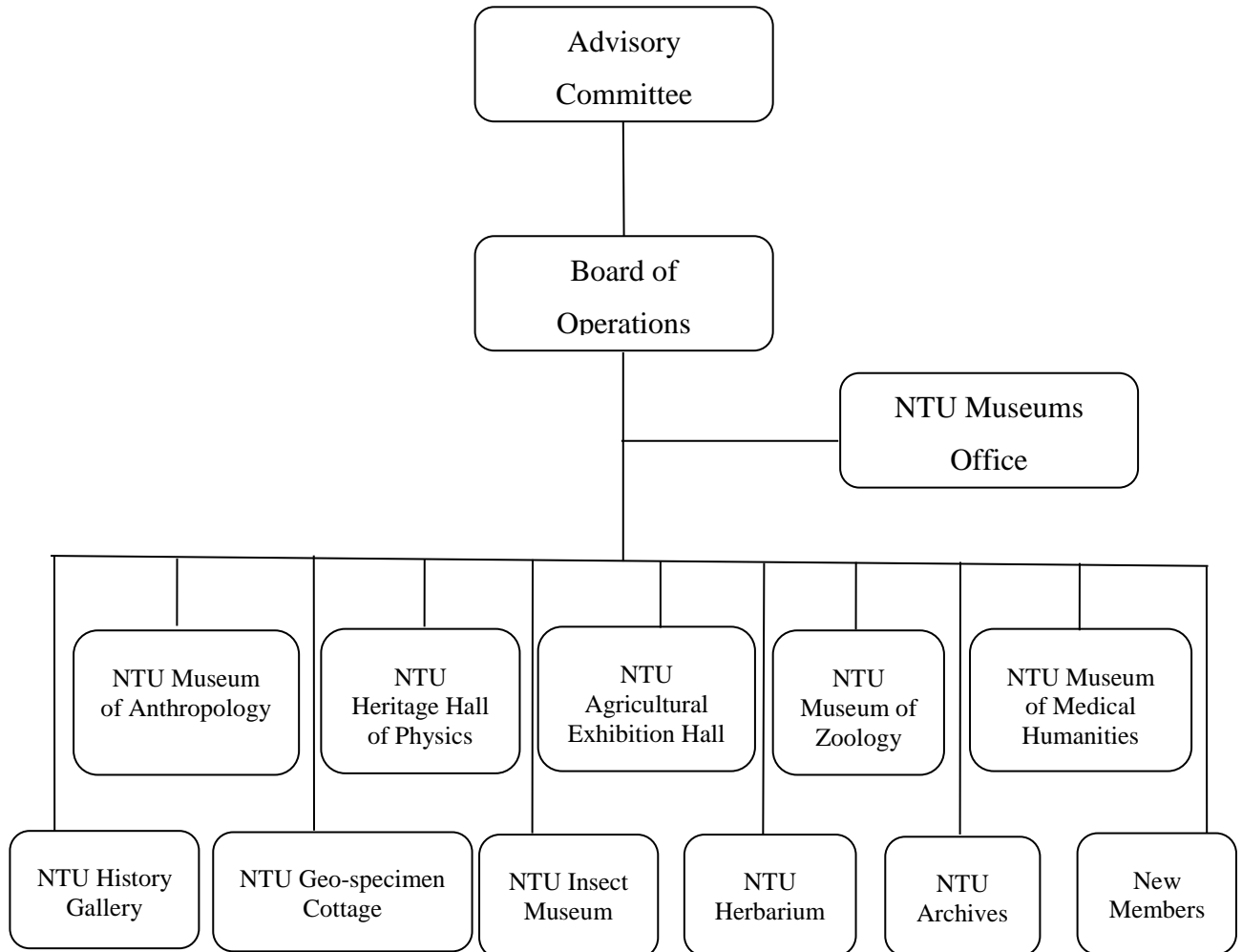
Article 29 The NTU Museums Office and Members shall cooperate to execute publicity and promotional affairs, both at home and abroad, by:

1. Actively participating in domestic and international museum organizations;
2. Establishing communication and cooperation channels with domestic and international museums which have a similar scope of collections;
3. Formulating and executing cooperative projects with other units at NTU as well as external units to organize promotional tours and activities.

## **Chapter V Supplementary Provisions**

Article 30 The *Directives for the Operation of the National Taiwan University Museums* shall be passed at the Administrative Meeting and then implemented on the date of promulgation.

臺大博物館群組織架構圖  
Organization of NTU Museums



## 【Attachment】 NTU Museums Member Application Form

Date of application: \_\_\_\_/\_\_\_\_/\_\_\_\_ (YYYY/MM/DD)

Filled out and submitted by: \_\_\_\_\_

Name of the Applying Entity			
Supervising Unit			
Unit Head		TEL (O) (M)	E-MAIL
Contact Person		TEL (O) (M)	E-MAIL
Description	Location and Space Overview		
	Opening Hours and Relevant Details		
	Personnel Allocation		
	Source(s) of Funding		
	Collection Overview		
	Overview of State of Operation		

### Outline for the “Operation Plan Proposal”

1. Basic information and introduction of the entity
2. Overview of the state of operation from the previous year (preferably with statistical data)
3. Goals and scheduled plans or activities of the current year
4. Expected development goals after joining the NTU Museums