

**NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY
STUDENT CLUBS AND SOCIETIES DIRECTIVE**

FIRST PART

Purpose, Scope, Basis, Definitions and Principles

Purpose and Scope

ARTICLE 1- (1) The purpose of this directive; to assist Nevşehir Hacı Bektaş Veli University students in their individual, social, cultural and artistic development in line with Atatürk's principles and reforms; to organize the principles regarding the organization, functioning, duties and responsibilities of the clubs or societies they will establish in order to educate them as individuals with investigative and questioning qualities in the way of digesting the democratic culture and to contribute to the social needs of our students by making good use of their leisure time.

Basis

ARTICLE 2 - (1) This directive has been prepared on the basis of Articles 46 and 47 of the Higher Education Law numbered 2547 and the provisions of the "Higher Education Institutions Medico-Social Health-Culture and Sports Affairs Department Implementation Regulation".

Definitions

ARTICLE 3- (1) In this Directive; following definitions are used:

- a) University: Nevşehir Hacı Bektaş Veli University,
- b) Rectorate: Rectorate of Nevşehir Hacı Bektaş Veli University,
- c) Student Activities Commission: The commission that assists the Rectorate in matters such as the establishment, activities and closure of student clubs / societies
- ç) Club: The group established by the university students to enable them to participate in scientific, social, cultural, artistic and sports activities throughout their education,
- d) Community: Student groups established by the students of a certain academic unit of the university in order to participate in activities related to their fields of education,
- e) Academic / Administrative Consultant: Academic or administrative staff working voluntarily by contributing to the club / community with their knowledge, interests and experiences in the process of the activities of the clubs / communities,
- f) Academic Unit Supervisor: The supervisor of the educational unit (Faculty / School / Institute / Vocational Schools) to which the academic or administrative advisors of the student clubs / societies are affiliated,
- g) Club / Community Bylaws: The internal bylaws that state the goals, objectives and working principles of the club / community,
- ğ) General Assembly: The group formed by the active members of the club and the community,

h) Board of Directors: The group elected to the management by the votes of the members in the general assembly meetings,

i) Supervisory Board: It refers to the group elected for audit by the votes of the members in the general assembly meetings.

Principles to be Adopted in the Work of Clubs / Communities

ARTICLE 4 - (1) Nevşehir Hacı Bektaş Veli University; adopts the following principles in the work of student clubs / societies:

a) Student clubs / communities benefit equally from University facilities,

b) Observing that the programs and activities supported by the University are suitable for the development needs of the students and meet the different needs of the students,

c) Creating an environment that allows students to reveal their talents and skills and express themselves,

ç) Providing opportunities for student clubs / communities to engage in different activities that will enable them to develop socially as well as scientific education at the University,

d) Encouraging and supporting the monitoring of scientific and technological developments,

e) Creating and maintaining an educational atmosphere in every unit of the university,

f) Ensuring that university students benefit from health services, use their personal rights and security of life and property, emphasizing the personal development, maturity and responsibility of students with laws and regulations regarding Higher Education Institutions,

SECOND PART

Establishment Principles, Membership, Termination of Membership and Members' Rights, Club / Community Bylaws and Activities

Establishment Principles

ARTICLE 5- (1) In order to establish a student club / societies;

a) They must apply to the head of the academic unit to which the academic / administrative advisor is affiliated with a list of twenty members, including at least seven founding members, who comply with the membership conditions (article 6).

b) Required documents in the establishment;

1- Student Certificate (for all students named in the application),

2-Student Discipline Certificate (for all students who will become founding members),

3- Application Form (Annex-1),

4- Club / Community bylaws.

c) These applications are reviewed by the head of the academic unit, and then submitted to the Student Activities Commission with recommendations. Clubs / societies deemed appropriate to be established by the Commission are presented to the Rectorate to be discussed in the University Senate. If the University Senate approves the club / community bylaws, the club / community is established.

ç) At the clubs / societies, there must be at least one consultant from the academic or administrative staff of the University. Clubs / communities are required to indicate their advisors in their application documents.

d) Club / community names are preferred to be Turkish. The name of the clubs / societies established must have the phrase "Nevşehir Hacı Bektaş Veli University" at the beginning. The name of the student club / community should reflect its field of activity.

e) Clubs / societies with the same fields of activity and goals may be united under the name of a common club or community or the others may be closed with the proposal of the Student Activities Commission and the approval of the University Senate.

f) Clubs / societies decided to be established are obliged to hold the first general assembly meeting within twenty days, and to prepare the Board of Directors and the Board of Auditors lists together with the meeting minutes within twenty days following this meeting and bring them to the Department of Health, Culture and Sports.

g) The Board of Directors prepares the annual activity plan within twenty days following the general assembly meeting and submits this plan (with detailed budgets, if any) to the Student Activities Commission for approval by the Rectorate.

