**EASTERN MEDITERRANEAN UNIVERSITY**

**REGULATION FOR THE FOUNDATION AND OPERATION OF**

**THE STUDENT CLUBS**

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| **Brief Name**  VYK 15.12.2022  22-23-8-7 EK 3 | **1.** | Present Regulation is referred as the **“Regulation for the Foundation and Operation of the Eastern Mediterranean University Student Clubs”**. | | |
| **Description** | **2.** | Unless otherwise stated in this Regulation,  **“Academic Term”** refers to the Fall and Spring Semesters determined by the University Senate.  **“Academic Year”** refers to the educational period comprised of a minimum of 160 working days, fall and spring semesters and the summer term, which is not compulsory.  **“Chair”** stands for the Student Club Chair.  **“Vice Chair”** refers to the Student Club Vice Chair.  **“Club”** refers to the club with an established permanent Executive Board,  **“Student Clubs Unit”** refers to the Social and Cultural Activities Directorate, Student Clubs Unit,  **“Rector’s Office”** stands for the Rector and Vice Rectors,  **“Newly Founded Club”** refers to the club whose Permanent Executive Board has not been formed yet. | | |
| **Aim** | **3.** | The aim of this Regulation is to assist the social, cultural and sportive development of the students of the Eastern Mediterranean University, to raise them as individuals equipped with professional knowledge and skills as well as skills such as leadership, entrepreneurship, collective working and communication skills to cater for their individual and social needs and, to facilitate the establishment of Student Clubs and to provide support in line with budgetary possibilities. | | |
| **Scope** | **4.** | This Regulation covers the establishment, management, powers and responsibilities of the clubs established or to be established within Eastern Mediterranean University and other relevant issues. | | |
| **Responsilibites and Powers of the Student Clubs Unit** | **5.** | The following are the responsibilities and powers of the Student Clubs Unit; | | |
| (1) | Ensuring that all clubs operate in line with the “Regulation for the Foundation and Operation Rules of the Student Clubs” and making sure that clubs wishing to operate within similar areas are gathered under the same roof, | |
| (2) | Supervising club activities, providing financial and technical suport for various club activities and approving club activities deemed appropriate, | |
| (3) | Ensuring and overseeing that clubs operate in compliance with the club aims, targets and operation rules, | |
| (4) | Ensuring the preparation of an annual activity report by each club | |
| (5) | Preparing the annual budget for clubs, submitting it to the Rector’s Office for approval, and ensuring/monitoring that the approved budget is used by the clubs both productively and appropriately. | |
| **Appointment, Duties and Responsibilities of the Club Advisor** | **6.** | (1) | Full-time or part-time academic staff members may be appointed as club advisors by the Club Executive Board in accordance with the needs and aims of each club, subject to the consent of the concerned academic staff member, favorable views of the Student Clubs Unit and the approval of the Rector’s Office. Following the approval of the Rector’s Office, the relevant academic staff member is appointed as the Club Advisor. In some instances of necessity, the Student Clubs Unit and/or Rector’s Office may directly appoint club advisors to student clubs. | |
| (2) | The Club Advisor provides support in the preparation of club working rules and principles and programs in a way to ensure the realization of the aims of this Regulation. | |
| (3) | Club advisors support the club operations within the general rules and regulations set by the University. | |
| (4) | The club advisor may organize activities such as conferences and seminars on behalf of the faculty, department and/or school and via the club, subject to the approval of the Rector’s Office. | |
| (5) | Club Advisors may resign from their post, which is voluntary and free of charge, of their own accord. Likewise, in the event of the appointed club advisor not providing the expected support to the club, the Rector’s Office may terminate his/her duty of advisorship. | |
| **Club Trainers** | **7.** | (1) | Upon the decision of the Club Executive Board, the recommendation of the Student Clubs Unit and the approval of the Rector’s Office, a trainer may be appointed to the relevant club to offer training to club members in line with the club’s aims, targets and needs. | |
| (2) | Club trainers are responsible for the provision of training relevant to the club and helping the club pursue successful operations. | |
| (3) | Club trainers do not have any authority or responsibility in the administration of the club. | |
| (4) | If deemed necessary, upon the approval of the Rector’s Office, club trainers may represent the university at social, cultural and any other similar events taking place within and/or outside the country. | |
