

# ISTANBUL BEYKENT UNIVERSITY

## DIRECTIVE ON STUDENT CLUBS

### Chapter One

#### Purpose, Scope, Basis, and Definitions

#### Purpose

**ARTICLE 1** – (1) The purpose of this directive is to regulate the establishment, functioning and working principles of student clubs affiliated to the Dean of Students Office, Istanbul Beykent University.

#### Scope

**ARTICLE 2** – (1) This directive applies to student clubs approved by the Dean of Students Office, which may be established by students enrolled in associate or bachelor’s degree programmes at Istanbul University for professional, educational, scientific, social, cultural, or artistic purposes. Graduate students are also eligible to become members of these clubs.

#### Basis

**ARTICLE 3** – (1) This directive is based on Article 10 of the ‘Dean of Students’ regulation, published in Official Gazette No. 18301 on 3 February 1984. It governs the services to be provided by the Department of Health, Culture, and Sports in accordance with Articles 46 and 47 of Higher Education Law No. 2547, as amended by Law No. 2880.

#### Definitions

**ARTICLE 4** – (1) Definitions for some of the terms used in this Regulation:

(a) Club: It refers to student clubs established by students enrolled at Istanbul Beykent University to utilise their time outside of academic activities, with the establishment of these clubs being approved by the Dean of Students Office.

(b) Club Advisor: It refers to the faculty member of Istanbul Beykent University who is responsible to the Dean of Students Office for the establishment, functioning and supervision of the student club.

#### Student Clubs Coordination Board

**ARTICLE 5** – (1) The Dean of Students Office is the general decision-making body regarding the structure and functioning of Istanbul Beykent University student clubs. The Board consists of the Vice-Rector responsible for the Dean of Students Office, the Dean of Students, the Vice-Dean of Students, and the President of the Student Council.

It may appoint a sufficient number of staff to supervise the clubs and a full-time general coordinator to ensure communication with the clubs.

(2) The Board reviews and makes decisions on applications for the establishment of new clubs. It reviews and plans the activities and events carried out/to be carried out by the clubs at the November meeting and fulfils other duties in the directive.

#### Club Advisor:

**ARTICLE 6** – (1) The club advisor is appointed from the academic staff of the department related to the field of professional/scientific activity specified in the club charter, with the notification of the founding students and the approval of the Dean of Students Office. If there is no department, an academician is determined by the relevant academic unit authority upon the application of the founding students.

(2) The club advisor is responsible to the Dean of Students Office for the operation and supervision of the club in accordance with the provisions of this directive, and for the custody of the club’s fixtures and belongings. The club advisor oversees the effective functioning of the general assembly, the board of directors, and the supervisory board in accordance with the directive and the club charter, ensuring that decisions made by these boards are implemented through their approval.

(3) An academician can be an advisor and/or assistant advisor in more than one student club. A new prospective club advisor must be notified to the Dean of Students Office within fifteen days to replace the previous advisor.

## **Club President**

### **ARTICLE 7 –**

- (1) Club members vote via the online membership platform to elect the Club President through a closed ballot.
- (2) Last-year students can serve on the board of directors but cannot be a club president.
- (3) Club presidents are responsible to the board of directors, supervisory board, general assembly, club counsellor, assistant club counsellor and the Dean of Students Office.
- (4) A prospective president to replace the leaving president must be notified within fifteen days. All applications and notifications submitted by the club to the Rector's Office shall bear the signatures of the club advisor and the club president.
- (5) The election for the Club President takes place during the first week of May.

### **Club Vice-President**

**ARTICLE 8 –** (1) A member is elected as vice-president by the club's board of directors.

(2) Club presidents are responsible to the board of directors, supervisory board, general assembly, club counsellor, assistant club counsellor and the Dean of Students Office.

(3) A new prospective club vice-president must be notified to the Dean of Students Office within fifteen days to replace the previous vice-president.

## **Chapter Two**

### **Establishment, Updating, and Operational Principles of Student Clubs**

#### **Establishment Principles of Student Clubs**

**ARTICLE 9 –** (1) New club establishment applications are submitted to the relevant academic unit in October and February together with the documents specified in Article 10 of this Directive. Academic units must submit the club establishment documents to the Rector's Office by 20 October. All applications are reviewed and decided at the meeting of the Dean of Students.

(2) Clubs are established with the participation of at least fifteen students.

(3) Student clubs take names appropriate to their purposes and carry out activities in accordance with their names. More than one club with the same name and/or purpose cannot be established.

