

Student Clubs Main Instruction

Bezmiâlem VAKIF University

Student Club Rules

Goal

Article 1 - The purpose of this regulation is to regulate the establishment, operation and working principles of the student clubs of Bezmiâlem Vakif University.

Scope

Article 2 - This Directive is registered with the associate and undergraduate programs of Bezmiâlem Vakif University.

educational, scientific, social, cultural and artistic purposes; It covers all the clubs to which the students enrolled in the graduate programs can also be a member.

Base

Article 3 - This directive has been prepared in accordance with Article 47 of Higher Education Law No. 2547.

Definitions

Article 4 - The concepts contained in this directive are;

a) University: Bezmiâlem Vakif University,

b) Rector: Rector of Bezmiâlem Vakif University,

c) Coordination Board: The board, which determines the general rules of the Bezmiâlem Vakif University student clubs, examines the applications for new club establishments and supervises the activities of the existing clubs,

d) Coordination Sub-Committee: The Board, which fulfills the responsibilities and responsibilities of the Coordination Board,

e) Club Advisor: Bezmiâlem VAKIF, coordinator of club activities

The academic staff of the university,

f) General Rules: General rules on club activities,

g) General Assembly: The board consisting of all the members who have registered the cottage,

h) Board of Directors: The board elected by the General Assembly from the members,

i) Supervisory Board: The board elected by the General Assembly,

j) Clubs Association: Coordinate club activities with Club presidents

providing board definitions.

Coordination Board

Article 5 - The Vice Rector consists of a representative from each faculty, Vocational School and Board of Directors of the Institute selected from among the teaching staff, Student Affairs Director, Health Culture and Sports Director, Student Council President and Clubs Club President.

The Board is chaired by the Vice Rector. If the Vice Rector responsible for educational affairs is unable to attend a meeting due to an excuse, he appoints a member of the Coordinating Board for the presidency.

Faculty, Vocational School and Institute representatives serve for two years. Before the expiration of the term of office of representatives, faculties, Vocational Schools and Institutes should select the representatives who will take office in the following period. With the expiry of the two-year mandate, the newly elected representatives begin to refer. In case of resignation of the representatives or for any other reason, the Faculty, Vocational School and Institute must select a new representative until the first meeting of the Coordination Board. A representative can serve up to two consecutive terms.

Tasks of Coordination Board

Article 6 -

a) Ensuring that extracurricular student activities are carried out in a way that does not contradict with the aims stated in the Higher Education Law no 2547,

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b) To check the club activities and responsibilities for compliance with this directive, club regulation and the Higher Education Institutions Student Discipline Regulation, and if necessary to freeze and end club activities,

c) To determine the general rules of club activities, to determine the upper and lower limits of membership fees, to examine the applications for new clubs and to decide whether they should be opened or not. It is to check the activities of existing clubs and decide if they should be closed if necessary.

Accepting the Decisions in the Coordination Board

Article 7 - The Coordination Board meets at least once in each academic term upon the invitation of the Vice Rector. In order for the Coordination Board to be convened, at least two-thirds of the total number of members must be present. A member who does not attend three consecutive meetings shall be deemed to have resigned. A new representative is required

from the Dean of the relevant faculty, the Vocational School or the Institute Directorate until the next meeting date.

Voting is done explicitly. However, at the request of at least one third of those present, voting shall be by secret ballot with a majority of votes. If there is an equality, then it is considered to have been decided in the direction of the president.

Coordination Sub-Committee

Article 8 - Health Culture and Sports Director, SKS Club Responsible, Student Council President and Clubs Club President.

Tasks of the Coordination Sub-Committee:

Article 9 -

- a) To examine the statutes of the clubs in the application,
- b) To check the required documents during the establishment of the clubs. To request the completion of the documents of the clubs applying for missing documents,
- c) To evaluate the presentation of the activities of the clubs,
- d) proposing the application to the coordinating body to discuss the appropriate clubs,
- e) To coordinate the activities of the students for the professional, scientific, social, cultural and sports activities outside the course and for the establishment of the clubs established for this purpose, to determine the methods to enable each student to participate in club activities,
- f) To discuss the plans, programs and budgets prepared by the student clubs,
- g) To present to the University Administrative Board a report prepared at the end of July every year regarding the student activities and budget, additional budget and transfer proposals related to student clubs,
- h) To ensure that the appropriation for the student clubs is appropriately and balancedly used in the university budget, to supervise the receipt and use of income and benefits obtained from the university and from outside sources,
- i) To decide on the establishment of student clubs in order to guide the students in their extracurricular activities,
- j) To ensure the appropriate use of the space and the properties allocated by the university to the student activity,

Article 10 - Clubs A and B consist of two groups. The A-Group clubs can benefit from all the facilities mentioned in the directive. B-Group clubs can also open stands, give lectures and seminars, organize meetings / informations, post banners / brochures, as stated in the directives of organizations and closings. However, they can not receive financial support from the university.

