

ALTINBAS UNIVERSITY STUDENT CLUBS DIRECTIVE

Purpose

Article 1- The purpose of this directive is to set out the rules regulating the organisation, function, duties and responsibilities of the student clubs which would serve as a platform for Altinbas University students to engage in extracurricular sports, science, social and cultural activities, and to allow them to equally and regularly benefit from opportunities provided by the University.

Scope

Article 2- All clubs established by associate's, undergraduate and graduate degree students of Altinbas University are subject to the provisions set forth herein.

Basis

Article 3- In accordance with Article 46 and 47 of the Higher Education Law No. 2547, this Directive is drawn up pursuant to "Application Regulations for Medico-Social, Health, Culture and Sports Departments at Higher Education Institutions" dated February 1984, No. 18301 that regulates the services provided by the Department of Health, Culture and Sports.

Definitions and Abbreviations

Article 4- The terms set forth in the following definitions list shall have the meaning set forth herein unless otherwise expressly stated.

- (a) University: Altinbas University,
- (b) President: President of Altinbas University,
- (c) HCS: Department of Health, Culture and Sports,
- (d) Club Advisor: An academic member of Altinbas University who is responsible for the establishment and the management of the overall functioning of a student club,
- (e) Student Club: A club established by currently enrolled students of Altinbas University,
- (f) General Board: Board that consists of all students enrolled with student club,
- (g) Executive Board: Managing Board of the Student Club,
- (h) Audit Board: Board that audits the Student Club.

Founding Principles of the Student Clubs

Article 5- (1) At least ten (10) charter members are required to establish a student club. Applications for establishing a student club shall be submitted in October and February each year. In order to establish a student club, the below-listed documents shall be submitted to the Department of HCS no later than the end of October and February each year.

- a) Request Form for Club Establishment and Charter Member Declaration Form (ANNEX-1)
- b) Club Charter (ANNEX-2)
- c) Activity Report Form (ANNEX -3)
- d) Club Advisor Agreement Form (ANNEX -4)

(2) Establishment of the club is subject to the final approval by the Office of the University President.

(3) Student Clubs shall be named according to their purposes and function in accordance with their chosen name. It is not allowed to establish more than one club with the same name and/or purpose.

(4) A student club that has obtained the establishment approval shall hold a general board meeting within 30 days of the receipt of approval.

Functioning Principles of the Student Clubs

Article 6- Student Clubs must abide by the rules stated below;

- a) to follow all regulations, directives and board decisions set forth by Altinbas University when planning and organising an activity.
- b) to adopt as their main purpose to improve students' extracurricular social, cultural, science and sports activities, and contribute students' academic and cultural progress. Clubs shall not engage in any activity that would be deemed unfit and/or inappropriate for the academic environment at the University.
- c) to allow all member students to benefit regularly and equally from the opportunities offered by the University. To avoid discriminating among member students on the basis of religion, language, race, ethnic origin, national origin, sex and so on.
- d) to engage solely in their own areas of activity; not to engage in activities adopted and conducted by other clubs. To avoid ensuring a hierarchically superior place for a certain club when engaging in joint activities and cooperating with other clubs.
- e) not to engage in any commercial activity with the purpose of gaining economic profit.
- f) not to request money from any member under the name of membership fee or any other name; however, club members may provide financial support or make in-kind contributions to the club of their own free will and with the approval of the club advisor.

Working Principles of the Student Clubs

Article 7- Student Clubs must abide by the rules set forth below when organising activities;

- a) Before organising any event/activity at the University, clubs shall complete "Student Club Activity Application Form" (ANNEX-5) and submit it to the HCS Department 15 days prior to an event/activity being held. A copy of banner (if club would like to hang banner/banners), participants details and remarks shall be attached to the form.
- b) Clubs shall complete the "Activity Result Notification Form" (ANNEX-6) and submit it along with its attachments to the HCS Department no later than 15 business days after the completion date of the activity.
- c) In case Clubs do not submit the Activity Result Notification Form in a timely manner, Clubs' applications for holding their next activity shall be deemed invalid.
- d) All activities within and outside the University are subject to the final approval the Office of the President.
- e) Participants to the out of town excursions shall sign the Field Trip/Excursion Waiver and Release Form (ANNEX-7).
- f) Student clubs shall not earn income in their own behalf. However, in case any income is generated during club activities, the said income shall be deposited in University's bank account. When depositing, name of the student club, name and date of the activity shall be written in the description column of the bank receipt. These incomes are recorded as allowance in HCS budget to be used later for covering the relevant club's activities and are spent in accordance with the regulatory provisions.
- g) Student Clubs may get sponsorship for their activities on receipt of written approval from the Office of the President.
- h) Clubs to represent the University with activities relating to their club's interest area may be provided with allowance within the limits of the budget.