#### **Application Documents**

**ARTICLE 10 –** (1) The documents required to establish a club are as follows:

- (a) Club Charter
- (b) Club Founding Member Notification Form
- (c) Student Clubs Establishment and Updating Request Form
- (d) Activity plan
- (e) Advisor and Assistant Advisor Acceptance Form
- (f) Student certificate of the founding members.

#### **Student Clubs Updating Principles**

**ARTICLE 11 –** (1) Each year, clubs submit the documents specified in Article 12 of the directive to the Dean of Students Office by 1 June. All applications are reviewed and decided at the meeting of the Dean of Students. Clubs that fail to submit their update documents on time will be closed by decision of the Dean of Students Office.

#### **Documents Required for Update**

**ARTICLE 12 –** (1) The documents required for update:

- (a) Student Clubs Establishment and Updating Request Form
- (b) Club Membership Registration Form Example
- (c) General Assembly Outcome Notification Form
- (d) Activity Plan
- (e) Advisor and Assistant Advisor Acceptance Form
- (f) Decision Book Example
- (g) Student Clubs Internal Audit Form
- (h) Student certificates of club's board of directors, supervisory board, full and substitute members
- (i) Activity Report

## **Student Clubs Operating Principles**

**ARTICLE 13** – (1) Student clubs in terms of operating principles:

- (a) They engage in attitudes, behaviours and activities in accordance with the indivisible integrity of the state and the nation, the rule of law, fundamental rights and freedoms, secularism and the law as stated in the Constitution.
- (b) In all their activities, they must comply with the regulations, circulars and decisions of the university.
- (c) They cannot be in contact with political parties.
- (d) They are prohibited from engaging in activities that could harm the university's physical spaces or disrupt its educational activities.
- (e) They cannot make discrimination based on religion, language, race, ethnic origin, nationality, gender and similar reasons in their activities.
- (f) They cannot create any hierarchy in favour of a club in joint activities and cooperation areas between clubs.
- (g) They cannot engage in commercial activities and provide financial benefits to their members.

## **Operational Guidelines for Student Clubs**

**ARTICLE 14** – (1) The operational guidelines for clubs:

(a) Clubs apply to the Rector's Office fifteen days before the event date by filling out the "Student Clubs Event Application Form" (APPENDIX-1) for the event they will organise on the university campuses. If a poster is to be hung for the event, a sample of the poster, participant details, and relevant explanations must be submitted as attachments with the application.

(b) The activities of the clubs must be related to the fields of activity specified in their charters. Coaches, trainers and other interested parties other than students may participate in these activities with the approval of the Dean of Students Office.

(c) Clubs fill in the "Event Outcome Notification Form" ([Appendix-6](#)) and submit it with its appendices to the Dean of Students Office within fifteen working days following the event.

(d) Subsequent event applications of clubs that do not submit the Event Outcome Notification Form on time will not be processed.

(e) All activities inside and outside the university are carried out after the approval of the Rector's Office.

(f) Student clubs cannot generate income on their own behalf. However, if income is generated during club activities, it is deposited in the bank accounts of the university. These revenues are recorded as an appropriation in the budget of the Dean of Students Office to cover the activities to be carried out by the relevant club and are spent in accordance with the provisions of the legislation.

(g) Student clubs can receive sponsorship support for their activities in line with the permission of the Rector's Office.

(h) Clubs representing the university in events organised within their field may be granted a per diem, subject to budgetary availability.

(i) Members cannot be charged membership fees or any other payments under any pretext.

## **Chapter Three Student Societies Membership**

### **Membership Conditions**

**ARTICLE 15** – (1) Only Istanbul Beykent University students can become members of the clubs. Students can be members of multiple clubs.

### **Acquisition of Membership**

**ARTICLE 16** – (1) Membership is completed through individual applications submitted either at club desks or directly to the club presidents.

### **Automatic Termination of Club Membership**

**ARTICLE 17** – (1) Club membership automatically terminates in the event of loss of student status or failure to attend two consecutive general assembly meetings.

### **Withdrawal**

**ARTICLE 18** – (1) Each member has the right to resign from the club membership by notifying in writing.

### **Expulsion**

**ARTICLE 19** – (1) Membership may be terminated upon the proposal of the Administrative Board and the decision of the general assembly. The Dean of Students Office decides on appeals against the expulsion

decision.

## **Chapter Four**

### **Club Bodies, Books and Documents**

#### **Nature and Composition of the General Assembly**

**ARTICLE 20** – (1) The general assembly is the most authorized decision-making body of the club and consists of the members registered to the club.