The Coordination Board may or may not turn the A-Group clubs into B-Group categories that are not considered sufficient for the year-end evaluations. From the clubs of the B-Group, the activities can be classified into the A-Group categories that are deemed appropriate, B clubs closed for 3 years.

BVU Student Club Rules - January 2014 Page 3 Club Name, Address, Qualification and VAKIF

Article 11-

a) Clubs shall provide their name, address and qualification information in accordance with the form below.

EXAMPLE FORMAT:

BVU The Club, in accordance with the BVU Student Club Rules,

BVU Vatan Cad. P. K. 34093 Fatih İSTANBUL under the supervision of the Directorate of Health, Culture and Sports.

b) The following documents, which are obtained from the Directorate of Health, Culture and Sports, are submitted to the Directorate of Health, Culture and Sports together with the statutes and action plan prepared by filling the club organization and submitted to the Coordination Board for approval.

-extra

-Club Founder member form

-Disclaimer of consent

-Management board list

c) The application is reviewed by the Student Clubs Coordination Board and if it is deemed appropriate, a one-year candidate club is established. Candidate may continue to A or to the Coordination Board as a result of a yearly activities and studies. Following the establishment of the candidate club, it must select the first general assembly within 15 days at the latest and the organs that will be valid until the end of the academic year of the VAKIF. Candidate clubs have the same rights and responsibilities as other clubs. Candidate clubs are expected to have activities in line with their organizational goals and to increase their membership numbers. Activities carried out at the end of the nomination period are evaluated by the Coordination Board. According to the result of this evaluation, the term of the nomination is removed and the club is decided to be originally established or to be continued as Group B or to be terminated.

d) The clubs approved by the Coordination Board may be established. Coordination Board club the counselor may appoint, change or seek to amend the statute.

Establishment of Student Clubs

Article 12 -

a) More than one club carrying the same purpose can not be established in the Bezmiâlem VAKIF University.

b) a list of founding members consisting of at least 15 students for the establishment of a new student club; application petition, petition for acceptance of the club counseling by the instructor concerned, activity plan and the rules of the club they wish to establish, shall apply to the Directorate of Health, Culture and Sports.

The Coordination Sub-Committee shall examine whether the members are students of Bezmiâlem Vakif University, whether they have received disciplinary penalties, and whether there are other clubs for the same purpose at the University.

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If the Sub-Committee for Coordination finds that a disciplined student has been found among the members, the student shall be removed from the membership of the club during the period of imprisonment and if the number of club members falls below fifteen,

Regulations

Article 13 -

a) The Club Regulation can not be contrary to the Student Club Rules.

b) The name, address, purpose, activities, membership conditions, organs and membership fee of the club shall be written in detail in the Club Regulations.

c) The club charter is created during the establishment phase of the club,

Presented to the Directorate. Clubs which are not approved by the Coordination Board can not be established.

d) Amendments made in the club's charter shall be presented to the General Assembly as a proposal together with the reason. The regulation adopted by the two-thirds majority in the General Assembly shall enter into Enforcement after the approval of the Coordination Board. Meeting place of the by-laws of the board of directors meeting place BVU Student Club Rules - January 2014 Page 4

and its hours to the members of the general assembly. However, the number of meetings is not required.

e) A copy of the club charter must be issued by the Directorate of Health, Culture and Sports.

Organs

Article 14 - The Club bodies are composed of the General Assembly, the Board of Directors, the Supervisory Board and the other bodies provided for in the Working Principles. The clubs themselves can determine the organs they need, other than the organs that they specify.

The Sub-Committee for Coordination has the authority to bring special conditions to the clubs whose activities may create risks in terms of safety and life safety.

General Assembly: Club general decision-making body.

- a) It is made up of members of the club and no one other than the members can vote.
- b) The General Assembly shall be held at least once every academic year with a simple majority; with the signature of at least one third of the members of the club. The General Directorate of Health, Culture and Sports Directorate has the authority to freeze club activities if the General Assembly does not meet at the stated frequency.

Members attending the General Assembly meeting, the lists prepared by the Board of Directors

they enter the meeting place by signing. It is determined by the minutes provided by the majority.

