# T.C.

ISTANBUL MEDIPOL UNIVERSITY

STUDENT CLUBS MAIN INSTRUCTION\*

## FIRST SECTION

Aim, Scope, Base

**ARTICLE 1 –** (1) This instruction regulates the establishment and working principles of Istanbul Medipol University student clubs, which were established for spiritual and physical training of students, increasing their cultural background and making use of their extracurricular time and allowing them to engage in all kinds of social, cultural, sportive and scientific activities.

1. The main instruction consists of 9 items, and these 9 items should be reflected in each club instruction.
2. This regulation is based on the 47th ARTICLE of the Higher Education Law No. 2547..

## SECOND SECTION

Name, Address, Qualification and Establishment of the Club

**ARTICLE 2 –** (1) Clubs report their address and qualification information exactly in their statutes, according to the format below.

**SAMPLE FORMAT:**

IMU…………………………………………………Club was established to work under the supervision of the Department of Health, Culture and Sports at the address of IMU Atatürk Bulvarı No:27 34083 Unkapanı Fatih İSTANBUL, following the main statute of the IMU Student Clubs.

1. To establish a club within IMU, at least 10 students must be active members, and 5 students must be passive members. Clubs that do not have members under this number (15) cannot be established.
2. The documents listed below, obtained from the Health, Culture and Sports Department during the club's establishment, are submitted to the Health, Culture and Sports Department together with the prepared statute and activity plan.

* Top Text
* Club Founder Member Form
* Advisor's letter of acceptance
* Board of Management

1. Clubs approved by the Rector's Office may be established. The rector can change the club advisor, appoint him or request changes in the bylaws.

## THIRD SECTION

Club Purpose and Activities

**ARTICLE 3** – (1) The main purpose of each club is to organize cultural, social, scientific and sports activities for all its participants, primarily its member students.

* 1. The aims and activities of the clubs are clearly stated in their statutes, and these cannot be contrary to the 'Clubs Charter'.
  2. The purpose and activities of the clubs are under the control of the Department of Health, Culture and Sports.
  3. Clubs may not engage in activities that harm the university's physical environment or disrupt its academic life.
  4. Apart from the purposes and activities specified in the bylaws of the clubs, they may participate in activities to provide promotion and income and may provide sponsor support. These events and sponsorships can be done under the supervision and control of the Health, Culture and Sports Department.
  5. Clubs take care not to go into their activities and not to overflow into the activities of other clubs, but they can engage in joint activities in cooperation.

## Membership Definition and Conditions

**ARTICLE 4 –** (1) Students registered in the club member registers become club members, and after that, their duties and responsibilities towards the club they are a member of begin.

1. Membership registrations are made at the beginning of each academic year until the last day of October.
2. Membership is divided into two as Active and Passive. In addition to the active membership conditions in the Istanbul Medipol University Student Clubs Main Instruction, each club can create its active membership conditions. Members who are not active members are called passive members..

Active Member: Members who are obliged to attend club meetings (except with the permission of the club advisor) but have the right to vote in decisions regarding club activities.

* 1. At least ten members determined among the founding members of the club are active members.
  2. Board members are active members.
  3. Members who register as active members while registering for membership in clubs are active members.

Passive Member: Members who are not active members are considered passive members. While they are not obligated to attend the meetings, they do not vote in decisions regarding club activities. However, they can take part in club activities.

1. Students have to determine whether they will be active or passive members while registering.
2. Members are obliged to pay the membership fee determined at the first board meeting and collected to be used in club expenses.
3. Membership must be renewed at the beginning of each academic year.
4. Each student can be a member of more than one club.
5. Persons who have been in the club as a passive member during one academic year can switch to active membership by stating that they want to be in the club as an active member the next year during club registration.
6. Persons outside the defined memberships can become honorary members or consultants. These persons cannot vote and do not have the right to vote and be elected.
7. Unsubscription: Members are removed from membership in the following situations.
   1. Absence from meetings. Club members have the right not to attend a maximum of 4 meetings per training period.
   2. Non-payment of a membership fee for two consecutive months.
   3. Following the approval of the reasoned decision prepared by the board of directors and sent to SKSD upon the proposal of one of the active members of the club, that it contains reasonable grounds, voting in the general assembly and the resolutions taken by the 2/3 majority of the general assembly to dismiss from membership become valid.
   4. The student commits a disciplinary offence.
   5. A club member may resign from membership with a written application.

