

MEETING DATE	MEETING NO	DECISION NUMBER
02 March 2023	2022-2023/8	4

**T.C.**  
**ISTANBUL KULTUR UNIVERSITY**  
**STUDENT CLUBS DIRECTIVE**

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## **PART ONE**

### Purpose, Scope, Basis, and Definitions

**Purpose - Article 1:** (1) The purpose of this directive is to regulate the procedures and principles regarding the operation of student clubs to be established by students enrolled in associate degree, undergraduate, and graduate programs of Istanbul Kultur University, in order to evaluate their extra-curricular time through professional, scientific, social, artistic, cultural, and sporting activities.

**Scope - Article 2:** (1) The provisions specified in this directive cover all student clubs/communities to be formed by students enrolled in associate degree, undergraduate, and graduate programs of Istanbul Kultur University.

**Basis - Article 3:** (1) This directive has been prepared based on Article 47 of the Higher Education Law No. 2547, as amended by Law No. 2880, and Article 10 of the Regulations on the Organization of the Health, Culture and Sports Department, published in the Official Gazette dated February 03, 1984, and numbered 18301, which regulates the services to be carried out by the Health, Culture and Sports Department.

**Definitions - Article 4:** (1) In this directive, the following terms shall mean:

- Academic Staff:** The academic and administrative staff of Istanbul Kultur University,
- Units:** Faculties, Vocational Schools, Centers, and Administrative units,
- Trainer/Coach:** The instructors/trainers of student clubs within the Student Deanery,
- Advisor:** The Student Club Advisor,
- General Secretariat:** The General Secretariat of Istanbul Kultur University,
- GSUAM:** Fine Arts Application and Research Center,
- Administrative Staff:** The administrative staff of Istanbul Kultur University,
- Club:** Each of the Student Clubs of the University,
- Student Life and Student Clubs Coordinator:** The person working in the Student Deanery who is responsible for the organization and execution of activities in student life and club operations,
- Student:** Any student enrolled in associate degree, undergraduate, and graduate programs at Istanbul Kultur University,
- Student Deanery:** T.C. Istanbul Kultur University Student Deanery,
- Vice Rector:** The Vice Rector of Istanbul Kultur University,
- Rector:** The Rector of Istanbul Kultur University,

14. **Senato:** The Senate of Istanbul Kultur University,
15. **SFDYK:** Sports Activities Organization and Executive Board,
16. **SKSD Head:** The Head of the Health, Culture, and Sports Department of Istanbul Kultur University,
17. **Organizing Committee:** Istanbul Kultur University Sports Activity Organizing Committee,
18. **University:** Istanbul Kultur University.

## PART TWO

### Student Clubs Governing Bodies, Duties, and Powers

#### Student Clubs Governing Bodies

**Article 5:** (1) In the establishment and operation of T.C. Istanbul Kultur University Student Clubs, the following governing bodies hold duties and responsibilities:

1. Student Clubs Union
2. Student Clubs Union Executive Board
3. Student Deanery
4. Student Clubs Activity Evaluation Commissions
5. Sports Activities Organization and Executive Commission
6. Student Clubs

#### Student Clubs Union

**Article 6:** (1) The Istanbul Kultur University Student Clubs Union is formed by bringing student clubs together to carry out the professional, scientific, social, artistic, cultural, and sports activities of Istanbul Kultur University students during their extra-curricular time in a planned and organized manner, in accordance with the Istanbul Kultur University Student Clubs Directive.

#### President of the Student Clubs Union

**Article 7:** (1) The Rector of Istanbul Kultur University assigns one of their vice-rectors as the President of the Student Clubs Union. The President of the Student Clubs Union is also the chairperson of the Student Clubs Union Executive Board.

#### Student Clubs Union Executive Board

**Article 8:** (1) The board consists of a total of 6 (six) members: under the chairmanship of the Vice Rector assigned by the Rectorate as the President of the Student Clubs Union, the Student Dean, 2 (two) Club Advisors appointed by the Rector from among the Club Advisors, and 2 (two) Student Club Presidents. The term of office for Club Advisors and Student Club Presidents on the Board is 1 (one) academic year.

