



CYPRUS AYDIN UNIVERSITY

DIRECTIVE ON THE ALUMNI AND MEMBERS CENTER

CHAPTER ONE

Purpose, Scope, Legal Basis and Definitions

Purpose and Scope

ARTICLE 1 –

(1) This Directive regulates the provisions regarding the establishment, fields of activity, governing bodies, and the principles and procedures of operation of the Alumni and Members Center, which operates under the Rectorate of Cyprus Aydın University.

Legal Basis

ARTICLE 2 –

(1) This Directive has been prepared in accordance with the relevant provisions of the Higher Education Law No. 2547 dated 04/11/1981.

Definitions

ARTICLE 3 –

(1) In this Directive:

- a) **Unit:** Refers to the faculties, institutes, schools, and vocational schools affiliated with Cyprus Aydın University,
- b) **Unit Representative:** Refers to the academic staff member appointed by the relevant unit administrators of the University to ensure communication with alumni and members,
- c) **Center:** Refers to the Cyprus Aydın University Alumni and Members Center,
- ç) **Director:** Refers to the Director of the Alumni and Members Center,
- d) **Deputy Director:** Refers to the Deputy Director of the Alumni and Members Center,
- e) **Alumni:** Refers to individuals who have graduated from associate, undergraduate, and graduate programs of Cyprus Aydın University,
- f) **Members:** Refers to the academic and administrative staff of Cyprus Aydın University,
- g) **Rector:** Refers to the Rector of Cyprus Aydın University,

- ğ) **Senate:** Refers to the Senate of Cyprus Aydın University,
- h) **University:** Refers to Cyprus Aydın University,
- ı) **Advisory Board:** Refers to the Alumni and Members Center Advisory Board,
- i) **Center Administrative Board:** Refers to the Alumni and Members Center Administrative Board.

CHAPTER TWO

Objectives and Fields of Activity of the Center

Objective of the Center

ARTICLE 4 –

(1) The objective of the Center is to establish a sustainable and strong interaction network with alumni and members in line with the vision and strategic goals of Cyprus Aydın University; to contribute to the academic, social, and institutional development of the University by benefiting from the knowledge, experience, and expertise of these stakeholders; and to manage this interaction effectively within an institutional framework.

Fields of Activity of the Center

ARTICLE 5 –

(1) The fields of activity of the Center are as follows:

- a) To establish, maintain, and regularly update a database of alumni and members, and to ensure effective communication,
- b) To strengthen communication and institutional engagement among alumni and members,
- c) To develop cooperation with alumni associations and relevant stakeholder organizations,
- ç) To carry out collaborative activities with universities, public institutions and organizations, the private sector, and non-governmental organizations,
- d) To plan and implement activities aimed at enhancing university–industry cooperation,
- e) To increase interaction among alumni, members, and students, and to support the sharing of experience,
- f) To contribute to graduation ceremonies and similar events organized within the University,
- g) To develop and implement strategies for effectively promoting the University’s activities, projects, and opportunities to alumni and members,

- ğ) To encourage alumni and members to benefit from the academic, social, and physical facilities of the University,
- h) To organize social, cultural, and academic activities that enhance interaction among alumni, members, students, and other stakeholders,
- i) To contribute to the announcement of career, internship, and job opportunities for alumni,
- i) To develop and implement social responsibility projects,
- j) To strengthen alumni and member networks that contribute to the national and international promotion of the University.

CHAPTER THREE

Management Structure of the Center

Governing Bodies of the Center

ARTICLE 6 –

(1) The governing bodies of the Center are as follows:

- a) **Director,**
- b) **Administrative Board,**
- c) **Advisory Board,**
- ç) **Unit Representatives.**

Director and Deputy Director

ARTICLE 7 –

(1) The Director is appointed by the Rector from among the academic staff of the University for a term of three years. The Director whose term has expired may be reappointed.

(2) In the event that the Director leaves office before the end of the term, a new appointment shall be made in accordance with the same procedure.

(3) Upon the recommendation of the Director, up to two academic staff members of the University may be appointed as Deputy Directors by the Rector. The duties of the Deputy Directors shall terminate upon the termination of the Director's term of office.

(4) In the absence of the Director, one of the Deputy Directors shall act on behalf of the Director. The period of acting shall not exceed six months.

Duties of the Director

ARTICLE 8 –

(1) The duties of the Director are as follows:

- a) To represent the Center,
- b) To ensure the regular and efficient operation of the Center and to take necessary measures for this purpose,
- c) To carry out the administrative affairs and procedures of the Center,
- ç) To ensure coordination with unit representatives and to promote their effective functioning,
- d) To prepare the agenda of the Advisory Board and to chair its meetings,
- e) To prepare the annual activity report of the Center and submit it to the Rector,
- f) To plan and implement activities within the scope of the Center and to coordinate all related operations.

Administrative Board

ARTICLE 9 –

(1) The Administrative Board consists of the Director as the chair, the Deputy Directors, and at least three academic staff members appointed by the Rector.

(2) The term of office of the Administrative Board members is three years. Members whose terms have expired may be reappointed.

(3) The Administrative Board shall convene at least twice a year upon the call of the Director.

(4) The duties of the Administrative Board are as follows:

- a) To plan and decide on the activities of the Center,
- b) To determine strategic objectives,
- c) To evaluate the effectiveness of activities,
- ç) To approve the annual work program.

Advisory Board

ARTICLE 10 –

- (1) The Advisory Board consists of at least seven members appointed by the Rector for a term of three years, upon the recommendation of the Director, from among experts working in public or private sectors, either within or outside the University, as well as alumni.
- (2) The majority of the Board members shall consist of alumni. Members whose terms have expired may be reappointed.
- (3) In the event that a member leaves office for any reason, a new member shall be appointed in accordance with the same procedure to complete the remaining term.
- (4) The Advisory Board shall convene at least twice a year upon the call of the Director. The Director may call the Board for an extraordinary meeting when deemed necessary. The Director shall chair the meetings.

Duties of the Advisory Board

ARTICLE 11 –

- (1) The duties of the Advisory Board are as follows:
 - a) To provide opinions and recommendations regarding the fields of activity of the Center,
 - b) To contribute to the development of university–alumni–industry cooperation,
 - c) To submit recommendations for the strategic development of the Center.

Unit Representative and Duties

ARTICLE 12 –

- (1) In each unit, one academic staff member shall be appointed as the Unit Representative by the head of the unit for a term of three years. The same person may be reappointed.
- (2) The duties of the Unit Representative are as follows:
 - a) To ensure that data related to alumni and members are kept up to date and to coordinate this process,
 - b) To organize alumni data obtained from departments and programs and report it to the Center,
 - c) To ensure communication with academic units and external stakeholders within the scope of the Center’s activities,
 - ç) To contribute to the implementation of alumni and member activities at the unit level.

CHAPTER FOUR
Miscellaneous and Final Provisions

Personnel Requirements

ARTICLE 13 –

(1) The academic, administrative, and technical personnel needs of the Center shall be met by personnel appointed by the Rector in accordance with the provisions of the relevant legislation.

Cases Not Covered

ARTICLE 14 –

(1) In cases where no provision exists in this Directive, the relevant legislation and the decisions of the Senate and the Administrative Board of Cyprus Aydın University shall apply.

Entry into Force

ARTICLE 15 –

(1) This Directive shall enter into force on the date it is approved by the Senate of Cyprus Aydın University.

Execution

ARTICLE 16 –

(1) The provisions of this Directive shall be executed by the Rector of Cyprus Aydın University.