

**DIRECTIVE OF FENERBAHÇE  
UNIVERSITY STUDENT CLUBS**

**ART ONE  
Purpose, Scope, Basis, Definitions**

**Purpose**

**P**

**Article 1-** Purpose of this Directive is to regulate the principles and procedures related to the organization, operation and supervision of student clubs.

**Scope**

**Article 2-** This Directive covers the principles and procedures related to the establishment, operation and activities of student clubs at Fenerbahçe University.

**Basis**

**Article 3 -** This Directive shall apply in accordance with Article 47 of Higher Education Law No. 2547. Article 10 of the Higher Education Board Medical - Social Health, Culture and Sports Department Implementing Regulation has been prepared based on the article.

**Definitions**

Article 4 – The definitions used in this Regulations have the following meanings:

- a) President: President of the Student Club,
- b) Advisor: Student Club Advisor,
- c) Supervisory Board; Student Club Supervisory Board
- d) General Assembly: Student Club General Assembly,
- e) KHB: Cultural Services Unit affiliated to Health Culture and Sports Directorate,
- f) Club: University Student Clubs,
- g) ÖKKK (Students Club Coordination Committee): The Student Clubs Coordination Board,
- h) Deputy Rector Deputy Rector of Education,
- i) SKSD (Head of Health, Culture and Sports): Directorate of Health Culture and Sports,
- j) University: Fenerbahçe University,
- k) Board of Trustees: The Board of Trustees of the

Student Club.

**PART TWO  
Establishment, Operation and Duties of Student Clubs Coordination  
Board**

**Establishment**

**Article 5 -** (1) Under the presidency of the Deputy Rector, it consists of the University Secretary General, Health Culture and Sports Director, Student Affairs Director, Student Council President and one member to be elected among the lecturers of the Board of Trustees of each Faculty, Institute Higher School or Vocational School.

(2) Term of office of faculty representatives is three years. An agent whose term of office ends may be re-appointed. A representative may serve for a maximum of two consecutive terms. Representatives of the Faculty, Institute, College and Vocational High School must be elected by the Faculty, Institute, College and Vocational High Schools before their term of office expires. In the event of resignation of representatives of the Faculty, Institute, College and Vocational High School or otherwise, the Board of Trustees of the Faculty, Institute, College and Vocational High School shall elect a new representative to complete the remaining period until the first Coordinating Board meeting.

### **Functioning**

**Article 6** - (1) Students Club Coordination Committee shall meet every year in November. Apart from this, it can be convened at the call of the Vice Rector if needed.

(2) Students Club Coordination Committee is gathered with at least two-thirds of the member full number and the decision is taken with the absolute majority of the members present at the meeting.

(3) The secretariat services of Students Club Coordination Committee are carried out by the Director of Health, Culture and Sport.

### **Positions**

**Article 7**- Student Clubs Coordination Board is the general decision making body.

(1) Ensuring that extracurricular student activities are carried out in a way not contrary to the purposes specified in the Higher Education Law No. 2547,

(2) Coordinating the activities of clubs established for the purpose of conducting professional, cultural and sports activities of students outside the course and determining the procedures and principles that will enable each student to participate in club activities.

(3) Deciding on the establishment of a student club,

(4) Approving the budgets of student clubs,

(5) Supervising the club activities and obligations in terms of compliance with this directive, club regulation and Higher Education Institutions Students Discipline Regulation and, if necessary, freezing club activities or terminating club activities.

## **PART THREE**

### **Establishment and Activities of Student Clubs**

#### **Establishment**

**Article 8**- (1) It shall be established by at least twenty founding students registered in different classes and/or graduate programs that are registered in associate degree, undergraduate or graduate programs at the university and have not received any disciplinary penalty.

(2) Student clubs take appropriate names for their purposes and carry out activities in accordance with the name they receive. Multiple clubs with the same name and/or purpose cannot be established.

(3) Founding student members make a preliminary interview with Public Hospitals Association and prepare a draft of a club Regulation by clearly and in detail specifying the general purpose and fields of activity of the club and submit it to the approval of the instructor they have selected as an advisor.

(4) The founding students apply to the Health, Culture and Sports Directorate with a petition (*ANNEX-1*) regarding the establishment of the club and the club regulations approved by the advisor, the list containing the name and surname, registered unit, student number, residence address, Phone number and signatures of the founding students (*ANNEX-2*), the written declaration of the advisor instructor that he/she accepts the club advisory (*ANNEX-3*).

(5)

- a) Whether the founding students are FBU students or not,
- b) Whether the existing clubs and groups overlap with their fields of activity,
- c) Whether the purpose of the club has any contribution to university culture,
- d) Whether it covers all students,
- e) Whether the fields of activity are continuous or

not.

(6) If the founder determines that there is a student who has received a disciplinary penalty among the members, he/she asks that the name of this student be removed from the list of the founding members, and if the number of board members falls below twenty students, this number should be completed to twenty.

(7) Upon the positive conclusion of the examination made by Head of Health, Culture and Sports, the opinion on the establishment of the club is presented to Students Club Coordination Committee. The club is established with the approval of Students Club Coordination Committee.

### **Activities**

**Article 9** - (1) They act in accordance with the indivisible integrity of the state and the nation, the principle of the state of law, fundamental rights and freedoms, secularism and laws.

(2) They have to comply with the existing regulations, circulars and decisions at the university in all their activities.

(3) They cannot be in contact with political parties and cannot engage in political activities.

(4) They may not engage in activities that will harm the physical spaces and educational activities of the university.

