



## FENERBAHÇE UNIVERSITY DIRECTIVE ON STUDENT CLUBS

### PART ONE

#### Purpose, Scope, Basis and Definitions

##### Purpose

**ARTICLE 1 – (1)** The purpose of this directive is to regulate the procedures and principles governing the operation of student clubs formed to carry out extracurricular cultural, artistic, and sports activities for Fenerbahçe University students.

##### Scope

**ARTICLE 2 – (1)** This directive covers the procedures and principles governing student clubs under the Fenerbahçe University Department of Health, Culture, and Sports, which students enrolled in preparatory, associate degree, and undergraduate programs may establish for professional, educational, scientific, social, cultural, sports, and artistic purposes, while students enrolled in graduate programs may only be members of such clubs.

##### Basis

**ARTICLE 3 – (1)** This Directive has been prepared based on Articles 46 and 47 of the Higher Education Law No. 2547, as amended by Law No. 2880, and Article 10 of the Higher Education Council Medical-Social Health, Culture, and Sports Department Practice Regulation dated 3.2.1984 and numbered 18301.

##### Definitions

**ARTICLE 4 – (1)** The definitions of the terms in this directive are as follows;

- a) Suspension: A club whose activities have been temporarily suspended or halted by the Student Clubs Coordination Board,
- b) Supervisory Board: A board consisting of three principal and three substitute members, elected by the club members from among themselves in the General Assembly, whose duties are specified in this directive,
- c) Department: Fenerbahçe University Department of Health, Culture and Sports,
- ç) General Assembly: The board consisting of all students enrolled in the club,
- d) Coordination Board: Fenerbahçe University Student Clubs Coordination Board,
- e) Club: Student clubs established for extracurricular activities of students enrolled in Fenerbahçe University and approved by the Coordination Board.
- f) Club President: The student elected as the club president by the club's Executive Board from among its members.

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- g) Club Vice President: The student elected as the vice president of the club by the club's Executive Board from among its members,
- h) Club Advisor: The Fenerbahçe University faculty member responsible to the Coordination Board for the establishment, operation, and supervision of the student club,
- i) Club Secretary: The student elected as the club secretary by the club's Executive Board from among its members,
- j) Student: A student enrolled in Fenerbahçe University,
- k) Rector: Fenerbahçe University Rector,
- l) By-laws: The working principles prepared by the club within the framework of the provisions specified in this directive,
- m) University: Fenerbahçe University,
- n) Executive Board: The board consisting of seven (7) permanent and five (5) substitute members, elected by the club members from among themselves in the General Assembly.

## **PART TWO**

### **Organizational Bodies and Their Duties**

#### **Coordination Board**

**ARTICLE 5 –** (1) The Coordination Board consists of the Vice Rector responsible for the Department of Health, Culture, and Sports, an instructor appointed by the Rector, the Deputy Secretary General, the Registrar, the Head of the Department of Health, Culture, and Sports, and the staff of the Department of Health, Culture, and Sports responsible for student clubs.

(2) The Board holds at least one meeting each year, chaired by the Vice Rector. The Board convenes with a majority of its total members and makes decisions by a majority vote of those present at the meeting.

#### **Duties of the Coordination Board**

**ARTICLE 6 –** (1) The duties of the Coordination Board are as follows:

- a) To ensure that extracurricular student activities are conducted in a manner consistent with the purposes specified in Higher Education Law No. 2547.
- b) To supervise club activities and ensure compliance with this directive, the club charter, and the Higher Education Institutions Student Disciplinary Regulation, and to suspend or terminate club activities if necessary.
- c) To determine the general rules for club activities, to supervise the activities of existing clubs, to monitor their effectiveness, and, if necessary, to decide on their closure.
- ç) To examine applications for establishing a club and to decide on their approval.
- d) To review the documents submitted during the establishment of clubs.
- e) To evaluate presentations in which the activities of the clubs are described.
- f) To identify methods that will enable students to actively participate in club activities.
- g) To discuss and decide on plans, programs, and budgets prepared by student clubs.

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- ğ) To ensure that the funding allocated to student clubs in the university budget is used appropriately and equitably, and to oversee the collection and disbursement of income from the University's internal and external sources.
- h) To ensure the proper use of the spaces and items allocated by the university for student activities.
- ı) To change or directly appoint club advisors.
- i) To request amendments to the club by-laws.

