

STUDENT CLUBS OF ISTANBUL AYDIN UNIVERSITY

AND

THE DIRECTIVE OF THE STUDENT CLUBS UNION

PART ONE

Purpose, Scope, Baseline and the Descriptions

Purpose

Article -1 The aim of this directive is to lead the Student Clubs/Communities founded with the intention of meeting the Student's education, health, sports and cultural needs, to provide sensitivity about the national interest of the Student Clubs, to arrange the foundation, duty, authority and working principles of the Student Clubs and The Union of Student Clubs of İstanbul Aydın University.

Scope

Article -2 This directive covers the judgments related to the foundation, duty, authority and working principles of the Student Clubs and Student Clubs Union of İstanbul Aydın University.

Basis

Article -3 This directive is prepared on the basis of the 47th article numbered 2547 of the law of higher education.

Descriptions – Referred to this policy; these descriptions are stated as;

a) University: İstanbul Aydın University

b) Rector: The Rector of the İstanbul Aydın University

c) The Administrative Body: The Administrative Body of İstanbul Aydın University

d) Student Clubs/ Communities: The Student Clubs/Communities founded with the intention of providing their developments socially, culturally and professionally by organizing activities in social, cultural, scientific, artistic, sports and skill fields that they interest in their extracurricular time.

e) The Union of Student Clubs: The Student's Union composed of the representatives of Student Clubs/Communities in Istanbul Aydın University,

f) The Representative(Chairman) of the Student Club/Community: The student chosen among the students of community by themselves to represent their clubs that get into act in the Student Clubs/Communities of İstanbul Aydın University.

g) The Supervisors of the Student Clubs/Communities: The officials who are determined among the fulltime instructors of Istanbul Aydın University and who are responsible for the studies of Student Clubs/Communities.

h) The Chairman of the Student Clubs Union: The Chairman of the Student Clubs/Communities,

i) The Chairman of the Club/Community: The member of the Club/Community that is chosen by the members of Club/ Community every year within the month of November represents the Club in the related units of the University.

These descriptions made in the 3rd article of the 2547 numbered law are valid for this policy unless otherwise specified.

PART 2

The Student Clubs/Communities

Article 5 – Bodies:

In the organization of the Student Clubs/Communities of İstanbul Aydın University, the managing bodies are as follows.

- a) The Administrative Body**
- b) Executive Council**
- c) The Administrative Body of Student Club/Community**
- d) General Assembly of Student Club/Community**
- e) The Union of the Student Clubs/Communities**

a) The Administrative Body: It is the Administrative Body of the University

b) The Executive Council: It is a commission composed of at least five individuals under the chairmanship of the Rector or the Vice Rector charged by the Rector. The Dean of the

Students and the Head of Health, Culture and Sports are the default members of the “Executive Council”.

The duties of The Executive Council is stated below:

- 1- To conduct the activities of the Student Clubs/Communities and to arrange the activities,
- 2- To decide on the decisions offered by the Student Clubs/ Communities and to evaluate them,
- 3- To decide on the Yearly Plan and Programmes and the Budget Proposal of the Club/Community’s activities
- 4- To close down or to stop the activity of any Club/Community,
- 5- To found Clubs/ Communities to get into act in the university,
- 6- To assess the situation about the Club/Community by doing at least three assemblies one at the beginning, in the middle and at the end of the semester.

The Executive Council has to decide on the below situations or present them to the Administrative Body of the İstanbul Aydın University if necessary.

Conducting the activities on behalf of the “Executive Council is done by the secretary and The Directorate of the Health, Culture and Sports conducts the duty of supervising.

- c) The Administrative Body of Student Club/ Council: The Student Clubs/Communities that will organize activities in the İstanbul Aydın University are founded, administered and paused their activities or closed down with regard to the principles determined in this policy.

In order to found a Club: It is necessary for at most seven students who are registered in the associate and post graduate to apply with the counselling of full time instructor.

