

**REPUBLIC OF TURKEY**  
**ALTINBAŞ UNIVERSITY**  
**STUDENT COUNCIL DIRECTIVE**  
**PART I**

**Objective, Scope, Legal Basis and Definitions**

**Objective**

**ARTICLE- 1–** (1) The objective of this Directive is to set forth the principles governing the election and operating rules of the Student Council, which is established to meet the educational, health, sportive and cultural needs of associate’s and bachelor’s degree students attending Altınbaş University; protect their rights in the fulfilment of the aforementioned needs; help them become more aware of the importance of looking out for national interests; improve student engagement by enhancing the University-Student relationship, and help student share their views and suggestions with the University Administration.

**Scope**

**ARTICLE 2–** (1) This Directive covers the provisions governing the establishment, roles and responsibilities and operating principles of University Student Councils and National Student Council of Turkey which are created to represent associate’s and bachelor’s degree students at higher education institutions in Turkey.

**Legal Basis**

**ARTICLE 3–** (1) This Directive has been drawn upon the basis of the Regulation on University Student Councils and National Student Council of Turkey published on Turkish Official Gazette No. 31154 of 13 June 2020.

**Definitions**

**ARTICLE 4–** (1) The following terms are used in this Directive with the meanings specified:

- a) University: Altınbaş University,
- b) President: President of Altınbaş University,
- c) Senate: Altınbaş University Senate,
- ç) Programme/Department student representative: a student elected by other students of the programme/department of each undergraduate/vocational/graduate school at Altınbaş University to represent them before the Student Council,
- d) Undergraduate/vocational/graduate school student representative: a student elected from amongst other programme/department representatives of each undergraduate/vocational/graduate school at Altınbaş University to represent them before the Student Council,
- e) Student council president: President of Altınbaş University Student Council and Student Council Executive Board,

- f) Student council audit committee: the auditory body of Altınbaş University student council,
- g) Student council general board: board consisting of undergraduate/vocational/graduate school representatives and programme/department representatives at Altınbaş University,
- h) Student council executive board: board consisting of undergraduate/vocational/graduate school representatives at Altınbaş University.

## **PART II**

### **Student Representatives and Student Council**

#### **General Principles Governing the Election of Student Representatives:**

**ARTICLE 5–** (1) The elections to choose the members of Altınbaş University student council and create its executive and audit bodies shall be held in accordance with a calendar to be determined by the President’s Office no later than December. Elections for the designation of Student Council members and establishment of Student Council’s governing bodies shall be carried out by the Office of the President based on a particular time schedule determined by the Council of Higher Education. If elections held within the specified schedule bring no result in any department/unit, for any reason, that department/unit shall be deemed not to have been assigned a representative. Candidates running for the role of student representative shall submit their applications on the dates and instructions stated in the Guidelines for Student Council Elections.

#### **Required Qualifications for Student Representative Candidates:**

**ARTICLE 6–** (1) Student Representative Candidates shall have the following qualifications:

- a) To be at least a second-year student enrolled in an Altınbaş University undergraduate, vocational or graduate school programme,
- b) Not to be a current member of or currently associated with any political party/organ,
- c) Not to have a criminal record due to a past disgraceful and immoral conduct/offense,
- ç) Not to be subject to a past disciplinary action, expect for a warning,
- d) Not to be on a leave of absence during the elections,
- e) Have a minimum GPA of 2,75 out of 4 or 70 out of 100,
- f) Not to have any direct or indirect connection, affiliation, relation or involvement with any terrorist activity or group/organisation.

#### **Election of Department and Programme Representatives**

**ARTICLE 7–** (1) A Programme or Department Student Representative shall be elected for a two-year term by a majority of votes cast.

(2) In the event that a programme or a department Representative fails to keep possession of required qualifications for being elected or resigns from his/her role before the end of his/her term of office for any reason; a new representative shall be elected within a month to finish the remaining term of office of his/her predecessor.