### **Club Advisor and Their Duties**

**ARTICLE 7 –** (1) The advisor is selected from among the permanent faculty members of the university. The advisor is responsible for the establishment, operation, and activities of the clubs in accordance with the relevant legislation, the provisions of this directive, and the general principles determined by the university.

(2) Each club has only one advisor. An instructor may advise a maximum of three (3) clubs.

(3) Clubs are required to appoint an advisor during the establishment phase and to work with an advisor throughout their activities.

(4) To provide consulting for the club's activities, an offer is extended to a permanent faculty member of the University to serve as an advisor. The instructor who agrees to provide consulting for the club submits an approval letter to the Department of Health, Culture, and Sports, stating that they will serve as the club's advisor. If deemed appropriate by the Coordination Board, the instructor in question is appointed as the advisor.

(5) The advisor must be qualified to contribute to the club's work through their knowledge and experience and must be able to supervise the club's activities.

### **Formation and composition of the General Assembly**

**ARTICLE 8 –** (1) The General Assembly is the club's decision-making body and is composed of all registered members.

(2) At the meeting, the Council Board is elected first, after which the meeting continues to address the agenda.

(3) Decisions are made by a majority of the members present at the meeting. Decisions made at the end of the meeting are recorded in the decision book and take effect once they have been approved and signed by the president and vice president.

(4) The general assembly may be convened for an extraordinary meeting upon the written request of one-third of the members or the Supervisory Board. The Executive Board determines the date of the meeting within fifteen (15) days from the day the extraordinary meeting request is received, and it must be announced at least five (5) days prior to the meeting.

(5) For decisions regarding the termination of the club or dismissal from membership, the approval of two-thirds of the members present at the meeting is required.

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### **Duties of the General Assembly**

**ARTICLE 9** – (1) The duties of the General Assembly are as follows:

- a) To review and approve the club charter for compliance with this directive, other applicable legislation, and the club's objectives.
- b) To elect the members of the Executive Board and the Supervisory Board by secret ballot with open counting.
- c) To decide on proposals for dismissal from membership.

### **Principles for the formation of the Executive Board**

**ARTICLE 10** – (1) The Executive Board is the club's executive body and consists of seven principal members and five substitute members. The board elects the president, vice president, and club secretary from among its members.

(2) The Executive Board must hold at least one meeting each academic semester. Decisions of the Executive Board are made by an absolute majority of the total number of members. Decisions of the Executive Board should be recorded in the decision book and signed.

(3) A board meeting is held within three days of a request from the club advisor or the club president.

(4) Substitute members assume the positions of vacant permanent members according to the vote share they received in the General Assembly elections.

(5) The members of the Executive Board are appointed by the General Assembly for a term of two (2) years and may be dismissed by the decision of the General Assembly.

(6) Students who have received any disciplinary sanction under the Higher Education Institutions Student Disciplinary Regulation are not eligible to serve as principal or substitute members of the club's Executive Board.

(7) Students who receive disciplinary sanctions while serving as administrators must relinquish their duties.

### **Duties of the Executive Board**

**ARTICLE 11** – (1) The duties of the Executive Board are as follows:

- a) To prepare the club bylaws and submit them for approval by the General Assembly.
- b) To ensure that club activities are conducted in accordance with this directive, and with accountability to the General Assembly, the club advisor, and the Coordination Board.
- c) To obtain approval from the relevant parties for all club correspondence and activities both within and outside the university.
- ç) To ensure the proper care and protection of the spaces and fixtures allocated to the club.

### **Principles for the formation of the Supervisory Board**

**ARTICLE 12** – (1) The Supervisory Board is the club's internal audit body. The board consists of three principal members and three substitute members.

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- (2) The Supervisory Board is appointed by the General Assembly for a term of two (2) years and may be dismissed by a decision of the General Assembly.
- (3) Substitute members assume the positions of vacant permanent members according to the vote share they received in the General Assembly elections.
- (4) Students who have received any disciplinary sanction under the Higher Education Institutions Student Disciplinary Regulation are not eligible to serve as principal or substitute members of the club's Supervisory Board.

### **Duties of the Supervisory Board**

**ARTICLE 13** – (1) The duties of the Supervisory Board are as follows:

- a) To inspect the club's documents and books and to examine the condition of the spaces and fixtures allocated to the club.
- b) To assess the compliance of club activities with the provisions of this directive and their effectiveness.
- c) To issue a written warning to the Executive Board when deemed necessary and to convene the general assembly for an extraordinary meeting.
- d) To carry out audits requested by the Rectorate within fifteen days, complete the Student Club Internal Audit Form, and submit it to the Head of the Department of Health, Culture, and Sports.

