

TED UNIVERSITY
REGULATIONS ON STUDENT SOCIETIES

SECTION ONE

Aim, Scope, Basis and Definitions

Aim

ARTICLE 1- (1) Aim of this regulation is to establish the rules and principles on the foundation and operation of student societies and their organization activities in order to improve social, cultural and artistic skills and abilities of TED University students and contribute to their self-improvement goals in addition to their academic development.

Scope

ARTICLE 2- (1) This regulation comprises the principles on the foundation, operation, registration renewal, support and inspection of existing TED University student societies or societies to be founded in the future.

Basis

ARTICLE 3- (1) This regulation is based on the Regulation on Higher Education Institutions Medico-Social, Health, Culture and Sports Department Activities, in accordance with Articles No. 46 and No. 47 of Law on Higher Education No. 2547, published in the Official Gazette, No. 18301, dated February 3rd, 1984.

Definitions

ARTICLE 4- (1) Definitions of certain terms mentioned in this regulation:

- a) Prospective Society: Student society which has made application for foundation, but not yet approved.
- b) Temporary Society Counselor: TED University tenured faculty member who is assigned by the Chairperson of Student Societies Commission based on the reference given by the Society Administrative Board, as temporary substitute for a Society Counselor who had to be absent for over a month being outside the university due to a domestic and/or international assignment
- c) Related Academic Unit: Academic unit where the Society Counselor is assigned to.
- ç) Commission: TED University Student Societies Commission
- d) Student: Undergraduate or graduate students registered at Faculties or the Graduate School of TED University.
- e) Rector: TED University Rector
- f) Administrative Unit in Charge: Administrative unit which is responsible for administering activities of student societies in accordance with this regulation.

g) TED University Student Society (Society): Student society which has gained “TED University Student Society” status with the approval of University Administrative Board upon proposal by the Student Societies Commission after having satisfied the required application criteria hereby mentioned in this regulation.

ğ) Society Counselor: TED University tenured faculty member who is in charge of an existing society or a society to be founded, assigned by the Student Societies Commission based on the reference given by the Society Administrative Board for each electoral period.

h) University: TED University

ı) UAB: TED University Administrative Board

SECTION TWO

Student Societies Commission

Formation of the Commission

ARTICLE 5- (1) The Commission consists of three members appointed by the Rector, one of which is designated as the chairperson, administrative unit executive in charge, a representative elected among chairpersons of the student societies by themselves following the electoral term every year and a representative, who is a member of the Student Council and elected by the council members. The commission has to be approved by the UAB.

(2) Term of office of commission members is two years. Members can be reappointed when their term of office has expired. Term of office of Student Societies Representative is one year. Member who is appointed as a substitute for an existing member who had to leave completes the term of office of the substituted member.

(3) When the agenda dictates so (in terms of discipline related or confidential issues), the chairman of the commission may ask the representatives of student societies and of the Student Council not to attend the meeting.

(4) Coordination and clerkship affairs of the commission are carried out by the administrative unit in charge.

Duties of the Student Societies Commission

ARTICLE 6- (1) The Student Societies Commission, which is fully authorized for the primary evaluation of the foundation of student societies in TED University, and for their functioning and inspection, performs the following duties:

a) To evaluate applications for the foundation of societies in accordance with this regulation and advise the UAB thereof.

- b) To evaluate and inspect the activity reports of the societies and assessments by the society counselors in line with the mission, vision, values and principles of TED University and in accordance with the provisions of this regulation.
- c) To convene the society counselors and administrative boards of the existing societies when needed.
- e) To resolve the applications submitted by the society inspection committees with the approval of society counselors when needed and to notify the societies about the results thereof.
- g) To make a decision whether to issue a warning to societies failing to observe the provisions of this regulation, or to advise the UAB for the termination of their functioning if deemed necessary.

SECTION THREE

Society Counseling

Duties and Responsibilities of Society Counselors

ARTICLE 7- (1) Societies are obliged to designate a society counselor at the foundation phase.

(2) Society counselors are selected among TED University tenured faculty members or lecturers.

(3) Society counselors who wish to quit for any reason should apply to the Commission with a written notice.

