



## **CYPRUS AYDIN UNIVERSITY**

# **DIRECTIVE ON STUDENT CLUBS/SOCIETIES AND THE UNION OF CLUBS**

### **SECTION ONE**

#### **Purpose, Scope, Legal Basis and Definitions**

##### **Purpose**

**ARTICLE 1** – The purpose of this Directive is to regulate the establishment, duties, authorities and functioning of Student Clubs/Societies to be established in order to enable Cyprus Aydın University students to participate in scientific, professional, social, cultural and sports activities.

##### **Scope**

**ARTICLE 2** – This Directive covers the Student Clubs/Societies whose establishment is deemed appropriate by the Cyprus Aydın University Student Clubs/Societies Executive Board, which may be established by students registered in associate and undergraduate programs of Cyprus Aydın University for professional, educational, scientific, social, cultural and artistic purposes, and to which students registered in graduate programs may also become members and serve on the Supervisory Boards.

##### **Legal Basis**

**ARTICLE 3** – This Directive has been prepared based on Article 10 of the “Regulation on the Implementation of the Health, Culture and Sports Affairs Department of Higher Education Institutions” published in the Official Gazette dated 03 February 1984 and numbered 18301, in accordance with Articles 46 and 47 of the Higher Education Law No. 2547 as amended by Law No. 2880.



## Definitions

**ARTICLE 4** – In this Directive;

- a) **Student Clubs/Societies Executive Board:** the upper board responsible for the establishment, functioning, supervision and coordination of Student Clubs/Societies,
- b) **Student Clubs/Societies Union:** the representative board consisting of the Presidents of Cyprus Aydın University Student Clubs/Societies,
- c) **Student Club/Society:** the clubs whose establishment has been approved by the Student Clubs/Societies Executive Board affiliated with the Rectorate, formed by students registered at Cyprus Aydın University to utilize their time outside educational activities,
- d) **Club/Society Advisor:** a full-time faculty member of Cyprus Aydın University responsible to the executive board regarding the establishment, functioning and supervision of the Student Club/Society,
- e) **General Assembly:** the board consisting of all students who have registered membership in the Student Club and whose duties are specified in the relevant article of this Directive,
- f) **Supervisory Board:** the board consisting of 3 principal and 3 substitute members elected by the Student Clubs/Societies General Assembly, whose duties are specified in the relevant article of this Directive,
- g) **Students' Dean:** the Cyprus Aydın University Students' Dean,
- h) **University:** Cyprus Aydın University,
- i) **Rector:** the Rector of Cyprus Aydın University.



## **SECTION TWO**

### **Establishment, Update and Operational Principles of Student Clubs/Societies**

#### **Establishment**

**ARTICLE 5** – (1) In order to establish a Student Club/Society, at least 20 students registered in associate, undergraduate, master's and doctoral programs at Cyprus Aydın University who meet the membership requirements determined by this Directive must apply to the Students' Dean with the documents specified in Article 7 and an application petition. The Students' Dean conducts the necessary examination of the file; following the determination that the application complies with the relevant legislation, it proposes the establishment of the relevant Club/Society to the Executive Board.

#### **Conditions for Establishing a Club**

**ARTICLE 6** – (1) More than one club/society with the same name or the same purpose cannot be established at the University. Clubs/Societies adopt names appropriate to their purposes and carry out activities in accordance with those names.

(2) It is mandatory that at least one member of the executive board of each Student Club/Society be selected from first-year students and at least one member be selected from among international students. Students from the preparatory class cannot be included in the club/society executive board. Each club/society whose establishment is approved must register at least five international students as members until its first general assembly.

#### **Documents Required for Establishing a Club/Society**

**ARTICLE 7** – The documents to be attached to the club/society establishment petition are as follows:

- a) The Club/Society directive prepared in accordance with the CAU Student Clubs/Societies Directive and the applicable legislation,
- b) Club/Society founding member declaration form,



c) Advisor acceptance form.

## **Update**

**ARTICLE 8** – Clubs/Societies initiate the update process by submitting the documents specified in Article 9 to the Executive Board by November each year. All applications are evaluated and decided upon by the Executive Board. The activities of Clubs/Societies that fail to submit the update documents on time are suspended by the Executive Board.

## **Documents Required for Update**

### **ARTICLE 9 –**

- a) Student Clubs/Societies update request form,
- b) Club/Society registered member list,
- c) General Assembly Result Notification Form.

