# ATILIM UNIVERSITY DIRECTIVE ON STUDENT COUNCIL ELECTIONS

**SECTION ONE**

## Purpose, Scope, Basis and Definitions

**Purpose**

**ARTICLE 1-(1)** This Directive aims to regulate the principles and procedures regarding the Student Council Election at Atılım University.

## Scope

**ARTICLE 2-(1)** This Directive covers the provisions regarding the election and formation of the student council established with the authority to represent the associate and undergraduate degree program students of Atılım University.

## Basis

**ARTICLE 3-(1)** This Directive is based on Regulations on Student Councils of Higher Education Institutions and the National Student Council of Higher Education Institutions, published in the Official Gazette no. 31154, dated June 13, 2020.

## Definitions

**ARTICLE 4 - (1)** The definitions for this Directive are:

1. Atılım University Student Council: The union of students, established by students among themselves democratically,
2. Student representatives of departments/ programs: Students chosen by each department/ program student of Atılım University Schools or Vocational Schools in order to represent their department/ program students in the student council.
3. Council Board: A board consisting of a chairperson and two members to ensure the operations of the General Assembly to be held to establish the bodies of the Student Council,
4. Student representatives of Schools/ Vocational Schools: Students chosen by each student representative of the departments/ programs of Atılım University Schools or Vocational Schools from among themselves, to represent their School/ Vocational School in the Student Council,
5. Election Boards of Schools/ Vocational Schools: The board consisting of at least one academic personnel representative for each department/ program under Schools/ Vocational Schools,
6. Chairperson of the student council: The chairperson of the student council of Atılım University, and its executive board,
7. Student council auditing board: The auditing body for the student council of Atılım University,
8. Student council general assembly: The board consisting of the student representatives of Schools/ Vocational Schools, and of departments/ programs, of Atılım University,
9. Student council executive board: The board consisting of the student representatives of Atılım University Schools/ Vocational Schools

Participation in the academic meetings of the department/ program which they represent, in order to discuss matters regarding students.

1. University election board: The board consisting of one academic personnel representative each, appointed by the Schools/ Vocational Schools of Atılım University.

# SECTION TWO

## Student Representatives and the Student Council

## General principles regarding student representative elections:

**ARTICLE 5-(1)** The elections at Atılım University to determine the members of the student council, and to finalize its bodies, shall take place until December with respect to the calendar set by the Presidency. These elections are held with the students of each department/ program under Schools/ Vocational Schools casting their votes at ballot boxes or through online methods to be determined for the purposes of the election and propaganda. The principles regarding the elections are determined by the University Election Board, and notified to the relevant units where the election is held. If no results are obtained for any reason at a unit in the elections within this period and program, no representative shall be elected for that unit. Student representative candidates are to notify their candidacy in writing to the Dean's Office/ Directorate of the relevant School/ Vocational School at least one week before the elections.

## Requirements for student representative candidates

**ARTICLE 6-(1)** The requirements for student representative candidates are as follows:

1. Being an enrolled student in their second year, at least, at the relevant School/ Vocational School,
2. Not being a member or officer in the bodies of political parties,
3. Having no criminal record for crimes deemed disgraceful,
4. Not having received any disciplinary punishment other than a warning,
5. Not having suspended their registration during the elections,
6. Having a GPA of minimum 2.75 out of 4,
7. Not belonging to or having any connection with terrorist organizations.

## Electing student representatives for departments/ programs

**ARTICLE 7-(1)** The department/ program student representative is elected once for two years by the department/ program students by majority vote.

(2) If the department/ program student representative loses eligibility, or if their duty ends before their term for any reason, a new representative is elected with the same procedure within one month at the relevant department/ program to complete the remaining term.

## Duties of student representatives for departments/ programs

**ARTICLE 8-(1)** The duties of the student representatives for departments/ programs are as follows:

1. Undertaking student council activities for their department/ program,
2. Announcing the decisions taken by the bodies of the student council in the unit they represent, and monitoring their implementation,
3. Identifying the problems of students in their department/ program, and conveying them to the relevant administrative bodies of the student council, and the University, for resolution purposes,
4. Representing the students of their department/ program at student events,
5. Improving the communication between the students of their department/ program, and the governing bodies of these units,
6. Preparing reports regarding their operations, and creating archives.