Club Membership

Article 8- (1) Only Altinbas University students are entitled to become a member of student clubs.

(2) In order to become a member, students shall complete the club membership form and enroll in club membership roll.

- (3) Club membership shall automatically end in case the student has fallen out of status or failed to attend two general board meetings in a row.
- (4) Each member shall be entitled to terminate its membership by giving prior written notice.
- (5) Membership can be terminated upon the proposal of the Executive Board and if it is accepted by two-thirds majority of the General Board.

General Board

Article 9- General Board consists of students registered with the club.

Duties and Responsibilities of the General Board

Article 10-Duties and responsibilities of the General Board are as follows:

- a) to elect the members and the substitute members of the Executive Board and Audit Board; to elect the members of other boards at the beginning of each academic year for the relevant academic year as stipulated in the Club Charter.
- b) to discuss and conclude the proposals regarding the acceptance and the amendment of the club charter, termination of the membership status, proposals for providing/getting consultancy and coaching/training.
- c) to review and finalize activity and audit reports submitted by Executive Board and Audit Board.

Meeting Procedure and Quorum

Article 11- (1) General Board shall hold an ordinary general meeting every year in October. Club president shall, within 15 days prior to the date of the meeting, notify in writing all members.

(2) Club can as well hold an extraordinary meeting upon written request of two-thirds of the registered members. General Board shall determine the date, time and place of the meeting within 15 days and notify all members in writing within one week prior to the date of the meeting.

(3) In order for General Board to hold an ordinary and/or extraordinary meeting, presence of absolute majority of the registered members (more than 50%) shall be required.

(4) Except as otherwise expressly provided herein, absolute majority of the members who have attended the meeting shall constitute a quorum.

Executive Board

Article 12- (1) Executive Board is the executive body of the club and consists of at least five full members and two substitute members. From among full members, General Board shall elect president, vice-president, bookkeeper and clerk. According to the number of votes they received in elections held in general board meeting, substitute members shall replace full members whose seats are vacant.

(2) Members of Executive Board shall be elected at the beginning of the academic year by the General Board for the relevant academic year. Board members can be removed by the resolution of the General Board.

(3) Board members shall not serve in other clubs, as a member of the Executive Board or a member of the Audit Board.

Duties and Responsibilities of the Executive Board

Article 13- Duties and responsibilities of the Executive Board are as follows:

- a) to bring club activities into compliance with Student Club Directive and club charter.
- b) to supervise sub-committees.

- c) to prepare annual activity report and submit it to the HCS Department at the end of each academic year.
- d) Executive Board shall be responsible for the income and expense management of the club and the protection of the inventory items.
- e) to notify the HCS Department of all club activities within and outside the University by filling and submitting a Student Club Activity Application Form and to receive the approval of the Office of the President in order to carry out the said activities.
- f) to submit club's budget draft and the anticipated activity schedule to the HCS Department at the beginning of the academic year, and submit the meeting/activity report and the balance sheet at the end of the academic year.
- g) Executive Board is entitled to invite persons who assumed the role of advisor or coach to their meetings; however these persons shall not be entitled to vote.

Meeting Procedure and Quorum

Article 14- (1) At least two board meetings shall be held in each academic term. If required, additional meetings can be held at the request of club advisor or club president.

(2) Absolute majority of all members shall constitute a quorum.

Expiration of Term of Office of the Members of the Executive Board

Article 15- (1) Members of the Executive Board shall serve one (1) year term. A board member whose term has expired can be re-elected.

(2) Members of the Executive Board can be removed before the expiration of their term based on a decision taken by a two-thirds majority of the General Board members.

Audit Board

Article 16- (1) Audit Board is the internal auditing body of the club. It consists of at least two full members and one substitute member. A member of the Audit Board shall not be a full or substitute member of the Executive Board at the same time.

(2) Members of the Audit Board shall be assigned at the beginning of each academic year by the General Board for the relevant academic year. Members of the Audit Board can be removed by the resolution of the General Board.

Duties and Responsibilities of the Audit Board

Article 17- Duties and responsibilities of the Audit Board are as follows:

- a) to review club documents, books and inventory items,
- b) to review and check if inventory items purchased by the Executive Board are entered in the University's inventory register,
- c) to monitor and control if club activities comply with the provisions of student club directive and club charter,
- d) if deemed necessary, to give a written warning to the Executive Board and hold an extraordinary general meeting,
- e) to submit reports to the General Board at the end of each academic year and provide the General Board with the necessary information. To complete the "Students Club Internal Audit Form" (ANNEX-8) according to the results obtained from the audit that shall be conducted at the end of the each academic year and submit it to the HCS Department.