(4) The society should refer a proposal for a new counselor to the related administrative unit in fifteen days following the written notification submitted to the Commission upon the departure of existing Society Counselor. In case a proposal was not received in the given time, the Commission appoints a new counselor to the related society in fifteen days.

(5) Societies should receive the written approval of their Society Counselor before conducting any type of activity. All the activities should be conducted under the supervision of the related society counselor.

(6) Society counselor status of faculty members who had to go outside the university on an assignment during a semester or for a longer period of time is automatically suspended and the Commission should be notified thereof. In that case, a substitute faculty member should be appointed only as a Temporary Society Counselor for the period of absence of the actual counselor with the approval of the Chairperson of the Commission based on the reference given by the Administrative Board.

(7) Tenured faculty members of the university may function as counselor for maximum two societies.

(8) Term of office of the Society Counselor expires with the subsequent formation of the Society Administrative Board. Society Counselor may be reappointed following the first year of duty with the approval of the Commission based on the reference given by the Society Administrative Board.

SECTION FOUR

Rules and Principles Governing the Foundation Procedures of Societies

Application and Foundation Procedures of Societies

ARTICLE 8- (1) For the foundation of a TED University Student Society, application should be made with minimum 20 signatures by students from at least 3 different faculties/graduate schools.

(2) Application is submitted to the related administrative unit in charge with a petition signed by the Society Counselor. Application is discussed by the Commission and an evaluation report is prepared thereof to be submitted to the UAB.

(3) UAB processes all society foundation applications at the beginning of each Academic Year and finalizes them either as accepted or as denied.

(4) Letter of application for the foundation of a society is to be submitted to the related administrative unit in charge in May every Academic year.

(5) Letter of application for the foundation of a society, format of which is deemed appropriate by the Commission, includes the following items;

a) Full title and short title, if any, of the Society.

b) Founding purpose of the Society.

c) Credentials of the proposed Society Counselor, their declaration of acceptance and up-to-date contact information.

ç) A list of signatures by students supporting the foundation of the society as well as approval by the Society Counselor.

d) Up-to-date contact information of the students supporting the foundation of the Society.

e) An action plan signed by the Society Counselor and the charter members.

(6) Any formation not observing the principles set forth in this regulation cannot be named as “TED University Student Society” and cannot benefit from the facilities of the University.

(7) The first General Assembly of the societies, foundation of which are approved by the UAB, should be held in thirty days following the starting date of the new Academic Year within the framework of rules and principles determined by the Commission. The session is organized with the coordination of the administrative unit in charge. Date and venue of the session should be announced to all students at least seven days prior to the meeting. A quorum is not required for the first General Assembly. Members of the respective bodies of the society are elected by the participants of the session. Students who have attended this first General Assembly are called charter members. The elected Administrative Board submits the student and contact information of the participants to the administrative unit in charge.

(8) A new society with the same name as an existing one, and/or in the same field of activity with an existing one cannot be founded.

(9) Foundation of a society with a title implying discrimination based on religion, language, race and ethnicity, political party, nationality, gender and region cannot be allowed.

(10) Students who have received a “suspension penalty” for any length according to the Disciplinary Regulation of Higher Education Institutions or those who have been dismissed from public service cannot apply for the foundation of a society. Society membership of those students who have received a “suspension penalty” for any length according to the Disciplinary Regulation of Higher Education Institutions or those who have been dismissed from public service before the date this regulation entered into force is to be cancelled.

(11) The date of the first General Assembly is considered as the date of foundation for the newly founded societies.

(12) Societies which have held the first General Assembly and elected an administrative board start functioning.

Re-registration Procedures of the Societies

ARTICLE 9- (1) Applications should be made by a petition with original signature in five days at the latest following the starting date of the Academic Year by the Administrative Board with the assent of Society Counselor.

(2) The re-registration petition of the Society should include the following information;

- a) Full title and short title, if any, of the Society
- b) Academic information and up-to-date contact information of the Society Counselor.
- c) Updated member list of the Society
- ç) Student number and up-to-date contact information of the members.

(3) Foundation date of the societies does not change on re-registration.