| (5) | The amount and method of payment to be issued for the club trainer is determined upon the recommendation of the Student Clubs Unit and the approval of the Rector’s Office. | |
| (6) | Club trainers cannot make any purchases without the approval of the Student Clubs Unit and cannot request for payment regarding such purchases. | |
| (7) | Individuals who are to apply for the Club Trainer position must submit following documents to the Student Clubs Unit. In addition to the documents listed below, the Unit or the Rector’s Office are titled to request any other relevant documents during the application. Following an evaluation of the application, with the recommendation of the Student Clubs Unit and the approval of the Rector’s Office, an agreement and/or an undertaking is signed with the trainer. | |
|  | (A) | Curriculum Vitae |
|  | (B) | Diploma and/or certificate(s) |
|  | (C) | Criminal Record Sheet |
| **Responsibilities of the Clubs** | **8.** | (1) | Complying with the operation principles of the Student Clubs Unit. | |
| (2) | Submitting a petition including the changes to be made in the club’s aims, targets and operation rules for the approval Student Clubs Unit. | |
| (3) | Providing equal opportunities to club members. | |
| (4) | Attending the general meetings of the Student Clubs Unit. | |
| (5) | Obtaining the approval of the Student Clubs Unit before sharing any printed and/or digital content. Ensuring that the content shared on social media accounts of the club complies with the aims, goals and rules of the club as well as the general rules of the university. | |
| (6) | Concerning the activities of the relevant club, after having received the favorable opinion of the club advisor, obtaining permission from and asking for the support of the Student Clubs Unit through formal correspondence by the Club Chair and/or any other Executive Board member acting as proxy. | |
| (7) | Submitting the annual activity reports to the Student Clubs Unit at the end of each academic year before the Student Executive Board elections. | |
| (8) | The Executive Board members of the club and the Club Chair are responsible for the protection of the materials purchased for the activities of the club and all kinds of materials/equipment with / or without inventory numbers borrowed from the Social and Cultural Activities Directorate and their return to the Directorate in full at the end of the activity. | |
| (9) | The Executive Board Chair of the club is responsible for informing the Student Clubs Unit about the working hours of the club trainer, if any, latest by the 24th of each month in accordance with the rules and principles set by the Unit. | |
| (10) | The Club Chair and the members of the Club’s Executive Board are responsible for taking measures to ensure that team members fulfil their responsibilities, warning those who do not obey the rules and regulations and/or, upon the approval of the Club advisor, informing the Student Clubs Unit on the issue. The Club Chair is responsible for informing the relevant bodies in writing about the decisions taken at the Club Executive Board unanimously and/or by simple majority and monitoring the implementation of the decisions, accordingly. | |
| (11) | The Club Executive Board ensures that the documents specified in Article 19(4) of this regulation are kept in good order. | |
| (12) | Student clubs are not allowed to use religious, ethnical, ideological, and politic features and/or any other similar means as their logo or as a tool for their representation, and are prohibited from engaging in activities involving the aforementioned features. | |
| **General Assembly** | **9.** | The General Assembly is the highest decision-making body of the club and is comprised of registered members of the club. | | |
| **Rules for Student Clubs** | **10.** | (1) | All EMU students at associate, undergraduate and postgraduate programs who have become members of the relevant club at least one academic semester before the date of the General Assembly meeting have the right to elect or be elected. | |
| (2) | An election commissioner determined by the Student Clubs Unit attends the Executive Board Elections. | |
| (3) | In order for the Executive Board elections to take place, at least more than half of the students (50% + 1 student) enrolled in associate degree, undergraduate and graduate programs, who are members of the related club, must vote in the elections. | |
| (4) | Candidates taking part in elections are required to present their Student IDs both during their application for candidacy and on the election day. | |
| (5) | The Elections for the Executive Board are carried out with a method of secret ballot and open vote counting. | |
| (6) | Candidates for the Executive Board Elections submit their written application in person to the “election commissioner” at the Student Clubs Unit until the end of the working hours, one week before the General Assembly meeting. | |