(5) They cannot discriminate on the basis of religion, language, race, ethnic origin, nationality, gender and similar differences in their activities.

(6) They cannot create any hierarchy in favor of a club in joint events and cooperation areas between clubs.

(7) They may not engage in commercial activities and may not provide financial benefits to their members.

(8) Clubs operate in the working areas defined in their regulations. Each club operates separately. They can also create special working groups and sub-communities within their

fields of activity with the approval of the Head of Health, Culture and Sports.

(9) Clubs may not engage in activities that fall within the fields of activity of other clubs other than those specified in their regulations. They cannot engage in activities that will harm the university teaching environment and disrupt the flow of academic life. Clubs agree to act in accordance with the provisions of the legislation to which the university is subject in all kinds of activities. Any responsibility in this regard rests with the clubs.

(10) Clubs must obtain the approval of club heads, club advisors and Head of Health, Culture and Sports in order to organize activities.

(11) Clubs receive approval from the relevant units for Open Space, Hall, Class, Foyer Area, Conference Center, etc.

(12) Clubs prepare their work programs at the beginning of each academic year and at the end of each academic year, prepare their activity reports and submit them to Head of Health, Culture and Sports approval.

(13) Clubs submit mandatory books and documents when requested by Head of Health, Culture and Sports.

(14) Clubs put the University and Club symbols on the written materials and visual equipment they will use for the activities they will do, respectively.

(15) Clubs work in partnership with the University Student Guidance and Career Center for all activities aimed at creating professional career awareness and introducing the university to the business world and add the logo of the unit in written materials and visual tools.

(16) Clubs that do not hold their General Assemblies at the end of each academic year and do not constitute the Board of Trustees, do not work in the fields of activity specified in the prepared regulations or operate in areas contrary to the directive shall be closed with the decision of Students Club Coordination Committee.

## **PART FOUR**

### **Club Membership Membership Rights and Removal from Membership**

#### **Membership**

**Article 10-** (1) In order to become a club member;

- a) Being a student of Fenerbahçe University,
- b) Filling out the Club Member Form and applying to the board of trustees.
- c) The club membership tuition determined by the Board of Trustees must be paid.

(2) The student is admitted to the primary membership by the decision of the Board of Trustees.

(3) A student may be a member of more than one club but may not be on the board of trustees of more than one club. University academic and administrative staff, graduates, faculty members who have left the university, those who have made significant contributions to the university and the club may become honorary members with the decision of the Club Board of Trustees. Honorary members may not take part in club bodies and may not vote, but may take part in club events.

(4) The Board of Trustees is authorized to accept membership and is not entitled to reject applications for club membership without a concrete reason.

- (5) The Board of Trustees must report this case reasonably to the candidate whose membership is refused or terminated.
- (6) Students whose removal from membership has been approved may object to the SKSD within seven days. Objections made are examined and decided by the Head of Health, Culture and Sports.

### **Member Rights**

- Article 11-** (1) Right to vote. The member has to vote in person.
- (2) Right to participate in club activities.
  - (3) Right to work in club bodies.
  - (4) The right to benefit from the facilities provided to the club.

### **Leaving/Cancelling Membership**

- Article 12 -** (1) Those who wish to leave the club apply to the Board of Trustees with a petition. These applications shall be concluded by the decision of the Board of Trustees.
- (2) Club membership of graduated students ends.
  - (3) Membership of students engaged in actions and transactions contrary to club activities is terminated by the decision of the Board of Trustees.
  - (4) Those who leave and are removed from the club cannot claim the right to club studies and existence.
  - (5) Head of Health, Culture and Sports is the decision-making authority in disputes that may arise regarding club membership and removal from membership.
  - (6) The number of members of the clubs cannot be below 20.
  - (7) The admission of members to the clubs shall expire 15 days before the general assembly.

## **PART FIVE Club Regulation, Bodies and Duties**

### **Regulations**

- Article 13-** (1) Each club shall draw up a Regulation not contrary to the principles laid down in the directive.
- (2) The following points must be indicated in the club Regulations:
    - a) Name and headquarters of the club,
    - b) Activities to be performed for realizing the purpose and purpose of the club,
    - c) Types of membership (principal member, honorary member),
    - d) Conditions for membership and withdrawal from membership and removal,
    - e) Duties, powers, voting and decision-making procedures and forms of the general assembly,
    - f) Duties and powers of the Board of Trustees and the Advisory Board, by what means it will be elected, the number of permanent and substitute members,
    - g) How to amend the Regulation.
  - (3) A copy of the final form of the Club Regulation must be provided to the Head of Health, Culture and Sports.

## **Bodies**

**Article 14** – (1) Club bodies are as follows;

- a) General Assembly;
- b) Board of trustees
- c) Supervisory board
- d) Advisor
- e) President

## **General Assembly and Duties**

**Article 15** – (1) The General Assembly shall consist of all members of the Student Club.

(2) The general assembly is gathered with the absolute majority of the member full number and the decision is taken with the majority of those attending the meeting. If the first meeting does not provide sufficient number of meetings, a second meeting is held within fifteen days. No quorum is sought for this meeting.

(3) The General Assembly must meet once a year in April or May. In addition, extraordinary meetings can be held at the request of the board of trustees. It makes its first general assembly within 15 days from the date of notification of the approval of the newly established club organization with the decision of Students Club Coordination Committee.

(4) At the general assembly meeting, a council board consisting of one president and two members is formed. Each member has one vote. The election of authorized boards is held by secret ballot and open counting and decisions are taken by open ballot.