- c) At the end of October every school year, club decisions are taken. If more than one half of the number of members in the first meeting is sufficient for the validity of the decisions taken, if the number of the meeting is not reached at the first meeting, the number of the decisions is sufficient and the number of the participation is the absolute majority.
- d) elects the board of directors and the board of auditors. The clubs shall notify the club members in writing of the list of members selected at the General Assembly meeting within 15 days from the date of the meeting.
- e) The Statute lists the acceptance and amendments.
- f) The date of withdrawal from membership.
- g) Honorary membership, counseling, scouting offers of employees.
- h) Discuss and approve the activity program draft envisaged at the beginning of each academic year.
- i) Meet at least twice a year, at least once in each academic term.

Board of Directors: Club is the executive body. It is elected by the General Assembly.

- a) consists of a president, vice president, treasurer, printer and at least one member elected by the General Assembly.
- b) At least one substitute member shall be elected for each member while the members of the Board of Directors are elected. If the original member leaves before the end of the term, substitute members are brought on the basis of the number of votes they receive in the election. Alternate members may attend Board meetings but do not have the authority to make decisions and signatures. The names of the members of the Board of Directors elected are notified to the Directorate of Health, Culture and Sports.
- c) The term of office of members of the Board of Directors is 1 year.

d) Nominal and substitute members of the Board of Directors shall be elected from among the candidates who are not in the Board of Directors of another club. In the university, students who have exceeded the normal education - training period can not be members of the Board of Directors.

e) The Board of Directors shall adopt the decisions of the General Assembly and shall make and execute decisions in accordance with the purposes stated in the club's statute. Prepares a study report and budget and submits it to the General Assembly. They determine the branch heads, supervise their work, and may request a written report.

He is responsible for the revenue and expenditures of the club, the fixtures and all his work from the General Assembly, the Directorate of Health, Culture and Sports and the Coordination Board.

f) The activities of the clubs are the responsibility of their advisors and they are approved and controlled by the Directorate of Health, Culture and Sports.

g) The elected president may preside for a maximum of two academic years, and may not serve as a graduate student club president.

h) may invite the Board of Directors, consultants, coaches or honorary members to their meetings. These people do not have voting rights.

i) The Board of Directors may be appointed from the office by the number of two-thirds majority of the total number of members of the General Assembly.

j) At the beginning of the academic year, the estimated budget of the club,

At the end of the academic year, the activity report and financial bulletin are published in Health, Culture and Sports

He has to present the Directorate. Minutes of each meeting will be submitted by the Directorate of Health, Culture and Sports if requested.

k) The Board of Directors shall submit to the Coordination Board the activity report and financial balance sheet for the past year approved by the consultant and the activity program and budget draft for the next year until the end of June each year. The Board of Directors shall submit the minutes requested at each meeting by the Coordination Board. If the Board of Directors does not fulfill the obligations stated in this article, the Board of Coordination shall be deposed. Board of Directors; It can also be taken from the office with the votes of two-thirds majority of club members.

Supervisory Board: Audits the Board of Directors and club activities on behalf of the General Assembly.

a) The Supervisory Board is elected by the General Assembly for the academic year at the beginning of the academic year.

The Supervisory Board consists of three principal and one substitute members who are not members of the Board of Directors.

b) Membership of the Board of Auditors is subject to the terms of membership of the Board of Auditors.

c) It examines the documents of the club, the fixtures and the account book and checks whether they have been used according to the club's statute and whether they have been appropriately spent for the purpose of the expenditures and whether the fixtures have been registered in the account book. It reports to the General Assembly and the Directorate of Health, Culture and Sports if necessary.

Club Presidency and Presidential Choice

Article 15 -

a) When the club is first established, a name is appointed as the chairman with the approval of the club advisor from the board of 7 people. This presidency is approved by the Directorate of Health, Culture and Sports and necessary records are made.

b) Within fifteen days after the club is established, a presidential election is held.

c) In the event of the presidential termination of a president for any reason;

1) If there is a candidate, he becomes the president directly and approves the presidency of the Directorate of Health Culture and Sports Director and makes the necessary records.

2) If two candidates are found, a choice is made. Conducting the selection is advising the club academicians are cooperated with the Directorate of Health Culture and Sports Directorate.

3) The selected president is approved by the Directorate of Health, Culture and Sports and necessary records are made.