## **Operational Principles of Student Clubs/Societies**

### **ARTICLE 10 –**

- a) Clubs/Societies conduct their activities in accordance with the indivisible integrity of the state and the nation, the principles of the democratic rule of law, fundamental rights and freedoms, secularism and the laws.
- b) While benefiting from the various facilities of the University, they also contribute to the protection of these facilities and their development in a way that allows more students to benefit from them.
- c) Students who have received any disciplinary penalty within the scope of the Higher Education Institutions Student Disciplinary Regulation cannot serve on the executive board of the club. Students who receive a penalty while serving as administrators must leave their position.
- d) They cannot have relations with political parties.
- e) They cannot carry out activities that may harm the physical environment of the University or its educational activities.



f) In the activities they conduct, they cannot discriminate on the basis of religion, language, race, origin, nationality, gender or similar reasons.

g) In joint activities and collaborations carried out by clubs/societies, a hierarchical structure cannot be established among them.

h) Clubs/Societies cannot engage in commercial activities and cannot provide financial benefits to their members.

### **Working Procedures of Clubs/Societies**

#### **ARTICLE 11 –**

a) Student clubs/societies may carry out all activities and works they organize within or outside the University only after informing the Executive Board Presidency at least 20 days in advance and obtaining approval. For requests to set up stands or hang posters, a sample of the poster and explanations regarding participant information must be submitted as an attachment to the petition.

b) Student clubs/societies cannot generate income in their own name. They may receive in-kind sponsorship in accordance with the permission of the Executive Board Presidency. If any income occurs during club/society activities, this income shall be kept by the treasurer to be used in the activities to be carried out by the club.

### **Club/Society Membership**

**ARTICLE 12 –** (1) Only associate, undergraduate, master's and doctoral students registered at Cyprus Aydın University may become members of clubs/societies. Master's and doctoral students cannot serve on executive boards. Persons such as trainer instructors other than students may participate in activities with the approval of the Executive Board.

(2) Membership of those who are members of a club/society but do not pay their dues and of students who graduate shall terminate.

(3) A student may be a member of more than one club/society. However, they cannot serve in the executive boards of more than one club/society.



## **Termination of Club/Society Membership**

**ARTICLE 13** – The membership of individuals whose relationship with the University has ended due to reasons such as graduation, voluntary withdrawal, or receiving a penalty of expulsion from the higher education institution shall terminate. In addition;

- a) Upon the written request of the student,
- b) Upon the recommendation of the Executive Board and the decision of the General Assembly, and
- c) In cases of not attending two consecutive general assemblies, the membership of club/society members shall be terminated.

## **SECTION THREE**

### **Student Clubs/Societies Upper Boards**

#### **Student Clubs/Societies Executive Board**

**ARTICLE 14** – (1) A Student Clubs/Societies upper board consisting of at least five members shall be established under the chairmanship of a Vice Rector. The Students' Dean and the Deputy Students' Dean are natural members of the board. Other members are appointed by the Rector from among the academic staff. In the event that a membership becomes vacant for any reason, a new appointment is made by the Rector.

(2) The Executive Board meets at least twice a year, the first meeting being held in November.

(3) The duty of ensuring that the cooperation between the Club/Society Management and the Executive Board is carried out properly, accurately and promptly is carried out by the Students' Dean on behalf of the board.

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

- a) To monitor that student activities are planned and conducted in accordance with the Higher Education Law No. 2547 and the Cyprus Aydın University Student Clubs/Societies Directive,



- b) To decide on the establishment of clubs/societies that will operate at the University, the continuation of their activities, and the termination of their activities,
- c) To act as a supervisory and guiding body during the establishment stages of clubs/societies,
- d) To approve directives,
- e) To attend General Assembly meetings as observers,
- f) To distribute and allocate existing facilities (halls, equipment, materials, etc.) according to the activities of clubs/societies,
- g) To review and decide upon the annual plans, programs and budget proposals related to the activities of clubs/societies,
- h) To establish relations with similar organizations outside the University or between universities,
- i) To examine the activities of clubs/societies and approve the activity program for the following period,
- j) To determine club/society membership fees and dues.

### **Student Clubs Union**

**ARTICLE 15** – (1) In order to represent the Student Clubs/Societies whose establishment or update has been completed in the CAU Student Council and in other situations requiring representation, five persons, one of whom shall be the president, are elected from among the Presidents of the Student Clubs/Societies by the method of secret ballot and open counting. Except for stand activities related to member registration and promotion, the Presidents of Clubs/Societies that do not organize at least three activities per year may attend the meeting where the union election will be held but cannot vote.

