

## **ALTINBAS UNIVERSITY STUDENT CLUBS DIRECTIVE**

### **Objective**

**Article 1-** The purpose of this directive is to regulate the principles regarding the organization, functioning, duties and responsibilities of the clubs to be established by Altınbaş University students in order to enable them to carry out extracurricular scientific, social, cultural and sports activities and to enable interested students to benefit equally and regularly from the opportunities provided by the University.

### **Scope**

**Article 2-** The provisions of this directive cover all clubs to be formed by associate, undergraduate and graduate students of Altınbaş University.

### **Basis**

**Article 3-** This directive has been prepared on the basis of the "Higher Education Institutions Medico-Social Health, Culture and Sports Affairs Department Implementation Regulation" dated February 3, 1984 and numbered 18301, which regulates the services to be carried out by the Department of Health, Culture and Sports in accordance with Articles 46 and 47 of the Higher Education Law No. 2547.

### **Definitions and Abbreviations**

**Article 4-** In this directive,

- (a) University Altınbaş University,
- (b) Rector: The Rector of Altınbaş University,
- (c) AUDOST: Dean of Students,
- (d) Academic Advisor: A faculty member of Altınbaş University who is responsible for the establishment and functioning of a student club,
- (e) Student Club A student club established by students enrolled at Altınbaş University,
- (f) General Assembly: The General Assembly of the Student Club consisting of all student members who have registered to the student club,
- (g) Board of Directors: Student Club Board of Directors,
- (h) Supervisory Board: refers to the Student Club Supervisory Board.

### **Establishment Principles of Student Clubs**

**Article 5-** (1) A student club must have at least 20 members to be established.

(2) At least 25% of the members must be international students.

(3) The 25% international student requirement will not be sought in the establishment of clubs established to carry out studies related to departments and programs whose language of instruction is Turkish.

(4) Applications to form a club can be submitted in October and February each year.

(5) In order to establish a club, the following club establishment documents must be submitted to AUDOST.

- a) Establishment Request and Founder Membership Notification Form (Annex-1)
- b) Club Charter (Annex-2)
- c) Activity Plan Notification Form (Annex-3)
- d) Advisor Acceptance Form (ANNEX-4)

(6) The establishment of the club whose application is received is approved by the Dean of Students.

(7) Student clubs must have names appropriate to their purpose of establishment and must operate in accordance with their names. More than one club with the same name and/or purpose cannot be established.

(8) The club that has received the approval for establishment must hold its General Assembly meeting within 30 days from the date of approval.

### **Principles of Operation of Student Clubs**

#### **Article 6 - Student clubs;**

- a) They must comply with the regulations, directives and board decisions of Altınbaş University in all their activities.
- b) It aims to evaluate and develop students' extracurricular scientific, social, cultural and sports activities and to contribute to their academic and cultural development. Clubs cannot engage in activities that are inappropriate for the academic environment of the University.
- c) In the activities they carry out, they must ensure that the relevant students benefit equally and regularly from the opportunities provided by the University. They cannot discriminate based on religion, language, race, ethnic origin, nationality, gender and similar reasons.
- d) They cannot go beyond their own field of activity and cannot engage in activities belonging to other clubs. They cannot create any hierarchy in favor of a club in joint activities and cooperation areas between clubs.
- e) They cannot engage in commercial activities or provide financial benefits to their members.
- f) They may not collect membership fees or any other money from the members; however, club members may provide financial and in-kind support to the club with their own consent and with the approval of the club advisor.

### **Working Order of Student Clubs**

**Article 7-**Student clubs are obliged to comply with the following points in their activities:

- a) Clubs apply to AUDOST 15 days before the event date by filling out the "Student Clubs Event Application Form" (ANNEX-5) for the event they will organize at the University. If there is a request to hang a banner, a banner sample, participant information and explanations are attached to the form.
- b) Clubs fill out the "Event Result Notification Form" (ANNEX-6) and submit it to AUDOST within 15 working days following the event date.
- c) Subsequent event applications of clubs that do not submit the Event Result Notification Form on time will not be processed.
- d) All activities inside and outside the University are carried out after the approval of the Rectorate.
- e) For out-of-town trips, a Trip Commitment Form (Annex 7) is signed by the people who will participate in the trip.
- f) Student clubs cannot generate income on their own behalf. However, if income is generated during club activities, it is deposited into the relevant account of the University. When depositing, the name of the student club, the name of the event and the date of the event will be written in the bank description section. These revenues are recorded as an appropriation in the ~~the~~ AUDOST budget to cover the activities to be carried out by the relevant club and are spent according to the provisions of the legislation.
- g) Student clubs may receive sponsorship support in line with the permission of the Rectorate to carry out their activities.
- h) The clubs that will represent the university with the event to be organized in their field can be given an allowance within the framework of budgetary possibilities.

### **Club Membership**

**Article 8- (1)** Club membership is only open to Altınbaş University students.

**(2)** To become a member, students must fill out the club membership form and register in the club membership book.

**(3)** In case of loss of student status or failure to attend two consecutive general assembly meetings, the club membership automatically ends.