| (7) | The date of the General Assembly meeting is communicated to all members by the Student Clubs Unit 15 days before the meeting date. The General Assembly convenes at least once per academic semester. | |
| **Club Executive Board Election** | **11.** | (1) | Required qualities for the Club Executive Board Candidate Nominees: | |
| (A) | Being a member of the club for a minimum of 1 academic semester. |
| (B) | Not having any outstanding inventory debts to the Social and Cultural Activities Directorate. |
| (C) | Not having been issued any disciplinary penalty from the University due to any reason. |
| (D) | Not being a member of or candidate for and/or candidate nominee for the Executive Board of any other club at the time of application. . |
| (E) | In order to be considered as a candidate nominee for the Club Executive Board, the student has to possess a minimum Cumulative Grade Point Average (CGPA) of 2.00 out of 4.00 in associate and undergraduate programs and a minumum CGPA of 3.00 out of 4.00 in postgraduate programs. However, in the event of all candidates possessing CGPAs lower than the aforementioned ones, their applications are taken into account on the condition that they comply with Articles 21(4) and 21(6) of the Eastern Mediterranean University By-Law for Education, Examinations and Success. Applications of candidate nominees not conforming with the aforesaid articles are not taken into consideration. |
| (F) | Conditions pertaining to the minimum CGPA are not sought for applications of candidate nominees to clubs which require special talents or sports clubs. Whether the application is valid or not is under the authority the Student Clubs Unit and the relevant Vice Rector’s Office. |
| (2) | The minimum number of candidates required for the Executive Board elections is 7 (seven). Elections are not held in the event of having fewer candidates. If the required number of candidates cannot be achieved, elections cannot be held. In this case, the Student Clubs Unit sends another call for applications with specific dates to all EMU students wishing to become a member of the Executive Board. | |
| (3) | The Club Executive Board is formed by 5 candidates who have gained the highest number of votes. The remaining candidates are appointed as the 1st and the 2nd substitute members in line with the number of votes they received. | |
| (4) | The labor division amongst 5 Executive Board members take place through a method determined by the Club Executive Board. | |
| **Club Executive Board** | **12.** | The Club Executive Board is formed by 5 members, namely the Chair, Vice Chair, General Secretary, a member responsible for Press Affairs and a member responsible for Activities. The term of office for the Executive Board is one academic year. | | |
| **Duty, Power and Responsibilities of the Club Executive Board** | **13.** | (1) | Implementing decisions taken at the General Assembly. The Board also carries out activities for the development of the Club in line with the requests of the club members and in accordance with the Regulation for the Foundation and Operation of the Student Clubs. | |
| (2) | Performing duties specified in this regulation under the responsibility of the Club Chair. | |
| (3) | The Executive Board members have the right to resign from their post by submitting a written document stating the reasons for their resignation to the Student Clubs Unit. | |
| (4) | In the event of 3 or more Executive Board members resigning from their post, new elections for the Executive Board members take place at a date to be determined by the Student Clubs Unit. The former Executive Board members remain in service until the new ones take office. | |
| (5) | In the event of one or two Executive Board members resigning from the Board, starting from the 1st one, substitute members start replacing those who have resigned. In case of 3 or more Executive Board Members submitting their resignation and/or leaving their post, the new Executive Board is elected by the General Assembly latest within one (1) month. | |
| **Duty, Power and Responsibilities of the Club Chair** | **14.** | Represents the Club. Leads the Club in fulfilling the activities taking place in line with the club aims and targets. Chairs and manages the Executive Board meetings. Acts as a bridge between the Student Clubs Unit and the Club. Undertakes the responsibility for the inventory and other equipment belonging to the Club. The Chair is the first person responsible for all activities of the Club. | | |
| **Duty, Power and Responsibilities of the Vice Chair** | **15.** | Undertakes the Chair’s duties in his/her absence. Fulfills duties assigned by the Club chair. | | |
| **Duty, Power and Responsibilities of the General Secretary** | **16.** | Club General Secretary is responsible for all documents and the financial affairs of the Club. Ensures that records are kept accurately and regularly. Writes the minutes of the meetings. | | |
