

STUDENT CLUBS DIRECTIVE

**IŞIK UNIVERSITY
STUDENT CLUBS
DIRECTIVE**

SECTION ONE

Purpose, Scope, Basis, Definitions

Purpose

ARTICLE 1 – (1) The purpose of the present Directive is to define the procedures and principles on the establishment and operation of student clubs at Işık University.

Scope

ARTICLE 2 – (1) The present Directive consists of the regulations on the establishment and operation of clubs that function under the Işık University’s Department of Health, Culture and Sports; students’ participation in the clubs, and the coordination and supervision of the clubs.

Basis

ARTICLE 3 – (1) The present Directive has been prepared on the basis of the 10th Article of the “Institutions of Higher Education Department of Medico-Social Health, Culture and Sports Application Regulations” published on 03.02.1984 dated and 18301 numbered Official Gazette.

Definitions

ARTICLE 4 – (1) Definitions of some of the terms used in the present Directive are as follows:

- (a) Department: The Department of Health, Culture and Sports,
- (b) Secretary General: The Secretary General of Işık University,
- (c) Club: Student clubs,
- (d) Club Advisor: The lecturer in charge of the club’s operation and supervision,
- (e) Commission: The Student Clubs Commission,
- (f) Committee: The Inter-club Committee,
- (g) Office: The Office of Cultural Affairs under the Department of Health, Culture and Sports,
- (h) Rector: The Rector of Işık University,
- (i) Calendar: The Clubs Operational Calendar that shows the schedule of all activities related with the Clubs,
- (j) University: Işık University.

SECTION TWO

Committees, Commissions and Club Advisor

Students club commission

ARTICLE 5 – (1) The commission shall be formed by the Head of Department, the Dean of Students, the Cultural Affairs Specialist and Student Council representative, and a maximum of two members assigned by the Rector among the permanent employees of the University.

(2) The Head of Department shall preside the commission.

(3) The Commission shall design the calendar and submit it to the Rector one month before the beginning of the academic year, at the latest.

(4) The Commission shall gather regularly on the dates stated on the calendar, and upon the call of the president in other cases.

(5) The Commission shall evaluate the requests of establishment, closure, assignment of an advisor for clubs and shall advice to the Rector.

(6) In the event of a club’s application, it shall evaluate and finalize the activity requests that are not approved by the Head of Department or the club advisor.

(7) The Commission shall act as a disciplinary commission in cases related with the clubs. Any objection to the decisions taken by the Head of Department shall be addressed to the Commission.

Inter-Club Committee

ARTICLE 6 – (1) The Committee shall be formed by 7 club president members elected by the votes of club presidents.

(2) The club president that receives the majority of the votes in the election shall be assigned as the president of the committee.

ARTICLE 7 – (1) The Committee shall gather regularly at least once in every semester, and upon the call of the president in other cases.

(2) The decisions of the Committee shall be taken with the absolute majority of votes of participants.

(3) Any member who fails to participate in two consecutive meetings shall be dismissed from the Committee, and shall be replaced with a new member who will be elected with an agenda to be determined by the office. The dismissed club president cannot be a candidate in that election.

ARTICLE 8 – (1) The duties of the Committee are as follows:

- (a) To collect and evaluate the clubs' common demands and to advice to the office,
- (b) To resolve the disagreements between the clubs and to report to the Office, where required,
- (c) To evaluate complaints about the clubs and to report them to the Office.

Club Advisor

ARTICLE 9 – (1) Each club has a club advisor elected on a voluntary basis among the University's permanent lecturers.

(2) The club advisor shall be appointed with the advice of the club's administrative board and the approval of the commission.

ARTICLE 10 – (1) The Club Advisor shall present his/her opinions about the convenience of activity suggestions. These opinions shall be included in the application in written.

(2) In the end of each year, the club advisor shall present an evaluation report about the club's performance to the Commission.

SECTION THREE

Club Establishment, Membership and Structure of Club

Club Establishment

ARTICLE 11 – (1) The application for establishment of a club shall be made by filling the Club Regulation, Club Advisor Approval Form and the Letter of Commitment documents through the templates published by the Office, and submitting the filled documents to the Office according to the calendar.

(2) All kinds of update application about a club shall be made in the same way as the establishment application.

ARTICLE 12 – (1) Once a club's establishment is approved; a member's book, a minute book and other related documents shall be given by the Office.

Membership

ARTICLE 13 – (1) Only the students of the University can be club members.

(2) Membership application shall be made to the club in written.

(3) A club membership shall remain valid for one academic year and shall be renewed in each academic year.

(4) A member who participates in at least two-thirds of club activities as of the beginning of the academic year shall be considered an active member of the club. An inactive member is a passive member. The members active/passive status may change after each activity.

(5) Only the active members can vote in club elections.

ARTICLE 14 – (1) The members or participants of a club shall be granted leave of absence from their academic studies only in cases that they officially represent the university, with the approval of the Rector.

ARTICLE 15 – (1) The membership of a member who has completed his education or hasn't participated in two consecutive meetings without an excuse shall be cancelled automatically. In other cases, dismemberment can be processed with the advice of the administrative board and the resolution of the plenary committee.

(2) Any objections to dismemberment shall be evaluated by the commission.

Plenary committee

ARTICLE 16 – (1) The plenary committee shall be formed by the active members of the club.

(2) The plenary committee shall gather with the absolute majority of active members and decide with the absolute majority of participants. Decisions on changing the administrative board and dismemberment shall be taken with the votes of two-thirds of the participants.