Üyelik, Üyelğin Sona Ermesi ve Üyelik Hakları

ARTICLE 6- (1) Membership

a) University students can become members of clubs / societies of their choice and whose internal bylaws they accept; however, they have the right to be elected to a management or supervisory board.

b) Clubs / societies specify the criteria for determining members and other special memberships in their internal bylaws.

c) Academic or administrative staff of the university can become honorary members of clubs / societies and participate in studies with the approval of the absolute majority of the general assembly; however, they do not have the right to vote and be elected.

ç) Students who have received any disciplinary punishment cannot take part in the board of directors and supervisory board of clubs / societies.

d) Clubs / societies are obliged to notify the Health, Culture and Sports Department within seven days in case of accepting and / or removing new members.

2) Termination of Membership

a) No one can be forced to remain a member of the club / community.

- b) Each member has the right to leave the club / community, provided that they notify in writing.
- c) The membership of the students with school suspension is also suspended during their sentences.
- ç) Membership of a club / community member terminates automatically whose studentship terminates in any way.
- d) A member who acts against the internal regulations of the club / community and who constantly refrains from the duty assigned by the club / society, is dismissed by the decision of the board of directors.

3) Member Rights

- a) Every member has the right to vote in the club / community. The member must vote personally.
- b) Every member has the right to participate in the activities of the club / community of which he is a member.
- c) Those who are dismissed from club / community membership by the decision of the board of directors have the right to submit a petition of objection to the board of directors of the club / community for the discussion of the reason for their dismissal and the return of their membership at the first general assembly meeting to be held. An absolute majority is sought for the discussion of the objection petition of the member at the general assembly meeting.
- ç) Students whose dismissal from membership is approved by the decision of the General Assembly has the right to appeal to the Student Activities Commission within seven days against this decision. The Student Activities Commission examines the objection and notifies the Rectorate of its report. The decision made by the Rectorate is final, with a possible judicial remedy.

Club / Community Bylaws

ARTICLE 7- (1) Each club / society has internal regulations. Provided that they are not contrary to the provisions of this directive, the following issues must be specified in the internal regulation:

- a) The name and center of the club / community,
- b) The purpose of the club / community and the activities to be carried out to achieve this goal,
- c) Membership types (full member, honorary member),
- ç) The terms and conditions of membership, withdrawal from membership and dismissal,
- d) Duties, powers, voting and decision-making procedures and methods of the general assembly,
- e) Duties and powers of the board of directors and supervisory board, how they will be elected, number of permanent and alternate members,
- f) Types of club / community internal control,
- g) How the internal regulations will be changed.

Events

ARTICLE 8- (1) Student clubs and societies carry out their activities according to the following principles.

a) Clubs / societies, expressed in the Constitution; They cannot engage in attitudes, behaviors and activities contrary to the indivisible unity of the state and the nation, the rule of law, fundamental rights and freedoms, secularism and other laws.

b) Clubs / societies cannot engage in activities contrary to the academic environment of the University and the provisions of the "Higher Education Institutions Student Disciplinary Regulation".

c) Clubs / societies carry out their work with this directive.

ç) The Rectorate uses and fulfills its powers and duties regarding clubs / societies through the decisions of the Student Activities Commission, through the Health, Culture and Sports Office and Academic / Administrative Consultants.

d) Personnel from outside the university such as coaches and instructors can become coaches with the approval of the Rector.

e) Clubs / societies can engage in activities that require special skills for their purposes; They also work to improve the members' ability to have the aforementioned skills.

f) Clubs / societies cannot engage in activities on issues that fall outside the definition specified in their establishment purposes.

g) Clubs / societies notify in writing to the Student Activities Commission, at least fifteen days in advance, with their budget, any activity they wish to perform inside or outside the University. The Student Activities Commission can request all kinds of documents related to the activity by making examinations and send it to the Rector's Office for approval. Event announcements cannot be made without approval.

ğ) In line with the annual activity plan given at the beginning of the academic year, the activities of the clubs / societies are evaluated by the Student Activities Commission at the end of each year. As a result of the evaluation of the Student Activities Commission, the clubs / societies that do not perform activities can be terminated with the approval of the Rectorate in the next term.

h) Management and members of clubs / communities cannot engage in activities that provide individual financial benefits.