(5) The date, agenda, place and time of the meeting shall be notified to the Members, the Advisor and the Head of Health, Culture and Sports in writing at least 15 days in advance.

(6) The members to attend the meeting sign the lists of all members and attend the meeting. The majority must be determined by minutes.

(7) The issues on the agenda are discussed during the General Assembly Meetings. However, different issues are also discussed with the proposal of one third of the members present at the General Assembly meeting.

(8) Clubs shall notify the list of members elected to the club bodies by the general assembly to the Head of Health, Culture and Sports within fifteen days from the date of the meeting.

(9) Roles of General Assembly are as follows:

- a) Appointing permanent and substitute members of the Board of Trustees and advisory board.
- b) Discussing and deciding on the reports of the board of trustees and supervisory board.
- c) Determining the activity plan and working principles for the next academic year.
- d) Discussing and deciding on requests for amendment of the regulations.
- e) Determine the club membership entry and membership fee payment.
- f) Approve the club budget.

## **Board of Trustees and Duties**

**Article 16** - (1) The Board of Trustees consists of seven primary and seven substitute members appointed by General Assembly. The Board of Trustees is gathered with the absolute majority of the full number of members and the decisions are taken by the majority of those attending the meeting. In case votes are equal, the vote of the President shall be deemed to have been taken on its behalf.

- (2) The members of the Board of Trustees elect a president, deputy rector, secretary and accountant from among their members in the first meeting to be held following the elections of the General Assembly.
- (3) The member of the Board of Trustees may only take part in the board of trustees of one club and may not take part in the board of trustees and supervisors of other clubs.
- (4) If the Club President is not able to attend the meetings, the Deputy Rector chairs them.
- (5) In case of any vacancy from the membership of the Board of Trustees for any reason, the first substitute member shall be the principal member of the Board of Trustees.
- (6) The Board of Trustees may invite the persons it deems appropriate to the Board of Trustees meeting. However, these people do not have the right to vote.
- (7) If any of the Club Chair, Vice Chair, Accountant and Secretary resigns or changes, the Board convenes again and makes a distribution of duties and notifies the new distribution of duties to Head of Health, Culture and Sports within 7 days.
- (8) The Board of Trustees processes and signs the decisions taken at the meetings in the decision book.
- (9) Duties of Board of Trustees;
  - a) Preparing the draft budget at the beginning of the academic year, the envisaged activity program, and at the end of the academic year, preparing the activity report and the financial balance and submitting it to the Head of Health, Culture and Sports.
  - b) Accept club membership applications and terminate memberships.
  - c) Conducting club activities
  - d) Collecting club membership fees.
  - e) Keeping compulsory books.
- (10) In case of change of the board of trustees, the previous board of trustees shall deliver all books, records, information and documents to Head of Health, Culture and Sports with minutes.

### **Supervisory Board and Duties**

**Article 17** - (1) Supervisory Board; It consists of three primary and three substitute members appointed by General Assembly.

(2) Duties of the Supervisory Board are as follows:

- a) Gathering at least 15 days before the general assembly meetings and to check the income and expenses of the club, all cash and cash equivalents, compulsory books to be kept and to examine the status of fixtures.
- b) Preparing a report to be submitted to the General Assembly and Head of Health, Culture and Sports by supervising the work of the Board of Trustees.

### **President and Duties**

**Article 18** - (1) The club president shall be elected from among the members of the board of trustees. The president whose term of office ends may be re-appointed. The same person may preside two times in a row at most. Senior students may not be club president.

(2) The duties of the club president shall be:

- a) Representing the club
- b) Chairing the Board of Trustees of the club,
- c) Signing the documents related to the club activities.
- d) Submitting the documents, books and all records related to the club activities to Head of Health, Culture and Sports upon request.

### **Advisor and Duties**

**Article 19**– (1) The founding student members of the club or the Board of Trustees shall submit an offer to be an Advisor to a faculty member from among the faculty members of the University in order to advise the club activities. The Instructor who agrees to provide advisory to the club transmits a confirmation letter to Head of Health, Culture and Sports through the club president stating that he will provide advisory to the club. If deemed appropriate by the Head of Health, Culture and Sports, the instructor is appointed as club advisor.

(2) Clubs inform the advisor in all kinds of activities and get permission. The Advisor has the authority to request the reorganization or modification of the club activity requests and not to give consent. Club activity requests where the advisor is not informed shall not be taken into consideration by Head of Health, Culture and Sports.

(3) The Advisor is responsible to Head of Health, Culture and Sports together with the club president for the operation and supervision of the Club in accordance with the provisions of this directive and for the preservation of the fixtures and belongings of to the Club. The Advisor audits these works of the General Assembly, the Board of Trustees and the Advisory Board in terms of compliance and effectiveness with the Directive and the Club Regulation and ensures that they are put into effect by approving the decisions to be taken by these boards.

(4) The Board of Trustees may request the termination of the Advisor from Head of Health, Culture and Sports, stating the reasons. These requests are examined and decided by the Head of Health and Sports.

(5) The Advisor may resign with a petition to the Head of Health, Culture and Sports.

(6) He/she is the only advisor to a club. However, there may be a second advisor in cases where the club's field of activity requires features and expertise.

(7) There is no hierarchy between advisors, but when appointing a second advisor, an information letter must be obtained from the first advisor indicating that the first advisor has knowledge.

## **PART SIX**

### **Club Income and Expenses and Mandatory Books and Documents**

#### **Incomes**

**Article 20** - (1) The incomes of the clubs are as follows:

- a) Membership fees
  - b) All kinds of real and cash donations and aids
  - c) Amounts transferred from Head of Health, Culture and Sports budget
  - d) Other incomes
- (2) Any income to be collected must be documented.