#### **Meeting Procedure and Quorum**

**ARTICLE 21** – (1) The general assembly convenes in the last week of May each year with one more than half of the current members and with fifteen days' prior written notice to the members by the club president.

(2) Election of the vice-president and secretary is made and the meeting starts to discuss the agenda of the general assembly. The general assembly shall examine and decide on the club charter in terms of its compliance with these directive, other legislation in force and the objectives of the club.

(a) The quorum for the general assembly meeting is a simple majority, defined as one more than half of the members.

(b) An extraordinary general assembly meeting may be called upon the written request of one third of the members. The meeting date must be determined by the administrative board within fifteen days and must be notified to the members in writing one week before the meeting date.

(c) Decisions are taken with the absolute majority of the members attending the meeting.

(d) For decisions on the dissolution of the club and the expulsion of members, the vote of two-thirds of the members present at the meeting is required.

#### **Duties**

**ARTICLE 22** – (1) Duties of the general assembly:

(a) To elect the members of the administrative and supervisory board on the basis of secret ballot and open counting

(b) To examine and decide on the activity and audit reports submitted by the administrative and supervisory boards

(c) Authorised to change the president To put the necessary amendment on the agenda The amendment or correction made at the end of the unanimous vote is submitted to the approval of the University's Dean of Students Office.

#### **Nature and Composition of the Administrative Board**

**ARTICLE 23** – (1) The board of directors is the executive body of the club and consists of five full and three substitute members.

As a result of the votes cast in the general assembly elections, substitute members are appointed to replace the original members who have left according to the votes they have received.

(a) The members of the administrative board are appointed by the general assembly for a term of one year and may be dismissed by a resolution of the general assembly.

(b) Students who have received any disciplinary sanction under the Higher Education Institutions Student Disciplinary Regulation are ineligible to serve as full or substitute members of the club's administrative board.

(c) Students who are sanctioned while serving as administrators must relinquish their position.

(d) Master's and PhD students cannot take part in club management.

(e) Board members cannot serve as a member of the administrative or supervisory board of other clubs.

#### **Duties**

**Article 24** – (1) Duties of the administrative board:

(a) To carry out and supervise club activities in accordance with the directive within the framework of responsibility to the general assembly, club advisor and the Dean of Students Office

(b) To prepare the semi-annual activity report at the end of each term, and the annual activity report at the end of the year, and submit them to the Dean of Students Office

(c) To obtain the approval of the Dean of Students Office for all activities and communications of the club inside and outside the university

(d) To ensure the protection and preservation of the club's fixtures and fittings.

#### **Nature and Composition of the Supervisory Board**

**ARTICLE 25** – (1) The supervisory board is the internal control body of the club. The board consists of three full and three substitute members.

As a result of the votes cast in the general assembly elections, substitute members are appointed to replace the original members who have left according to the votes they have received.

(a) The supervisory board members are appointed by the general assembly for a term of one year and may be dismissed by a resolution of the general assembly.

(b) Students who have received any disciplinary sanction under the Higher Education Institutions Student Disciplinary Regulation are ineligible to serve as full or substitute members of the club's supervisory board.

(c) Board members cannot serve as a member of the supervisory or administrative board of other clubs.

### **Meeting Procedure and Quorum**

**ARTICLE 26** – (1) A meeting must be held at the end of each academic term. Decisions are taken with the absolute majority of the members.

### **Duties**

**ARTICLE 27** – (1) Duties of supervisory board:

(a) To examine the club documents and the condition of fixtures and fittings

(b) To supervise the compliance and effectiveness of the club's activities with the provisions of the directive

(c) To warn the administrative board in writing when deemed necessary and to call the general assembly for an extraordinary meeting

(d) To carry out activities with responsibility towards the general assembly and the Dean of Students Office

## **Chapter Five**

### **Evaluation, Termination, and Dissolution**

#### **Evaluation**

**ARTICLE 28** – (1) Student clubs are reviewed on the basis of the activity outcome notifications available at the Dean of Students Office. The "Student Clubs Activity Evaluation Form" (Appendix-3) is submitted to the Dean of Students Office.

(2) As a result of the review of the "Student Clubs Activity Evaluation Form", clubs that conduct fewer than two activities in a single academic term will be warned by the Dean of Students Office and given a one-year period to improve. As a result of the reassessment made at the end of one year, clubs that do not meet the requirements are closed with the decision of the Dean of Students Office.

