(Senate Resolution dated 01.04.2021 no. 08)

(Senate Resolution dated 24.07.2013 no. 05)

**ATILIM UNIVERSITY**

**FRAMEWORK DIRECTIVE ON THE ESTABLISHMENT AND THE PRINCIPLES OF OPERATION OF STUDENT CLUBS**

**SECTION ONE**

# Purpose-Scope-Basis

**Purpose**

**Article 1-** This Directive aims to help the students of Atılım University in their social and cultural development in line with the principles of Atatürk, and provide them the means to become people with investigative and creative qualities, and to meet their social requirements such as rest and leisure.

# Scope

**Article 2-** This Directive covers the operations of all student clubs to undertake extra-curricular activities at Atılım University.

# Basis

**Article 3-** This Directive is based on Article 14 of Higher Education Law no. 2547.

**SECTION TWO**

# Executive Board - Establishment of Clubs - Membership Conditions

**Executive board**

**Article 4-** The Executive Board consists of the President, the Director of Social Affairs and Sports, the Director of Culture and Social Affairs, the Chairperson of the Student Council, and an Academic Advisor to be selected from among academic advisors with the recommendation of the Directorate and the approval of the President. The President is also the chairperson of the Executive Board. The Board reviews student club applications and approves those they deem appropriate. The Board inspects the student clubs throughout the academic year, and at the end of the year, identifies those that do not perform adequate activities in line with their goals and objectives, and decides to close them. The Board convenes at least once a year between May 15 and June 15. In case of equality of votes in the Board, the side with the Chairperson of the Board constitutes the majority of votes.

# Academic advisors

**Article 5-** a) Academic advisors are appointed from among the full time faculty members or research assistants of the University with the approval of the Presidency, subject to their personal consent.

1. Academic advisors help prepare guidelines and working programs for the clubs to be established.
2. They supervise the activities of clubs within the framework of the general principles set by the University.

ç) They assist in budget preparations according to the needs of their club and take the necessary administrative initiatives to ensure that their club is able to use the money, the equipment and the space the University provides.

1. They supervise the working and resolution books of the Executive Board of their Club.
2. They contribute to the healthy conduct of understanding and cooperation among clubs by participating in Academic Advisor meetings organized by the Presidency.

# Establishment of clubs

**Article 6-** a) In order to establish a student club, an application must be made to the Atılım University Student Clubs Executive Board with at least 20 students who meet the membership conditions, and one founding member.

1. A draft budget and an activity form are added to the club establishment application form. After the applications are reviewed by the Atılım University Student Clubs Executive Board, the applications of those deemed appropriate are submitted to the Presidency for approval. The club becomes operational after the approval of the President.
2. The club that is to be established convenes the General Assembly within one month, elects its Executive Board and other bodies, and presents these to the Directorate of Culture and Social Affairs.
3. Club establishment applications open in the Spring Semester of each academic year, and close by the end of May.
4. Multiple clubs may not be established with the same fields of activity and purposes.
5. Existing clubs complete their elective general assemblies every year in May, and submit the club executives list to the Directorate of Culture and Social Affairs.

# Student club membership conditions

**Article 7-** a) Membership applications are received online via the website of the Directorate of Culture and Social Affairs, and only the applications made this way are considered valid.

1. Students applying for membership in a club are required to be undergraduate students registered at Atılım University.
2. Active membership is determined by the Executive Board based on the active participation of the member in club activities and in General Assemblies during the academic year, and this status is finalized with the approval of the Academic Advisor.
3. All members have the right to vote and be elected.
4. Members of the Executive and Auditing Boards are considered active members.
5. Each member reserves their right to leave the community. Once the resignation petition is received by the Executive Board, membership rights of leaving members are lost. If resigning members wish to return to membership, they are required to meet the conditions in Paragraphs (a) and (b).
6. Honorary members may be elected from among Atılım University graduates who are believed to be contributing to the community activities, with the recommendation of the community members at the General Assembly and the approval of the Executive Board. Honorary members may participate in community events, but they do not have the right to vote and be elected in general assemblies.

**SECTION THREE**

# Activities - Club Directives

**Activities**

**Article 8-** a) Clubs may not engage in attitudes, behaviors and activities contrary to the indivisible integrity of the state and the nation, the principle of the rule of law, fundamental rights and freedoms, secularism, and the law as expressed in the Constitution.

1. Clubs may not engage in activities that do not comply with the academic environment, principles and rules of the University.
2. Clubs may not engage in activities on issues that go beyond the definitions specified in their founding purposes.
3. Clubs are to fill out an Event Request Form for any event they want to organize inside or outside the University, and submit the forms to the Directorate of Culture and Social Affairs at least 15 days in advance. The Directorate of Culture and Social Affairs undertakes the necessary investigations and forwards it to the Presidency. No events or activities shall be announced without the approval by the Presidency.
4. At the end of each academic year, the activities of Student Clubs are evaluated by the Executive Board. As a result of the evaluation, the clubs failing to perform at least two activities in each academic semester are issued a warning. Clubs not engaging in any activity for one academic year may be closed with the decision by the Executive Board.
5. Club executives and members may not engage in activities that provide financial gain.
6. Clubs may not engage in activities that exclude students of different nationalities, thoughts and beliefs, or encourage political, religious and social divisions.
7. The founding purpose of clubs may not consist of goals and activities that may be implemented individually without the existence of a Student Club.