Club Charter

Article 18- (1) Club Charter shall be drawn up based on the template set forth in ANNEX 2.

(2) Name, address, purpose, areas of activity and bodies of the club shall be clearly expressed in the club charter.

(3) Club Charter shall not be contrary to the provisions of this Directive.

(4) Club Charter can only be accepted or amended provided that the Executive Board or two-thirds of the General Board shall bring a reasoned proposal priorly approved by HCS Department, and this proposal shall be accepted by two-thirds of the General Board members.

(5) A copy of the Club Charter shall be submitted to the HCS Department.

Club Logo

Article 19 - Clubs shall choose their logos by the decision of the General Board. Permission to use the chosen logo shall be subject to the Office of the President's approval. Logos shall not include and/or make reference to any political, ideological and/or discriminative symbols/signs.

Books and Documents

Article 20- (1) Each student club shall have the below-listed documents and books present and submit them to the HCS Department when required:

a) Club Register: Club register shall contain the following information: member' name-surname, school, department, student number, effective date of membership and his/her signature.

b) Minute Book: Minute book contains the written record of decisions taken at General Board and Executive Board meetings. All decisions taken at meetings and their respective dates shall be written in minute book and shall be signed by participant members.

c) Inventory Record: Inventory Record contains information about the type and amount of items student club has. Newly purchased items shall be submitted to the Department of Administrative Affairs and HSC Department within fifteen (15) days of purchase date in order to get an inventory item number, and then shall be entered into the inventory record.

d) Other Documents: All invoices, signed receipts, contracts and other documents pertaining to club expenses/revenues.

(2) Books and documents stated above shall comply with the template that has been approved by HCS Department.

(3) Club Register, Minute Book, Inventory Record and Annual Activity Report shall be submitted to the HCS Department at the end of the academic year.

Evaluation

Article 21- Student clubs shall be evaluated based on the activity result notification forms that have been previously submitted to the HCS Department. An inspection shall be conducted by HCS Department in regard to activity result notification forms submitted by student clubs. In case it is determined that a student club has been inactive during the respective academic year, a verbal/written warning shall be given to the club in question and one year of extension shall be granted to the club to improve itself. Clubs that fail to meet the evaluation criteria at the end of one year granted to them, shall be terminated upon the Office of the President's decision.

Termination

Article 22- Each club is entitled to request for termination by issuing a General Board decision. Clubs that request termination shall submit a request for termination letter signed by the Club Advisor and Club President, and an annex containing a copy of General Board's decision. All notifications regarding termination shall be effective upon approval by the Office of the President.

Dissolution

Article 23 - Clubs that fail to fulfill the obligations stated below shall be dissolved upon the proposal of the HCS Department and the decision of the Office of the President:

- a) to submit the required documents set forth in this directive to the HCS Department in a timely manner,
- b) to comply with the provisions set forth in this directive,
- c) to hold ordinary general meetings,
- d) to avoid engaging in unauthorized activities within or outside the University.

Assets of Dissolved or Terminated Club

Article 24- In case of termination or dissolution, assets of the club shall be deemed to be transferred to the Office of the President.

Administrative and Financial Matters

Article 25- (1) Office of the President assign allowance to student clubs for expenses. In administrative and financial matters, student clubs shall be subject to University procedures, principles and regulations.

(2) Student clubs are allowed to engage in income-generating activities in order to cover expenses that are incurred while providing services, opportunities to their members in the respective areas of activities set forth in their club charter.

(3) At the beginning of each academic year, Executive Board of the club shall submit to HCS an activity schedule covering the details on activities they want to carry out during the year and a budget draft covering the estimated costs and revenues regarding this schedule. Activity schedule and budget draft shall demonstrate that club's expenses have been consistent with the areas of activity of the club, and revenues have been used to cover estimated costs.

(4) Allocating money from budget for club's expenses and purchase shall be in compliance with University's procedures, principles and regulations. Expenses shall be made according to activity purposes and within the budget limits.

(5) Clubs shall carefully document all club-related expenses and revenues and submit them to the HSC Department for audit along with a balance sheet at the end of the academic year.

(6) Clubs shall obtain an approval beforehand from HSC Department for their sponsorship contracts.

Temporary Article

(1) Existing clubs that wish to continue with their activities, shall resubmit the required documents after bringing the club into compliance with the provisions of this directive within 30 days of the effective date.

(2) In the first academic year during which this directive will be implemented, there shall be no time limitation for the establishment of new clubs.

Validity and Effect

Article 26- This Directive shall be effective as of the date (.....) it is accepted by Senate. This Directive shall supersede "Altinbas University Student Clubs Directive" dated October 10, 2011.

Execution

Article 27- The provisions of this Directive shall be executed by the President of Altinbas University.