#### Duties and Powers of the Student Clubs Union Executive Board

**Article 9:** (1) The duties and powers of the Student Clubs Union Executive Board are as follows:

1. To ensure the execution of students' extra-curricular professional, scientific, social, cultural, artistic, and athletic activities,
2. To review the plans, programs, and budgets prepared by student clubs and submit them to the University Rectorate,

3. To prepare additional budget and transfer proposals for student clubs and submit them to the University Rectorate,
4. To ensure the appropriate and balanced use of the funds allocated for student clubs in the university budget; to audit the receipt and expenditure of income and assistance obtained from internal and external sources,
5. To guide and pioneer student club activities, and to evaluate requests for opening new clubs and branches,
6. To authorize, audit, and investigate club activities; when deemed necessary in line with Articles 43/1-a, 1-b, and 1-c of this directive, to decide on the termination of the relevant club's activities or the closure of the club,
7. To prepare an activity report regarding student club operations at the end of each academic year and submit it to the University Rectorate,
8. To ensure that extra-curricular student activities are conducted in a manner that does not contradict the objectives specified in the Higher Education Law No. 2547.

## **Student Deanery**

### **Article 10:**

(1) The Student Deanery carries out all operations related to the establishment, operation, and all activities of Student Clubs at the University.

(2) In order to provide communication between the Student Clubs and the Student Clubs Union Executive Board and to coordinate the operations of student clubs, the Student Dean serves as the Student Clubs Union Coordinator. The Student Dean is also a natural member of the Student Clubs Union Executive Board.

### **Duties of the Student Dean**

**Article 11:** (1) To ensure that Student Clubs continue their activities within the context of the duties specified in the Istanbul Kultur University Student Deanery Directive and within the framework of the procedures and principles determined by this directive.

(2) To carry out communication and ensure coordination between the clubs and the governing bodies specified in Article 5 of this directive.

(3) To ensure that the tasks and transactions requested by the clubs are fulfilled, taking their compliance into account.

(4) To ensure that general decisions taken regarding the clubs are notified to them.

(5) To make preparations, obtain permissions, and secure approvals for events to be organized by Student Clubs.

(6) To ensure that clubs and students participate in social, cultural, and sporting events or inter-university competitions held inside or outside the University.

(7) To perform general auditing and supervision duties regarding the activities of the clubs.

(8) To assign the Student Life and Clubs Coordinator to carry out all matters related to the establishment and activities of the clubs.

(9) Together with the Student Life and Clubs Coordinator, to handle the assignment and submission for Rectorate approval of relevant personnel such as experts, instructors, and trainers needed for the execution of all establishment and activity operations of Student Clubs.

## **PART THREE**

### Establishment of Student Clubs

#### **Student Clubs Activity Evaluation Commissions**

##### **Article 12:**

- (1) To evaluate the feasibility of the activities of student clubs established under four different categories, the suitability of internal and external participants, and the adequacy of physical and financial resources, Student Clubs Activity Evaluation Commissions consisting of 3 (three) members from academic and administrative staff (including a member from GSUAM for the relevant club category) are established.
- (2) The Student Clubs Activity Evaluation Commissions are determined upon the proposal of the Student Deanery and the approval of the Vice Rector who chairs the Student Clubs Union Board.
- (3) The activities deemed appropriate by the Student Clubs Activity Evaluation Commissions after reviewing the event request forms of the student clubs under their responsibility are approved by the Student Dean.
- (4) Events approved by the Student Dean will commence implementation once they are approved by the President of the Student Clubs Union Executive Board.
- (5) The Student Life and Clubs Coordinator carries out all operations related to the events.
- (6) If the event belongs to one of the sports clubs, it is approved by the Student Dean after securing approval from the Sports Activities Organization and Executive Commission.
- (7) Events that complete the approval process for all clubs are carried out within the framework of the procedures and principles specified in the Directive on the Organization and Execution of Scientific, Cultural, Artistic, and Technical Activities accepted at the Senate meeting dated 09.08.2018 and numbered 2017-2018/22.

