

MEETING DATE	MEETING HOUR	SESSION NO
27/09/2017	11.00	18

**ISTINYE UNIVERSITY**  
**DIRECTIVE ON STUDENT CLUBS AND SOCIETIES**

**Purpose and scope**

**ARTICLE 1 - (1)** This directive regulates the formation, operation, supervision and termination of the Student Clubs and Societies that associate, undergraduate and graduate students of İstinye University shall establish in order to perform scientific, social, cultural, sportive and artistic activities.

**Basis**

**ARTICLE 2 - (1)** This directive has been issued based on the Supplementary article no.9 of Higher Education Law no. 2547 and Supplementary article no.166 of Law no. 2809 on Organization of Higher Education Institutions.

**Definitions**

**ARTICLE 3 - (1)** In this directive;

- a) **Club / Society:** refers to the student communities that are formed in line with the purpose indicated in the article 1,
- b) **Student Center:** refers to the Student Center of İstinye University,
- c) **Student Center Director:** refers to the Student Center Director of İstinye University,
- d) **Club/Society Advisor:** refers to academic or administrative staff members who contribute to the activities of the Clubs/Societies with their knowledge and experience,
- e) **Rector:** refers to the Rector of İstinye University,
- f) **University:** refers to İstinye University.

**Formation of a new club/society**

**ARTICLE 4 - (1)** New Clubs and Societies can be formed as follows:

- a) The founding members of at least 10 students make their application to the Student Center, by submitting the approval letter from the advisor of the Club/Society and the draft Statute of the Club/Society within the academic year.
- b) The Student Center concludes its evaluation within one week after the date of the application. If deems necessary, the Student Center may invite the founding students to get further information and request some revisions on the draft Club Statute.
- c) For applications concerning formation of special purpose (sports, etc.) Clubs/Societies, the Student Center refers to the opinion of the relevant experts and units and makes its evaluation taking into consideration the opinion obtained.
- d) If the scope and purposes of a Club/Society, for which an application of formation has been made, are the same or considerably similar with an existing Club/Society, then the application for formation shall be declined. The Student Center evaluates the Clubs/Societies with similar scope or purposes among the Clubs/Societies that exist on the effective date of this Directive and merge them if deemed appropriate.
- e) The approval or refusal of new Club/Society formation is notified by the Student Center to the founding members.
- f) Recently formed Clubs/Societies appoints the Temporary Club Administrative Board with the participation of 7 (seven) members who made the application, within 2 (two) weeks from the formation approval.

**Club/society advisor**

**ARTICLE 5 - (1)** The considerations relevant to the Club/Society advisor are as follows:

- a) Upon the request of the Student Club and the consent of the person to be the advisor, the academic and administrative staff members of the university may become the club advisor.
- b) An advisor may provide advisory to 3 (three) Clubs/Societies at maximum.
- c) When the advisor declares that he/she shall not be able to carry out this duty or upon the decision of the Club General Assembly or in the event that the advisor leaves his/her position with any reason, a new club advisor shall be appointed pursuant to the clause A of this article.
- d) The responsibilities of the Club/Society advisor includes providing assistance, support and advisory to the club in all activities of the Club/Society, development of the plans, programs and budget to be prepared by the Administrative Board and execution of the club activities.
- e) The Club/Society advisor is an ordinary member of the Club/Society Administrative Board but without any voting rights.
- f) The Club/Society advisor may participate in the General Assembly meetings but he/she does not have any voting rights.

#### **The continuity of the clubs/societies**

**ARTICLE 6 - (1)** The Clubs/Societies that adhere to the provisions of this directive during an academic year and meet the following conditions may continue their activities within the next academic year:

- a) To have organized at least three events relevant to their purpose of formation and targets.
- b) To have minimum 10 members.
- c) To have submitted their activity reports before the beginning of the next academic year.

(2) The Student Center announces the Clubs/Societies that meet the conditions to continue their activities during the next academic year within four weeks following the beginning of the academic year.