4) In cases where the member list is not presented to the Directorate of Health, Culture and Sports, the election execution determined by the adviser and decision of the Directorate of Health, Culture and Sports enters into Enforcement.

d) a club president; The president is formally terminated if he is to be discharged from college, freeze his education, graduate, leave the university and receive any of the disciplinary penalties.

e) If a club president extends his / her regular education period, his / her chairperson falls.

f) A club president can not chair another club while the president is in office.

g) Members who have recorded a criminal record can not be candidates for club presidency.

Club Activities

Article 16 -

a) Each club shall primarily organize cultural, social, scientific and sporting activities for all its participants, primarily for its members. The clubs operate in accordance with the statutes they have prepared.

b) The clubs may participate in promotional activities and provide sponsorship support in income generating activities and / or activities. These activities and sponsorships are conducted under the supervision and supervision of the Directorate of Health, Culture and Sports.

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c) At the end of the academic year, the activities carried out by the Club Auditing Board

the approved detailed breakdown and financial balance sheet must be submitted to the Directorate of Health, Culture and Sports. Clubs that do not present these documents can not start the activity in the next academic year.

d) Unless otherwise provided for in the law, by-laws, regulations and the like,

and announcements, announcements, advertisements and similar activities of these activities within or outside the University shall be made with the approval of the Directorate of Health, Culture and Sports.

e) Clubs shall not engage in activities that would harm the university's physical environment or disrupt academic life.

f) Clubs are careful not to go out of their field of activity or to move to other clubs' fields of activity. In case of disagreement, the decision-making authority is the Student Clubs Coordination Sub-Committee.

g) Clubs may cooperate in joint activities.

Documents

Article 17 -

a) Member's registry: This book belongs to the members; Name, Surname, TC identity number, Faculty / Department, Student number, address and telephone, and membership fees.

b) Board of Directors; The Decision Book and the General Assembly Decision Book must be kept. All decisions made for club events must be entered in the decision book and the signature of all board members and club advisors must be resolved.

c) Revenue Expenditure Documents: Revenue expense receipts must keep the business book and documents (invoices, receipts or minutes) of all the income and structured expenses that are obtained. Book treasurer works.

d) Fixed goods book: The goods purchased with the goods for the use of the club shall be added to this list and must be notified to the Directorate of Health Culture and Sports and the fixture number must be taken.

e) Membership Fees Receipt: The Student Clubs Coordination Board will approve a cover receipts in the form. These receipts are; club name, member's name and number, date of payment, amount of payment and member signature.

Terms and Conditions of Membership

Article 18 - Club membership is only open to students. A student can join more than one club.

a) Students enrolled in the club member's registry become members of the club, and then begin their duties and responsibilities towards the club in which they are members.

b) Membership is renewed in the first semester of every academic year.

c) All names in the list of members submitted to the Directorate of Health, Culture and Sports may vote in club presidential elections.

d) Those who do not have membership conditions can only participate in club activities as honorary members, coaches and advisors. These persons may be appointed by the decision of the absolute majority of the members of the General Assembly and approval of the Directorate of Health, Culture and Sports, but do not have the right to vote, vote or be elected. The Directorate of Health, Culture and Sports may ask for the termination of their duties within the academic year if deemed necessary.

e) Members are obliged to pay membership fee for the period determined at the first meeting of board of directors and collected for club expenses.

Removal from membership: Members are removed from membership when:

1) Club members do not attend three (3) meetings during each training session,

2) The proposal of one of the members of the club, approved by the Directorate of the Board of Directors and approved by the Directorate of Health, Culture and Sports, accepts two thirds of the total number of members of the Club General Assembly,

3) Membership fee is not paid for two semesters including fall and spring semesters,

4) Discipline of the discipline of the crime process in the relevant educational period is removed from the club.

5) For all disputes related to membership, apply to candidates, members and clubs, Health Culture and Sports Directorate.

Article 19 - The Club shall serve and enable its members in the fields of activity which it has indicated in the main purpose charter. The clubs may make income-generating activities to cover their expenses in this direction.

a) The clubs shall indicate in their cash account, indicating all their expenditures. The safe account can be supervised at all times by the SKS Director.

b) All income and expenditures of the activities must be documented at the end of the activity and delivered to the Directorate of Health, Culture and Sports together with the activity report.

c) The clubs have to approve sponsorship contracts by the Directorate of Health, Culture and Sports one week before the relevant event. The Directorate of Health Culture and Sports evaluates the sponsorship contract by taking legal opinions when it deems necessary.

Clubs Association

Article 20 - Ensure and coordinate the coordination of the club activities of the clubs' associations through the club presidents. It is also to communicate between the clubs and the Coordination Board.

a) Clubs are formed by club presidents. In the absence of the president, the deputy chairperson assumes duty. It meets at least twice a year. It can also be collected by calling one of the members. Participation requires more than half of the total number of members.