(4) The Commission may consider suspending the activities of societies which fail to apply for re-registration in the given time upon completion of related inspection and evaluation.

Title, Logo and Contact Information of the Societies

ARTICLE 10- (1) The title of the Society should be in the following official format “TED University Student Society” except for the short title.

(2) The title of the Society should reflect its purpose. Name of the University can be used in the title and/or the logo of the societies; however the University shall be exempt from any liability that may arise from the actions of the related society.

(3) Society titles may not include the full titles of the institutions of the state of the Republic of Turkey, as well as the names of natural or legal persons and institutions.

(4) Title of a society shall not imply any type of discrimination including those based on gender, religion, language, race, ethnicity and region.

(5) The commission may request an existing society or a society under application process to change their name in cases when deemed necessary.

Purposes of the Societies and Their Prospective Activities in this Respect.

ARTICLE 11- (1) Purposes of the societies as well as their prospective events and activities should aim to contribute to the personal, social, cultural, artistic and scientific development of students.

(2) Any type of discrimination including those based on gender, religion, language, race, ethnicity and region cannot be among the purposes of societies as well as failing to comply with principle of equality.

(3) Activities of the society must be aligned with their purposes.

SECTION SIX

Society Membership, Bodies of the Society and Termination Procedures

Society Membership, Unsubscribing and Dismissal from Societies

ARTICLE 12- (1) Registered students of TED University may subscribe to a society. TED University graduates can become honorary members; however they cannot be assigned at the boards of the society.

(2) Admission of a student as a member is finalized with being enrolled on Members' Register by the approval of Society Counsel upon decision of the Society Administrative Board following the student's request to join by signing their name on the members list.

(3) Societies cannot impose any restriction or classification about membership other than those specified in this regulation.

(4) Student's membership is also terminated upon deregistration from university in cases other than graduation.

(5) Students may unsubscribe from the society membership any time they wish, following the same procedures as being subscribed.

(6) Procedures on requests for dismissal of members are carried out by Society Supervisory Boards.

(7) Only the general assemblies of societies are authorized to take dismissal decisions.

(8) Dismissed members may file a written appeal to the Societies Commission. The Commission scrutinizes the grounds of the verdict and reaches the final decision with absolute majority.

Bodies of the Society

ARTICLE 13- (1) Bodies of the society are as follows;

- a) General Assembly of the Society
- b) Society Administrative Board
- c) Society Supervisory Board

(2) General Assembly, Administrative and Supervisory Boards are mandatory bodies of societies. Apart from these, societies may found additional sub-committees and/or commissions in order to achieve the purposes of the society. Formation, election, and operation criteria of these sub-committees and/or commissions should be specified in the Minute Book of the Society as well as their tasks, duties and capacities.

General Assembly of the Society

ARTICLE 14- (1) It is the highest decision making body and it contains all registered members of the society.

(2) Society General Assemblies are obliged to hold an ordinary meeting at least twice in an Academic Year with the agenda of membership procedures and annual Activity Plan in Fall Semester and with the agenda of Elections and Annual Activity Report in Spring Semester.

(3) General Assembly is inaugurated by the Chairperson of Administrative Board, otherwise by the eldest member of the society in the absence of a chairperson. The Assembly starts to function upon election of the Council Board to preside the meeting consisting of a chairperson and two clerks.

(4) A quorum is required to hold an assembly. If quorum is not reached, at the second meeting this condition is not sought, decisions are taken with absolute majority of the attendees. In cases when the ballot results are tied, Administrative Board Chairperson shall have a casting vote, with the exception of Administrative Board elections, in which case the ballot is to be repeated. If the tie is still not broken, then the decision is taken by drawing lots.

(5) Extraordinary General Assembly is to be held when the Administrative Board advised so and/or when demanded by at least one third of the members. The administrative unit in charge has to be informed at least ten days prior to the meeting date and this is to be announced by the administrative unit on the official website and via university email accounts of the members.

(6) Tasks, duties and responsibilities of the General Assembly are as follows;

- a) To elect full members and substitute members of the Administrative and Supervisory Boards.
- b) To resolve on the proposed amendments concerning the operation of the Society.
- c) To discuss and resolve on the Annual Activity Plan and Annual Activity Report to be prepared by the Administrative Board.