### **Roles and Responsibilities of the Student Representative**

**ARTICLE 8-** (1) Representative for an academic programme or a department carry out the following responsibilities:

- a) To conduct Student Council affairs in the programme/department for which s/he has been elected as representative,
- b) To announce the decisions made by Student Council's bodies and monitor whether these decisions are being properly implemented in the respective programme/department.
- c) To identify the student problems in his/her respective programme/department and convey them to the Student Council and the related governing and administrative bodies of the University so as to provide students with solutions,
- ç) To coordinate the student activities in his/her respective programme/department.
- d) To represent the students at his/her respective programme/department in student events and activities.
- e) Make efforts to establish better relations and communication between students whom s/he represents and the administrative bodies of the University.
- f) To attend the academic meetings of his/her respective programme/department to discuss the issues regarding students.
- g) Regularly prepare activity reports and keep archive.

### **Election of undergraduate school/graduate school/vocational school student representative**

**ARTICLE 9–** (1) Undergraduate School/ Graduate School/Vocational School Representative shall be elected for a two-year term by a majority of votes cast.

(2) In the event that an Undergraduate School/Graduate School/Vocational School Representative fails to keep possession of required qualifications for being elected or resigns from his/her role before the end of his/her term of office for any reason; a new representative shall be elected within fifteen days to finish the remaining term of office of his/her predecessor.

### **Roles and Responsibilities undergraduate school/graduate school/vocational school student representative**

**ARTICLE 10–** (1) Representative for undergraduate school/graduate school/vocational school representative shall carry out the following responsibilities:

- a) To conduct Student Council affairs in the undergraduate school/vocational school/graduate school for which s/he has been elected as representative,
- b) To announce the decisions made by Student Council's bodies and monitor whether these

decisions are being properly implemented in the respective undergraduate school /vocational school/graduate school,

- c) To identify the student problems in his/her respective undergraduate school/vocational school/graduate school and convey them to the Student Council and the related governing and administrative bodies of the University to provide students with solutions,
- ç) To represent the students at the respective undergraduate school/ /vocational school/graduate school in student events and activities,
- d) To coordinate the student activities in his/her respective undergraduate school/ /vocational school/graduate school,
- e) To attend the academic meetings or board meetings of his/her respective undergraduate school/ vocational school/graduate school to discuss the issues regarding students.
- f) Make efforts to improve communication among students from same and different disciplines.
- g) Attend faculty administrative board meetings, if invited.

### **Student Council President**

**ARTICLE 11–** (1) The student council shall be presided by the student representative of an Altınbaş University undergraduate/graduate/vocational school (sorted in alphabetical order).

(2) In the event that the Council President fails to keep possession of required qualifications for being elected (mentioned in Article 6) or resigns from his/her role before the end of his/her term of office for any reason; the candidate who has won the second most votes shall become the president to finish the remaining term of office of his/her predecessor.

### **Roles and Responsibilities of the Student Council President**

**MADDE 12–** (1) Roles and responsibilities of the Student Council President are as follows:

- a) To represent Altınbaş University students at national and international student events and activities,
- b) To set the agenda for Student Council general board and Executive Board meetings and act as the chair of these meetings,
- c) To ensure that decisions made by the Student Council Executive Board and general board are announced and implemented properly,
- ç) To present the activity report at the next Student Council Congress when his/her term has ended,
- d) To attend University Senate and Administrative Board meetings to discuss issues relating to students,
- e) Submit activity reports and meeting minutes to the Health, Culture and Sports Office at the end of each academic year and make sure that these documents are proper and ready for a YÖK (Turkish Council of Higher Education) audit.

### **Student Council General Board**

**ARTICLE 13–** (1) Student Council General Board shall consist of undergraduate school/vocational school/graduate school representatives as well as programme and department representatives. It is the highest decision-making body within the Student Council.

(2) Student Council General Board shall hold at least two ordinary meetings a year. An absolute majority of members is required for an assembly to convene a meeting.

(3) Student Council President shall inform all members in writing of the date and agenda of the Student Council Congress at least fifteen (15) days prior to the meeting. If no quorum is present, Student Council President shall re-announce the date & time for the meeting.

(4) Decisions regarding the organization of the Student Council bodies (election of members of executive board and audit committee) shall be made by absolute majority vote of all members attending the meeting, by secret ballot and open vote counting; any other decision shall be made by absolute majority vote of all members attending the meeting and by open vote counting.