The students in the preparatory school can’t take office in the foundation and administration of the Student Clubs/ Communities.

The founder members apply to the Directorate of Health, Culture and Sports with an application file covering the petition which shows the club’s foundation and implementation principles and the policy of the Club/Community. The Directorate of the Health, Culture and Sports makes the necessary scrutiny on the file and offers the Club/Community’s foundation to the Executive Council after the determination of regularity.

After the approval of the Executive Council and the Chairman of the Executive Council, the Club/ Community goes into action in accordance with the policy of Administrative Body.

- d) The General Assembly of Student Club/Community: The Student Clubs/ Communities that will arrange activities in İstanbul Aydın University covers all the students being a member of the Clubs/Communities founded on the principles determined in this policy.

The General Assembly of the Student Clubs/ Communities chooses the Chairman of the Club/Community and the members of the Administrative Body by gathering every year within November.

Each Student Club/ Community have to keep at least a student in the first grader in the Administrative Body

- e) The Union of Student Clubs/Communities: It is a commission composed of the Chairmans of Student Clubs/Communities founded in Istanbul Aydın University.

This Union administers the assemblies where the Chairman of the Executive Council and the Dean of the Students/the Director of the Health, Culture and Sports are not there, choose a chairman of the club to represent them. In case of the absence of the Chairman of the Club, he/she has the right to choose two assistants.

The Chairman of the Student Council is the natural member of the Student Clubs/ Communities Union. He has the obligation to be invited to the assemblies. He can contribute to the activities with his opinions. But he hasn't got the right to vote for the decisions.

The Union of Student Clubs/Communities gathers every year within April and December for evaluation in tandem with the Directorate of the Health, Culture and Sports. This assembly is presided by the Chairman of the Executive Council or by the Head of Health, Culture and Sports.

Article -6 The Agents of Action of the Student Clubs/ Communities

The Student Clubs/Communities schedule their activities within a plan and programme that will be done throughout the academic year and present it to the Directorate of Health, Culture, and Sports through the Chairman's of the Club/Community after taking the approval of the advisor. After evaluating the schedule of all the Clubs/Communities, The Directorate of the Health,

Culture and Sports present it to the Executive Council. The Executive Council constitutes the area of the activity within the bounds of possibility.

The Student Clubs/ Communities have to obey these rules in the activities they plan.

- a) The Student Clubs/Communities have to engage in an activity appropriate for the education principles and policies, for the atmosphere of the academic study and for the disciplinary rules of the University.
- b) The Student Clubs/ Communities have to take the approval of their advisor for the activities they will do in the University or outside of the University and they have to notify it to the Directorate of Health, Culture and Sports and after taking the approval they have to do all the preparations.
- c) The Student Clubs/ Communities have to hold at least a meeting in a place, date and time determined before in each education term in order to develop the coordination among themselves and this meeting should be done with the common participation of the Chairmans of the Clubs/ Communities, the advisors of the Student Clubs/Communities, the members of the Student Clubs/Communities, The Student Council, and the representatives of the classes and units.

Article 7 – The Content of the Policy of Student Clubs/ Communities:

The principles of working and activity of the Student Clubs/ Communities is arranged with its distinctive policy of Club/Community. These are the compulsory principles that should be ranked in the policy:

- a) The name of the Club/ Community policy, the members of the Founder Administrative Body, the founder members, the founder advisor, and the contact information of each founder, appropriate for its name the aim is determined. Foundation of a new group with the same aim can not be offered.
- b) The acceptance to the membership of Club/Community, the rights and the liability of the members and the principles about the completion of the membership are specified in the policy of Club/ Community.
- c) The information related to the running of the General Assembly and the Administrative Body as the organs of the Club/Community.
- d) The Running of the General Assembly and the division of labor are determined in this directive.

Article 8- Membership

The Clubs/ Communities have to obey the principles stated below while determining the related articles about the membership.