#### **Sports Activities Organization and Executive Commission**

##### **Article 13:**

- (1) The Sports Activities Organization and Executive Commission consists of a Vice Rector appointed by the Rector, an Assistant General Secretary appointed by the Rector, the Head of SKSD, the Student Dean, and assigned expert(s) on the subject.
- (2) The members of the Sports Activities Organization and Executive Commission are appointed with the approval of the Rector. If a member leaves their current official position, their duty on the commission ends, and a new appointment is made to replace them.
- (3) Decisions taken shall enter into force after receiving the approval of the Rector.
- (4) The secretariat of the Sports Activities Organization and Executive Commission is carried out by the Student Life and Clubs Coordinator on the Student Deanery staff, along with the assigned expert(s).

#### **Duties of the Sports Activities Organization and Executive Commission**

- Article 14:** (1) To organize, execute, and take decisions regarding the sports services and activities of the university.
- (2) At the beginning of each academic year, to determine the sports branches to be competed in intra-university tournaments.
  - (3) To determine the sports branches in which the university will be represented in domestic and international competitions.
  - (4) To determine branch coordinators for domestic and international competitions.
  - (5) To cooperate with domestic and international organizations to expand efforts in this field.
  - (6) To ensure that athletes participate in competitions representing the University.

- (7) To make necessary arrangements for competitions, sports events, and organizations, and to ensure that identified equipment requests are met within the framework of capabilities provided by legislation.
- (8) To take decisions on administrative matters occurring during matches played within the scope of intra-university sports activities.
- (9) To ensure the effective use of sports facilities owned by or leased for service procurement by Istanbul Kultur University.
- (10) To determine managers, administrators, and coaches for domestic and international inter-university competitions.
- (11) To determine incentives and awards for student-athletes.

### **Duties of the Expert Assigned for the Operation of Sports Clubs**

- Article 15:** (1) To ensure the efficient, effective, and purposeful coordination and order of all sports services (sports activities, organizations, competitions, meetings, research, workshops, seminars, etc.) to be carried out under the responsibility of the Student Deanery, in accordance with the relevant legislation.
- (2) To determine the sports branches in which Istanbul Kultur University can be represented in inter-university sports competitions, consulting with experts if necessary, and to propose them to the Sports Activities Organization and Executive Commission for approval.
  - (3) To make recommendations to the Sports Activities Organization and Executive Commission to provide coaches for the sports teams that will represent Istanbul Kultur University in inter-university sports competitions; to ensure that vacant positions are filled.
  - (4) To organize selections, trials, and matches to form the player squads of sports teams representing the university, obtaining support from assigned expert coaches when necessary.
  - (5) To monitor and audit the training programs and matches of the sports teams representing Istanbul Kultur University in inter-university sports competitions.
  - (6) To ensure that administrative leaves are obtained for the players of sports teams representing the university. To make requests to the Student Deanery regarding transportation, accommodation, and catering needs.
  - (7) To ensure that TUSF Student-Athlete Licenses are issued for the players.
  - (8) To submit requests to the Student Deanery for the procurement of sports equipment needed for inter-university sports matches.
  - (9) To make recommendations to the Sports Activities Organization and Executive Commission for determining sports branches for intra-university competitions.
  - (10) To execute intra-university sports activity programs determined by the Commission in accordance with technical rules.
  - (11) To establish Organizing Committees for each branch in intra-university competitions. To ensure branch technical meetings and draws are made through Organizing Committees, to prepare tournament schedules, set dates, and decide how matches will be played.
  - (12) To organize award ceremonies for teams ranking in intra-university competitions.
  - (13) To prepare the annual sports budget for internal and external activities and submit it to the Student Deanery.
  - (14) To keep records of all documents related to sports activities and ensure activities comply with laws and regulations.
  - (15) To submit monthly reports of all internal and external sports activities to the Student Deanery.

## Classification of Student Clubs

**Article 16:** Student Clubs are classified according to their fields of activity as follows:

1. **Science and Technology Clubs:** Established to encourage, support, and organize students' technical and scientific studies during extra-curricular hours.
2. **Culture and Art Clubs:** Established to ensure students utilize extra-curricular time in cultural and artistic activities and to encourage and support work in these areas.
3. **Idea Clubs:** Established to encourage and organize studies in intellectual and thought areas during extra-curricular hours.
4. **Social Responsibility and Awareness Clubs:** Established to encourage and organize activities in social responsibility and societal awareness fields.
5. **Hobby Clubs:** Established to encourage and organize activities suitable for students' individual hobbies.
6. **Special Purpose Clubs:** Established upon the recommendation of the university or upper institutions, aimed at professional activities or serving a specific special purpose.
7. **Sports Club Special Status:** The Sports Club acts as an umbrella formation. All sports teams within the university are formed under this club. Management of sports teams and their requests are executed through the sports club. The objective is to turn sports into a culture within the university.

