

**REPUBLIC OF TURKEY MIDDLE EAST TECHNICAL UNIVERSITY NORTHERN
CYPRUS CAMPUS
FRAMEWORK DIRECTIVE OF ESTABLISHMENT AND WORKING PRINCIPLES
FOR STUDENT CULTURAL COMMUNITIES**

1. GENERAL PRINCIPLES

- 1.1. It is under the authorization of the Campus Rectorate to establish student communities and to provide them support according to the possibilities of the budget with a view to assist the students of Middle East Technical University Northern Cyprus Campus for their communal and cultural developments in the direction of Atatürk's principles and reforms, to be able to bring them up as persons having the features of being researchers and creator, to meet their social requirements such as resting and recreation.
- 1.2. Student communities cannot perform attitudes, behaviors and activities that do not comply with the principle of indivisible integrity of the state with its territory and nation, rule of law, fundamental rights and freedoms, secularism, and the law.
- 1.3. Student communities cannot participate in events that conflict with the provisions of the Higher Education Council Student Disciplinary Regulation, that do not conform to the academic environment of the University, or that are likely to lead on to the misrepresentation of the University to the public.
- 1.4. At Middle East Technical University, the student communities which will do extracurricular activities, carry out their works within the rules stated below. The Office of Rectorate uses and fulfils its authorization and duties related with these works with the assistance of the Social and Cultural Affairs Directorate and academic advisors of the communities.
- 1.5. Topics that are not covered in this Directive are organized in accordance with the provisions of the document titled "Rules and Regulations Governing Student Communities".

2. ACADEMIC ADVISORS

- 2.1. Academic advisors are elected from among the full-time faculty or lecturers. They are chosen by the Board of Directors of the communities after obtaining the consent of the individual concerned. The name of the prospective advisor is then submitted to the Campus Rectorate for approval.
- 2.2. Advisors assist for the preparations of the charter and working schedule concerning the communities to be established in a way to realize the purpose taking place in Article 1.1. , 1.2. and 1.3.
- 2.3. Within the framework of the general principles to be determined by the University, advisors inspect the works of the community and assist for the execution of the same.
- 2.4. According to the requirements of the communities, advisors provide assistance for the preparation of the budget.
- 2.5. They inspect the works of the Board of Directors and keeping the decision book.
- 2.6. They support effective communication between the communities and the University administration by attending the meetings organized by the Campus Rectorate concerning the student communities.

- 2.7. They sign the petitions relating to the activities organized by the communities. Activity requests not signed by advisors are not taken into account by the Directorate of Social and Cultural Affairs. The advisor has the authority to request the activities to be rearranged or changed, or not to approve the activity. In this case, the Board of Directors is obliged to re-examine the content of the event in the direction of the advisor's requests.
- 2.8. The advisor may participate in the General Assembly meetings where deemed necessary.
- 2.9. Each community can have up to two academic advisors.

3. ESTABLISHMENT OF THE COMMUNITIES

- 3.1. The proposed community is expected to perform activities in the field of culture, art and science.
- 3.2. Students make their first application for establishing a community to the Directorate of Social and Cultural Affairs between 1 and 31 May of each academic year. Applications are concluded by the end of November of the next academic year.
- 3.3. The proposed community will not be approved if it overlaps the goals and objectives of any other student community.
- 3.4. Students who are interested in starting a new community, submit the Charter of the community to the approval of the Campus Rectorate to be able to carry out works in the direction of their areas of interest. The Charter must be accompanied by a Letter of Consent by the academic advisor stating that s/he has decided to accept the proposed position; a membership list, which includes the names/surnames, departments, student ID numbers of the temporary Board of Directors and a minimum of 20 members, and which was signed by each of the members; a project file which includes all planned activities; and an approval letter issued by the relevant department/unit to the applicant for the use of the community room.
- 3.5. Once a temporary approval has been granted, a community gathers the General Assembly after the trial period specified has expired and selects its Board of Directors if it is approved upon evaluation by the Campus Rectorate, provided that the necessary work is carried out by the community concerned. The community submits the names of the Board members to the Directorate of Social and Cultural Affairs.
- 3.6. The community to which a temporary approval has been granted will not be allowed to work, under the recommendation of the Directorate of Social and Cultural Affairs and the approval of the Rectorate of the Campus, if the necessary work has not been carried out during the trial period.
- 3.7. Members of a community to which a full approval has been granted must meet the membership requirements stated in Article 4 of this document.