## Student representatives for Schools/ Vocational Schools

**ARTICLE 9-(1)** The student representatives of Schools/ Vocational Schools are elected by and from among the student representatives of Atılım University departments/ programs; by majority vote, and for a period of two years. In the case of Schools/ Vocational Schools with a single department/ program; the current student representative for the department/ program in question becomes the representative for their entire School/ Vocational School.

(2) If the School/ Vocational School student representative loses eligibility, or if their duty ends before their term for any reason, a new representative is elected with the same procedure within fifteen days at the relevant School/ Vocational School to complete the remaining term.

## Duties of student representatives for Schools/ Vocational Schools

**ARTICLE 10-(1)** The duties of the student representatives for Schools/ Vocational Schools are as follows:

1. Undertaking student council operations in their Schools/ Vocational Schools,
2. Announcing the decisions taken by the bodies of the student council at their Schools or Vocational Schools, and monitoring their implementation,
3. Identifying the problems of students at their Schools/ Vocational Schools, and conveying them to the relevant administrative bodies of the student council, and the University, for resolution purposes,
4. Representing the students of their School/ Vocational School at student events,
5. Coordinating student events at their Schools/ Vocational Schools,
6. Participating in the Executive and Academic Board meetings of their School/Vocational School for discussions on the issues related to students,
7. Working to improve the communication among department/ program students.

## Chairperson of the student council

**ARTICLE 11-(1)** The student representative of the unit determined with respect to the alphabetical order of the names of Atılım University Schools/ Vocational Schools is appointed as the student council chairperson.

* 1. If the council chairperson loses their eligibility as per Article 6, or resigns from their chairperson duties for any reason before their term expires, the candidate having received the most votes in the student representative elections for the School/ Vocational School represented by the chairperson becomes the substitute chairperson, to complete the remaining term of office.

## Duties of the chairperson of the student council

**ARTICLE 12– (1)** The duties of the chairperson of the student council are as follows:

* + 1. Representing Atılım University students at national and international student events,
    2. Determining the agenda of the student council general assembly, and student council executive board meetings; and chairing these meetings,
    3. Ensuring that the decisions taken by the student council general assembly and the student council executive board are announced, and monitoring their implementation.

**ç)** Submitting an annual activity report to the next student council general assembly at the end of their term of office,

* + 1. Participating in the Senate and board meetings of the University for discussions on the issues related to students.

## Student Council General Assembly

**ARTICLE 13-(1)** The general assembly of the student council consists of the student representatives for Atılım University Schools/ Vocational Schools, and those for departments/ programs; constituting the highest body in the student council. General Assembly meetings may take place at real venues or locations, or online, through methods appropriate for the purposes of these meetings.

1. The general assembly of the student council convenes upon the call of the University Election Board following the first elections, and holds its ordinary meetings at least twice every year. The general assembly of the student council convenes with the absolute majority of the members.
2. The student council general assembly agenda is notified to the members in writing by the student council chairperson at least fifteen days in advance. If the meeting quorum specified in this Directive is not met following the announcement, the announcement process is repeated in the same way.
3. In the general assembly of the student council, members of the Executive and Auditing Boards are elected by the absolute majority of the attendees. These elections are held by secret ballot and open counting. Other decisions are taken with the votes by the absolute majority at board meetings.
4. The general assembly of the student council may be called to an extraordinary meeting by the executive board upon the decision of the student council executive board or upon the written application of ¼ of the members of the general assembly. In such cases, the general assembly takes place within fifteen days at most. The student council executive board determines and conducts the extraordinary general assembly meetings and the agenda of the student council.
5. After the election, the first meeting of the student council general assembly happens under the chairmanship of the chairperson of the university election board, and upon the call of the university election board. The council board is established before the elections for the student council chairperson, the council executive board, and the student council auditing board.
6. The council board consists of a chairperson, and 2 members to be elected among the student council general assembly members in order to manage the General Assembly. One of the members serves as the rapporteur of the board. Students who are candidates for the Council Board may not be candidates for the Executive and the Auditing Boards. The Council Board members execute the agenda of the meeting, ensure the conduct of membership elections of the Executive and Auditing Boards, and prepare the minutes of the General Assembly.

