

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

İSTİNYE UNIVERSITY
STUDENT COUNCIL DIRECTIVE

Purpose and scope

ARTICLE 1 – (1) The purpose of this directive is to establish the principles for election, function and operations of the Student Council which represents associate, undergraduate and graduate students of İstinye University at several bodies of the university.

Basis

ARTICLE 2 – (1) This Directive has been issued based on the article 7 of the Regulation on Student Councils and National Student Councils at Higher Education Institutions, which was published at the Official Gazette dated 20/09/2005 with no.25942.

Definitions

ARTICLE 3 – When enforcing this Directive;

- a) Student Council: refers to the Student Council that was formed by the students of İstinye University through election,
- b) Unit (Department / Program / Major): refers to the programs, departments and majors at the faculties, vocational schools and institutes of İstinye University,
- c) Unit (Department / Program / Major) student representative: refers to the student representatives of departments / programs / majors that are elected by the students of departments under the faculties, vocational schools or institutes among themselves,
- d) Unit (Department / Program / Major) student representatives committee: refers to the committee that are composed of the student representatives of departments / programs / majors under the faculties, vocational schools or institutes,
- e) Student Center: refers to the Student Center of İstinye University,
- f) Election Committee: refers to the committee that is formed in accordance with Article 4 to conduct elections of student representatives,
- g) Student Council General Board: refers to the board of faculty, vocational school and institute representatives,
- h) Student Council Administrative Board: refers to the administrative board of five which are elected by the members of Student Council General Board among themselves as one chairperson, one deputy chairperson, one secretary general and two members,
- i) Student Council Supervisory Board: refers to the supervisory board to be elected by the members of Student Council General Board among themselves,
- j) Student Council President: refers to the President of Student Council Administrative Board that is elected by the members of Student Council Administrative Board among themselves,
- k) Rector: refers to the rector of İstinye University,
- l) University: refers to İstinye University.

Election Committee and Its Responsibilities

ARTICLE 4 - The Rector commissions an Election Committee of at least five people among the administrative and academic staff out of which one shall be the Director of the Student Center, in order to carry out student representative elections.

ARTICLE 5 - The main authorities and responsibilities of the Election Committee are;

- a) Scheduling the election,
- b) Accepting the applications, assessing the applicants in terms of the qualifications indicated under Article 6 and declining or approving their nomination based on the outcome of the assessment,
- c) Announcing the final nominees,
- d) Reviewing and concluding objections about nominations,
- e) Conducting the elections and declaring the results,
- f) Taking necessary security protections during the elections,
- g) Reviewing and concluding all possible objections and complaints,
- h) Ensuring that necessary actions are taken against those who violate election rules or pose a threat to the security of the election and if required, cancelling nomination of such students and referring them to disciplinary proceeding.

The Conditions for Being Student Representative Nominee

ARTICLE 6 - The required qualifications for the relevant unit Student Representative nominees are:

- a) Being a registered student of the relevant department, program or major within that unit
- b) Having an overall grade point average of 2.00 at minimum at the end of previous semester, according to four point grading system
- c) Not being a foundation class student
- d) Not having received any disciplinary penalty,
- e) Not having a leave of absence (registration freeze) during the semester of the election,
- f) Not being a member or officer of any political parties or their subsidiary organs,
- g) Not having committed any disgraceful offense that require dismissal from the higher education institution,
- h) A representative who loses abovementioned qualifications (except clause B) after being elected, shall no longer remain a representative.

The Methodology and Principles to be Applied during the Elections

ARTICLE 7 - The methodology and principles to be applied during the Student Council elections are as follows:

- a) The Unit Student Representatives are elected among the registered students of the relevant unit by applying the methodology that is specified and communicated by the Election Committee. The nominee that are voted most at the elections shall be the unit representative and also a General Board member of the Student Council. The duty term of the unit representative is 2 (two) years.

b) In the event that a unit representative of any level or the president of the council leaves their position or loses their qualifications for being a representative, the respective election committees shall hold an election in accordance with the same election principles within two weeks. Newly elected person shall serve until the end of the remaining period for the person he/she replaced.

Application for Nomination, Introduction and Election Campaigns

ARTICLE 8 - The student representative of the Election Committee communicates the election calendar and process to the units for which elections will be held. The unit manager (head of program / department / major) commissions a Unit Election Committee of minimum three people for the student representative election of the relevant unit. The Unit Election Committee;

a) Announces the election calendar and application method to the students and accepts the applications of student representative nominees.

b) Prepares an official report about the unit representative that are voted most at the election and submits it to the university election committee.