#### **Probation and termination of the clubs/societies**

**ARTICLE 7 - (1)** The Student Center makes judgement about suspension of the club activities and termination of clubs as follows:

a) The Student Center evaluates the status of the Clubs/Societies that do not satisfy the conditions under the article 6 at the end of the Academic year. Based on the outcome of the evaluations, it may decide to continue the existence of Club/Society under the status of “ Probational Club/Society” during the next academic year or to terminate it.

b) The Clubs/Societies, that are identified to operate in breach of the general principles and rules of the University, general rules on the Club/Society activities, financial rules or other provisions under this directive or outside their formation purpose and targets, shall be terminated.

#### **Club/society membership**

**ARTICLE 8 - (1)** The principles for membership to Student Clubs/Societies are mentioned below:

a) All students attending any associate, undergraduate and graduate programs of the University may become a member of any club they choose.

b) A student may become a member of multiple Clubs/Societies but is not allowed to work in the administrative board of more than one Club/Society.

c) The student may submit their membership applications to the relevant clubs/societies during the academic year.

d) The administrative board of the relevant club is the authorized body for granting membership. The membership applications cannot be rejected without stating any substantial reason in written form.

e) All members are entitled to participate in the general assembly, to the right to elect and be elected.

f) The Club/Society memberships of the students who receive “suspension” penalty pursuant to the Council of Higher Education Student Disciplinary Regulation shall be suspended during the term of the penalty.

g) When a student does no longer meet the condition of being a university student due to graduation or other reason or he/she freezes his/her registration or requests to cancel his/her membership or in the event that the General Assembly decides to dismiss him/her from the Club/Society based on concrete grounds, then his/her Club/Society membership shall be terminated. The Club/Society Administrative Board notifies the student about termination of his/her membership via electronic media or in written form.

### **General assembly**

**ARTICLE 9 -** (1) Each Club/Society is required to hold a general assembly at least once a year. The Clubs/Societies that the Student Center decides them to continue their activities during the next academic year should complete their general assemblies and submit the following documents to the Student Center within 6 weeks after the beginning date of the academic year and for recently formed Clubs/Societies, in two weeks after they receive the approval for their formation:

- a) The minutes of the General Assembly.
- b) The list of the members.
- c) The list of the Administrative Board.
- d) The Activity Plan projected for the current academic year.
- e) The Budget Proposal for the current year.

### **Types of General Assembly**

**ARTICLE 10 -** (1) The types of General Assembly are indicated as follows:

a) **Formation General Assembly:** A new Club/Society, that the Student Center approves its formation and notifies the founding members in written form accordingly, holds a General Assembly within two weeks from the approval date at latest. The Administrative Board of the Club/Society is elected at the elections during the Formation General Assembly.

b) **Ordinary General Assembly:** The Clubs/Societies that the Student Center decides them to continue their activities during the next academic year, hold an Ordinary General Assembly within 2 (weeks) at latest from the announcement of the Clubs/Societies that are found eligible to continue their activities.

c) **Extraordinary General Assembly:** The Administrative Board may decide to hold an Extraordinary General Assembly, when it deems necessary. In addition to that, when twenty percent of the total number of the Club/Society members makes a written application for a general assembly, the Club/Society Administrative Board should hold an Extraordinary General Assembly within two weeks.

### **The Responsibilities of the General Assembly**

**ARTICLE 11 -** (1) The responsibilities of the General Assembly are indicated as follows:

- a) To elect the Administrative Board.
- b) To review the activities of the Administrative Board and release them.
- c) To make amendments on the statute.
- d) To discuss and approve the activity program that is prepared by the Administrative Board.
- e) To discuss and approve the budget that is prepared by the Administrative Board.
- f) To decide on the termination of the Club/Society. To take decision, three fourth of all registered members of the Club/Society should vote in favor.

### **General Assembly Meeting**

**ARTICLE 12 -** (1) The particular issues concerning the General Assembly are indicated below:

a) The Club/Society Administrative Board designates the date and place of the General Assembly and notifies the members and the Student Center about the designated date and place via electronic mail not later than a week before the date of the General Assembly. On the other hand, the founding members make the call for the Formation General Assembly.

b) All members listed in the membership records of the Club/Society are the members of the General Assembly and they have the right to participate in the General Assembly meeting and to vote. The members should vote in person.

c) The quorum for the General Assembly of the Club/Society should be reached through participation in the meeting by the simple majority of all registered members. If the quorum cannot be reached, the meeting shall be postponed for one week and the members are informed accordingly. In case of another failure to reach the quorum, the activities of the Club/Society shall be suspended by the end of the academic year and the Student Center makes the final decision about the standing of the Club/Society.

d) The minutes of the General Assembly shall be issued by the Administrative Board at the end of the General Assembly and submitted to the Student Center along with the signature lists of the participant members.