(3) Membership fees and cash donations and aids are collected against receipt and deposited to the bank account opened at the Financial Affairs Directorate within two business days following the collection at the latest.

### **Expenses**

**Article 21**– (1) Expenditures to be made shall be related to club activities. All expenditures to be made by the club must be documented.

(2) Expenditures to be made for club activities cannot exceed the income obtained by the club.

(3) Expenditures to be made are documented within the principles of the Central Management Expenditure Documents Regulation.

### **Mandatory books**

**Article 22** - (1) The compulsory books are as follows:

- a) Decision book
- b) Business notebook

## **PART SEVEN**

### **Audit of Clubs, Working Order and Health Department of Culture and Sports Duties**

#### **Audit of Clubs**

**Article 23** - (1) Clubs shall be audited by Head of Health, Culture and Sports.

(2) The activities of the clubs that do not have sufficient number of activities, operate outside their purpose, do not make the general assembly on the determined dates, the number of members falls below twenty members, do not submit the annual activity reports on the determined date shall be stopped by Head of Health, Culture and Sports and the requests for closure shall be submitted to Students Club Coordination Committee.

3) They may take precautions such as warning about clubs that do not comply with the provisions of this directive, not allowing activities, limiting the fields of activity specified in the club Regulation, stopping club activities and similar measures.

4) Closed clubs cannot be reopened for one year under the same name. All books and fixtures of the closed club are delivered to Head of Health, Culture and Sports.

5) The Club may not use the places allocated to it outside its purpose, and if it is determined that it is used outside its purpose, it shall be taken back by Head of Health, Culture and Sports.

#### **Working Order**

**Article 24** - (1) Clubs apply to Head of Health, Culture and Sports fifteen days before the event date by filling out the *Hall Request-Event Form (Annex-4)* for the activities to be organized in university campuses together with the participant information and explanations. In addition, if there are poster hanging requests, a copy of the poster is provided in the attachment. Relevant forms shall be forwarded to Head of Health, Culture and Sports at least 15 days in advance for vehicle and other requests.

(2) Clubs issue a *Requirement Document Form (Annex-5)* one month in advance for the materials and service purchases to be used in their activities and works and apply to Head of Health, Culture and Sports.

(3) Club activities should be related to the fields of activity specified in the regulation. With the approval of the Head of Health, Culture and Sports, other people can participate in these activities besides students.

(4) All activities inside and outside the university are performed after obtaining Head of Health, Culture and Sports approval.

(5) Student clubs can receive in-kind sponsorship support in line with Head of Health, Culture and Sports permission to conduct their activities.

(6) The clubs that will represent the university can be given allowances within the framework of budget opportunities with the activity to be carried out in its field.

### **Directorate of Health Culture and Sport Duties**

**Article 25** - (1) The secretariat services of the Students Club Coordination Committee shall be carried out by the Director of Health, Culture and Sport.

(2) Examining the plans, programs and budgets prepared by the student clubs and presenting them to Students Club Coordination Committee.

(3) Supervising the club activities in terms of compliance with the directive, club regulation and Higher Education Institutions Student Discipline Regulation and submitting them to the opinion of Students Club Coordination Committee,

(4) Ensuring the appropriate and balanced use of the allowance placed in the university budget for extracurricular student activities, to supervise the obtaining and spending of income and aids obtained from in-university and non-university sources,

(5) Reviewing and perusing club applications and submitting them to Students Club Coordination Committee,

(6) Ensuring the proper use of the places allocated to club activities and tools and equipment.

(7) Fulfilling the other duties assigned by this directive.

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### **PART EIGHT**

#### **Effective**

#### **Final Provisions**

**Article 26-** (1) This Directive shall enter into force on the date of acceptance by the Senate of the University.

#### **Enforcement**

**Article 27-** (1) The provisions of this directive shall be enforced by the Rector.

**APPLICATION FORM FOR CLUB ESTABLISHMENT**

**DIRECTORATE OF HEALTH, CULTURE AND SPORTS**

...../...../.....

We want to establish “Club” within the framework of Fenerbahçe University Student Clubs Directive.....

Submitted for your information.

**Name-Surname**

**Date:**

Signature:

**Annexes:**

- 1- Founding Members List (.... Page)
- 2- Club Regulation (.... Page)
- 3 - Petition of Academic Advisor

**CLUB MEMBER LIST**

**DIRECTORATE OF HEALTH, CULTURE AND SPORTS**

.....CLUB MEMBER LIST

<b>No</b>	<b>Name-Surname</b>	<b>Student Number</b>	<b>Faculty/Department</b>	<b>Maintenance fee amount</b>	<b>Signature</b>	<b>Date</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**ACADEMIC ADVISORY FORM TO ESTABLISH A CLUB**

**DIRECTORATE OF HEALTH, CULTURE AND SPORTS**

...../...../.....

I agree to provide academic advisory in case of establishment of the applicant  
..... Club.

Kindly submitted for your information.

**Title/Name–**

**Surname**

**Department/Progra**

**m Phone:**

**Signature:**

**AREA USE FORM FOR CLUBS**

...../...../.....

**DIRECTORATE OF HEALTH, CULTURE AND SPORTS**

I kindly request you to make it available free of charge for the organization/activities  
of..... Club of our University,  
on.....

Best Regards,

Event location:

Club President

.....

.....