## FOURTH SECTION

Establishment and Working Principles of Student Clubs

### Stages of Establishing a Student Club

**Article 17:** To establish any student club within the university, an application must be made to the Student Clubs Union Coordination Office via the Student Deanery with the following documents:

1. A founding member list consisting of at least 15 (fifteen) students enrolled in associate, undergraduate, or graduate programs of Istanbul Kultur University.
2. A short reference letter obtained from the academic or administrative staff of the university on behalf of the student who is the founding president candidate.
3. The Student Clubs Statute Form (ANNEX 1) included in the annex of this directive.
4. The Student Clubs Establishment Form (ANNEX 2) included in the annex of this directive.
5. The Student Clubs Academic or Administrative Staff Duty Undertaking Form (ANNEX 3) included in the annex of this directive.
6. An activity plan covering at least one academic year.

(2) Applications pre-evaluated by the Student Deanery are either presented to the Student Clubs Union or directly rejected.

(3) Approved student clubs must convene their General Assembly and make the temporary board permanent within 30 days of official approval.

(4) Clubs established within the university must operate in different fields. Multiple clubs cannot be established for the same activity field.

## Club Advisor

**Article 18:** (1) Upon the proposal of the Student Clubs Union Executive Board and the approval of the Rectorate, an advisor is assigned for each club from among faculty members, lecturers, or administrative staff based on the characteristics of the club.

(2) Advisors serve for a term of 2 (two) years and can be re-appointed.

## Duties of the Club Advisor

**Article 19:** (1) Acts as an advisor for all activities of the club.

(2) Assists the Club Board in preparing plans, programs, and budgets.

(3) Ensures appropriate use of items allocated to the club by the university.

(4) Monitors club work and assists in its execution.

(5) Encourages every student to participate in club activities.

(6) Is a natural member of the Club Board and attends General Assembly meetings when deemed necessary, but has no voting rights.

## Working Principles of Student Clubs

**Article 20:** (1) Clubs must consider the following points when determining their working fields, objectives, and activities:

- Clubs aim to utilize extra-curricular time via professional, scientific, social, artistic, cultural, and sporting activities.
- Clubs do not require specific talent from members; they organize programs open to any interested student.
- For every event, clubs must fill out an event request form and internal request forms (for procurement, poster printing, etc.) and secure permission at least 15 days in advance.
- Each club operates in distinct areas, but can create special working/activity groups within its field.
- Clubs cannot go beyond their designated field or perform activities of other clubs. However, joint events can be organized without creating a hierarchy.
- Clubs can conduct joint activities with external organizations and other universities upon the approval of the Student Clubs Union Executive Board.
- Clubs must hold their general assemblies and form boards within specified periods, otherwise their activities will be terminated.
- Annual activity programs must be approved by the Executive Board via the Coordinator's office.
- Year-end activity reports must be submitted within 30 days following the end of Spring Semester Final Examinations. Failure to do so results in budget cuts or suspension of activities if omitted for two consecutive years.
- Clubs cannot organize events without the knowledge/consent of the club president, advisor, and approval of the Student Dean.
- Activities incompatible with the university's academic environment, moral standards, or involving harmful habits (gambling, drugs, etc.) are strictly prohibited.
- Destructive, divisive, political, or ideological activities against the unity of the nation and the principles of Atatürk are prohibited. Clubs cannot have ties with political parties.
- No discrimination based on religion, language, race, ethnicity, nationality, gender, or similar grounds is allowed.

## Working Period and Membership

**Article 21 & 22:** (1) The working period of clubs and their boards covers one academic year.  
(2) Any active student can join any club. A student can join multiple clubs but can only serve on the board of one club. Non-university individuals cannot join clubs except for sports clubs.