(2) The President and members of the Student Clubs Union are elected for two years. The election is held within the month of November.



- (3) The President of the Clubs Union may appoint up to two of the elected members as Vice Presidents with the approval of the Executive Board.
- (4) The President of the Clubs Union is a natural member of the CAU Student Council. They may attend meetings and express opinions regarding decisions taken but cannot vote.
- (5) In cases such as graduation, resignation from duty, loss of election qualifications or removal from duty, the Executive Board convenes the Presidents of the Student Clubs/Societies within one month to elect a new Clubs Union President by the same method, provided that the meeting is announced at least 15 days in advance.
- (6) The Clubs Union cannot organize activities other than those carried out jointly with the CAU Student Council.

### **Club Advisor**

**ARTICLE 16** – (1) In order to assist in carrying out the establishment procedures of the club/society and determining its operational principles, a Club/Society Advisor is appointed by the Executive Board from among the full-time academic staff competent in the field of activities of the club/society.

(2) An academic staff member cannot serve as an advisor to more than one Club/Society. In the event that the advisor leaves the position, a new Advisor is appointed within 15 days upon the notification of the Club/Society President and with the approval of the Executive Board.

(3) The Advisor is responsible to the Executive Board for ensuring that the Club/Society operates in accordance with the provisions of this Directive, for its supervision, for the preservation of the club/society's fixed assets, and for all activities carried out.

## **SECTION FOUR**

### **Club/Society Bodies, Records and Documents**

#### **General Assembly**



**ARTICLE 17** – (1) The General Assembly is the decision-making body of the club/society. It consists of the members registered to the club/society. It convenes with more than half of the registered members. A president and a secretary to conduct the General Assembly are elected by majority vote. It meets every year in November. Decisions are taken by the absolute majority of those attending. However, for decisions regarding the dissolution of the club/society and expulsion from membership, the affirmative vote of two-thirds of those attending is required. Voting is generally conducted by open vote. However, secret ballot and open counting are applied in the elections of the Executive Board and Supervisory Board.

(2) The Executive Board calls for the ordinary General Assembly meeting. The Executive Board determines the meeting date, place, time and agenda and notifies the members at least 15 days in advance.

(3) The General Assembly convenes extraordinarily upon the written request of one-third (1/3) of its members. Extraordinary meetings are announced to the members one week in advance. When deemed necessary, the Executive Board may also call the General Assembly to an extraordinary meeting.

(4) The duties of the General Assembly are as follows:

- a) To elect the members of the Executive Board,
- b) To elect the members of the Supervisory Board,
- c) To decide on proposals for expulsion from membership,
- d) To examine and decide upon the activity and supervisory reports submitted by the Executive Board and the Supervisory Board.

### **Executive Board**

**ARTICLE 18** – (1) The Executive Board is the executive body of the club/society. It consists of at least 5 principal and 5 substitute members elected by the General Assembly for a period of two years. Members of the club/society whose grade point average is less than 2.0 out of 4.00 cannot be candidates for the Executive Board or the presidency of the club/society. In order for



the elected Executive Board members to assume office, they must document that they do not have a criminal record and that they have not received any disciplinary penalties.

The Club/Society Advisor is a natural member of the Executive Board. However, the advisor does not have voting rights.

The Executive Board members distribute duties among themselves and elect a President, Vice President, Secretary and Treasurer.

The Executive Board meets at least once a month. Members must attend the Executive Board meetings in person. The meeting is held with more than half of the total number of members, and decisions are taken by an absolute majority.

Executive Board members may be dismissed by a decision of the General Assembly.

(2) The duties of the Executive Board are as follows:

- a) To call the General Assembly to a meeting,
- b) To keep the membership register, executive board decision book, general assembly minutes, inventory list, and incoming-outgoing document records regularly, and to regularly update the matters specified in their club links on the website,
- c) To prepare annual activity reports and submit them to the General Assembly,
- d) To carry out all activities, tasks and procedures related to the subject of the club/society in accordance with the relevant legislation.

(3) The responsibilities and obligations of the Executive Board are as follows:

- a) The President and members of the Executive Board are responsible to the General Assembly and the Executive Board for ensuring that activities are conducted in accordance with this Directive and for their supervision.
- b) The President and members of the Executive Board are responsible for keeping the required books and records such as the accounting book and membership dues receipts in accordance with the procedures. They are obliged to present all books, documents and records to the Executive Board or the Students' Dean upon request.



- c) The Executive Board must obtain the approval of the Executive Board for all activities and communications of the club/society both within and outside the University.
- d) The Executive Board is responsible to the club/society advisor for the protection of the club/society's inventory items.