# Club directives

**Article 9-** Each club prepares their own club directive. These directives shall contain no provisions that counter the Framework Directive. Club directives should include the following: Organization, Purpose and Activities, Membership, General Assembly and Duties, Executive Board and its Duties, Auditing Board and its Duties, Books.

**SECTION FOUR**

# General Assembly - Executive Board - Chairperson - Auditing Board - Disciplinary Rules

**General Assembly**

**Article 10-** a) This is the most authoritative decision-making body of clubs.

1. It consists of the registered club members.
2. It convenes at least twice in an academic year with the participation of one more than half of the members who have the right to attend the General Assembly. If the quorum is not reached in the first meeting, a majority is not required in the second meeting.
3. The Assembly convenes extraordinarily upon the recommendations of the Executive and Auditing Boards, or upon the written request of the majority of members (51%).
4. Meeting dates are announced at least 15 days in advance.
5. The Assembly approves the club directives, discusses and decides on any changes.
6. It approves the activity reports prepared by the Executive Board at the beginning of the academic year; and at the end of the academic year, it examines and finalizes the end-of-term report of the club, the income-expense chart and the reports of the auditing board.
7. The Presidency may have observers present at the general assembly if it deems necessary.

# Executive Board

**Article 11-** a) The Board consists of a maximum of 7 primary and 3 substitute members elected by secret ballot in the General Assembly.

1. Documents showing that the students elected to the governing bodies have not received disciplinary punishment are obtained from the Student Affairs Directorate, added to the General Assembly minutes and delivered to the Directorate of Culture and Social Affairs together with the Executive Board list.
2. The Executive Board elects the Chairperson, the Assistant Chairperson and the Treasurer from among board members during the first meeting.
3. The Board may expel members who engage in behavior that is contrary to the purpose of the club, or who receive disciplinary punishment, by giving justification. The decision is taken unanimously by the Executive Board and recorded in the Resolution Book.

# Chairperson

**Article 12-** a) The Chairperson is responsible for all decisions and operations of the club. The chairperson forwards the election results, together with the minutes, to the Directorate of Cultural and Social Affairs within one week.

1. They ensure that the objectives and working subjects of the club are achieved, and implement the decisions of the Executive Board, and the General Assembly.
2. They fulfill their duties and use their powers specified in the club directive.
3. For club events and activities, the chairperson obtains the necessary permissions from the Directorate of Culture and Social Affairs and the Presidency, with the knowledge of the Academic Advisor of the club. They prepare the working program and the budget for the next academic semester.
4. They determine the day, time and place of General Assembly meetings. They obtain the necessary permissions from the Secretary General for the areas to be used by their club. They are responsible for the use and supervision of places in accordance with the purposes of the club, and take the necessary measures accordingly.
5. They establish working groups and supervise the operation of these groups.
6. They announce the decisions taken at the General Assembly to the members and relevant units, and implement them accordingly.
7. They ensure that all purchased items are registered at the Accounting Office of Atılım University.

# Auditing board

**Article 13-** a) The Board consists of a maximum of 3 primary and 3 substitute members elected in the General Assembly.

1. The Board audits the budget and the account transactions book, as well as the income-expense documents of the club, kept by the treasuring member; and conveys its results and suggestions to the Executive Board in the form of a report.
2. The Board attends the General Assembly meeting where the working program and the budget for the next academic semester is to be discussed. It provides suggestions, if any.

# Books

**Article 14- Books**

**Article 14-** Clubs are required to keep the following books, which they are to receive before each activity semester, and deliver at the end of each to the Directorate of Culture and Social Affairs:

a. Member Registration Book: This book is for the full names, classes, numbers, and departments of the members of the club.

1. Resolution Book: This book is for the resolutions reached at Executive Board meetings.
2. Incomes-Expenses Book: This book is for proofs of payment regarding financial transactions, and incomes-expenses.

# Disciplinary rules

**Article 15-** a) The necessary investigation is undertaken on clubs acting in violation of Regulations on Student Discipline. If a violation is detected as a result of a such investigation, the club shall be closed with the approval of the Presidency. The provisions of Regulations on Student Discipline apply to club members found to be guilty.

1. Clubs failing to submit their working report and activity program for an academic year to the Directorate of Culture and Social Affairs by June 15 at the latest, and to elect their Executive Board within the period specified in their club directive shall be issued a written warning by the Directorate of Culture and Social Affairs.
2. If no Executive Board members are elected in the following semester and no activities are undertaken by clubs for which a such warning has previously been issued, such clubs shall be closed down with the recommendation of the Directorate of Culture and Social Affairs, and the approval of the Presidency.
3. All kinds of disputes regarding student clubs are resolved by the Presidency.

**SECTION FIVE**

# Financial Provisions - Effective Date - Execution

**Financial provisions**

**Article 16-** The incomes of student clubs consist of the budget allocated from the University to the clubs, as well as the income garnered through activities such as donations, aid, shows and events. Incomes and expenses of student clubs are audited by the Directorate of Culture and Social Affairs, in addition to the Auditing Board, and the results of the audits are submitted to the Presidency for approval.

# Effective Date

**Article 17** - This Directive shall take effect after its approval by the Senate.

# Execution

**Article 16 -** This Directive is executed by the President of Atılım University.