ı) In case club / community activities take place outside the campus of the University

No personnel may be requested from the University Rectorate.

i) The board of directors is responsible for the activities performed by the clubs / communities in violation of existing laws and regulations. Nevşehir Hacı Bektaş Veli University (Faculty / School / Institute / Vocational Schools) cannot be held legally and financially liable.

THIRD PART

Bodies of Clubs / Societies, Student Activities Commission and Academic / Administrative Consultations; Operation and Duties

Club / Community Bodies

ARTICLE 9 - (1) Student club / community bodies are:

- a) General Assembly,
- b) Board of Directors,
- c) Supervisory Board.

General Assembly Body, Operation and Duties

ARTICLE 10- (1) The general assembly is formed with the participation of the members of the club / society. It meets at least once a year. Calling and convening of the general assembly is carried out in accordance with the current legislation. In order for the general assembly to convene, the members must have absolute majority. Each member has the right to be elected to a management or a supervisory board. Senior students cannot be elected to the supervisory board.

(2) The general assembly elects the management and supervisory board and their alternates, to be valid for that academic year from the start of the academic year until the end of the thirtieth day.

(3) Decisions in the general assembly are taken by the absolute majority of the members attending the general assembly meeting, and the votes of the two-thirds majority of the members attending the meeting are sought to make changes in the internal regulations of the club / community.

(4) An extraordinary general assembly meeting is decided by the signature of the board of directors, the supervisory board or the absolute majority of the club / community members, independent of the will of these boards.

(5) It is mandatory to keep the meeting minutes at the general assembly meeting. The meeting minutes must be submitted to the Health, Culture and Sports Department within seven days at the latest after the meeting.

(6) Each club or community specifies the other duties and decision-making methods of the general assembly in its internal regulations.

Board of Directors Body, Operation and Duties

ARTICLE 11- (1) The Board of Directors is formed by the absolute majority of the members attending the meeting at the general assembly and / or dismissed from office.

(2) The Board of Directors consists of at least five permanent and five substitute members, one chairman elected by the general assembly at the beginning of each academic year and at least four members of the board of directors.

(3) The Board of Directors is responsible for the execution and supervision of the works in the best way, the implementation of the directive and the internal regulations, the financial income and

expenses of the club or community, the fixtures and the club / community members and the Department of Health, Culture and Sports.

(4) The Board of Directors is responsible for the necessary structuring for the club / community to work efficiently.

(5) The Board of Directors prepares the annual activity plan at the beginning of each academic year and submits this plan (with detailed budgets, if any) to the Student Activities Commission within thirty days at the latest to be approved by the Rectorate.

(6) The Board of Directors obtains the permission of the Student Activities Commission for the activities of the club / community inside and outside the University and external communication. The event runs with the approval of the Rectorate.

(7) The Board of Directors is responsible for the implementation of the decisions taken at the general assembly.

(8) It is the responsibility of the board of directors to appoint substitute members to replace members who resigned from the board of directors and supervisory board or other reasons during the period they were elected, and to submit the change (Annex-3) to the Health, Culture and Sports Department within seven days.

(9) Registration of the materials and equipment of the club / community to the Movable Property Registration Control Authority of the Department of Health, Culture and Sports, and among the Movable Registration Control Authorities of the Health, Culture and Sports Department and the education unit they are affiliated with (Faculty / School / Institute / Vocational Schools) It is also the responsibility of the board of directors to keep records and minutes of warehouse entry and exit.

Supervisory Board Body, Operation and Duties

ARTICLE 12- (1) The Supervisory Board consists of three full and three substitute members to be elected by the club / community general assembly.

(2) The Supervisory Board examines the books and documents in student clubs / societies at the required time and at the end of each academic year; it submits its results and recommendations to the board of directors and the academic / administrative advisor in a report. The supervisory board is present at the meeting organized by the board of directors to discuss the program for the next academic year and makes its recommendations.

Student Activities Commission; Functioning and Duties

ARTICLE 13- (1) The Student Activities Commission consists of two academic staff appointed by the Rector, the Head of the Health, Culture and Sports Department, a branch manager and the President of the Student Council. One of the academic members is appointed as the head of the commission by the Rector.

(2) Student Activities Committee convenes at least twice during each academic year. It can also meet in extraordinary situations upon the call of the Chairman of the Commission.

(3) The secretariat of the commission is made by the Department of Health, Culture and Sports.

(4) The Student Activities Committee is responsible for ensuring that student club or community activities are carried out in a healthy way.

(5) The Student Activities Commission examines all applications of the clubs / societies and submits them to the Rectorate.