**(4)** In addition, each member has the right to resign from the club membership provided that he/she notifies in writing.

(5) Membership may be terminated upon the proposal of the Board of Directors and acceptance by a two-thirds majority of the General Assembly.

### **General Assembly**

**Article 9-** The general assembly shall consist of the members registered to the club.

### **Duties and Powers of the General Assembly**

**Article 10 -** The duties and powers of the **general** assembly are as follows:

- a) To elect the executive and supervisory boards, the substitute members of these boards and other boards stipulated in the Club's Bylaws at the beginning of each academic year for that academic year.
- b) Charter Acceptance and changes, membership extraction  
Recommendations, Counseling and to discuss and decide on proposals for  
instructors/coaches.
- c) To examine and decide on the activity and audit reports submitted by the boards of directors and supervisory boards.

### **Meeting Procedure and Quorum**

**Article 11- (1)** The General Assembly shall convene ordinarily every year in October. The ordinary general assembly meeting shall be notified in writing by the club president to all members 15 days before the meeting date.

**(2)** The Club may also convene extraordinarily upon the written request of one third of the registered members. The meeting date is determined by the Board of Directors within 15 days and notified to the members in writing one week before the meeting date.

**(3)** The presence of an absolute majority (more than half) of the registered members is required for the ordinary and/or extraordinary convening of the General Assembly.

**(4)** The quorum for a decision shall be the absolute majority of those attending the meeting, unless a special quorum is stipulated for any business in this Directive.

### **Board of Directors**

**Article 12- (1)** The Board of Directors is the executive body of the Club and consists of at least five full and two substitute members. Among the regular members are the president, vice-president, treasurer and clerk to be elected by the general assembly. The substitute members shall fill the vacancies of the original members according to the votes they received in the general assembly elections. The Club President is the most authorized member of the board of directors. He is responsible for the work and functioning of the management. Special qualifications may be required to chair a club. The President of the Erasmus+ Club must have participated in at least one of the Erasmus Exchange Programs. The President of the Quality Club must be one of the applicants to become a University Quality Ambassador.

**(2)** The members of the Board of Directors are elected by the General Assembly at the beginning of each academic year for that academic year and can be dismissed by the decision of the General Assembly.

**(3)** A board member cannot serve as a board or supervisory board member in other clubs.

### **Duties and Powers of the Board of Directors**

**Article 13 -** The duties and powers of the Board of Directors are as follows:

- a) To ensure that club activities are carried out in accordance with the Clubs Directive and the club charter.
- b) Supervising sub-committees.
- c) To prepare an annual activity report and submit it to AUDOST at the end of each academic year.
- d) The board of directors is responsible to the members and AUDOST for the financial income and expenses of the club and for the protection of the club's fixtures and fittings.
- e) To report the activities of the club inside and outside the University to AUDOST by filling out the Student Clubs Activity Application Form and to obtain the approval of the Rectorate.
- f) To submit to AUDOST the club's draft budget and projected work program at the beginning of the academic year and the meeting activity report and financial balance sheet at the end of the academic year.

g) The board of directors may invite consultants or employees to its meetings; however, they do not have voting rights.

### **Meeting Procedure and Quorum**

**Article 14- (1)** At least two board meetings must be held in each academic semester. In addition, meetings can be held upon the request of the club advisor or club president if needed.

**(2)** The quorum is the absolute majority of the total number of members.

### **Termination of Board Membership**

**Article 15- (1)** The term of office of the members of the Board of Directors is 1 year. A member whose board membership expires may be re-elected.

**(2)** The members of the board of directors may be dismissed by a two-thirds majority of the members of the general assembly even before the expiration of their term of office.

### **Supervisory Board**

**Article 16- (1)** The Supervisory Board is the internal audit body of the Club. It consists of at least two regular and one substitute member. A member of the supervisory board cannot be a regular or substitute member of the board of directors at the same time.

**(2)** The Supervisory Board is appointed by the General Assembly at the beginning of each academic year for that academic year and can be dismissed by the decision of the General Assembly.

### **Duties and Powers of the Supervisory Board**

**Article 17-**The duties and powers of the **Supervisory Board** are as follows:

- a) To examine the status of club documents, books and fixtures,
- b) To examine whether the fixtures purchased by the board of directors are recorded in the University fixture records,
- c) To supervise the compliance and effectiveness of club activities with the provisions of the directive and bylaws
- d) To warn the Board of Directors in writing when deemed necessary and to call the General Assembly for an extraordinary meeting,
- e) To present the reports prepared at the end of each academic year to the General Assembly and provide information. As a result of the audit at the end of each academic year, fill out the "Student Clubs Internal Audit Form (ANNEX-8) and submit it to AUDOST.

### **Club Charter**

**Article 18- (1)** The club charter must be prepared in the format in Annex 2.

**(2)** The name, address, purpose, fields of activity and organs of the club shall be clearly stated in the Club Charter.