#### **Termination**

**ARTICLE 29** – (1) Any club may request its dissolution by a general assembly resolution. The decision is communicated in writing.

Notification is made with a letter of termination signed by the advisor and the club president and a copy of the general assembly decision in the appendix.

#### **Dissolution**

**ARTICLE 30** – (1) The following reasons may lead to a club's dissolution with decision of the Dean of Students Office: Failure to submit the update documents requested under this directive to the Dean of Students Office on time

a)

b) Behaviour and activities contrary to the provisions of this directive

c) Failure to convene the general assembly

d) Unauthorised activities inside or outside the University.

e) The Dean of Students Office has the right to supervise all kinds of social media activities in terms of compliance with the Higher Education Institutions Student Disciplinary Regulation and, if necessary, to suspend or terminate club activities.

#### **Presidential Ban**

**ARTICLE 31** – (1) The president of a club that has been dissolved for any reason cannot serve as president of another club for a period of one year.

#### **Club's Assets**

**ARTICLE 32** – (1) In the event of termination and dissolution, the assets of the club are deemed to be transferred to the Dean of Students Office.

## **Chapter Six**

### **Final Provisions**

#### **Effective Date**

**MADDE 33** – (1) This directive enters into force following its adoption by the Senate of Istanbul Beykent University.

#### **Implementation**

**ARTICLE 34** – (1) This directive enters into force following its adoption by the Senate of Istanbul Beykent University.

**APPENDIX-2**

	<b>ISTANBUL BEYKENT UNIVERSITY</b> <b>DEAN OF STUDENTS OFFICE</b>  <b>Club Founding Member Notification Form</b>	<b>Document Code</b>	
		<b>Issue Date</b>	
		<b>Revision Date</b>	
		<b>Revision No.</b>	
		<b>Page No.</b>	

**Club's Name:**

**Date:** ...../...../.....

Full Name (President of Administrative Board) :	Turkish ID No :		PICTURE
	Faculty :		
School / Department :	Student No. :		
Address :			
Tel :	GSM :	Signature :	
E-mail :			

Full Name (Vice-President of Administrative Board) :	Turkish ID No :		PICTURE
	Faculty :		
School / Department :	Student No. :		
Address :			
Tel :	GSM :	Signature :	
E-mail :			

Full Name (Secretary of Administrative Board) :	Turkish ID No :		PICTURE
	Faculty :		
School / Department :	Student No. :		
Address :			
Tel :	GSM :	Signature :	
E-mail :			

Full Name (Full Member of Administrative Board) :	Turkish ID No :		PICTURE
	Faculty :		
School / Department :	Student No. :		
Address :			
Tel :	GSM :	Signature :	
E-mail :			

Full Name (Full Member of Administrative Board) :	Turkish ID No :		PICTURE
	Faculty :		
School / Department :	Student No. :		
Address :			
Tel :	GSM :	Signature :	
E-mail :			

Full Name (Full Member of Administrative Board) :	Turkish ID No :		PICTURE
	Faculty :		
School / Department :	Student No. :		
Address :			
Tel :	GSM :	Signature :	
E-mail :			

**Club Advisor / Signature**

**Club President / Signature**



**APPENDIX-3**

	<b>ISTANBUL BEYKENT UNIVERSITY</b> <b>DEAN OF STUDENTS OFFICE</b>  <b>Student Clubs Establishment and Updating Request Form</b>	<b>Document Code</b>	
		<b>Issue Date</b>	
		<b>Revision Date</b>	
		<b>Revision No.</b>	
		<b>Page No.</b>	

TO ISTANBUL BEYKENT UNIVERSITY  
DEAN OF STUDENTS OFFICE

We would like to establish/update the ..... Club,  
which will operate/is operating within Istanbul Beykent University.

Respectfully yours,

..... Club Advisor:

**APPENDIX-4**



**ISTANBUL BEYKENT UNIVERSITY  
DEAN OF STUDENTS OFFICE**

**Activity Plan Notification Form**

Document Code	
Issue Date	
Revision Date	
Revision No.	
Page No.	

**Club's Name:**

**Date: ...../ ...../ .....**

<b>NO</b>	<b>Type of Activity</b>	<b>SUBJECT / CONTENT</b>	<b>DATE</b>	<b>CAMPUS</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**Club President**  
Full Name / Signature

**Club Advisor**  
Full Name / Department / Signature

**APPENDIX-5**

	<b>ISTANBUL BEYKENT UNIVERSITY</b> <b>DEAN OF STUDENTS OFFICE</b>  <b>Club Membership Registration Form</b>	Document Code	
		Issue Date	
		Revision Date	
		Revision No.	
		Page No.	