## Termination of Membership and Board

**Article 23:** Members can resign in writing. Members working against club objectives can be dismissed by the board and advisor using the Membership Termination Form (ANNEX 4). Students can appeal dismissal to the Executive Board, whose decision is final. Club membership ends automatically upon graduation, registration suspension, or leaving the university. Boards violating university regulations will be warned or dismissed by the Coordinator if violations persist, requiring new elections within 15 days.

## FIFTH SECTION

Club Organs, Financial Provisions, and Closure

### Club Organs

**Article 24, 25, 26, 27 & 28:** Mandatory organs are the General Assembly and the Club Board. The General Assembly consists of all registered student members and elects the Board (5 permanent, 2 substitute members) via closed ballot/open counting during the first 30 days of the academic year. The Board elects a president and manages club operations, representation, accounts, and budgets. Board members must possess a clean disciplinary record.

### Financial Provisions

**Article 37, 38, 39 & 40:** The total budget is formed by combining individual club budgets approved by the Rectorate. Clubs cannot charge mandatory membership fees, but voluntary one-time contributions are allowed within legal limits. Income from public events (concerts, exhibitions) can only be used for donations to Non-Governmental Organizations or social responsibility projects. All revenues are deposited into the University's Student Clubs Union account. Expenses (materials, travel, catering, maintenance) are covered from the club's approved budget line via formal request forms.

### Closure of Clubs

**Article 43:** Clubs executing activities against public morality, legislation, or university vision/mission are closed by the Executive Board. Disciplinary actions apply to the president and members under Higher Education Regulations. Clubs failing to report activities, lacking a president or advisor for over an academic year, or failing to hold annual general assemblies are permanently closed.



**ANNEX 1: T.C. ISTANBUL KULTUR UNIVERSITY  
STUDENT CLUB STATUTE FORM**

**Name of the Student Club:**

.....

**Purpose:**

.....

.....

**Working Procedures and Fields:**

.....

.....

**Membership & Joining Terms:**

.....

**Leaving & Dismissal from Membership:**

.....

**Club Governing Organs:**

.....

**Board of Directors & Duties:**

.....

**General Assembly (Duties, Meeting Time, Quorum):**

.....

.....

**APPROVAL SIGNATURES**

Vice Rector

Student Dean

Health, Culture & Sports  
Director

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club President

\*For Sports Clubs Approval  
Club President

\_\_\_\_\_

\_\_\_\_\_

## ANNEX 2: STUDENT CLUB ESTABLISHMENT / UPDATE FORM

Date: ..... / ..... / 20...

**TO THE STUDENT DEANERY OF ISTANBUL KULTUR UNIVERSITY,**

We wish to establish / update the student club named

..... **Club** to operate within Istanbul Kultur University.

I respectfully submit this for necessary action.

**CLUB PRESIDENT**

Name-Surname: \_\_\_\_\_

Signature: \_\_\_\_\_

## ANNEX 3: ACADEMIC OR ADMINISTRATIVE STAFF DUTY UNDERTAKING FORM

**TO THE STUDENT DEANERY OF ISTANBUL KULTUR UNIVERSITY,**

I wish to undertake the role of advisor for the .....

**Club** operating or to be established within Istanbul Kultur University.

I respectfully submit this for necessary action.

**Name-Surname / Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## ANNEX 4: STUDENT CLUB MEMBERSHIP TERMINATION FORM

TO THE STUDENT DEANERY OF ISTANBUL KULTUR UNIVERSITY,

The student named ..... with student number ....., who is a member of the ..... **Club** operating within Istanbul Kultur University, has been dismissed from club membership due to the reasons stated below.

**Reason for Dismissal:**

.....  
.....

(If necessary, minutes/reports can be attached as an annex. If an annex exists, it should be indicated here.)

**Club Advisor**  
Name/Signature

\_\_\_\_\_

**Club Trainer/Coach**  
Name/Signature

\_\_\_\_\_

**Board Members**  
Names/Signatures

\_\_\_\_\_

**Dismissed Student**  
Name/Signature

\_\_\_\_\_

*\*A copy of these minutes shall be delivered by the club board to the student dismissed from membership.*