### **Board of Directors**

**ARTICLE 13 -** (1) The Administrative Board is the executive body of the Club/Society and its working principle and procedures are given below:

a) The Administrative Board is composed of five permanent and two substitute members that are elected by the General Assembly by means of secret voting and open counting and the Club Advisor.

b) A member who received any disciplinary penalty in the past is not allowed to be an Administrative Board Member.

c) After its election, the Club Administrative Board designates a chairperson, a secretary and an account during its first meeting under the supervision of the Club Advisor.

d) The Chairperson of the Administrative Board chairs the Administrative Board and represents the Club/Society. He / she is the authorized signatory jointly with the Accountant concerning all financial transactions.

e) The Secretary of the Club/Society keeps the books of the Club/Society as mentioned hereunder, prepares the resolution records of the Administrative Board, sends invitations to the members to participate in the General Assembly and calls the members to the Administrative Board meetings.

f) The Accountant keeps the financial records of the Club/Society, draws up the budget, issues the financial report at the end of the academic year and submits it to the Administrative Board and it has signing authority jointly with the Chairperson.

g) The term of the Administrative Board membership is one academic year and a member who completed his/her term of office may be re-elected for once only.

h) In case of any vacancy in the Administrative Board membership due to resignation or otherwise, the member ranking the first in the Substitute Members List shall be summoned to the Administrative Board. In such a case, the Administrative Board redistribute the duties internally. In case of any vacancy after the substitute members are appointed in the Administrative Board, an extraordinary general assembly should be held.

### **Duties of the Board of Directors**

**ARTICLE 14 -** (1) The responsibilities of the Administrative Board are as follows:

a) To organize events in line with the set objectives and purposes of the Club/Society and perform activities as it deems necessary

b) To monitor implementation of this Directive.

c) To carry out all procedures concerning the membership and keep the appropriate records.

d) To draw up the statute or amendments to the statute.

e) To prepare event schedule.

f) To draw up the budget.

g) To keep financial records.

### **Supervisory board**

**ARTICLE 15** - (1) The Supervisory Board is the internal audit body of the club/society. It is composed of two original members and one substitute member at minimum. A member of the Supervisory Board is not allowed to be also an original or substitute member at the administrative board.

(2) The Supervisory Board is commissioned by the general assembly for the current academic year at the beginning of each academic year and may be discharged with respect to the resolution of the general assembly.

### **The Responsibilities of Supervisory Board**

**ARTICLE 16** - (1) The responsibilities of the Supervisory Board are as follows:

- a) To audit the documents and books of the Club/Society, to inspect the condition of the inventory.
- b) To inspect whether the inventory procured by the Administrative board are recorded in the inventory records of the university or not.
- c) To monitor the compliance of the activities of the Club/Society with the provisions of the directive and stature and to review their efficiency.
- d) To alert the administrative board in written form when it deems necessary and call the general assembly for an extraordinary meeting.
- e) To submit its reports and give briefing to the General Assembly at the end of each academic year.
- f) To fill in and submit “Student Clubs/Societies Internal Audit Form” to the Student Center Directorate following its audit at the end of each academic year.

### **Mandatory books and records**

**ARTICLE 17** - (1) The Clubs/Societies have the obligation to keep four books through their Administrative Boards. These books are listed below:

- a) The Member Registration Book: refers to the book where the information about the members of the Club/Society are recorded.
- b) Administrative Board Minute Book: refers to the book where the resolutions of the Administrative Board are recorded.
- c) Income-Expenditure Book: refers to the book where all the income and expenditures of the Club/Society are recorded.
- d) Activity Book: refers to the book including the records of all activities performed.