**Club's Name:**

**Date:...../...../.....**

	MEMBER FULL NAME	DEPARTMENT	STUDENT NO	TEL	E-MAIL	SIGNATURE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

**CLUB ADVISOR / SIGNATURE**

**CLUB PRESIDENT / SIGNATURE**

**APPENDIX-6**

	<b>ISTANBUL BEYKENT UNIVERSITY</b> <b>DEAN OF STUDENTS OFFICE</b>  <b>Student Clubs Event Outcome Notification Form</b>	<b>Document Code</b>	
		<b>Issue Date</b>	
		<b>Revision Date</b>	
		<b>Revision No.</b>	
		<b>Page No.</b>	

Event Information	
Organising Club Name :	
Event Title / Type	
Content of the Event	
Spokesperson, Panellist, etc. Names and Details of Participants	
Collaborating Institutions and Organisations	
Event Start/End Dates	
Campus and Hall Name where the Event was Held	

Event Outcomes	
Number of Students Participating in the Event :	Is there any revenue generated as a result of the event?
Schools to which books were sent / libraries were opened	a) No                      b) Yes..... <input type="text" value="TL"/>
Number of Books Sent :	Number of Students Who Received Certificate of Participation:
School where colouring/painting activities took place:	
Other :	

Complete the form and submit it to the Rector's Office within seven days following the event's end date.	
<b>Documents to be submitted with the form</b>	<ol style="list-style-type: none"> <li>Dated visual material showing that the event was held: Photos(must also show the hall occupancy level), CD, etc.</li> <li>If there is any income generated as a result of the event, the receipt stating that it was deposited into the institution account with the explanation "for the use of _____ Club"</li> </ol> <p>If awarded a degree in external activities, a copy of the relevant document If the event was covered in the press, the relevant newspaper page</p>

**Subsequent event applications of clubs that do not submit the form and related documents on time will not be processed.**

Club President FULL NAME/SIGNATURE	Club Advisor FULL NAME/SIGNATURE
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**ISTANBUL BEYKENT UNIVERSITY  
DEAN OF STUDENTS OFFICE**

**Student Clubs Advisor Acceptance Form**

Document Code	
Issue Date	
Revision Date	
Revision No.	
Page No.	

**Club's Name:**

**Date:...../...../.....**

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

To Istanbul Beykent University  
Rector's Office

I agree to be the advisor of the ..... Club, which has applied to be established within Istanbul Beykent University.

Title, Full Name :

Faculty / Department :

Signature :

**APPENDIX-7**

Club Logo	<b>ISTANBUL BEYKENT UNIVERSITY</b>  <b>DEAN OF STUDENTS OFFICE</b>  ..... <b>CLUB CHARTER</b>
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**ARTICLE 1- NAME, ADDRESS, AND QUALIFICATION :**

..... Club was established as a social activity of Istanbul Beykent University students.  
The decision-making, executive, and supervisory bodies have been formed on the basis of the “Istanbul Beykent University Student Clubs Directive” and clubs carry out their activities in accordance with the provisions of the Directive at Istanbul Beykent University ..... Campus / Istanbul.

**ARTICLE 2 – THE PURPOSE**

.....  
.....  
.....

**ARTICLE 3 – FIELDS OF ACTIVITY:**

1. .... 2. .... 3. .... 4. .... 5. .... 6. ....	7. .... 8. .... 9. .... 10. .... 11. .... 12. ....
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**ARTICLE 4 – CLUB ORGANS:**

These are the General Assembly, the Administrative Board, and the Supervisory Board. They are elected and serve in accordance with the provisions of the “Istanbul Beykent University Student Clubs Directive”.

**ARTICLE 5 – ENFORCEMENT AND AMENDMENT OF THE CHARTER:**

This Charter enters into force on \_\_\_/\_\_\_/\_\_\_ when it is approved by the General Assembly of the \_\_\_\_\_ Club and signed by the President and Secretary of the General Assembly, the members of the Administrative Board, and the advisor of the Club.

The amendment of the charter is carried out upon the proposal of the Administrative Board and the decision of the General Assembly, and it is notified to the Dean of Students Office.

**SIGNATURES**

**Member**

**Member**

**Member**

**Member**

**Member**

**Member**

**President of the General  
Assembly**

**Secretary of the General  
Assembly**

**Club President**

**Club Advisor**