- ç) To discuss and resolve on the report to be prepared by the Supervisory Board.
- d) To resolve on membership dismissal proposals.

Society Administrative Board

ARTICLE 15- (1) The Administrative Board is consisted of five full members and two substitute members to be elected by the General Assembly through open/secret ballot based on odd number principle. The Board, in its first meeting, should elect a Chairperson and Vice Chairperson(s). The Chairperson is responsible for all decision taking and executive affairs of the Society.

(2) Tasks, duties and responsibilities of the Administrative Board are as follows;

a) To carry out activities of the Society under responsibility of the Chairperson and under supervision of the Society Counselor.

b) To fulfill duties and exercise authority as described on legal regulations.

c) To organize the date, venue and agenda of General Assembly meetings and make an announcement thereof at least fifteen days prior to the meeting.

ç) To carry out procedures related to membership subscription/resignation and dismissals decided by the General Assembly; to submit updated member lists to the administrative unit in charge.

d) To obtain necessary permissions related to the events and activities to be organized by the Society with the approval of the Society Counselor.

e) To submit the list of members who are elected to the Annual Activity Plan and the bodies of the Society with the approval of the Society Counselor, including their credentials, positions, academic and contact information, in fifteen days at the latest to the administrative unit in charge following the General Assembly to be held in the first six weeks of Fall Semester, at the beginning of each Academic Year.

f) To submit the Annual Activity Report to the administrative unit in charge, with the approval of the Society Counselor, in fifteen days at the latest following the General Assembly to be held in fifteen days at the end of Spring Semester of each Academic Year.

(3) Administrative Board proceedings are recorded at the Minute Book of the Board. Decisions not recorded at the Minute Book have no validity.

(4) The Administrative Board is liable to meet at least once every two months. A quorum is sought for the meeting and for decision taking. In the event of a tie, the Chairperson shall have a casting vote.

(5) In cases when the total number of members at the Administrative Board, including substitute members, drops below 4, the Administrative Board Chairperson shall convene an extraordinary General Assembly meeting with the assent of the Society Counselor and with the approval of the Commission Chairperson.

Society Supervisory Board

ARTICLE 16- (1) Supervisory Board is consisted of at least three members elected through open or secret ballot based on odd number principle.

(2) Duties and responsibilities of the Supervisory Board are as follows:

- a) To inspect the Administrative Board decisions in terms of compliance with this regulation,
- b) To issue a written warning to the Administrative Board in cases when decisions taken by the Administrative Board are found incompliant with this regulation. To report to the Student Societies Commission with the approval of the Society Counselor in order to resolve the issue if the situation persisted in spite of the warning,
- c) To evaluate written objections against Administrative Board decisions filed by General Assembly members within the framework specified at item (b) above.
- ç) To prepare a Supervisory Board Report prior to the General Assembly to be held at the end of each Spring Semester and submit it to the Assembly for the members' approval.
- d) To discuss dismissal proposals and submit them to the General Assembly for approval.

Termination of Societies and Discontinuation of their Activities

ARTICLE 17- (1) UAB is the exclusive authority for taking decisions on the termination of a Society or suspension of its activities.

(2) Apart from the cases that a society is terminated or suspended by the decision of UAB, General Assemblies, Administrative and Supervisory Boards of societies are considered under suspension in the following cases;

- a) Societies which did not carry out any activity during a year, except for obligatory cases, and which failed to report it with justifiable reasons to the related administrative unit in charge,
- b) Societies which failed to submit reports, member lists and related documentation to the administrative unit in charge including Annual Activity Plans following the election of bodies of the society at the beginning of Fall Semester, for each Academic Year, and the Annual Activity Report to be prepared at the end of each Spring Semester.
- c) In case of suspended societies, the Commission may convene a General Assembly meeting which will be open to entire university or may advise the UAB to terminate the related society.

