KADIR HAS UNIVERSITY
STUDENT CLUBS REGULATIONS

Article 1 - Aims and Content
These regulations stipulate, adhering to the article 47 of Higher Education Law 2547, the guidelines for the establishment and working principles and procedures of Kadir Has University Student Clubs as well as their scholarly, cultural and social activities.

Article 2 - Definitions
Clubs: In these regulations, club or clubs define the student clubs established by Kadir Has University students in accordance with the article 47 of Higher Education Law 2547.

Article 3 - Establishment
Applications for establishing student clubs get examined by the Health, Culture and Sports Office and if they are approved, the decision for their establishment gets taken by the Rector.

Article 4 - Principles of the Activities of Student Clubs
Clubs have to follow the rules below while specifying the activities they will conduct.

a) For a club to be established, at least ten students must make an application under the supervision of a faculty member. Establishing members must apply to the Health, Culture and Sports Office with the file of application comprising of a letter and the legislation (attachment 1) which shows the code of practice of the club they would like to establish.

b) Clubs cannot behave and act in ways not compatible with the indivisible integrity of the state with its territory and nation, the legal state principle, basic rights and freedoms, secularity, and laws as stated in the Constitution.

c) Clubs must act in accordance with the University’s principles of education, academic work environment, disciplinary principles, and the current regulations, legislations and decisions.

d) Clubs must notify their Student Club Advisor for all their activities, to be organized inside or outside the university, in writing and get his/her approval. Information on activities such as contests, conferences and congresses which members of the clubs will attend to must be submitted for the approval of the Student Club Advisor at least a week in advance with the time and location of the activity and the list of club members who will attend it.

e) Clubs are not allowed to be in contact with political parties.

f) Clubs must never make any discrimination based on religion, language, race, ethncial background, gender and so forth in their activities.

g) Clubs must never create hierarchy in favor of a particular club in mutual activities and collaborations.

h) Clubs cannot engage in financial activity or provide financial benefits to their members.

Article 5 - Content of the Student Club Legislations
Principles and procedures of student clubs’ works and activities are organized by the club legislations. The following points must be included in the legislation:

a) The name and, the objective of the club which is in line with its name must be included. A second club with the same objective cannot be proposed to be established.

b) Procedures for accepting members to the club, rights and responsibilities of club members and, termination of club membership are specified in the Club Legislation;
c) Information on the functioning of the General Board, Administrative Board and Auditing Board of clubs are included in their legislation.
d) The operation and distribution of work within the Administrative Board is specified in the legislation.

Article 6 - Membership
Clubs have to follow the rules below when they are specifying the provisions about membership:
a) Only students of Kadir Has University can be members of clubs. Students of Master’s and Doctorate programs can be members of clubs but cannot take part in their administrative boards. Individuals other than these cannot be registered as members of clubs. Trainers or instructors not affiliated with the university can only participate in activities with the approval of the Rector, but cannot become club members. Students can be members of more than one club.
b) A student who makes an application for membership and completes his/her registration procedures becomes a member of the related club and gets registered to the club notebook. Membership of students who have graduated automatically expires.
c) Decision for expulsion from membership requires the recommendation of the Administrative Boards of clubs and a 2/3 majority of members registered in their General Boards. General Board and Auditing Board membership of students who commit disciplinary offense gets terminated automatically.
d) Club members can always resign from club membership by notifying the club in writing.

Article 7 – The Functioning of Clubs
Clubs function based on the principles below:
a) Every academic year, decisions taken in all the General Board and Administrative Board meetings get written in the club decision notebook. Club decision notebook is open for the examination of the Club Advisor and Health, Culture and Sports Office Director.
b) Every academic year, clubs specify objectives and content of the activities they will conduct in that year and appoint their dates. Activities approved by the Club Advisors must be submitted for the approval of the Health, Culture and Sports Office by the Club Administrative Board at least ten days in advance. Permission is granted for activities approved by the Rector.
c) Clubs must submit all the activities of the academic year as a report to the Health, Culture and Sports Office at the end of every academic year.
d) A membership fee might be collected from members with the approval of the club advisor.

Article 8- Units of Clubs
Kulüplerin zorunlu organları Genel Kurul, Yönetim Kurulu ve Denetleme Kuruludur:
Each club must have the following compulsory units: General Board, Administrative Board and Auditing Board.

a) General Board:
General Board comprises of club members and meets every year between October and November. The quorum of meeting is one more than half of the total member number. The quorum of decision is one more than the number of members who have attended the meeting in
which the decision is taken. In the case that the first meeting cannot be held because the quorum is not met, a second meeting gets held at the same place one week after the first planned meeting without the quorum condition. However, the number of attendants in the second meeting cannot be below twice the sum total number of administrative and auditing board members. General board meetings are held under the observance of the Club Advisor. General Board can hold an extraordinary meeting upon the written request of one third of the total member number.