- a)** The students of Istanbul Aydın University can be the member of all the Clubs/Communities. The individuals except the students can be registered as a member in the Clubs/Communities. The trainers and the instructors coming from outside the University can attend the works with the approval of the “Executive Council” but they can not be registered as members.
- b)** A student can be a member of a few Clubs/Communities. But the same student can not take charge in a few administrative bodies of the Clubs/Communities.
- c)** Any student who makes the application of membership, completes the membership registration procedures and pays the membership fees can be the member of the Club/Community and attends the activities. The ones who don't pay their fees or who don't pay the monthly fee after the registration are not ranked as the member of the Club/Community. The Club/Community membership of the graduates terminates.
- d)** The memberships offered by the administrative bodies of the Clubs/ Communities at the beginning of each fall and spring semester are determined with the majority vote of the participants attending to the General assemblies of the Clubs/Communities.
- e)** The decision of terminating one's membership is determined with the advice of the Administrative body of the Clubs/Communities and with the vote of 2/3 of the majority of the general assembly. This decision is conveyed to the Directorate of Health, Culture and Sports and after the approval of the Executive Council it is implemented. The student who makes a disciplinary action is excluded from the membership. The member of the Club/Community can resign from the membership with a written application.

The Conditions that are looked for in a Member of the Club/Community:

The students who want to be the members of the Clubs/Communities should have the conditions below:

- a)** Not to be a member or an official in the organs of a political party, in an institution, society and foundations of political theme.

- b) Not to commit infamous crimes that bring about the rustication from the Higher Education Institute.
- c) Not to pause registration during the election phase,

Article -9 The Duties of the Advisor's of Student Clubs/Communities:

Each of the full time instructors within the scope of Istanbul Aydın University can consult only to one Student Club/Community. The duties of the Student Clubs/ Communities are as stated below:

- a) To programme the activities of Clubs/Communities and to introduce it.
- b) To care about the relevant and the balanced use of the subsidy, the help and the sponsors and all the incomes coming for the Club/Community with the aim of support.
- c) To provide the suitable usage of the rooms allocated for the Student Clubs/Communities.
- d) To help the Student Clubs/ Communities prepare the documents of the activity principles and to provide coordination and communication among the Clubs/Communities;
- e) To control the activity account of the Club/Community to which they consult, to paraphrase the official correspondence and to keep the studies under control.

Article 10 – The Chairman of the Club/Community:

He/she is the natural member of the Club/Community who deserves to be chosen after the approval of the Executive Council by the General Assemblies of the Clubs/Communities in the assemblies that are made every year within the month of November in each school year in the related Student Club/Community. The chairman of the Club/Community is the natural member of the Union of the Student Clubs/Communities.

Article 11- The running of the Clubs/Communities

The running of the Clubs/Communities are conducted within the scope of the rules below:

- a) The decisions of the General Assembly and the Executive Council that are made in each academic year, are reported to the Directorate of the Health, Culture and Sports with the approval of the advisors of the Student Clubs/Communities at the latest within seven days after the assemblies.

- b) To determine the aims, the contents and the dates of the activities that are foreseen to be arranged within that year by the related Club/Community in each academic year. The activities that will be done, are informed to the Directorate of Health, Culture and Sports with the approval of the advisors of Student Clubs/Communities. To carry out the activity after the approval of the Executive Council.
- c) The Clubs/Communities inform about all the activities of the academic year at the end of academic year to the Directorate of Health, Culture and Sports through the advisors of Student Clubs/Communities.
- d) All the information about the confirmed activities is reported to the Chairman of the Clubs/Communities and to the Chairman of the Student Council.

Article 12 – The Organs of the Clubs/Communities

It is compulsory to constitute the bodies below in the Clubs/Communities:

General Assembly

The General Assembly is constituted of the members of the Club/Community and by adding one more than half of the registered number of the members every year within the month of November and takes one more half of the number of the members attending to the assembly. If the first assembly can not be hold because of the deficiency in the minimum number, the second assembly is carried out after a week in the same place without considering the minimum number.