(6) The Student Activities Committee evaluates the clubs / societies at the end of the academic year and submits its proposals to the Rectorate to be discussed in the University Senate for the closure of the clubs / societies that do not have sufficient activities in line with their goals and objectives.

Academic / Administrative Advisors and Their Duties

ARTICLE 14- (1) Academic / administrative consultants are selected among the academic staff or administrative staff at the university. The proposal of the founding members of the club / society, the request of the advisor candidate, the "appropriate" opinion of the head of the academic unit to which the advisor is affiliated, and the recommendation of the Student Activities Commission are stated in the application file of the club / society and submitted to the Rectorate.

With the approval of the club / society in the University Senate, an academic / administrative advisor is assigned. When the academic / administrative advisor's duty is terminated for any reason, the proposal of the club / community board of directors for the appointment of the new consultant is submitted to the Rectorate with the request of the consultant candidate, the "appropriate" opinion of the head of the academic unit to which the consultant is affiliated, and the recommendation of the Student Activities Commission; With the approval of the rector, a new academic / administrative advisor is assigned.

Duties of Academic / Administrative Consultants:

- a) Responsible for the preparation of the relevant bylaws and work programs for the realization of the establishment purpose of the clubs / communities.
- b) Meet with the students in the club / community, guide them and evaluate the work done.
- c) Encourages students to produce creative and original ideas in club / community work.
- ç) Coordinates correspondence regarding club / community activities.
- d) Within the framework of the general principles stated in this directive, it is responsible for supervising and conducting the club / community activities.
- e) Responsible for preparing the activity report at the end of each activity and submitting it to the Student Activities Commission.
- f) Contributes to the healthy execution of understanding and cooperation between clubs or societies by participating in academic / administrative counselor meetings to be organized by the Rectorate.

FOURTH PART

The Notebooks and Registration Procedure That Clubs / Societies Should Keep in Computer Environment

Notebooks to be kept

ARTICLE 15- (1) Clubs / societies keep the following books.

a) Decision Book: The decisions of the board of directors of the clubs / societies are kept in the computer environment, in order of date and number. After printing, they are signed by the members of the board of directors participating in the meeting and delivered to the academic / administrative advisor. (Annex-5)

b) Accounting Book: The income and expenses of the clubs / societies are kept open and regularly in a computer environment, printed out at the end of the year, signed by the members of the board of directors, and delivered to the academic / administrative advisor. (Annex-6)

c) Member Registration Book: Identity information of students or honorary members who are members of clubs / societies, and their membership entry and withdrawal dates are kept in computer environment, printed out, signed by the members of the board of directors at the end of the year, and delivered to the academic / administrative advisor. (Annex-7)

d) Document Registration Book: Documents sent to and from clubs / communities are kept in computer environment with their date and sequence number, printed by the members of the board of directors at the end of the year and delivered to the academic / administrative advisor. (Annex-8)

d) Fixtures Book: The fixtures purchased by the clubs / societies are kept in a computer environment, printed on the computer at the end of the year, signed by the members of the board of directors and delivered to the academic / administrative advisor. (Annex-9)

Registration Procedure

ARTICLE 16- (1) According to this Directive, the notebooks and records to be kept must be in Turkish. (2) The Board of Directors is obliged to send the book records kept in computer environment to the Student Activities Commission within the first week of each month from the start date of each academic year until the end of each academic year. (3) The book records kept in the computer environment must be sent without waiting for the purpose of inspection, if requested.

FIFTH PART

Sources of Income, Expenses, Borrowing, Documents, Audit, Penal Provisions and Sanctions

Sources of Income

ARTICLE 17- (1) Clubs / communities cannot receive dues from their members.

(2) Clubs / societies can provide financial resources for club / community activities by making supportive agreements, provided that they inform the Student Activities Commission in advance and get permission from the Rectorate.

(3) Clubs / societies can provide resources for social aid purposes (donations, etc.) within the University campus. In addition, they can organize goods and services (bazaar, party, dance, etc.), goods / gift draws and ticketed events (concert, cinema, theater, etc.).

(4) In cases where it is necessary to collect a participation fee for any event, no money can be collected by hand. Income from donations or activities is collected by the University's Strategy Development Department.

(5) Any income to be obtained from the activities of the club or societies (such as shows, concerts, magazines, brochures, photographs, pictures, books or radio TV programs) is recorded as income in the relevant account of the Health, Culture and Sports Department.

Expenses

ARTICLE 18- (1) Clubs / communities cannot make collective payments such as accommodation, transportation, printing house by hand. Payments are made from the budget of the Department of Health, Culture and Sports with the pre-approval of the Rectorate.