Tasks of the General Board are as follows:
(1) Choosing the members of the Administrative Board and Auditing Board.
(2) Planning the activity period and specifying the working principles.
(3) Discussing and approving the activity report of the Administrative Board.
(4) Evaluating and concluding the Administrative Board’s proposals for expulsions of members from the club.
(5) Evaluating and concluding the Auditing Board’s reports.

b) The Administrative Board:
The Administrative Board is the executive unit of the club. It comprises of five permanent and five substitute members selected at the beginning of every academic year by the General Board. Preparatory year students cannot be nominees for Administrative Board membership. A student who is an Administrative Board member of one club cannot be an Administrative Board member in another club. The quorum for Administrative Board decisions is the sole majority of the total member number. Administrative Board meets twice every semester. Tasks of the Administrative Board are as follows:
(1) Choosing the president, vice-president and secretary general.
(2) Specifying the place, date and time as well as the agenda of the General Board meeting and notifying the members with this information at least 15 days in advance.
(3) Being responsible, before the related units of the University, for the realization of the club’s works in maximum efficiency as well as the implementation of these Regulations and the club legislation.
(4) Notifying the Club Advisor with club activities and getting his/her approval.
(5) Keeping the document and notebooks specified in the 9th article in accordance with procedures and submitting them for the auditing of the Club Advisor and Health, Culture and Sports Office.
(6) Submitting the notebooks specified in the 9th article to the Health, Culture and Sports Office at the end of every academic year.

c) The Auditing Board:
The Auditing Board audits the Administrative Board and club activities on behalf of the General Board. It comprises of three permanent and three substitute members. Tasks of the Administrative Board are as follows:
a) Supervising the club’s documents, notebooks and inventory stock.
b) Supervising the compatibility of the club activities with the articles of the related Regulations.
c) In cases of necessity, warning the Administrative Board in writing.
d) In cases of necessity, calling the General Board for an extraordinary meeting.
e) Giving reports to the General Board and to the Health, Culture and Sports Office.

The Auditing Board makes at least one examination every year and submits a report to the general committee. The Auditing Board can always be discharged by the decision of the General Board.

**Article 9- Notebook and Documents**

Notebooks and documents every club must compulsorily keep and disclose for the related units of the University upon request are as follows: Member Registration Notebook, Administrative Board Decision Notebook, General Board Reports, the list of the inventory stock made available for the use of the club by the University, Incoming and Outgoing Papers Notebook.

**Article 10 – Responsibilities and Sanctions of Clubs**

Sanctions about the responsibility principles of clubs that are valid for all clubs are as follows:

a) At the end of every academic year, the inventory stock made available for the use of the club by the University must be submitted back to the University. If any of this stock is damaged or missing, this damaged or missing stock must be compensated by the related club’s Administrative Board members. The Administrative Board can then take action to get this amount of compensation from the faulty party.

b) If a club’s notebooks and records are not kept, or kept imperfectly, if there are incorrect information and documentation in a club’s notebooks and records, if a club does not submit its notebook and documents to the Club Advisor and, Health, Culture and Sports Office Director and the Rector when requested then its activities get terminated by the Rector and the club gets shut down.

c) If a club conducts unauthorized activities inside or outside the University, all of its activities get terminated and it gets shut down.

d) Clubs whose General Boards do not meet and, clubs which do not hold any activities for a year might be shut down.

e) The belongings of a club for which a decision of shutting down is taken are deemed to have been transferred to the Rectorate.

f) General Board and Auditing Board members of clubs which, for any reason, get shut down cannot become an establishing member, general board member or auditing board member in another club for a year.

**Article 11- Incomes of Student Clubs**

Incomes of Student Clubs comprise of grants transferred from the University budget to the clubs, from the income generated by club activities, from fees, donations and other incomes.

**Article 12- Expenses of Student Clubs**

Expenses of Student Clubs comprise of purchasing and maintenance expenses due to club activities; transport, dinner and organization expenses due to club activities; instructor fees and other expenses.
Article 13- Management of Student Clubs’ Incomes
All club incomes specified in the 11th article must be put in a bank-account identified by the Rectorate. The amount in this account is spent in accordance with the recommendation of Advisors and the approval of the Rectorate through the Office of Financial Affairs. As a principle, the income generated by a club should be spent for that club.

Article 14 – Implementation
These regulations become valid on the date of their publication on the University website upon their acceptance by the University Senate.

Article 15 – Execution
The legal provisions of these regulations are executed by the Rector of Kadir Has University.

Provisionary Article
Article 1- Existing clubs must make a re-establishment application as of the date of the publication of these Regulations (together with their legislations and related forms) in order to continue their activities.

Supplement 1- The Format of the Legislation of Clubs
Clubs must prepare the legislations, the main topics of which are given below, in order to organize their internal operations.

Name of the Club:
Objective:
Forms and Areas of Work:
Establishers:
Membership:
Becoming a member:
Rights of Members:
Resigning from Club Membership:
Expulsion from Club Membership:
Club Administrative Units:
General Board:
Meeting Date:
Type of call for meetings:
Place of meetings:
The quorum of meetings:
Tasks and Responsibilities of the General Board:
Announcement of the General Board Results:
Place of Meeting:
The quorum of meetings:
General Board and its Tasks:
Club Notebook:

In their legislations, clubs must specify, with explanations, the main articles in these Regulations.