

**Establishment of the Group for Financial Controlling of the German
Department of Wenzao University**

1. In order to effectively control the administration and use of its revenues and expenditures, the German Department establishes the Group for Financial Controlling (hereinafter the Group) with the following regulations.
2. The Group consists of five members, with the Department Chair as the convener. Four members shall be selected from among the faculty. They are elected for one year and may be re-elected.
3. The duties of the Group include:
 - (1) Examination of the Department's budgets.
 - (2) Examination of the Department's acquisitions, expansion of resources, and improvements.
 - (3) Supervising of the Department's financial transactions.
 - (4) Other issues discussed by the Department Meeting.
4. According to necessity, the Group may invite department staff to participate and provide relevant information.
5. The group shall each semester at least meet once. Provisional meetings may be called if necessary.
6. The Group's decisions shall follow majority vote. At least half of the Group members must be present to hold a meeting, a decision is carried when more than half of the attending members are in favor.
7. The Group's decisions shall be presented to the Department Meeting for discussion. If necessary, the Department Meeting may change their contents.
8. These regulations shall be approved by the Department Meeting, and be transferred to the College Meeting for examination; the same procedure goes for amendments.