ARTICLE 9 - Nomination applications for Presidency of Student Council shall be submitted to the University Election Committee within the timeframe specified by the committee. The University Election Committee announces the names of the nominees for Student Council Presidency and their election campaigns during the specified period of time and places, until 17.00 on the day before the elections.

ARTICLE 10 - All types of objections concerning the elections shall be made to the respective Election Committee on the first business day following the declaration of election results. The election committees carry out necessary investigations and resolve the objections within two days at latest.

If the Unit and University Election Committees decide to repeat the elections in consequence of the objections made, the elections shall be repeated within four days following the date of such decision.

The Responsibilities and Activities of Student Representatives and Boards

ARTICLE 11 - The Responsibilities and Activities of Unit Representatives are:

- a) To conduct activities in order to ensure that the decisions taken by the Student Council are communicated by the representative at their units and to monitor implementation of such decisions,
- b) To represent the students of the unit at all types of activities concerning the students,
- c) To discuss the issues related to the students of the units and resolve them,
- d) To organize and coordinate collective student events at the units they represent,
- e) To carry out activities to enhance communication among the students of the unit,
- f) To conduct activities to enhance the communication between the students of the unit and academic and administrative bodies,
- g) To communicate the problems, comments and ideas of the students to the relevant unit manager and/or administrative bodies,
- h) To provide opinions and suggestions about the university and the unit at the University Student Council, to submit them to the administrative bodies through the council president. To prepare reports on their activities and create an archive.

Student Council General Board

ARTICLE 12 - Student Council General Board consists of student representatives from the faculties, schools, conservatories, vocational schools and institutes of the higher education institution and it is the most senior decision-making body of the Student Council.

The Convention and Responsibilities of Student Council General Board

ARTICLE 13 - (1) Assembly of the Student Council General Board:

a) The assembly of the Student Council General Board requires participation by the simple majority of its members to the meeting.

b) The Student Council General Board holds an ordinary meeting at least once a year under the name The Student Council General Assembly of the respective higher education institution to which it is affiliated and it establishes the Student Council bodies.

c) The Student Council bodies are the Student Council Administrative Board and the Student Council Supervisory Board.

d) The decisions concerning the establishment of the bodies shall be taken based on the absolute majority vote of the participants and by means of secret voting and open counting and apart from this, all decisions shall be taken based on the absolute majority vote of the participant and by means of open counting, at the Student Council General Board.

e) The Student Council President sends a written notification to the members about the Student Council General Assembly and its agenda not later than 15 (fifteen) days in advance. In the event that the meeting quorum, as mentioned hereunder, cannot be reached following the notification, the notification process shall be repeated in the same manner.

f) The Student Council General Board may be called to hold an extraordinary meeting, upon the decision of the Student Council Administrative Board or based on the written application by 1/4 of the General Board members. Under these circumstances, the General Assembly shall take place within 15 (fifteen) days at latest. The Student Council Administrative Board decides on and conducts extraordinary General Board meetings of the Student Council and their agendas.

(2) The following are the responsibilities of Student Council General Board:

a) To elect the members of the Student Council Administrative Board,

b) To address and resolve the issues of the Student Council and of the affiliated higher education institution students,

c) To discuss the issues, opinions and ideas of the students at the council and submit the relevant outcomes to the administrative bodies of the university through the council president.

d) To set the periodic targets of the Student Council.

e) The resolutions taken during the University Student Council meeting are recorded in a meeting minutes. The resolutions are signed by the members. All the resolutions taken during the meetings, the respective meeting minutes and all reports to be drawn up are open to the public in the university.

Student Council Administrative Board

ARTICLE 14 - (1) The members of the Student Council Administrative Board are elected by the Student Council General Board members among themselves based on the absolute majority votes of the voters and for 2 (two) years;

The Student Council Administrative Board is comprised of nine students in total, being a chairperson, a deputy chairperson, a secretary general, an accountant, a public relations and information officer, an external relations officer, a workgroups officer, an education officer and an officer of health, sports and culture. When there is no sufficient number of members available in the Student Council General Board, then the Student Council Administrative Board may be formed by five students, being a chairperson, a secretary general, an accountant, an education officer and an officer of health, sports and culture. The Student Council Administrative Board reports to the Student Council General Board.