The Duties of the General Assembly:

- a) To choose the members of the Administrative Body among the members of the Club/Community as five full and five substitute members.
- b) To determine the principles of the activity plans of the semester and the working principles.
- c) To negotiate the activity report of the Administrative Body and to confirm it,
- d) To analyze and decide on the suggestions of the Administrative Body about the termination of the membership.

The Administrative Body:

- a) The Administrative Body is constituted of five members; a Chairman, a Vice Chairman, a Clerk and a full member. The decisions of the Administrative Body are

taken with the absolute majority of the total member number. The Administrative Body assembles at least once in a month. The Administrative Body determines the place, date, time and the agenda of the meeting of the General Assembly and informs the members at least before 15 days.

- b) The Administrative Body is accountable to the Executive Council for the conducting of the Club/Community works with the highest efficiency, for the supervision, income and expenditure account, for protecting the inventory stock, for keeping all the records, for the implementation of this directive and the directive of Club/Community.
- c) The Administrative Body has to inform and receive approval of the advisors about the activities of the Club/Community.
- d) The Administrative Body is supposed to determine the suggestions of the change in the principles of the activity, the reports of the budget and activity and it is also supposed to present it to the supervision of the Advisors and the Directorate of Health, Culture and Sports once in a month.

The club members who don't have at least 2.00 average grade out of 4.00 can not be a candidate for the Chairmanship of the Administrative Body and Clubs.

Article 13- The Duties Of the Chairmen of the Student Clubs/Communities

- a) To conduct the works of the Club/Community they represent,
- b) To represent the students who are the members of their Club/Community,
- c) To determine the students' problems in the Club/Community they represent and to convey their suggestions about it to the Directorate of Health, Culture and Sports after the approval of their advisors and to announce the results to the members.
- d) To coordinate the student's activities in the Student Club/Community they represent

Article -14 Document:

Record Book of the members, Decision book of the Administrative Body, the Official reports of the General Assembly, the book of Account, the subscription receipts of the members, the list of the inventory stock presented to the club by the university and the document book of the passers-by; these are the documents that should be kept in due form and these are also the documents that should be shown to the Executive Council or to the Directorate of Sports.

PART THREE

Various and the last Judgments

Article 15 – The income of the Student Clubs/Communities

The income of the Student Clubs/Communities is constituted of the supply of appropriation that is transmitted to the Student Clubs/Communities with the approval of the Board of Trustees of the University within the possibilities of the budget and the monthly payment of the membership determined by the Executive Council; the income that is obtained by the activities of the Club/Community, the help and the donations etc..

Article 16- The Expenditures of the Student Clubs/Communities:

The Expenditures of the Student Clubs/Communities is constituted of the purchase required by the expenditures of Club/Community and the expenditures of the repairs and maintenance, the expenditures of the transportation, food and organization, the expenditures of the lecturers and the others and if it exists it is recompensed by the budget of the Executive Council

Article -17- The Preservation of the Incomes of the Clubs/Communities

All the incomes of The Club/Community that are told in the article 15 are invested in a bank account shown by the Executive Council and the expense of the money that are saved in funds is spent for the Club/Community with the signature of three people determined by the Executive Council and with the suggestions of the Advisors and with the approval of the Executive Council.

Enforcement

Article 18 – This policy goes into operation on the approval date of the Istanbul Aydın University Senate. When it goes into operation, all the policies that are in effect are legislated away.

Execution

Article 19-The judgments of this directive are conducted by the Rectorate of Istanbul Aydın University, by the Vice Rector determined by the rectorate or by the Students Dean/the Head of Health, Culture and Sports.

Temporary Article -1

Article -20 –In the sequent two months after the policy goes into effect, all the Clubs/Communities are configured according to the judgments of the directive.