4. CONDITIONS OF BECOMING MEMBER FOR THE COMMUNITIES

- 4.1. Membership application becomes realized by giving the Membership Form to the Social and Cultural Affairs Directorate and by having the same filled and signed by the student and with the arrangement of the Membership Card. Membership Form is prepared by the Social and Cultural Affairs Directorate.

- 4.2. In order to be the member of the community, there is the requirement for the applicant students to be registered students or graduates of Middle East Technical University. Graduate members are not eligible to vote or to be elected.
- 4.3. Memberships of students who have graduated from the University or who have lost their registration for any reason terminate automatically. After graduation, they need to reapply to become a "graduate member".
- 4.4. METU members and students from the other universities wishing to take part in community events are required to obtain permission from the Campus Rectorate and Social and Cultural Affairs, by submitting the formal approval of the community academic advisor and the written application of the president/board member. The people mentioned are not eligible to vote or to be elected.
- 4.5. Students can have more than one community membership.

5. CHARTER OF THE COMMUNITY

- 5.1. Each community arranges its own charter. These charters cannot contain contradictory provisions to the framework regulation. The main headings that are required to take place in the Charter of the community are: Establishment, Purpose and Activities, Membership, General Assembly and Its Duties, Board of Directors and Its Duties, Supervisory Board and Its Duties, Documents.

5.2. Membership

- 5.2.1. Membership becomes definite when the Membership Card is received from the Social and Cultural Affairs Directorate.
- 5.2.2. As for becoming the active member, it is determined by the Board of Directors according to member's effective participation in the works of the community within one academic year and member's participation in the General Assemblies.
- 5.2.3. Only the active members are eligible to elect and to be elected.
- 5.2.4. Each member reserves the right to leave the membership. The right of membership becomes lost when the petition to leave reaches to the Board of Directors. The Board of Directors passes the membership cancellation request signed by the academic advisor of the student to the Directorate of Social and Cultural Affairs. Students who want to become a member again have to fulfil the conditions of becoming the member of the community.
- 5.2.5. By giving justification, the Board of Directors may terminate the memberships of the members who behave contradictory with the purposes of the community. The decision is taken by the majority of votes of the Board of Directors and notified to the member.
- 5.2.6. The member has a right to raise objection to the decision within 1 (one) week through the Board of Directors and academic advisor of the community.
- 5.2.7. If the decision remains unchanged after the objection raised has been evaluated, the Board of Directors notifies the Directorate of Social and Cultural Affairs of the decision regarding the termination of membership through a petition. The situation is finalized upon approval of the Campus Rectorate.

5.3. General Assembly

- 5.3.1. The General Assembly is the most authorized decision making body of the community.
- 5.3.2. It is formed by the registered members of the community and only METU students can vote in the elections.

- 5.3.3. At least four of the General Assembly members are international students. Likewise, in the international student communities, at least four of the members of the General Assembly must be students who are citizens of the Republic of Turkey or the TRNC.
- 5.3.4. It is gathered at least two times in one academic year and with the participation of the members being more than one person among the ones who are entitled to attend the General Assembly. If the quorum cannot be obtained in the first meeting, the meeting will automatically be rescheduled one week later and the Board notifies the members of the situation once again via e-mail. Majority is not sought in the second meeting.
- 5.3.5. Every member who has the right to participate in the General Assembly has one vote. Members use the votes themselves. It is not possible to vote by proxy.
- 5.3.6. The list of the names of the members of the General Assembly shall be prepared by the Board of Directors of the community and made available in the hall where the General Assembly meeting will be held. The list is signed by the participating members. The Board of Directors is responsible for the maintenance of the list.
- 5.3.7. The members who will attend the meeting sign the lists arranged by the Board of Directors and attend the meeting. The majority must be recorded in the minutes.
- 5.3.8. After determining that there are enough members to convene, the General Assembly is announced by the Chairman of the Board of Directors or a member appointed by the Chairman. Then, the Board of Council is formed to manage the General Assembly. The Board of Council is composed of a chairman and two members. Members who are present at the General Assembly may stand as candidates or they may be nominated as candidates. The elections for the Board of Council are held through open ballot. The Board of Council is responsible for the good order of the General Assembly and arranges the minutes of the General Assembly and submits them to the Board of Directors after signing.
- 5.3.9. The agenda items are discussed in the General Assembly meeting. However, the items suggested by the members who are present are put on the agenda by voting.
- 5.3.10. In order to take a decision at the General Assembly and in order to be elected, it is necessary to receive the votes of more than a half of the members attending the General Assembly.
- 5.3.11. It is gathered extraordinarily upon the recommendation of the Board of Directors or Supervisory Board, or with the written request of the majority of the members (51%).
- 5.3.12. It approves the Charter and Regulation of the community and makes the decisions about different proposals after negotiating them.
- 5.3.13. It elects the permanent and substitute members of the Board of Directors and Supervisory Board.
- 5.3.14. The ordinary and extraordinary General Assembly meetings are announced by the Board of Directors ten days in advance.
- 5.3.15. The academic advisor may attend the General Assembly as an observer if s/he deems it necessary.