**(3)** The Club Statutes cannot be contrary to the provisions of this Directive.

**(4)** The adoption or amendment of the Statutes of the Club is possible only if a reasoned proposal, approved by AUDOST, is submitted by one third of the members of the general assembly or by the board of directors and accepted by a vote of two thirds of the general assembly.

**(5)** A copy of the Club Charter must be given to AUDOST.

### **Club Logo**

**Article 19 -** Clubs determine their logos with the decision of the general assembly of the club. The use of the determined logo depends on the approval of the Rectorate. Logos cannot contain any political or ideological symbols or symbols and expressions that contain discrimination.

### **Books and Documents**

**Article 20- (1)** The following books and documents must be kept in each club and must be submitted when requested by AUDOST:

- a) **Member Registration Book:** The member registration book will include the name-surname, faculty, department, number, membership date and signature of the member student.
  - b) **Decision Book:** This is the book containing the decisions taken at the general assembly and board of directors meetings. The decisions taken at the meetings and the date are recorded and signed by the participating members.
  - c) **Fixtures and Fittings Book:** Contains a record of the Club's fixtures and fittings. Newly purchased items must be submitted to the Directorate of Administrative Affairs and AUDOST for information within fifteen days at the latest from the date of purchase and must be recorded in this book after receiving a fixture number.
  - d) **Other Documents:** Invoices, signed receipts, contracts and other documents pertaining to all expenses incurred and revenues received by the Club.
- (2) The above mentioned books and documents must be in the format approved by AUDOST.
- (3) At the end of the academic year, the Member Registration Book, Decision Book, Fixture Book and Annual Activity Report must be submitted to AUDOST.

### **Evaluation**

**Article 21-** Student clubs are evaluated based on the activity result notifications in AUDOST. According to these activity result notifications, the clubs that are determined to be inactive as a result of the review made by AUDOST are warned and given a one-year period. As a result of the re-evaluation at the end of this one year period, clubs that fail to meet the qualifications are closed with the decision of the Rectorate.

### **Termination**

**Article 22-** Each club may request its dissolution with a general assembly decision. Notification is made with a termination letter signed by the advisor and the club president and a sample of the general assembly decision. All notifications enter into force with the approval of the Rectorate.

### **Shutdown**

**Article 23-** Clubs that do not fulfill the following obligations are closed by the decision of the Rectorate upon the recommendation of AUDOST:

- a) Failure to submit the documents requested under this directive to AUDOST on time,
- b) The club's behavior and activities contrary to the provisions of this directive,
- c) Failure to convene the ordinary general assembly of the club,
- d) The club engages in unauthorized activities inside or outside the University.

### **Assets of the Closed or Dissolved Club**

**Article 24-** In case of dissolution and closure, the assets of the club are deemed to be transferred to the Rectorate.

### **Administrative and Financial Issues**

**Article 25- (1)** The Rectorate provides funds from the University budget for the expenses of student clubs. Student clubs are subject to the procedures, principles and regulations of the University in administrative and financial matters.

(2) Clubs can carry out income-generating activities to meet their expenses in order to provide services and opportunities for their members in the fields of work specified in their directives.

(3) At the beginning of each academic year, the club's board of directors submits to AUDOST the nature and breakdown of the work envisaged during the year in the form of a work program and the projected income and expenses associated with this program in the form of a draft budget. The main principle in this program and budget draft is that the expenses should be consistent with the club's field of study and the income should be intended to meet the projected expenses.

(4) Expenditures and purchases from the budget are made within the framework of the procedures, principles and regulations of the University. Expenditures are made for the purposes specified in the budget and within the budget limits.

(5) Clubs are obliged to document all income and expenses and submit them to AUDOST for audit at the end of the academic year together with the financial balance sheet.

(6) Clubs must have their sponsorship contracts approved by AUDOST in advance.

### **Provisional Article**

(1) Existing clubs wishing to continue their activities must re-submit their documents within 30 days from the date of entry into force of this directive by bringing the club into compliance with the terms of the directive.

(2) In the first academic year of the implementation of this directive, the time limit for the establishment of new clubs will not apply.

### **Provisional Article:**

The clubs in operation are required to recruit the required number of international students (at least 5 students) for the establishment of the club until the end of the 2018-2019 academic year, in accordance with Article 5, paragraph 2.

### **Enforcement**

**Article 26-** This directive enters into force on the date of its adoption by the Senate.

### **Execution**

**Article 27-** The provisions of this directive shall be executed by the Rector.

Legal Basis on which the Directive came into force		
Relevant Board	Date of Decision	Number of Decision
Senate	10/10/2011	2011/15
Board of Trustees	24/11/2011	2011/34
Senate	16/2/2016	2016/2
Meetings where the Amendment to the Directive was Adopted		
Relevant Board	Date of Decision	Number of Decision
Senate	26/3/2019	2019/04
Board of Trustees	11/4/2019	2019/04
Senate	25/04/2019	2019/05
Senate	29/03/2022	2022/05
Board of Trustees	17/05/2022	2022/04
Senate	05.07.2024	2024/05
Board of Trustees	22.08.2024	2024/06