(5) By the decision of Student Council Executive Board or by a petition submitted by 1/4 of the members of the General Board; Executive Board can summon an extraordinary meeting of Student Council General Board. In such cases, General Board meeting shall be held at least in fifteen (15) days. Time, date and the agenda of the Student Council General Board extraordinary meeting shall be set and conducted by the Student Council Executive Board.

### **Roles and Responsibilities of the Student Council General Board**

**ARTICLE 14–** (1) Roles and responsibilities of the Student Council General Board are as follows:

- a) To elect the Student Council President as stated in Article 11.
  - b) To elect the members of the Student Council Executive Board,
  - c) To elect the members of the Student Council Audit Committee,
  - ç) To discuss and make decisions on issues concerning the Student Council and University students and report these decisions to the President's Office.
- d) Set the semester goals for the Student Council.

### **Student Council Executive Board**

**ARTICLE 15–** (1) Student Council Executive Board shall consist of a student council president and a total of eight students, including the Student Council Vice-President, who shall be elected by absolute majority from amongst the members of the Student Council General Board for a two-year term. Student council executive board shall be accountable to the student council general board.

(2) In the absence of the Student Council President, Student Council Executive Board shall convene once a quarter under the chairmanship of the Vice President. President of the Executive Board shall inform all Executive Board members of the meeting date and the agenda at least seven (7) days prior to the meeting. For the Board can convene, an absolute majority of the board members is required. For the Board can make a decision, absolute majority of the votes is required. In case of equal votes, the outcome of the voting shall be determined by the Chair's vote.

### **Roles and Responsibilities of the Student Council Executive Board**

**ARTICLE 16–** (1) Roles and responsibilities of the Student Council Executive Board are as follows:

- a) Divide tasks and roles between members.
- b) To ensure that decisions made by the Student Council General Board are being properly implemented,
- c) To identify the student issues and problems; convey student views and suggestions to the

related governing and administrative bodies of the University,

ç) To develop social responsibility projects in cooperation with non-governmental organizations and promote student engagement in these projects,

d) To carry out various activities and projects to promote student engagement in national and international Education and Youth Programs,

e) To establish and maintain relationships with national and international student associations and organizations,

f) To form and organize work groups to operate in various student services such as catering, transportation, housing, cafeterias, clubs, education, art, culture and sports; and ensure their proper functioning,

g) To submit regular activity reports to the Student Council General Board,

ğ) To announce the decisions made by the National Student Council and monitor whether these decisions are being properly implemented,

h) To draw up activity reports regularly and keep archive.

### **Student Council Audit Committee**

**ARTICLE 17–** (1) Student Council Audit Committee shall consist of one President and four members. The members of the Audit Committee shall be elected from amongst the members of the General Board, except for those who serve on the executive board, by absolute majority and for a two-year term.

### **Roles and Responsibilities of the Student Council Audit Committee**

**ARTICLE 18–** (1) Roles and responsibilities of the Student Council Audit Committee are as follows:

a) To inspect whether the Student Council Executive Board operates in compliance with the provisions of this Directive, and with the Regulation on Student Councils of Higher Education Institutions and the National Student Council of Higher Education Institutions, other regulations to be issued by Altınbaş University and the decisions of the Student Council General Board,

b) To submit regular activity reports to the Office of the University President and the Student Council General Board.

## **PART III**

### **Miscellaneous and Final Provisions**

#### **Room, Equipment and Supply Allocation**

**ARTICLE 19 –** (1) The University shall allocate a room to the Student Council within the campus premises, along with the necessary supplies and equipment, so as the Council can carry out its roles and responsibilities set forth in this Directive.

#### **Effective Date**

**ARTICLE 20 –** (1) This Directive shall come into effect on upon its approval by Altınbaş University Senate.

#### **Execution**

**ARTICLE 21**– (1) Provisions of this Directive shall be executed by the President of Altınbaş University.

<b>Legal Bases of this Directive</b>			
	<b>Decision Date</b>	<b>Decision No</b>	<b>Relevant Article</b>
Senate	21/01/2021	2021/01	Decision-5
Board of Trustees	25/02/2021	2021/03	Decision -17