### **Club president**

**ARTICLE 14** – (1) The Executive Board of the club selects one of its members to serve as the club president.

- (2) The club president is accountable to the General Assembly, the Coordination Board, the Executive Board, the Supervisory Board, and the club advisor.
- (3) All applications and notifications submitted by the club to the Rectorate must bear the signatures of both the club advisor and the club president.
- (4) If the position of club president becomes vacant, a new president is elected by the Executive Board. The resignation petition of the previous president, if any, along with a copy of the decision, must be submitted to the club advisor within fifteen days. The documents are sent to the Department of Health, Culture, and Sports on behalf of the board, accompanied by a cover letter. The new president assumes office with the approval of the Coordination Board.

### **Club vice president**

**ARTICLE 15** – (1) A member of the club is elected as vice president by the Executive Board.

- (2) The club vice president is accountable to the club president.
- (3) If the position of club vice president becomes vacant, a new vice president is elected by the Executive Board. The resignation petition of the previous vice president, if any, along with a copy of the decision, must be submitted to the club advisor within fifteen days. The documents are sent to the Department of Health, Culture, and Sports on behalf of the board, accompanied by a cover letter. The new vice president assumes office with the approval of the Coordination Board.

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### **Club secretary**

**ARTICLE 16** – (1) A member of the club is elected as club secretary by the Executive Board.  
(2) The club secretary is accountable to the club president.  
(3) If the position of club secretary becomes vacant, a new club secretary is elected by the Executive Board. The resignation petition of the previous secretary, if any, along with a copy of the decision, must be submitted to the club advisor within fifteen days. The documents are sent to the Department of Health, Culture, and Sports on behalf of the board, accompanied by a cover letter. The new secretary assumes office with the approval of the Coordination Board.

## **PART THREE**

### **Principles of Establishment, Activity, and Operation**

#### **Principles for the establishment of student clubs**

**ARTICLE 17** – (1) More than one club with the same purpose may not be established within the University. If a previously established club already operates within the scope of the purposes of the club to be established, a new club may not be established in the same field.  
(2) To establish a student club, a student must submit, on behalf of the founding members consisting of at least eighteen (18) students, the following documents to the Department of Health, Culture, and Sports: the co-signed member list of the founding members, the application form, the club logo approval form, the document confirming that the relevant instructor has accepted the club consultancy, the activity plan, and the draft bylaws of the club to be established.  
(3) The Department of Health, Culture, and Sports is obliged to verify whether the founding members are university students, whether they have received any disciplinary sanctions, and whether other clubs with the same purpose already exist at the university. If the department determines that a founding member has received a disciplinary sanction in the academic year in which they are a founding member, the department requests that this student be removed from the list and that additional members be added to bring the total number of founding members to eighteen (18) if it falls below this number.  
(4) The application for the establishment of the club is reviewed by the Coordination Board based on the evaluation report from the Department of Health, Culture, and Sports. If approved, the club is officially established. The club must hold its first general assembly no later than thirty days after its incorporation and must elect its officers no later than thirty days following the first general assembly.  
(5) Clubs that are established or are to be established may not act as representatives of any political body, engage in political activities, or use political symbols or colors.

#### **Principles of student club activities**

**ARTICLE 18** – (1) Student clubs act in accordance with the Constitution, applicable laws, and relevant legislation.  
(2) In all its activities, the club complies with the University's internal regulations, as well as the decisions of the Senate, the Board of Directors, the Rectorate, and the relevant units.

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- (3) Clubs may not be affiliated with political parties.
- (4) Clubs may not engage in activities that could harm the University's physical spaces or educational activities.
- (5) Clubs may not discriminate in their activities based on language, religion, race, ethnicity, nationality, gender, or similar grounds.
- (6) Clubs may not create any hierarchy that favors one club in joint activities or areas of cooperation among clubs.
- (7) Clubs may not engage in commercial activities or provide financial benefits to their members.
- (8) Club logos must not represent any institution or organization, including political parties, associations, or foundations. Logos should be unique, bear no resemblance to existing logos, and be created solely for the club.

### **Operating procedures of student clubs**

**ARTICLE 19** – (1) For each event organized inside or outside the university, clubs must complete the Student Clubs Activity Application Form and obtain the wet-signed approval of the club advisor. The completed form must be submitted to the Department at least fifteen days before the event. The application annex should include the request to hang the poster, a sample of the poster, participant information, and any other relevant details.