| **Duty, Power and Responsibilities of the Member Responsible for Activities** | **17.** | Undertakes the organisation of all activities to be carried out by the Club and carries out the relevant work in collaboration with other executive board members and club members. | | |
| **Duty, Power and Responsibilities of the Member Responsible for Press Affairs** | **18.** | The member is responsible for the regular transfer of all relevant printed and visual materials produced before and after each activity to the Student Clubs Unit. | | |
| **Newly Founded Clubs** | **19.** | (1) | These are the clubs that have started to operate upon the approval of the Rector’s Office. | |
| (2) | For the formation of a new club, relevant students apply to the Student Clubs Unit with a written petition. | |
| (3) | If there exists a club which coincides with the interest areas of the students wishing to establish a new club, the petition for the establishment of a new club in the same area is rejected and the concerned students may become members of the existing club. | |
| (4) | Documents to be submitted by students who wish to establish a new club: | |
| (A) | Temporary Executive Board list containing the names of the Chair, Vice Chair, General Secretary, Member in charge of activities and Member in charge of press affairs, |
| (B) | A list of founding members consisting of the names, student numbers and signatures of minimum 50 students, |
| (C) | Club Aims, Targets, and Operation Rules describing the operation of the prospective club that are prepared in accordance with the Student Club Unit’s operation rules and Regulations for the Foundation and Operation of the Student Clubs, |
| (D) | A written confirmation stating that the Club Advisor specified by the Temporary Executive Board has accepted to serve as the Club Advisor. |
| (5) | It is imperative that the founding members are the registered students of the Eastern Mediterranean University. Following the relevant evaluation and approval of the Student Clubs Unit, the prospective new club is taken to the Rector’s Office for approval. Following the consent of the Rector’s Office, the club is considered to have been officially established and starts its operations, accordingly. | |
| **Obligations of the Newly Established Clubs** | **20.** | (1) | Newly established clubs start their operations with a temporary Executive Board. After a three-month trial and monitoring process following the club’s establishment, the permanent Executive Board is formed upon the written recommendation of the Student Clubs Unit and the approval of the Rector’s Office. | |
| (2) | The Club Executive Board is responsible for acting in compliance with the rules specified in Article 8. | |
| **Clubs in the Process of Termination** | **21.** | (1) | Clubs in the process of termination upon receiving a warning are the ones which are inactive or those violating the operation principles of the Student Clubs Unit and the “Regulation for the Foundation and Operation of the Student Clubs” or those not fulfilling their responsibilities. | |
| (2) | The Student Clubs Unit informs the Rector’s Office about the reasons for issuing a warning to the relevant club. | |
| (3) | Upon the approval of the Rector’s Office, a written warning is sent to the Executive Board of the relevant club. | |
| (4) | Following the notification date of the written warning, the two-month termination process commences. The club which is in the process of termination is obliged to act in line with the rules specified in Article 8. Clubs which are in the process of closure shall not hold elections. | |
| (5) | During the 2-month termination process, if the causes for closure persist within the club and/or necessary action has not been taken, the club is closed for an indefinite period of time upon the written request of the Student Clubs Unit and the approval of the Rector’s Office. | |
| (6) | The Executive Board Chair and/or Vice Chair of the terminated club returns all club-related documents and registered inventory to the Student Clubs Unit within ten (10) working days. If the club chair fails to do so, the case is taken to the Student Disciplinary Board following the approval of the Rector’s Office. | |
| (7) | Applications for the re-opening of a closed club may not be submitted within one year following the club’s termination date. | |
| (8) | None of the Executive Board Members of a terminated club may serve as Executive Board Members at another club for a period of one academic year. | |
| **Becoming a Club Member or Termination of Membership** | **22.** | (1) | Membership procedures to clubs are carried out in an online environment for all students enrolled at Eastern Mediterranean University. | |
| (2) | Students who wish to become a member of a club may click on the link titled “Club Membership Procedures” after they log onto their student portals and become a member of the desired club or update and /or delete their membership. | |
| (3) | Each member reserves the right to leave the club in which s/he has membership. | |