(3) The plenary committee shall gather ordinarily at least once in every academic year regularly, or extraordinarily upon the president's call or upon the signed call of two-thirds of active members.

(4) The plenary committee meeting call shall be made one week before the meeting date, at the latest.

ARTICLE 17 – (1) The plenary committee shall elect the club's administrative board and other organs defined on the club's regulations.

(2) The plenary committee shall decide on approval and modifications of regulations, dismemberment suggestions, advisory and operational recommendations.

Administrative Board

ARTICLE 18 – (1) The administrative board shall be formed by the president, the vice-president, and a minimum of 5 elected active members as set forth in the regulations.

(2) The club president is the chairman of the administrative board. The president shall appoint one of the active members as vice-president.

(3) Students who have received a disciplinary punishment cannot become a member of the administrative board. Administrative board membership of members who have received a disciplinary punishment shall be annulled.

(4) Postgraduate students cannot take part in the administrative board.

(5) Students can take part in at most one administrative board simultaneously.

(6) The administrative board shall gather with absolute majority of active members and shall decide with absolute majority of participants.

ARTICLE 19 – (1) The administrative board shall be responsible before its members and the university for carrying out the club activities duly to the club's regulations and other regulations, supervision, management the club's income and expenses and for the tools and instruments allocated to the club.

Other committees

ARTICLE 20 – (1) Clubs can form committees with special functions, provided that those are defined in the regulations.

(2) The membership conditions of committees with special functions shall be the same as the membership conditions of the administrative board.

SECTION FOUR Club Studies and Activities

General Principles

ARTICLE 21 – (1) It is not possible to establish multiple clubs in the same area of study, even if they have different titles.

(2) Clubs shall communicate with the university's unit through the office and shall not exchange correspondence directly.

(3) Clubs cannot make any discrimination based on language, religion, race, gender, nation, origin or disability in their studies and activities.

(4) Clubs cannot provide financial opportunities for their members.

ARTICLE 22 – (1) Club studies shall be carried out within the frame of the areas defined in its regulations.

(2) Clubs shall look out for cooperation between clubs in their activities.

ARTICLE 23 – (1) Club books and documents related with the club's studies shall be kept up-to-date and shall be presented if requested by the Office.

Activities

ARTICLE 24 – (1) The decision on the organization of club activities shall be taken by the administrative board.

(2) The request for the decided activity shall be made to the office three weeks before the activity at the latest, and after preparing the related documents.

(3) Activity requests shall be approved by the head of department.

(4) The activities shall be carried out in the form and with the content that they are approved. It is not allowed to make any modification after approval.

(5) The activities performed outside the University's campus for the purpose of socialization shall not be considered among the club's activities.

ARTICLE 25 – (1) The announcements prepared by the club for an activity shall be published after the approval of the office. If considered convenient by the office, the announcements can be made using the infrastructure of the university.

(2) Activity announcements shall carry the logos of the club and the University.

ARTICLE 26 – (1) After the activity, the activity report that includes the list of participants and the financial documents shall be presented to the office by the administrative board.

ARTICLE 27 – (1) The club's performance in past activities shall be used in consideration of its new activity applications.

Financial matters

ARTICLE 28 – (1) Clubs cannot collect subscription or tuition fees from their members.

(2) For personal clothes and equipment that will be used by the members in activities, a fee can be collected with the approval of the office.

(3) Clubs can use sponsors for its activities with the approval of the head of department.

(4) Clubs can organize revenue generating activities with the approval of the commission. The revenues generated in these activities can be used only for the club's studies and activities.

SECTION FIVE

Penal Sanctions

Warning

ARTICLE 29 – (1) The office shall issue a written warning to the club in following cases:

- (a) Failure to deliver the activity forms, announcements, and posters timely and completely,
- (b) Failure to perform any of the activities stated on the club's planning calendar without a valid excuse,
- (c) Failure to comply with the budget while organizing the activity,
- (d) Failure to inform the workers or managers completely or timely during the activity,
- (e) Club administration's failure to follow the calendar.

Freezing

ARTICLE 30 – (1) The club's activities and budget use shall be temporarily frozen in following cases. Once the related discrepancies are resolved, the freezing decision shall be cancelled.

- (a) Failure to keep the records and books that the club is liable for.
- (b) Failure of the plenary committee to gather in ideal frequency or in necessary cases.
- (c) Failure to present the necessary documents and reports after an activity.
- (d) Failure to organize any two of the activities stated on the planning calendar without a valid excuse.

Suspension

ARTICLE 31 – (1) The club's activities shall be suspended by resolution of the commission in following cases. All the committees of a suspended club shall be dissolved. The members of these committees cannot take role in any committee for a period of one year.

- (a) Failure to perform a duly election.
- (b) Occurrence of contrary situations to the disciplinary regulations in club's studies and activities.

Closure

ARTICLE 32 – (1) In following cases, a club shall be closed with the advice of the commission and by resolution of the University Administrative Board. A closed club cannot be reopened for one year. The administrators of a closed club cannot take role in the committees of any other club for one year.

- (a) Failure to perform any activity throughout an academic year,
- (b) Having less than 10 active members for two consecutive years,
- (c) Organizing activities without having the necessary permits.

SECTION SIX

Execution and Effective Date

Execution

ARTICLE 33 – (1) The present Directive shall be executed by the Rector.

Effective Date

ARTICLE 34 – (1) The present Directive shall be effective as of the date of its approval by the University Senate.