- (2) All activities, both inside and outside the university, must be conducted with the approval of the Rectorate, following the signed approval of the club advisor and the Department.
- (3) Club activities must be related to the fields of activity specified in their bylaws. In addition to students, trainers, instructors, and other similar participants may take part in these activities with the approval of the Rectorate.
- (4) Clubs fill out the Event Result Notification Form within 10 (ten) days after performing their activities, have it signed by their club advisors, and submit it to the Department of Health, Culture, and Sports. Clubs that fail to complete and submit the form to Department of Health, Culture, and Sports on time are not permitted to organize a subsequent activity.
- (5) Student clubs may receive in-kind sponsorship support, with the approval of the Rectorate, to carry out their activities.
- (6) For activities held off-campus, clubs representing the University may be granted allowances, subject to budget availability.
- (7) Members may not be charged a membership fee or any other type of fee. However, club members may provide in-kind support to the club with their own consent and the approval of the club advisor.
- (8) Proposals from licensed institutions, in accordance with national legislation, for training and similar services that clubs intend to obtain from non-university institutions are evaluated by the club Executive Board, and approved proposals are submitted to the Coordination Board for final approval. If approved by the Coordination Board, services may be obtained from the relevant institution. The institution fee is paid directly to the institution by the members who will benefit from the service. The club management may not collect money in cash.
- (9) Clubs must use the messaging address with the extension fbu.edu.tr for all online processes conducted on behalf of the club.

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(10) For any changes in duties, bylaws, or the club logo made in accordance with this directive, the decision of the club Executive Board, along with a petition signed by the club president and club advisor, must be submitted to the Department of Health, Culture, and Sports. A copy of the decision, along with relevant information and visuals, must be attached to the petition. Amendments take effect upon approval by the Coordination Board.

(11) For activities conducted outside the University, clubs are required to obtain all legally mandated permits and approval documents from the relevant authorities in accordance with applicable legislation. In addition, if clubs travel collectively using their own means to participate in activities, the documents required under the Highways Traffic Law No. 2918 and the Law on Travel Agencies and the Association of Travel Agencies No. 1618 concerning the vehicle to be used must also be submitted at the time of application.

## **PART FOUR**

### **Membership**

#### **Membership application and conditions**

**ARTICLE 20** – (1) Only students of the University are eligible to become members of clubs. Each student may be a member of more than one club.

(2) A student can apply to the club management to join a club by submitting a student certificate or completing the form provided by the relevant department.

(3) The membership application must be finalized within twenty days of the application date. If a membership application is denied, the reason is provided to the applicant in writing. A student whose membership application is denied may appeal to the Department. The Department's decision in this matter is final.

#### **Automatic termination of membership**

**ARTICLE 21** – (1) Membership ends for students who have been exmatriculated from the university.

(2) Each member may withdraw from club membership by submitting a written application to the club management.

(3) Membership of students who violate the club's bylaws may be terminated by the decision of the club's Executive Board with the approval of the General Assembly. In this case, a student whose membership has been terminated may appeal to the Coordination Board. Action will be taken in accordance with the decision of the Coordination Board in this matter.

## **PART FIVE**

### **Termination and Closure**

#### **Termination**

**ARTICLE 22** – (1) The Club may initiate the termination process by the decision of the General Assembly. The club advisor submits the general assembly's termination decision to the Department, along with the advisor's positive opinion. The termination process is finalized with the approval of the Coordination Board.

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## **Closure**

**ARTICLE 23** – (1) Student clubs may be closed by the Coordination Board if any of the following conditions occur:

- a) Failure to submit the documents required by the directive to the relevant units on time.
- b) Acting in violation of the legislation in force, the provisions of the directive, or the decisions of the university's authorized boards.
- c) Failure to convene the General Assembly on time.
- d) Organizing unauthorized activities or demonstrations.
- e) Failure to organize at least one activity each semester.
- f) Participating in activities organized under the club's name in violation of current legislation, supporting such activities, or making promotional, announcement, or affirmative posts about these activities in the press or on social media.

## **Club Assets**

**ARTICLE 24** – (1) In the event of termination or closure, the club's assets are considered transferred to the Rectorate.

## **PART SIX**

### **Temporary and Final Provisions**

## **Effective Date**

**ARTICLE 25** – (1) This directive takes effect on the date it is approved by the Senate of Fenerbahçe University.

## **Implementation**

**ARTICLE 26** – (1) The provisions of this directive are implemented by the Rector.

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