5.4. Board of Directors

- 5.4.1. It consists of at least three and maximum seven permanent and three substitute community members who are elected in the General Assembly through secret voting. The Board of Directors must always have an odd number (3-5-7) of members. This number is clearly stated in the Charter of the community. The elections for the Board of Directors are held in the Fall semester of each academic year. The elected Board serves for one year.
- 5.4.2. A member may join the Board of only one community but may have the membership of other communities.

- 5.4.3. The application for membership of the Board of Directors shall be made to the Board of Directors of the community concerned one week before the announced date of the General Assembly. The Board of Directors informs all members of the names of the candidates via e-mail.
- 5.4.4. The elections are held through secret ballot. The Board of Directors prepares the ballot papers in which the names of the candidates are listed by last name of each individual. The ballot papers are given to each of the members attending the General Assembly after obtaining their signatures. Members who vote at the General Assembly shall nominate at least one candidate from among the entire pool of candidates. Up to the maximum number of members of the Board of Directors can be nominated. Votes that are blank (there is no marking on the ballot) or that contain markings for more candidates than the number of members of the Board of Directors will be counted as an invalid vote. A ballot paper will also be termed invalid if it contains a marking for an individual whose name is not in the list of candidates. The votes are counted explicitly. The candidates who get the most votes form the Board of Directors.
- 5.4.5. Candidates who are not elected to the Board of Directors form the substitute member list. The candidates are ranked according to the number of votes they have received. When a vacancy occurs on the Board, one of these substitute members is appointed to fill the vacancy.
- 5.4.6. As soon as a vacancy occurs on the Board of Directors due to the resignation of an elected member or other reasons, the first substitute member on the list is invited to serve on the Board. In this case, the tasks are re-assigned to the members.
- 5.4.7. In the first meeting, it selects the chairman, deputy chairman and accountant member. Chairman is responsible for the community's all kinds of decisions and conducting processes. Accountant member conducts the community's entire monetary processes and keeps the required documents regularly.
- 5.4.8. It delivers the results of the election to the Social and Cultural Affairs Directorate within one week together with the written record.
- 5.4.9. The Board takes decisions by majority vote. The Board membership ends automatically if a member fails to attend the Board of Directors meeting twice and does not have a reasonable excuse for not attending.
- 5.4.10. It determines the date, time and place of the General Assembly Meetings.
- 5.4.11. Under the responsibility of the chairman, it ensures the achievement of the community's targets and implementation of its projects. It fulfils its duties indicated in the Charter of the community and uses its authorities. It applies the decisions of the General Assembly.
- 5.4.12. For the activities to be done by the community and within the knowledge of academic advisor, it provides permission from the Social and Cultural Affairs Directorate and from the Campus Rectorate with the written application of the chairman.
- 5.4.13. It ensures that at least 1/3 of the activities are held in English within one academic year and that these activities will appeal to individuals with different cultural backgrounds.
- 5.4.14. It ensures that the communities obtain permission from the Campus Rectorate for locations they will use. It is responsible for the supervision of the communities regarding the proper use of these locations in compliance with the purposes of the community.
- 5.4.15. It establishes subordinate work groups and inspects the works of these groups.
- 5.4.16. It announces the decisions taken in the General Assembly to the members and to the relevant units and applies the decisions.