The head of the clubs association is elected from among the heads of the clubs. The number of clubs in the selection is real. At the election of the heads of clubs, the number of meetings is two-thirds of the number of existing clubs. The number of decision-making quorums in a meeting is the absolute majority of the number of participants.

If the chairman can not be elected, the number of the quorums is the absolute majority of the number of decisions, regardless of the number of vacancies in the second meeting after 1 week. The head of the clubs association can not be elected from among those who have crossed education and training.

b) Club associations through the fulfillment of their duties and obligations

the president is responsible.

c) The duties of the clubs' associations, the activities to be carried out jointly by the clubs

to provide coordination, to prepare a report on the joint activities of the clubs

Coordination Sub-Committee and ensure that the club's annual activity report, financial balance sheet, activity program and budget draft are presented to the Coordination Sub-Committee within the required time frame.

Student Clubs Income Sources

Article 21 -

a) In each academic year, the Ministry of Health, Culture and Sports Department budget will be placed on the relevant expenditure item and the Coordination Sub-Committee shall be authorized to decide on which clubs to use this payment.

b) Membership fees determined by the General Assembly of the students who are members of the clubs. Membership

It can not be more than the upper limit of the membership subsidy determined by the Coordination Board. The Coordination Board may only decide on exceeding the upper limit. Membership subscription must be paid twice a year at the beginning of the fall and spring semesters.

c) Any donations and aids to be made by individuals and organizations on behalf of the club.

d) Income from the demonstration, competition, exhibition, representation, meeting and broadcasting activities organized by the club.

e) Income from publications related to the activities.

f) Other income.

Student Club Expenditures

Article 22 -

a) Purchase of fixtures required by the club activity, (recorded in the book of Alkanian fixtures club).

b) Purchase of consumable items required by the club activities,

c) transportation and organization expenses related to the execution of the activities,

d) Tools, tools, materials, etc. used in the activities. maintenance and repair costs of goods.

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Spending and Inspection

Article 23 -

a) The club expenses required by the activities shall be appropriate for the purpose of the club and shall be certified by invoice, receipt or minutes. (All expenditures made are documented to be submitted during the audits to be carried out.)

b) Books and documents to be kept are given by the Rectorate and Health Culture and Sports

The Directorate is stamped with a kosher. The club treasurer and the Board of Directors are responsible for the documentation of the expenses incurred and the books to be kept. The club board of directors must close the account at the end of each month in the relevant month by the Health, Culture and Sports Directorate. At the end of the relevant year, the Coordination Sub-Committee shall be informed of the documents and books to be audited. If

the irregularity is detected, the Coordination Board makes an attempt at the Rector's Office to conduct the necessary inquiry. The income of the clubs must be spent on the clubs.

c) The records of the stocks of the SKS Directorate, which are provided through purchasing or donation, shall be recorded.

Termination and Termination

Article 24 -

a) Each club may terminate itself with the decision of the General Assembly. Clubs that do not comply with the General Rules determined by the Coordination Board may be closed with the decision of the Coordination Board.

b) The activities of the clubs whose membership number is less than 15, outside the scope of activities stated in their bylaws, not showing sufficient activity without a valid reason, not presenting the yearly working report and not having their general assemblies are terminated. All revenues of the closed club are transferred to the SKS Directorate.

c) Clubs which do not perform at least three (3) activities / activities during the period or who are ineligible for the closure of the club only in case of this activity / activities shall be notified in writing by the Directorate of Health Culture and Sports at the end of the semester; the Club shall be closed by the decision of the Coordination Board if it does not perform any activities as stated in the ongoing period. Health Culture and Sports takes measures and implements sanctions in the event of violation of the obligations envisaged in this directive, in accordance with the weight of the violation, including warnings, disallowing similar activities, taking responsibility from the officer, basericting the areas of activity specified in the club constitution, freezing and closing club activities.

All books, documents and fixtures will be delivered to SKS Directorate by the closed clubs.

Closed clubs can not be re-opened in the same educational period under the same name. Clubs with the same name can not be opened with the people and consultants who are in the same management board. Those who are in the Board of Directors of the closed club and the advisor of the club can not be found in the Board of Directors and can not be a consultant in another club in the same academic year.

Enforcement

Article 25 - This directive shall enter into Enforcement from the date of acceptance in the Senate of Bezmiâlem Vakif University.

Executive

Article 26 - This directive is executed by the Rector of Bezmiâlem VAKIF University.