| (4) | Club membership or memberships of students who have graduated from the university, who cancelled their registration or whose registrations have been cancelled by the university are automatically terminated. | |
| (5) | Students who are on leave of absence may not take part in club related activities and/or elections until s/he renews her/his registration. | |
| (6) | If a member invited to the meeting by the Club Executive Board does not attend 3 consecutive meetings without any excuse, s/he will be dismissed from that club. | |
| **Establishment, Target and Operation Principles of Clubs** | **23.** | (1) | Each club establishes the “Club Establishment, Target and Operation Principles”, which include provisions conforming to the Student Clubs Unit operation rules and the “Student Clubs Foundation and Operation Regulations” and, conduct the Club activities in accordance with these rules. | |
| (2) | Club Establishment, Target and Operation Principles cover the following points: | |
| (A) | **Aim of Establishment:** It is prepared in a way that would not violate the provisions of Article 8 and specifies the foundation aim of the club both clearly and specificly. |
| (B) | **Activity Areas and Targets:**This section describes the areas of interest and prospective targets of the club in detail. |
| (C) | **Membership:** It is prepared and implemented in a way that would not violate the provisions of Article 22. |
| (D) | **Election Rules:** Election rules are prepared and implementted in a way that wouldn’t violate the provisions of Article 10. |
| (E) | **General Assembly and Duties:** The General Assembly is the Club’s highest decision-making organ in scope of the “Student Clubs Foundation and Operation Rules Regulations”. The General Assembly meeting takes place once a year. The Assembly may be called for an extraordinary session for a special agenda item/items upon the recommendation of the Student Clubs Unit or Club Executive Board or the written application of at least more than half (%50 + 1 member) of the official members |
| (3) | **Club Executive Board and Duties:** Executive Board and Duties are as stated in Article 13. | |
| (A) | **General Assembly Records Book:** This is the book for the General Assembly’s meeting minutes/resolutions where information pertaining to attendees (number) and resolutions taken at the General Assembly is recorded. They are signed by the Executive Board. |
| (B) | **Executive Board Resolutions Book:** This is the book for the Executive Board meeting resolutions/minutes in which the information about the decisions taken during the meeting is kept. The book is signed by the Executive Board members who attended the meeting. |
| **Disciplinary Issues** | **24.** | (1) | In line with the approval of the Rector’s Office and the Regulations for Student Disciplinary Code, the Rector’s Office takes disciplinary action for students engaging in an action conflicting with the aims and activities of the relevant club or violating the Regulations for Student Disciplinary Code. | |
| (2) | In the event of the engagement of any club in actions violating the provisions of the Regulations for the “Establishment and Operation Principles of Student Clubs” is proven, the relevant club is closed with the recommendation of the Student Clubs Unit and the approval of the Rector’s Office. | |
| (3) | Regarding matters not specified in the provisions of this regulation, any dispute concerning clubs shall be settled by the Rector’s Office. Decisions taken by the Rector’s Office are final. | |
| **Financial Obligations** | **25.** | (1) | The income and expenses of the clubs are controlled by the Student Clubs Unit. All expenses to be made by the clubs are subject to the approval of the Student Clubs Unit. | |
| (2) | Club expenses are covered by the budget allocated by the university for the club activities. | |
| (3) | Clubs are not allowed to collect membership fees from their own members. However, upon the recommendation of the Student Clubs Unit and the written consent of the Rector’s Office, participation fee for activities may be charged via a bank account specified by the university. In the event of a club being terminated, all inventory items and other properties belonging to the club are directy transferred to the University. | |
| **Temporary Article** | **1** | In the first academic year in which these principles come into effect, at least 1 Academic Term before the date of the General Assembly, which is stated in Article 10(1) and Article 11(1) regarding the requirement of being a club member seeked for the right to vote and be elected, is replaced with the requirement to be a registered student at the University for 1 year. | | |
| **Executive Power** | **26.** | This regulation is executed by the Eastern Mediterranean University Rector’s Office. | | |
| **Coming into Force** | **27.** | This Regulation enters into force as of the 2022 – 2023 Academic Year Fall Semester following the approval of the Board of Trustees. | | |