(3) Societies terminated or suspended by the decision of UAB are obliged to submit the following items to the administrative unit in charge, enclosed with an official petition approved by the Society Counselor, in fifteen days following the termination decision date:

Minute Book of the Administrative Board, Members Register, Fixtures Ledger, General Assembly minutes, Supervisory Board reports, all types of official correspondence, written/visual documentation as well as all the fixtures.

SECTION SEVEN

Society Operation Principles, Rules and Procedures

General Principles

ARTICLE 18- (1) Student Societies are liable to hold their General Assemblies and form their operational bodies in thirty days before the end of Spring Semester; to prepare their Annual Activity Plans in two weeks following the beginning of Fall Semester; to prepare their Annual Activity Reports in thirty days following the end of Spring Semester, and submit them to the administrative unit in charge each Academic Year.

(2) In order to be able to organize an event, Societies shall apply to the administrative unit in charge submitting any respective written or visual material enclosed to a petition approved and signed by the Society Counselor in ten days prior to the event date.

(3) Societies are responsible for keeping and maintaining the Minute Book of the Administrative Board, Members Register, Fixtures Ledger, General Assembly minutes, Supervisory Board reports, and other necessary documents as well as any type of official correspondence and written/visual document.

(4) Minute Book of the Administrative Board, Members Register and the Fixtures Ledger shall be certified by the administrative unit in charge. These books are to be provided by the administrative unit in charge. These books and all the other documentation are accountable to the Commission.

(5) The administrative unit in charge shall be notified about any changes in the composition of members at the Administrative and Supervisory Boards due to resignation and/or obligatory cases in fifteen days at the latest.

(6) Societies shall operate according to legal provisions and the regulations, directives, circulars and related decrees by the committees of the University and according to this regulation herein.

(7) Societies shall operate in line with the objectives of the University.

(8) Societies cannot hold events which would highlight or inspire the use of alcoholic beverages, tobacco products and other substances dangerous to human health.

(9) Societies may benefit from the facilities of the University while on the other hand they are to contribute to their protection and development in a way to offer service to a larger number of students.

(10) Societies may not hold events and activities which may cause damage to the physical environment of the University or may create disturbance to educational activities.

(11) Societies may not hold events or activities implying or inspiring any type of discrimination including those based on gender, religion, language, race, ethnicity and region; or activities that do not comply with principle of equality.

(12) Societies cannot act against legislation or function in conflict with the indivisible integrity of the state and the nation, or with the principles of state of law and secularism, or fundamental rights and freedoms as described in the Constitution of Turkish Republic.

(13) Societies cannot assume supremacy or establish hierarchy for the advantage of any one of the societies during common events or collaborations; about those activities conflicting with that of another society, societies must consult to the related society and the administrative unit in charge and/or must seek cooperation opportunities.

(14) Societies cannot be engaged in commercial activities and cannot obtain pecuniary advantages.

(15) Societies cannot establish any connection, monetary and/or legal, with any political party.

(16) Documents enclosed to the petitions with original signature/e-signature of the Society Counselor in all correspondence of the society within the area of responsibility of the administrative unit in charge are to be delivered by hand.

(17) Documents without the original signature/e-signature of the Society Counselor are not processed except for those approved on the official system.

SECTION EIGHT

Rules and Principles on Supports to be Provided for Societies

Supports to be Provided for Societies

ARTICLE 19- (1) Physical spaces designated as activity areas for Societies warranted to the administrative unit in charge are to be allocated by that administrative unit herein; other spaces are to be allocated by the Office of the Secretary General. Allocation requests for these spaces from the Office of the Secretary General should be submitted to the administrative unit in charge seven days prior to the event at the latest, otherwise allocation cannot be possible.

(2) Societies may apply to request support for the funding of expenses involved in organizing an event/activity, e.g. transportation, accommodation, material etc.

(3) The administrative unit in charge finalizes the support requests of the societies with the approval of their senior executive upon evaluating the request on such criteria as condition of the budget, benefits offered and extent among the students.

(4) Expense items not aligned with the purpose of the society are not to be covered.

Procedures of Material Support Requests

ARTICLE 20- (1) Societies which request material support are required to provide the following documents and information enclosed to their application;

a) Reason, content, venue and time of the event; any printed material (posters, brochures, etc.) about the event, if any.

b) Type, quantity, estimated cost of and detailed explanation about the material requested; visual demonstration (illustration, picture, photo, etc.) of the material, if available.