(2) The Student Council Administrative Board holds a meeting at least once a month, chaired by the Chairperson of the Student Council Administrative Board. The chairperson notifies the agenda, venue and date of the meeting to the members of the Administrative Board at least seven days in advance. The quorum for the meetings of the Board is the absolute majority of the board members and the quorum of resolutions is the absolute majority votes of the voters at the open voting. When the chairperson is absent at the meetings; the deputy chairperson, or an Administrative Board member to be designated by the chairperson, if the deputy chairperson is also absent, shall be delegated to hold this position and he / she may vote on behalf of the chairperson. When the number of the votes are equal, the chairperson's vote, and in his/her absence, the vote of the deputy chairperson or the vote of the Administrative Board member delegated to hold this position shall be considered as the deciding vote.

The Responsibilities of the Student Council Administrative Board

ARTICLE 15 - Article 20 - The following are the responsibilities of Student Council Administrative Board:

- a) To ensure implementation of the resolutions taken by the Student Council General Board,
- b) To report the information obtained through the representatives and submit them in written form to the Office of Secretary General, in order to ensure that the problems, opinions and suggestions of the students are addressed at the Senate and Administrative Board of the university
- c) To launch civic involvement projects in cooperation with non-governmental organizations and to facilitate participation of the students within the higher education institution to these projects,
- d) To carry out activities for participation of students to national and international "Education and Youth Programs",
- e) To promote relations with national and international student unions and organizations,
- f) To create dedicated workgroups in the fields of catering, transportation, accommodation, cafeteria, clubs, scholarship, education, arts, culture and sports and to ensure their effectiveness and functionality,
- g) To brief the members of the Student Council General Board about its activities,
- h) To communicate the resolutions of National Student Council within its affiliated higher education institution and monitor their implementation,
- i) To draw up reports on the activities carried out and create an archive.

Student Council Supervisory Board

ARTICLE 16 - The members of the Student Council Supervisory Board are elected by the Student Council General Board among the members of the Student Council Administrative Board who are about the finish their term of office and will remain a student for at least two years further and if there is not sufficient number of Administrative Board members, then they will be elected among the members of the General Board, for one year and with the absolute majority votes of the voters. The Student Council Supervisory Board consists of one chairperson and two members.

The Responsibilities of the Student Council Supervisory Board

ARTICLE 17 - The following are the responsibilities of Student Council Supervisory Board:

a) To supervise the activities of the Student Council Administrative Board in terms of their compliance with the provisions of this Directive, the directives to be issued by the respective higher education institution and the resolutions of the Student Council General Board,

b) To brief the rectorate and Student Council General Board of the respective higher education institution about its activities.

Student Council President

ARTICLE 18 - The Student Council President is elected for once only and for 2 (two) years by the Student Council General Board among the board members based on the absolute majority of the voters. When the Council President loses his/her eligibility or leaves his/her office before the end of his/her term of office for any reason, then a new president to serve until the end of the remaining term of office shall be elected by following the same procedure within a month. A member to be elected by the Student Council Administrative Board members among themselves shall deputize the Student Council Presidency until the election of the new president.

The Responsibilities of the Student Council President

ARTICLE 19 - The following are the responsibilities of Student Council President:

a) To represent the students of his/her respective higher education institution at national and international student events,

b) To set the meeting agendas of the Student Council Administrative Board and to chair these meetings,

c) To ensure announcement of the resolutions taken by the Student Council Administrative Board and to monitor their implementation,

d) To present the annual activity report during the next Student Council General Assembly, at the end of his/her term of office,

e) To participate in the senate and administrative board meetings of the respective higher education institutions during the sessions when the issues concerning the students are addressed.

f) In the absence of the chairperson, the deputy chairperson or an administrative board member to be designated by the chairperson shall participate in these meetings.

Financial Provisions

ARTICLE 20 - The Administrative Board prepares and submits to the Rector the annual budget that is essential to cover the requirements of the University Student Council, for the purposes of the targets and activity plans that are proposed by the Administrative Board and confirmed by the General Board and the University Administrative Board concludes that budget.

Effective Date

ARTICLE 21 - This Directive shall be effective on the date of its approval by İstinye University Senate.

Execution

ARTICLE 22 - The provisions of this directive shall be executed by the Rector of İstinye University.