## FIFTH SECTION

Club Charter, Bodies and Functioning

ARTICLE 5 – (1) Club Charter

1. It cannot be contrary to the Student Clubs Main Instruction.
2. The club's name, address, purpose, activities, active and passive membership conditions, organs, membership fees are written in detail in the Club's Charter.
3. The club bylaws are created during the establishment phase of the club and submitted to the Health, Culture and Sports Department. Charters are approved by the Office of the General Secretariat enter into force.
4. The changes made in the club's bylaws are submitted to the General Assembly as a proposal and justification. The charter, which was accepted by a 2/3 majority in the General Assembly, enters into force after the approval of the General Secretariat. The board of directors is obliged to inform the members of the general assembly the meeting place and time of the bylaw voting. However, a quorum for the meeting is not sought in the voting.
5. A copy of the club charter must be submitted to the Health, Culture and Sports Office.

## Bodies

Apart from the bodies determined by the Istanbul University Student Clubs Main Instruction, the clubs can determine the bodies they need themselves.

## General Assembly:

1. It consists of all club members.
2. The club takes its decisions by meeting in the first week of November every academic year. While one more than half of the number of registered members in the first meeting is sufficient for the decisions taken to be considered valid, if the meeting quorum is not met in the first meeting, the meeting takes its decisions without seeking a quorum in the second meeting. The second meeting is held no later than one week after the date of the first meeting.
3. The management elects the supervisory boards.
4. Votes on charters and amendments
5. Votes to be removed from membership.
6. Votes on honorary membership, consultancy and coaching offers.
7. It meets at least 2 times a year, at least once in each academic term.

## Board of Management:

It is elected by the General Assembly.

1. It consists of a president, a vice president, a treasurer, a secretary and at least one member.
2. The term of office of the members of the Board of Directors is 1 year.
3. Students on the board of directors are considered active members.
4. He is responsible for the execution of the club's work in the best way and accordance with its purpose, the implementation of the bylaws, the financial income expenses of the club, and fixtures.
5. It is the responsibility of the advisor in the activities of the club within the university. In its activities outside the university, it receives the approval of the Health, Culture and Sports Department.
6. Prepares annual activity plan and budget in November. At the end of May, it submits the year-end work report, which includes the evaluation of a year, to the Health, Culture and Sports Department.

## Board of Directors

1. It consists of two permanent and one substitute members, excluding the board of directors.
2. It is elected by the General Assembly for one academic year.
3. It examines the club's documents, fixtures and the book of accountancy and checks whether they are used according to the club's charter, whether the expenses are spent following the purpose, and whether the purchased fixtures are recorded in the book of accountancy. When necessary, it reports to the General Assembly and the Department of Health, Culture and Sports.

## Documents

**ARTICLE 6 -** (1) Member registry book: This book contains the information of the members (name-surname, TR ID number, Faculty/Department, Student number, address and telephone) and a document showing that the membership fees have been paid.

* 1. Board of Director's resolution book and General Assembly minutes.
  2. Income and Expenditure Documents: Income and expense receipts, business book in which all income and expenditures are processed and their documents (invoice, receipt or report).
  3. Inventory List of items given to the club's use and their fixture numbers. Newly purchased items will be added to this list, notified to the Department of Health, Culture and Sports, and a fixture number will be obtained for them.

## Termination of Club Activities

**ARTICLE 7 –** (1) The activities of clubs that go beyond the scope of their activities written in their statutes, have 10 (ten), active members, for two consecutive semesters and have less than 15 members in total, fail to show sufficient activity without a valid reason, fail to present year-end work reports, and fail to hold their general assemblies shall be terminated.

## SIXTH SECTION

Enforcement

**ARTICLE 8 –** This instruction enters into force from the date it is accepted in the Istanbul Medipol University Senate.

**Execution**

**ARTICLE 9–** The provisions are executed by the Rector of Istanbul Medipol University .

\* It was accepted by the University Senate's decision dated 15.02.2011 and numbered 2011/6-1.