**Communication:**

**Name-Surname:**

**Phone:**

**e-mail :**

**Signature:**

**Directorate of Club Advisor Health, Culture and Sport**

**COMPLIANT**

**General Secretariat**

**CLUBS POSTER/TARPAULIN HANGING - FLYERS/BROCHURE DISTRIBUTION  
APPLICATION FORM**

**DIRECTORATE OF HEALTH, CULTURE AND SPORTS**

...../...../.....

**Club Name:**

<b>Applicant's</b>	
Name-Surname	
Phone Number:	
E-mail	
Names of Represented Organizations (if any):	
Content and Scope of the poster:	
Predicted Commencement and completion dates for hanging posters, duration of work, region to be hung:	
<b><u>Requested By</u></b>	<b><u>Directorate of Health, Culture and Sport,</u></b>
<b>Name</b>	<b>Name-</b>
<b>Surname :</b>	<b>Surname:</b>
<b>Date:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Signature:</b>
<p><b>General Secretariat</b></p> <p>.../.../ 2019</p>	

**FOOD REQUEST FORM FOR CLUBS**

Date :... /... /2019

**DIRECTORATE OF HEALTH, CULTURE AND SPORTS**

I kindly request you to provide a total of..... rations per day for a period of ..... days indicated below for ..... organizations/events ..... to be held on date/dates ..... by .....club of our university.

Best Regards,

Event location:

.....

**Club President**

**Signature**

Contact:

Name-Surname :

Phone:

e-mail :

**Directorate of Club Advisor Health, Culture and Sport**

**COMPLIANT**

**General Secretariat**



**STUDENT CLUBS SIGNATURE CIRCULARS**

<p><b>ADVISOR INSTRUCTOR</b></p> <p>Title: Name-Surname Date:</p>	<p>SIGN ATUR E</p>	<p>SIGN ATUR E</p>
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<p><b>ADVISOR INSTRUCTOR</b></p> <p>Title: Name-Surname Date:</p>	<p>SIGN ATUR E</p>	<p>SIGN ATUR E</p>
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<p><b>CLUB PRESIDENT</b></p> <p>Title: Name-Surname Date:</p>	<p>SIGN ATUR E</p>	<p>SIGN ATUR E</p>
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<p><b>CLUB DEPUTY PRESIDENT</b></p> <p>Title: Name-Surname Date:</p>	<p>SIGN ATUR E</p>	<p>SIGN ATUR E</p>
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<p><b>CLUB ACCOUNTANT</b></p> <p>Title: Name-Surname Date:</p>	<p>SIGN ATUR E</p>	<p>SIGN ATUR E</p>
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**STUDENT CLUBS SATISFACTION SURVEY**

**DIRECTORATE OF HEALTH, CULTURE AND SPORTS**

<b>CLUB SATISFACTION SURVEY</b>						
Date ...../...../.....	(5)	(4)	(3)	(2)	(1)	DD*
	Ver y Go od	Good	Mode rate	Poor	Ver y Poor	Not Evaluated
1. Easily reaching the unit staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Approach and effort of our staff you communicate with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Legislative information about the unit that our staff is responsible for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Adequacy of resources offered to clubs (club room, rations, projections, etc.) *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Competency of our web page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opinions and suggestions						
* indicate resources you find insufficient						

FENERBAHÇE UNIVERSITY

..... CLUB REGULATION

**A- GENERAL PROVISIONS**

**Name, Center and Establishment of the Club**

**Article 1-** The name of the club is ".....club".

“Fenerbahçe University Ataşehir /ISTANBUL" to work under the supervision of "Health, Culture, Sports Directorate" in accordance with FBU Student Clubs Directive.

The following terms shall have the following meanings;

Supervisory Board: General Assembly of the

Supervisory Board of the Club: General  
Assembly of the Club

Rectorship Office: Rectorate of Fenerbahçe

University: Rector of Fenerbahçe University,

Deputy Rector Deputy Rector of Fenerbahçe University

Head of Health, Culture and Sports Directorate: Director of Health, Culture and Sport,

Fenerbahçe University: Fenerbahce University

**Purpose and Works of the Club**

**Article 2-** The purpose of the club is to support in creating the learning and teaching activities required by the education and training process, arranging the necessary activities and producing activities and projects for the development of the university in social and sportive activities. Each club will specify its own purpose and work.

**Membership and Exit of the Club, Removal**

**Article 3-** When the students and lecturers of Fenerbahçe University apply in writing by accepting the regulation, they are nominated for the Primary membership with the decision of the Board of Trustees. Students who want to contribute to the activities of the club and take part in the activities can be admitted to the primary membership. Retired lecturers, graduates, students and lecturers of other universities and those who contribute significantly to the Club can apply for “Honorary Membership”. Membership applications are finalized at the first weekly Club meeting to be held. Members have equal rights within the Club and in all works.

**Article 4-** The case of those who do not comply with the Regulation, render it difficult to carry out club activities, do not comply with the decisions of the General Assembly or the Board of Trustees, act contrary to the Internal Directive, Technical Specification or Disciplinary Specification, do not comply with the conditions in the Training Specification, make it difficult to realize the Club objectives and carry out the works is examined by the Board of Trustees. If necessary, their statements are requested. According to the conclusion to

be reached, the member may be excluded from the membership by the decision of the Board.

Membership of those deemed inconvenient by the Rectorate shall also be terminated. The decision to withdraw from membership is final and no application can be made against these decisions; however, if the Directorate of Health, Culture, Sports withdraws the decision to withdraw from membership, those who have been dismissed may be members of the same club again. Health, Culture, Sports Directorate is the decision-making authority in disputes that may arise regarding club membership and removal from membership.