### **Supervisory Board**

**ARTICLE 19** – (1) The Supervisory Board supervises the Executive Board and the activities of the club/society on behalf of the General Assembly. It consists of 3 principal and 3 substitute members elected by the General Assembly for a period of two years.

(2) Students to be elected to the Supervisory Board must meet the requirements for being elected to the Executive Board. However, students registered in graduate education programs may also be elected as members of the Supervisory Board.

(3) The duties of the Supervisory Board are as follows:

- a) To examine the documents, records and the condition of the inventory items of the club/society,
- b) To supervise whether the activities of the club/society comply with the provisions of this Directive,
- c) To call the General Assembly to an extraordinary meeting when deemed necessary,
- d) To report to the General Assembly and the Executive Board,
- e) To conduct an audit at least once a year and submit an audit report to the General Assembly regarding the activities of the club/society, membership registration forms, income and expenditures, etc.

(4) The Supervisory Board may be dismissed by a decision of the General Assembly.



## **Records and Documents**

**ARTICLE 20** – (1) The records and documents that must be maintained are as follows:

- a) **Membership Registration Form:** This form includes the member's name, department, student number and contact information,
- b) **Minute Book:** Meeting decisions are recorded with the date and the participating members and signed,
- c) **Income-Expenditure Book:** This is the record book containing the income and expenses of the club/society.

(2) If the required records and documents are not maintained, if incomplete or incorrect documents are included, or if the required records and documents are not submitted to the advisor and the Executive Board upon request, the activities of the student club/society shall be suspended by the Executive Board, legal action shall be initiated against the members of the executive board and other responsible persons, and the activities of the club/society shall be suspended.

## **SECTION FIVE**

### **Dissolution and Closure**

#### **Dissolution**

**ARTICLE 21** – Any club may request dissolution by a decision of the General Assembly. The decision shall be notified in writing. Notification shall be made with a dissolution letter signed by the Advisor and the Club President, together with a copy of the General Assembly decision attached. All notifications enter into force upon the approval of the Executive Board.

#### **Closure**

**ARTICLE 22** –

- a) Clubs that fail to submit the update documents requested within the scope of this Directive to the Executive Board on time,
- b) Clubs that act or conduct activities contrary to the provisions of this Directive,



- c) Clubs whose General Assembly does not convene,
- d) Clubs that do not organize any activity for one year or fail to document the activities they have carried out,
- e) Clubs determined to have conducted activities without permission within or outside the University

shall be closed by a decision of the Executive Board.

### **Membership Prohibition**

**ARTICLE 23** – Members of the executive and supervisory boards of a club that has been closed for any reason may not serve as founding members or as members of the executive or supervisory boards of another club for a period of one year.

### **Assets of the Club**

**ARTICLE 24** – In the event of dissolution or closure, the assets of the club shall be deemed to be transferred to the Rectorate.

## **SECTION SIX**

### **Miscellaneous and Final Provisions**

#### **Student Club/Society Revenues**

##### **Revenues of Student Clubs/Societies**

**ARTICLE 25** – The revenues of Student Clubs/Societies consist of the appropriations to be allocated to Student Clubs/Societies within the framework of budget possibilities with the approval of the University Board of Trustees; membership dues to be determined by the Executive Board; revenues to be obtained from Club/Society activities; aids; donations and similar revenues.

##### **Expenses of Student Clubs/Societies**

**ARTICLE 26** – The expenses of Student Clubs/Societies consist of purchasing and maintenance-repair expenses required for Club/Society activities; transportation, food and



organization expenses required for Club/Society activities; trainer fees and other expenses, and if available, are covered from the Executive Board budget.

### **Safekeeping of Club/Society Revenues**

**ARTICLE 27** – All Club/Society revenues listed in Article 25 are deposited into a bank account designated by the Executive Board. The expenditure of the funds accumulated in this account is carried out upon the recommendation of the Advisors and the approval of the Executive Board, and with the signatures of three persons to be designated by the Executive Board, and is used in the activities to be carried out by the Club/Society generating the revenue.

### **Entry into Force**

**ARTICLE 28** – (1) This Directive enters into force on the date it is approved by the Senate of Cyprus Aydın University.

### **Execution**

**ARTICLE 29** – The provisions of this Directive are executed by the Rector of Cyprus Aydın University.

**Provisional Article 1** – Within the first two months following the entry into force of this Directive, all Clubs/Societies shall be restructured in accordance with the provisions of this Directive.