(2) Official documents of expenses such as stationery, posters, office equipment, vehicles, materials and hospitality are submitted to the Health, Culture and Sports Department.

Borrowing

ARTICLE 19- (1) Clubs / communities cannot become indebted.

Documentation

ARTICLE 20- (1) It is obligatory to have the following documents within each club / community, to keep those belonging to the past years and to be presented to the members of the club / community, Academic Unit Supervisor, Health, Culture and Sports Department, Student Activities Commission and Rectorate when requested.

a) Club / Community Application Form (Annex-1),

b) Member Application Form (Annex-2),

c) Organ Change Form (Annex-3),

ç) Application Receipt Document (Annex-4),

d) General assembly meeting minutes,

e) Club / community bylaws,

f) Annual Activity Program: Includes the activities planned to be held during the academic year (with detailed budgets, if any). This program must be submitted to the Student Activities Commission within the first thirty days of each academic year.

g) Payment documents: All payments recorded in the Accounting Book must be documented,

ğ) List of inventory items made available to the club / community by the university:

This list is prepared by the Movable Property Registration and Control Authority of the Health, Culture and Sports Department and delivers it to the academic / administrative advisor of the club or community in return for embezzlement. The academic or administrative advisor of the club / society

is responsible for the inventory and fixtures against the Health, Culture and Sports Department and the Rectorate. At the end of the academic year, the academic or administrative advisor is obliged to hand over the debit belongings to the Movable Registration and Control Authority of the Health, Culture and Sports Department.

Audit

ARTICLE 21- (1) It is carried out every academic year by the inspection commission appointed by the Health, Culture and Sports Department.

(2) All payments recorded in the accounting book must be documented. Invoices and receipts corresponding to the expenditures must be submitted to the Health, Culture and Sports Department within ten days at the latest after the event.

Penal Provisions and Sanctions

ARTICLE 22- (1) If any damage or deficiency is detected during the inspection or during the changes of the board of directors of the fixtures offered to the use of the club / community, the damaged or missing fixtures shall be compensated by the board of directors of the current club / society.

(2) After each activity that requires financial supervision, as a result of the audits to be made by the audit commission assigned by the Department of Health, Culture and Sports, all payments that are not documented in the club / community file are compensated by the board of directors of the current club / society.

3) In the event that club or community activities that have not been notified in writing to the Student Activities Commission and the Rector's Office and that have been carried out in or outside the University without approval, the activities of the club or community engaged in unauthorized activities during that period may be stopped with the recommendation of the Student Activities Commission and the approval of the Rectorate.

(4) Clubs / societies that violate the paragraph 1 (a, b) of Article 8 of this directive are closed by the Rectorate; Disciplinary action is initiated against the student or students, if necessary.

(5) The activities of clubs / societies that do not comply with the provisions of this directive may be temporarily suspended with the proposal of the Student Activities Commission and the approval of the Rectorate or the said clubs / societies may be closed by the decision of the University Senate.

(6) Supporting agreements that clubs / communities will make with real persons or legal entities become effective after the permission / approval of the Rectorate. The activities of clubs / societies that have made an unauthorized / unauthorized supportive agreement may be suspended for that period or such clubs / societies may be closed upon the proposal of the Student Activities Commission and the decision of the University Senate.

(7) If the Management and Supervisory Board does not fulfill its duties and the number of members falls below the number of members that will form the management and supervisory board, the clubs / societies may be closed with the recommendation of the Student Activities Commission and the decision of the University Senate.

(8) The Rectorate decides how the fixtures of the clubs / societies decided to be closed will be evaluated upon the proposal of the Student Activities Commission.

SIXTH PART

Enforcement and Execution, Provisional Articles

Enforcement and Execution

ARTICLE 23- (1) This Directive takes effect on the date it is accepted by the Senate of Nevşehir Hacı Bektaş Veli University. This Directive is executed by the Rector of Nevşehir Hacı Bektaş Veli University.

PROVISIONAL ARTICLE 1 - (1) Student clubs or societies that were established before the effective date of this Directive, should submit the application documents written in Article 5 of this directive and the activity program of the current year and any changes in the internal regulations to the Student Activity Commission until the thirtieth day of the academic year following the effective date of this directive. Student clubs or societies that fail to deliver the aforementioned documents within this period are considered to be closed.

PROVISIONAL ARTICLE 2- (1) "Nevşehir Hacı Bektaş Veli University Student Societies Establishment and Operation Directive", which was accepted by the Senate of Nevşehir Hacı Bektaş Veli University with the decision dated 23.02.2009 and numbered 488, is abolished from the date of this directive.