**Article 5-** Those who leave and are removed from the club cannot claim rights on the Club works and existence.

### **Honor Membership**

**Article 6-** Honorary Membership may be granted to the Permanent or Guest Members who have completed all the trainings given within the Club, trained and worked in the authorized boards and contributed significantly to the Club by the decision of the Board of Trustees. Honorary members can participate in Club events. Their membership continues throughout life and cannot be terminated except for disciplinary offences.

### **Rights and Duties of All Members**

**Article 7-** Rights and duties of Club members are as follows.

- a) Acting in compliance with the objectives of the club.
- b) Fulfilling the task assigned to him/her or undertaken on his/her own will.
- c) Reporting proposals and criticisms to competent boards.
- d) Attending the General Assembly and meetings.
- e) Benefiting from all the facilities of the club within the framework of the Student Clubs Directive.
- f) Complying with the Regulation, Fenerbahçe University's Student Clubs Directive and Disciplinary Specification.

## **B- BODIES OF THE CLUB**

**Article 8-** The bodies of the club are the General Assembly, the Board of Trustees and the Advisory Board.

### **General Assembly**

**Article 9-** The General Assembly consisting of the original members of the Club convenes between 1 October and 31 May each year. If the General Assembly meeting is not held within the specified periods, club work shall be terminated by Head of Health, Culture and Sports Directorate.

General Assemblies gather extraordinarily when deemed necessary by the Board of Trustees or Advisory Board or upon the written application of 1/3 of the members and also when the number of members of the Board of Trustees falls below 4. Extraordinary meeting is called by the Board of Trustees within one month and General Assembly meeting is held

**Article 10-** In the event that the General Assembly is not held or cannot be held within the above-mentioned periods, the Rectorate may terminate the activities of the Club with the

proposal of the Head of Health, Culture and Sports Directorate and open a disciplinary investigation against the directors if necessary. The club directors, who were terminated by the Rectorate in this way, then

Head of Health, Culture and Sports Directorate has the discretion to work in the bodies of the company. It is the authority of Head of Health, Culture and Sports Directorate to regulate the special situations that will arise in this regard.

**Article 11** - The agenda, place and time of the General Assembly meeting shall be notified to the Directorate of Health, Culture, Sports in writing at the latest 15 days in advance and an announcement shall be posted to the places where the members can see within the University. This announcement shall also specify the place and time of the second meeting to be held in the event of the absence of a majority at the General Assembly.

**Article 12-** Members shall sign the opposite of their names in the lists prepared by the Board of Trustees and enter the place of the meeting. It is determined by the report that the majority is provided. The meeting shall be opened by the Board of Trustees, the President or the member of the Board of Trustees appointed by him/her. A council board is formed with a president and two members. A president, deputy rector and secretary are elected to lead the meeting. Those who manage the meeting shall draw up, sign and submit the minutes to the Board of Trustees. Each member may cast only one vote on his or her behalf. Election of authorized boards is held by secret ballot and open counting and decisions are taken by open ballot. At the General Assembly meeting, the list of members elected to the club bodies shall be notified to the Head of Health, Culture and Sports Directorate in writing by the club within maximum 15 days of the date of the meeting.

**Article 13-** Only the issues on the agenda are discussed at the General Assembly; however, it is mandatory to take the issues on the agenda that 1/3 of the members present at the meeting want to be discussed. Each permanent member may vote only on his/her own behalf. Election of authorized boards is held by secret ballot and open counting and decisions are taken by open ballot.

**Article 14** - The duties and powers of the General Assembly are the selection of club bodies, amendment of the Regulations, taking decisions regarding the works, negotiation of the reports of the Board of Trustees and Advisors, approval of the budget to be prepared by the Board of Trustees by changing or amending it, closing the Club, deciding on other issues to be notified by the Rectorate, establishing sub-branches or departments if necessary and assigning tasks to the Board of Trustees.

**Article 15-** Decisions of General Assembly shall be taken by at least one (absolute) majority of the participants in the meeting; however, a two-thirds majority of the participants shall be sought for amendment of the Regulation and closure of the club. Candidates for boards must be present at the meeting. A re-voting shall be held between those who have received equal votes. If the equality is not broken again, draw lots. The results of the General Assembly shall be notified in writing to the Health, Culture, Sports Directorate within two weeks at the latest.

**Article 16-** The advisor is a natural member of the club's Board of Trustees and participates in General Assembly meetings when deemed necessary; but cannot vote. The advisor may be accompanied by an assistant advisor to facilitate club activities. The existence of an assistant advisor is subject to the request of the Board of Trustees and the advisor and is decided by the Board of Trustees. The Assistant Advisor begins with the submission of the name submitted by the Board of Trustees to the Board of Trustees with the petition for acceptance of this duty.

**Article 17-** The supervisory board of the club monitors the general assembly meeting and presents the prepared report to the Director of Health, Culture, Sport.

### **Board of Trustees**

**Article 18-** The Board of Trustees consists of 7 permanent and substitute members appointed by General Assembly. At the first meeting, the Board of Trustees makes a distribution of duties and elects a president, Deputy Rector, secretary and accountant from among themselves. Permanent and substitute members are determined by the majority of votes they receive. The Club President is also the President of the Board of Trustees. In the establishment of the club, an interim president is appointed by Head of Health, Culture and Sports Directorate to organize the meeting of the General Assembly until the meeting of the first General Assembly. Term of office of the Board of Trustees is one year.