## Duties of the student council general assembly

**ARTICLE 14– (1)** The duties of the general assembly for the student council are as follows:

* 1. Determining the chairperson of the student council, as per the procedures of Article 11,
  2. Determining the members of the student council executive board,
  3. Determining the members of the student council auditing board,

**ç)** Taking decisions regarding the problems of the student council and those of university students, and conveying the decisions to the Presidency,

* 1. Determining the term goals of the student council.

## Student Council Executive Board

**ARTICLE 15 - (1)** The student council executive board consists of eight students and the chairperson of the student council, one of whom is the assistant chairperson, to be elected by and among the members of the student council general assembly by the absolute majority of those participating in the election, and for a period of two years.

**(2)** The student council executive board convenes under the assistant chairperson in the absence of the chairperson, every three months. The agenda, the venue, and the date of the board meeting are announced to the board members by the chairperson at least seven days in advance. The Board convenes with the absolute majority of the total number of members. Decisions are taken by the absolute majority of the participants. In case of equality of votes, the side with the chairperson is considered the majority.

## Duties of the Student Council Executive Board

**ARTICLE 16– (1)** The duties of the executive board of the student council are as follows:

1. Dividing and distributing tasks at hand among its relevant members,
2. Ensuring the implementation of the decisions taken by the student council general assembly,
3. Determining the problems of university students and conveying their opinions and thoughts to the relevant administrative bodies of the University,

**ç)** Developing social awareness projects in cooperation with non-governmental organizations, and encouraging student participation in these projects within the Higher Education Council,

1. Performing studies on student participation in national and international education, and in youth programs,
2. Developing relationships with national and international student unions and organizations,
3. Creating working groups in the fields of food, transportation, accommodation, cafeteria, clubs, scholarships, education, art, culture and sports; and ensuring the functionality of these elements,
4. Announcing and monitoring the decisions of the student council about their operations at the university,
5. Preparing reports of the operations performed, and creating archives.

## Student Council Auditing Board

**ARTICLE 17- (1)** The student council auditing board consists of a chairperson, and four members elected by the members of the general assembly of the student council from among themselves, with the absolute majority of those who participated in the election, for a period of two years, excluding those elected to the Executive Board.

## Duties of the Student Council Auditing Board

**ARTICLE 18– (1)** The duties of the auditing board of the student council are as follows:

* 1. Supervising whether the Student Council Executive Board operates in accordance with the directives prepared by the university and the decisions of the student council general assembly, in accordance with the provisions of this Directive,
  2. Informing the Presidency of the University, and the student council general assembly about their operations.

## University Election Boards

**ARTICLE 19- (1)** The Election Boards of the University are:

1. University Election Board: This Board consists of the Dean of Students, Deans of Schools, and one representative each appointed by Directors of Schools/ Vocational Schools. The Dean of Students chairs the board.

## Their duties are as follows:

* 1. Examining and deciding on objections to elections,
  2. Ensuring that elections are conducted properly and in accordance with the rules, and taking decisions accordingly,
  3. Taking the necessary precautions to ensure that elections are held safely,
  4. Ensuring the implementation of the election calendar, prepared by the Dean of Students and approved by the President; and that the calendar is announced to relevant units and students.

**(2)** Election Boards of Schools/ Vocational Schools:

The board consists of at least a single representative from each department/ program of Schools/ Vocational Schools.

# THEIR DUTIES ARE:

1. Checking whether candidates meet the conditions specified in the Directive,
2. Ensuring that elections are held properly and in accordance with the rules, as per the election calendar
3. Making the necessary preparations for the elections to be held in a transparent and safe manner
4. Implementing the resolutions reached by the Election Board at the University

# SECTION THREE

## Effective Date

**ARTICLE 20-** This Directive shall take effect after its approval by the Senate.

## Execution

**ARTICLE 21 -** This Directive is executed by the President of Atılım University.