

**T.C**  
**KARABUK UNIVERSITY**  
**STUDENT SOCIAL CLUBS DIRECTIVE**

**PURPOSE**

**ITEM 1-** This directive organizes the methods and fundamentals of foundation and running of social clubs which are related to education, health, sports, socializing, science and culture. These clubs will be founded by foundation, undergraduate and graduate students, for the following reasons: To contribute to cultural and communal developments in accordance with principles and revolutions of Atatürk, to keep physical and psychological health, to teach people how to be a researcher and creative, to respond to social needs such as resting and creating beneficial activities for their spare times in accordance with the budget, to help the university to be known and internalized, to reveal the corporate identity of the university, and help the university to take the advantage of the clubs.

**CONTENT**

**ITEM 2-** The rules which were mentioned in this directive cover all the health, sports, social, science and cultural clubs which don't have registry as institution and which were founded by foundation, undergraduate and graduate students.

**BASIS**

**ITEM 3-** This directive was made on the basis of "Higher Education Foundations, Medico social Health Culture and Sports Desk Implementation Regulation". This regulation which was published in official journal(number 18311) on 2.3.1984 organizes the services of Health Sports and Culture Desk according to items 46 and 47 changed via code 2880 by Higher Education Institution.

**FOUNDING THE CLUBS AND THE RULES THAT NEED TO BE FOLLOWED**

**ITEM 4-** The clubs have to regard the following criteria when they decide on their activities.

- a.** The clubs don't act against the codes, Turkish government and nation's indivisible indivisible entity, the principle of being governed by the rule of law, fundamental rights and freedoms, secularity, which take place in Turkish Constitution.
- b.** Clubs have to make the students take advantage of the university's opportunities, at the same time they have to help to protect and develop these opportunities so that they can more students make use of these opportunities.
- c.** The clubs cannot do anything to university neither physical nor academically.
- d.** There cannot be founded two different clubs with the same activity topic. The club which is founded cannot be for just one faculty, department or graduate school. The clubs cannot go beyond the decided borders of them and the cannot do activities of other clubs. The only way of doing a common activity is an agreement among clubs. Rectorship has the right not to confirm the foundation of clubs if it doesn't confirm the activity content.
- e.** To be able to found a club, at least 10(ten) students who have the requirements must apply to Rectorship, faculty deaneries, collage headships as "founding member". Application needs to be done with a Club terms of reference which is prepared according to Karabük University Student Clubs Directive. The aims and activity contents, working principals, and inner working have to be included to the Club Terms of Reference. Also, an instructor who has

related knowledge needs to take the responsibility, then it can be applied to Rectorship via a request with the signatures of the instructor, temporary directory through Health Culture and Sports Desk. The club is founded when the Rectorship confirm it.

**f.** Club cannot be founded if the activity is temporary or covers a specific time like performing a show or a sportive activity.

**g** The club starts working according to working fundamentals when it is confirmed by the Rectorship and meets the needs. Temporary directory has to a general meeting- with attendance of at least 10 members- in 4(four)weeks from the foundation.

## **CLUB ACADEMICAL CONSULTANT AND DUTIES**

### **ITEM 5-**

**a.** The responsible instructor is the head of the directory.

**b.** S/he is consulted for all of the activities, S/he coordinates club and Rectorship of the university.

**c.** S/he checks the club works and help to continue.

## **CLUB DIRECTORY AND HIS/HER DUTIES**

**ITEM 6-** It has five people including the head of the club. Four out of these five are chosen by the students who are the members of the club. Directory prepares the annual working plan, submits to rector to be confirmed and applies the prepared program. S/he prepares the working report

and hands it out to the Rectorship. Directory meet the club to the university and tries to make it known.

## **CLUB BOARD OF AUDITORS**

**ITEM 7-** Board of auditors consists three people who are chosen by club members. Board of auditors controls all studies and activities of the club. It prepares a check report at the end of the term and in summer term at the end of the activity-if any activity is done in summer term-

## **GENERAL ASSEMBLY**

**ITEM 8-** General Assembly consists of the members of the club which is founded with the topic that is let by Rectorship. The first General Meeting is done in the first following month when the club is founded. General assembly has a meeting two times in a year. In the first General Assembly the Members of the Board of Management and Board of Directors are chosen. The second annual meeting is done at the end of the year. They decide on the Management Report and Check Report.

## **SPECIALISTS AND CRAFT**

**ITEM 9-** Every club make use of specialists and craft according to its area of activity when it is needed. These can be both from the university and outside of the university. A permission is asked by the Rectorship for the placement of this member.

## **FINANCIAL BASIS**

**ITEM 10-**The needs of clubs are responded by Health Culture and Sports Desk from Student Social Services Unity budget in accordance with financial possibilities. The donations and the income of activities which the club get are recorded to Student Social Services Unity budget as income.

## **REGISTRATION WORKS OF THE CLUBS**

**ITEM 11-** The clubs have to keep the following accounts.

- a.** Member Registration Book
- b.** In and Out Documents Book
- c.** Decision Book
- d.** Inventory Stock book

Also there needs to be the Files of Working, Program and Reports.

## **CLOSING THE CLUBS**

### **ITEM 12-**

- a.** The clubs whose activities are thought to be inefficient or who are seen to act against the rules are chosen with the confirmation of Rectorship. The equipments and inventory stock of the closed club are given back to the Desk with an official report signed between Club Board of Directors head and Health Culture and Sports Desk.
- b.** The clubs whose registered members are not enough to constitute the boards which is mentioned in this directive are already assumed as closed without any process.

**TEMPORARY ITEM 1-** The student clubs which exist on the date this directive is become valid have to meet the needs of the directive until 28th November 2008.

## **VALIDNESS**

**ITEM 13-** This Directive becomes valid when it is confirmed by Rectorship.

## **EXECUTIVE**

**ITEM 14-** This directive is executed by Karabuk University Rector  
This is confirmed by Karabuk University Senatus Consultum.