

KARABUK UNIVERSITY ALUMNI COMMUNITY INSTRUCTION

PART ONE

Aim, Content, Base, Description

Aim

ARTICLE 1- The aim of this instruction is to carry the communication between alumni and students, between public corporations and private organisations in cultural, economic aspects and its aim also is to identify their co-working principles.

Content

ARTICLE 2- This instruction contains the principles of Alumni Community which was founded in Karabuk University and the principles of its aims, activity fields, duties of managing body and its way of working.

Base

ARTICLE 3- This instruction was prepared according to 14th article of 2547 numbered law.

Description

ARTICLE 4- It contains the followings:

- a) University: Karabuk University,
- b)Rector: The rector of Karabuk University,
- c)Community: Karabuk University Alumni Community ,
- d)Unit: faculties, institutes, junior colleges and vocational high school in Karabuk University,
- e)Management Board: Management Board of Community,
- f)Sub-graduate Units: Alumni Communities constructed in faculties, institutes, junior colleges and vocational high school in Karabuk University

PART TWO

Activity Fields of Community

ARTICLE-5 In order to achieve the goal stated in the first article, the community;

- a) Stimulates all alumni to gather under the umbrella of Alumni Community and for this aim it registers new members and honorary members. It gives introductive and probative papers to its members and private and public institutions.
- b)Struggles that graduating from Karabük University is respected in national and international fields.
- c)Searches, examines and does public opinion surveys related that Karabuk University and the Alumni Community are recognized and respected in public opinion; does projects which are useful for public and Karabuk University; meets the requirements related to improvement and education of Karabuk University and its lecturers.
- d)By making connections between alumni and undergraduate students of Karabuk University, it gives award and poverty scholarship and helps new graduate students to tend and find jobs.
- e)Via the committees and specialists formed in the community, it does researches and surveys on the subjects of aim and service and determines offers and requests; it prepares and applies income-generating projects.

- f) Prepares conferences, symposiums, panels, forums, scientific meetings and fairs; in order to increase the members' craft knowledge experiences, it organizes trips and publishes and distributes prospectuses, bulletins, journals, newspapers and books.
- g) University Rectorship provides all sorts of equipments which can help to carry out the aims of community.
- h) It prepares an "Alumni Guide" which contains members' jobs, addresses and occupations, and publishes it periodically.
- i) Gives supportive services to Sub-graduate Units to hold "Alumni Days" in every years.
- k) Gives support to foundations and institutions settled by alumni within the possibility of university. It also searches the communication possibilities to provide solidarity for institutions, unions, foundations, clubs etc. formed for other universities' members, and it carries out it.
- l) A web page is prepared to carry out the communication between alumni and graduate students themselves.
- m) Cooperates with responsible institutions in order to help alumni to carry out their education in abroad.
- n) Helps to alumni with their consultancy services in their jobs.

PART THREE

Unit Managing Body and Its Duties

Managing Bodies

ARTICLE 6- Unit Managing Bodies:

- a) Alumni Community Managing Body,
- b) Sub-graduate Units,
- c) Alumni Community Advisory Committee.

Alumni Community Managing Body and Its Duties

Article 7- It consists of 7 members whom rector chooses 3 of them among academics with a chairman and alumni choose three members among themselves. Alumni choose three reserve members. The members among alumni will be chosen on the net. A member chosen by Students Council Managing Board can attend managing board as an observer.

Duty period of executive council members is three years. If a member leaves his/her duty before duty period, a new member is chosen via the same method to complete the period. A member whose duty period finishes can be chosen again.

The Duties of Managing Body:

- a) It negotiates yearly working plan, program and expenses, and comes to a conclusion.
- b) It negotiates and concludes the demands and applications of sub-graduate units,
- c) It carries out the activities stated in the fifth article of the instruction,
- d) It reports the yearly workings and results of the community in the form to submit to university managing board and senate, if required.

Sub-graduate Units and Their Duties

ARTICLE 8- Sub-graduate Units consist with the presidency of dean or manager, assistant manager and head of department. It carries out the activities stated in the fifth article of the instruction on behalf of their own units.

It submits its works to managing board as a report.

If it is necessary, a Sub-graduate Units Advisory Committee, whose election and working form will be determined by managing board, can be formed in Sub-graduate Units. Sub-graduate Unit is formed by approval of rectorate.

Alumni Community Advisory Committee and Its Duties

ARTICLE 9- Alumni Community Advisory Committee consists of 7 members three of whom are chosen among academic staff with the presidency of associate rector chosen by the rector. Alumni choose four candidates and two of them are chosen by rector. One of them is chosen among University graduate committee chairman and members by rector.

Duty period of Advisory Committee members is three years. If a member leaves his/her duty before duty period, a new member is chosen via the same method to complete the period. A member whose duty period finishes can be chosen again.

The Books and Records that will be kept by the committee

ARTICLE 10- The community is responsible for keeping books and organising the papers stated below.

- a) Member registration
- b) Incoming-Outgoing papers
- c) Management Body Decisions
- d) Stock List
- e) Income and Expense
- f) Income Receipt

PART FOUR

Community Membership Conditions

ARTICLE 11- The conditions of membership are stated below.

- 1) To be 18 years old
- 2) To graduate from faculties, institute, junior school, conservatory, vocational high school of Karabuk University,
- 3) To have legal right to settle for foreign people. Those who are forbidden to register to the community, whose memberships are deleted except for the reasons not paying fee and who fail to get permission from their institutions in accordance with the legislation, if not stated otherwise in the special laws, cannot register to the community.

Membership Types

ARTICLE 12- Community has two types of membership.

- a) **Active Member:** They are the members who have all the responsibility of being members and do its requirements, and they are the members who benefit from membership with the responsibility. Membership rights contain to be candidate for all duties with required conditions; its liabilities contain to carry out the positive perspective of community in public by obeying the working conditions of community.
- b) **Honorary Member:** To the people who have important contributions to country, nation, Karabuk University, Unit and its working subjects, and whose presences are thought to be beneficial in the community, are chosen as honorary members with the approval of executive committee.

Membership Procedures

ARTICLE 13- The membership procedures are stated below.

- a) The candidates who want to be members of community, accept aims, working subjects and instructions of community; and approves they have the required conditions by filling the application form on the web page.
- b) After looked whether they are graduate or not, the results are sent by e-mail.
- c) The decision of Managing Body related to the rejection of membership is final and cannot be rejected to anywhere.
- d) The alumni whose memberships are granted are responsible for paying monthly fees.

Leave from Membership

ARTICLE 14- It finishes by unsubscription and death. Every member can unsubscribe whenever he wants by informing the community chairmanship.

Being Excluded from Membership

ARTICLE 15- Excluding from membership happens because of the reasons stated below.

- a) To lose the right to become a member of communities and to behave against the community instruction,
- b) Being punished to be excluded from membership.

PART FIVE

Various and Final Verdicts

Staff Need

ARTICLE 16- The academic, administrative and technical staff whom the community demand were chosen by the rector according to the 13th article of 2547 law.

Validity

ARTICLE 17- This instruction comes into force on the date when it is approved by Karabuk University Senate.

Execution

ARTICLE 18- The rector of Karabuk University executes the verdicts of this instruction.

Accepted with 2010/16-31 numbered Senate decision on 21 /12/2010