(2) Societies should submit their material support requests to the administrative unit in charge at least ten days prior to the actual event date.

(3) Materials lent to the Society Counselor, or the Society Administrative Board members for temporary use during a specific event/activity with an official record should be returned to the administrative unit in charge in three days at the latest after the end of event.

Procedures of Transportation and Accommodation Support Requests

ARTICLE 21- (1) Societies which request transportation and/or accommodation support for the event/activity they are planning to organize are required to provide the following documents and information enclosed to their application;

a) Invitation sent by the inviting body/institution in the name of the Society and/or the members of the Society; printed material (poster, website output, etc.) about the event, if any.

b) List of the delegation, including names, student information and signatures of the members who are to attend the related event along with at least one faculty member or administrative staff member, who is to be designated as the *Chief of Delegation* by the Society.

c) Event schedule and vehicle usage schedule during the event, if available.

(2) On transportation support requests, departure and return dates should be accurately specified considering the duration of transfer in addition to the date of event.

(3) On accommodation support requests, check in/out dates, name, address and contact information of the facility should be accurately specified in addition to the date of event.

(4) Societies should submit their transportation and/or accommodation support requests to the administrative unit in charge at least ten days prior to the actual event date.

Requests for Leave of Absence

ARTICLE 22- (1) Societies are to submit their requests for accredited members to be considered on leave of absence during an event they are to hold and/or attend to the administrative unit in charge with a petition signed by the Society Counselor.

(2) The administrative unit in charge, if deems appropriate, forwards the requests to the respective academic units in which the related students are registered, with the approval of the Rector.

(3) Societies should submit their leave of absence requests for the related members to the administrative unit in charge at least fifteen days prior to the actual event date.

(4) The related academic unit is duly authorized to address the excused absence and/or compensation issues of the members for the missing courses, exams, etc. during leave of absence.

Keeping Record of Support Material

ARTICLE 23- (1) Materials to be lent by the administrative unit in charge to the societies in order to be used during events are handed over to the Chairperson of the Society on an official record under the supervision of the Society Counselor.

(2) Materials are also to be recorded at the Fixtures Ledger at the same time by the Society Administrative Board.

SECTION NINE

Disciplinary Procedures

Warning

ARTICLE 24- (1) In cases where Societies are found to be stepping outside their purpose and/or performing activities other than those declared in line with their purposes are evaluated by the Commission and the result is declared to the Society by the administrative unit in charge.

Termination of the function of a Society

ARTICLE 25- (1) In cases where any one of the following issues is detected, the administrative unit in charge may apply to the Student Societies Commission for the termination of the function of the related society:

- a) Recurrence of the case mentioned at Article 24,
- b) Selling things for personal profit outside the purposes of the Society,
- c) Misdirecting and/or fraudulent information is given to the administrative unit in charge and/or to the Student Societies Commission concerning the activities,
- ç) Holding events/activities without receiving necessary permissions and/or making announcement of unpermitted events/activities.

(2) Termination of a society is declared by the administrative unit in charge with a written notice. The society should return fixtures in three days following the notice.

Execution of Disciplinary Procedures

ARTICLE 26- (1) The administrative unit in charge files necessary applications in order to initiate the disciplinary procedures according to the related regulations about the Administrative and Supervisory Board members of the Society which is terminated to function due to the reasons described at Article 25. Procedures about society counselors are executed by the Office of the Rector.

SECTION TEN

Miscellaneous and Final Provisions

Enforcement

ARTICLE 27- (1) This regulation is effective by the Decree No. 2019-14/09 of the TED University Senate as of December 23rd 2019.

Execution

ARTICLE 28- (1) This regulation is executed by TED University Rector.

SENATE MEETINGS ON THE REGULATION AND ITS AMENDMENTS

DATE	DECREE NO.	EXPLANATION
23.12.2019	2019-14_09	Regulations on Student Societies
24.09.2020	2020-25_07	Amendments in Articles 5,14,16 and 18