**Article 19-** For membership of Board of Trustees, the conditions of being an FBU student, being a permanent member of the club are sought. Permanent members who possess all of these characteristics may be candidates for the Board of Trustees.

**Article 20-** The Board of Trustees shall work as fully authorized in technical, administrative and financial matters until the next General Assembly. The Board of Trustees is gathered with the simple majority of the number of members. The meetings are presided by the club president and, if he/she is not able to attend, by the Deputy Rector. The resolutions shall be adopted by the majority of the participants to the meeting. In case the votes are equal, the decision is taken in favor of the vote of the president. The member of the Board of Trustees who does not attend the meeting three times in a row without valid disability shall be deemed to have resigned from the membership and the first substitute member shall be taken in his/her place. If the number of the members of the Board of Trustees falls below the quorum of the meeting of the Board of Trustees or the president resigns, the Extraordinary General Assembly shall be held and the elections shall be renewed.

### **Duties of Board of Trustees are as follows**

- a) The Board of Trustees determines the members of the Sub-Committee within 15 days after the General Assembly and announces them to all its members.
- b) The Board of Trustees supervises, approves or rejects the works of the Sub-Committees. If necessary, he/she may request a written report. The start-up and development group approves and implements the theoretical and practical training program within the club.
- c) The Board of Trustees holds its ordinary meeting every 7 days. When necessary, he/she calls the members of the Sub-Committee to the meeting.
- d) The duties of the Board of Trustees cover the duties of all Sub-Committees.
- e) e Implement the decisions of the General Assembly, take and execute decisions for the purposes set out in the Club Regulation.

- f) Prepares the study report and budget and submits it to the General Assembly. He/she is responsible for the income and expenses of the club, fixtures and all works against the General Assembly and Head of Health, Culture and Sports Directorate.
- g) In addition to its regular meetings, the Board of Trustees holds a meeting open to all Club members each month (Open Meeting.) In Open Meetings, Club members are informed about the current and important practices of the Board of Trustees, and an exchange of views is made between club members and the Board of Trustees. Open Meetings may not change the decisions of the Board of Trustees; however, the Board of Trustees may reconsider its decisions if deemed necessary.
- h) The Board of Trustees prepares minutes at each meeting and submits them when requested by Head of Health, Culture and Sports Directorate. If the Board of Trustees fails to fulfill its obligations specified in this article, it shall be dismissed by Head of Health, Culture and Sports Directorate.

**Article 21-** Representation of the club shall be made by the president and deputy rector or the member or members appointed by the Board of Trustees.

**Article 22-** The Board of Trustees may also be dismissed with the votes of 2/3 majority of the members of the Club.

### **Supervisory Board**

**Article 23-** The Supervisory Board consists of three primary and three substitute members appointed by General Assembly. The board elects a president in itself. The Supervisory Board examines the income and expenses of the Club, its fixtures, the registration of the purchased goods as accountants to the Directorate of Health, Culture, Sports at most six months intervals or whenever it deems necessary. He/she submits his/her reports to Head of Health, Culture and Sports Directorate in writing before the general assembly of that year.

**Article 24 -** Upon the call of the President of the Supervisory Board, the member of the Board of Trustees who does not attend the meeting without valid disability shall be deemed to have resigned from the membership of the Board of Trustees and the first substitute member shall be taken in his/her place.

### **Notifying the Selected Bodies**

**Article 25-** Within the first week following the election at the General Assembly, the President of the Board of Trustees shall: The names and surnames of the permanent and substitute members elected to the Board of Trustees and Supervisory Boards and their positions within the university are notified to the Directorate of Health, Culture, Sports in writing. The reports of the Management and Supervisory Boards, the list of signatures attending the General Assembly and the minutes of the General Assembly are also attached to this notification.

## **C- FINANCIAL PROVISIONS**

### **Club Revenues**

**Article 26-** The revenues of the Club are as follows:

- a) Members' first registration fee.
- b) All kinds of donations and aids to be made by various organizations and persons.
- c) Allowance to be placed in the relevant expenditure item of the budget of the Directorate of Health, Culture, Sports of the university in each academic year. The Coordination Board of Health, Culture, Sports is authorized to determine to what extent this allowance will be spent on which clubs.
- d) Awards and project revenues from institutions such as TUBITAK and Social Innovation Center.

**Article 27-** Club revenues are collected by the accountant with a receipt. The receipt is stamped with the stamp of Fenerbahçe University. The Board of Trustees transfers the documents with minutes at the end of the year. The Accountant and the Board of Trustees are responsible for the Activity and Audit Report, Documents and income-expense book.

**Article 28-** The main purpose of the club is to provide services and facilities to its members in the fields of activity specified in its regulations. Clubs may use sponsorship, awards, project support and membership fees to cover their expenses in this direction. The Board of Trustees of the Club submits the quality and breakdown of the activities it envisages to the Directorate of Health, Culture, Sports as an activity program and the estimated incomes and expenses related to this program until the end of June each year. The main point in this program and budget draft is that the expenses are consistent with the club's field of activity and the revenues are aimed at meeting the projected expenses. The breakdown of the activities carried out within the same month and their financial balance sheet must be submitted to the Directorate of Health, Culture, Sports. The Coordination Board examines these drafts and reports.

**Article 29-** Club revenues are collected to be budgeted in accordance with the Law No. 5018 in an account opened in a public bank on behalf of the Financial Affairs Directorate of the University. The documents collected in sub-paragraph (b) of this Article shall be collected with an accounting transaction receipt. The documents are stamped with the stamp of the Directorate of Health, Culture, Sport. The accountant and the Board of Trustees are responsible for the documents and income-expense books.