### **The general rules for the activities of the club/society**

**ARTICLE 18** - (1) The general rules for the activities of the Clubs/Societies are indicated below:

- a) The Clubs/Societies are not allowed to act and to perform activities in violation of the indivisible integrity of the state with its territory and nation as defined in the Constitution, the principles of the state of law, the fundamental rights and liberties, the secularism and the laws.
- b) The Clubs/Societies cannot carry out activities that are in breach of the applicable laws and the Council of Higher Education Student Disciplinary Regulation and that are not compatible with the academic environment of the University or that may result in a misleading profile of the university in the eyes of the public.
- c) The Clubs/Societies cannot conduct activities in the areas other than their purpose of formation and objectives.
- d) The members of the Clubs/Societies cannot carry out activities to derive financial benefits.
- e) The Clubs/Societies are not allowed to act as an intermediary for promotion by the companies of their commercial organizations at the university, unless the event is organized by the club/society itself.
- f) The Student Clubs should issue an activity form for each event that they will organize and submit it to the Student Center after obtaining the approval of their advisors not later than fifteen days in advance.
- g) For the event applications of the Clubs/Societies, the Student Center may refer to the opinion of the respective Club/Society Advisor or the relevant units of the university if it deems necessary. In case of any unfavorable opinion obtained, the event may be postponed, required to be changed or cancelled.
- h) The Clubs/Societies are required to act in accordance with the promotion and announcement standards that are stipulated by the Corporate Communications Unit and reviewed by the Student Center, when publicizing their events.

### **Financial matters**



**ARTICLE 19 - (1)** The considerations regarding the revenues and expenses of the Clubs/Societies are mentioned below:

a) Each Club/Society presents its annual budget proposal that is prepared by the Administrative Board to the approval of the Club/Society's General Assembly following the approval of the advisor and then submits it to the Student Center. The Student Center evaluates the budget proposals of the Clubs/Societies collectively and submits them to the Secretary General. These budget proposals enter into force after the approval of the Secretary General.

b) The Clubs/Societies are allocated a dedicated budget for their annual operations. The revenues of the Clubs/Societies include their budget allocated to them by the university through the Student Center, the sponsorships that they obtain by their own efforts and the participation fees they collect from the participants of the events that they organize. Collecting subscription fees or similar fees from the members regardless of their names is not allowed.

c) The expenses of the Clubs/Societies include their operational expenses (stationery, office furniture, the expenses for the general assembly and administrative board meetings, etc.) and the costs of the events (transportation, accommodation, hosting the guests, banners, fliers, etc. and other required expenses for the needs).

d) The Clubs/Societies may conclude sponsorship agreements with external institutions and organizations, subject to the terms and standards established by the university. The draft agreements are reviewed by the Student Center. The Student Center may seek advice from the Office of the Legal Counsellor within the University, if it deems essential. The agreement that is issued in two copies enters into force after being signed by the President of the Club/Society, an official of the sponsor institution or organization and the Director of the Student Center.

e) The amount in the sponsorship agreement that is signed between the Club/Society and an institution or organization includes Value Added Tax and it is paid to the joint account of the Clubs/Societies by the sponsor institution or organization. The remaining amount after the deduction of VAT is added to the budget of the relevant Club/Society. The proceeds from the sponsorships cannot be used for anything other than the relevant event or not in a way unsuitable to its purpose.

f) The Clubs/Societies prepares a budget projection for each event/activity they plan to perform and indicates this projection in the event application. All expenses to be made for the events and all revenues including the sponsorship proceeds to be raised through the event should be included in the budget projection.

g) The Clubs/Societies may request a new budget apart from their allocated annual budgets. The Student Center decides on the suitability of the new budget request, taking into consideration the nature of the event, the potential for the members of the The Clubs/Societies to benefit from this event, whether the event is exclusive only to the members of the Clubs/Societies, any sponsorships and similar criteria.

h) The external procurement procedures of the university shall apply to all services to be outsourced within the context of an event and the approval of the relevant directorates should be obtained for this.

i) The event application should include the information about any participation fee that is considered to be collected for the event.

j) All types of transactions concerning the revenues and expenses shall be carried out in accordance with the procedures of the Finance Directorate, following the review and approval of the Student Center. The Clubs/Societies must retain these documents for five years.

k) The Clubs/Societies may be audited in terms of financial transactions and records if the Student Centers deems it necessary.

### **Effective Date**

**ARTICLE 20 - (1)** This Directive enters into force upon the approval of the Senate.

### **Execution**

**ARTICLE 21 - (1)** The provisions of this Directive shall be executed by the Rector.