Withdrawal of money from the account for club activities shall be in contact with the Directorate of Health, Culture, Sports. There shall be a decision of the Board of Trustees on the use of the grant in relation to the activity to be performed and the withdrawal of the money from the account shall be carried out with a document containing the signatures and activity description of the academic staff.

### **Club expenses**

**Article 30 -** Expenses of the club are as follows:

- a) Purchase of fixtures required by club activities. The received fixtures are recorded in the Club Fixture Book.
- b) Consumable material purchase required by club studies.
- c) Transportation and organization expenses related to the execution of club works.
- d) Maintenance and repair expenses of tools, tools, materials etc. used in club works.
- e) Other expenses required by the works.

The Club expenses required by the works must be suitable for the purpose of the club and the



invoice must be documented with a receipt. The goods and services received shall be purchased in accordance with the Public Financial Regulation Control Law no. 5018 and the Public Procurement Law no. 4734. These expenses should be submitted to the information of the board of trustees at the first meeting and recorded in the decision book.

## **D-SUB-DEPARTMENTS**

**Article 31-** The club has five sub-departments. These are; Press Release Department, Education Department, Promotion Sponsorship Department, Social Responsibility Department, Graphic-Design and Technology Department. Sub-departments work with the appointment, supervision and approval of the Board of Trustees.

### **Formation and Duties of Sub-Departments**

**Article 32-** The Board of Trustees proposes the membership of the Sub-Department to the names determined in advance. The Board of Trustees should consider the voluntary members when determining the name. Assigns the accepted bids to the sub-departments. Applicant who wish to work in the Sub-Departments may apply to the Board of Trustees after the General Department. The Sub-Departments elect their own presidents. If approved by the Board of Trustees, the head of the Sub-Department shall submit the work of the department to the Board of Trustees once a month or more frequently when requested by the Board of Trustees. If the Board of Trustees does not approve the president elected by the department, the Board of Trustees appoints a president.

### **Media Department**

**Article 33-** Press Release Department consists of 2 members. The duties of the Press Release Department are as follows:

- a) Provides the necessary resources for the activities performed.
- b) In the press, intersecting titles and archives related to the topics of club activities are called.
- c) Ensures correspondence and coordination with other Clubs, Associations, University Clubs and similar institutions in the titles that overlap with club activities.
- d) The Press Release Department leads the organization of events such as exhibitions, panels, conferences, etc., and enables other departments to work actively in these organizations.
- e) Manages and issues the annual magazine of the club.
- f) Keeps meeting reports.
- g) Arranges works for the announcement of club activities in press publications.

### **Training Department**

**Article 34-** Education department consists of 2 members. The duties of the Education Department are:

- a) Ensures the organization of training activities related to the club's work site.
- b) Communicates published articles or lecture notes related to work area to students and club members in meetings.
- c) Renews the Training Specification every year together with the Board of Trustees. Implementation of the Specification is followed up and the Board of Trustees is informed.

### **Promotion Sponsorship Department**

**Article 35-** Promotion Sponsorship Department consists of two members. It works on your count. The duties of the Promotion Sponsorship Department are:

- a) Promotion Sponsorship Department monitors all income and expense sources of the Club in a documented manner and informs the Board of Trustees or members when necessary.
- b) Collects and monitors registration fees.
- c) The money of the club is kept in the deposit account. Promotion Sponsorship Department pays for expenses with the approval of the Board of Trustees.
- d) The sponsor makes attempts to find companies, institutions and departments.
- e) Attempts to provide resources.

### **Social Responsibility Department**

- a) He/she works to provide resources for social responsibility projects that will develop within the club.
- b) Develops social-responsibility projects within the activities of the club and manages the execution process.

### **Graphic - Design and Technology Department**

- a) The magazine organized within the club works to provide resources for technological infrastructure such as press publication activity.
- b) Provides technological infrastructure support in graphic design areas needed by other departments.

## **E - OTHER**

### **Branches**

**Article 36-** The club has no branch.

### **Obligatory Books Article 37-** The

Club shall keep the following books:

Member Registry, Decision Book, Income and Expense Book, Fixture Book.

In addition, if deemed necessary by the Board of Trustees of the Club, it creates various books and files for archives and other documents.

Each of these books must be approved by the Director of Health, Culture and Sport.

### **Amendment of the Regulation**

**Article 38-** The General Assembly shall have the authority to amend the regulation. The General Assembly may negotiate if the amendment of the regulations has been discussed and has been discussed only at the request of the majority of those present. Quorum for decisions on amendments to the regulations shall be at least two-thirds majority of the general assembly. Amendment of the Regulation enters into force after it has been approved by the Directorate of Health, Culture and Sport.

### **Closure of the Club**

**Article 39-** The authority to close the club rests with the Coordination Board of Student Clubs and vice rector with the proposal of the Directorate of Health, Culture, Sports. At least two thirds of the members must be present in order for the closure decision to be taken at the General Assembly. If a majority cannot be obtained in this way, the number of members shall not be considered in the second meeting. Two thirds of the votes of those present are required for the closure decision to be made. In case of closure, the Club materials and money are used as deemed appropriate by the Director of Health, Culture and Sport.

**Cases Not Specified in the Directive**

**Article 40-** This Regulation is complementary to the FBU Student Clubs Directive. In cases where there is no provision in this regulation and the aforementioned regulation, the decisions of the Directorate of Health, Culture, Sports shall apply.

**Article 41-** In case of conflict with the Regulation, the provisions of the Student Clubs Directive shall apply.