- 5.4.17. Official external correspondence of the University is carried out via the Social and Cultural Affairs Directorate.
- 5.4.18. The METU logo should be displayed on the upper left corner of the event posters prepared by the communities. If the event is supported by a state institution (state theaters, ministries, BRT etc.), the logo of the relevant institution is displayed on the upper right corner of the poster, just opposite the METU logo. The name, symbol, initials, or logo of any political party cannot be displayed on the promotional materials such as event posters, etc.
- 5.4.19. Student communities are not allowed to implement the policies of any political party or entity. Resources of the community are managed to implement the goals of the community.
- 5.4.20. The logos of the student communities cannot include drawings that bring to mind political parties or entities.

5.5. Supervisory Board

- 5.5.1. It is the body responsible for overseeing the activities of the community.
- 5.5.2. It consists of three permanent and three substitute members elected in the General Assembly from among the non-board members.
- 5.5.3. Members may stand as candidates or they may be nominated as candidates. The elections for the Supervisory Board are held through secret ballot. The elected members determine the chairman.
- 5.5.4. The Supervisory Board convenes upon the call of the chairman. When a vacancy of permanent members occurs on the Board, the first substitute member on the list is appointed to fill the vacancy.
- 5.5.5. It oversees the work of the Board of Directors and prepares a report to be presented to the General Assembly and to the academic advisor of the community before the General Assembly meeting.
- 5.5.6. It examines the budget and account processes of the community at the end of each academic semester together with the related books and documents and informs the Board of Directors about the result and its proposals.
- 5.5.7. It makes itself ready in the next meeting in which the program and the budget related with the following academic semester will be negotiated as arranged by the Board of Directors and informs its proposals.

5.6. Documents

- 5.6.1. Member registration book is kept.
- 5.6.2. Board of Directors and General Assembly decision books are kept.
- 5.6.3. Annual activity plan document is kept.

6. DISCIPLINARY AFFAIRS

- 6.1. Action is taken as per Directive for Student Disciplinary Matters with the approval of the Campus Rectorate upon the proposal of the academic advisor, Board of Directors or Social and Cultural Affairs Directorate against the students who behave contradictory to the purposes of the community or violate the Directive for Student Disciplinary Matters.
- 6.2. Within the scope of the community's activities, the action is taken as per Directive for Student Disciplinary Matters with the approval of the Campus Rectorate upon the proposal of the academic advisor, Board of Directors or Social and Cultural Affairs

Directorate against the Board of Directors who fail to implement Article 5.4.12. of this Directive.

- 6.3. In the event that the Board of Directors of a community has been subject to a disciplinary penalty twice for any offence under Article 6.2. of this Directive, the community concerned shall lose its recognition upon approval by the Rectorate with the proposal of the Social and Cultural Affairs Directorate.
- 6.4. The community which fails to organize a minimum of three activities that comply with its aims within one academic year and which cannot select its Board of Directors within the time period specified in the Charter of the community is warned in written format with the proposal of the Social and Cultural Affairs Directorate and with the approval of the Rectorate. In the event of not giving the above stated documents to the Social and Cultural Affairs Directorate in the following academic year, the community is closed with the proposal of the Social and Cultural Affairs Directorate and with the approval of the Rectorate.
- 6.5. In the event of the academic advisor's resignation, a new advisor is elected within two months after the date of resignation. In the event of extending the two-month time period to three months, the community is warned. A community which cannot select its new advisor within six months after the date of resignation of the existing advisor is closed with the proposal of the Social and Cultural Affairs Directorate and with the approval of the Rectorate.
- 6.6. A community which does not have a minimum of 20 members (as stipulated under Article 4 of this Directive), excluding its Board of Directors, is not eligible for launching an activity.
- 6.7. All kinds of unconformities related with the community are resolved by the Rectorate.

7. FINANCIAL PROVISIONS

- 7.1. The University allocates funds for accommodation and transportation costs of the student communities' activities.
- 7.2. Only registered students and members of the student communities are eligible for the fund allocated.
- 1.6. Records of incomes of the student communities, which include donations, funds provided by sponsors and raised through fundraising activities, and of expenses, are managed, based on the "Rules and Regulations Governing Student Communities".
- 7.3. The Office of Social and Cultural Affairs oversees the records of income and expense.

8. ENFORCEMENT

- 8.1. This Directive shall take effect from the date it has been approved by the METU Senate and is executed by the President of METU Northern Cyprus Campus.
- 8.2. Amendments made to this Directive after its effective date are submitted to the approval of the Campus Rectorate by the Directorate of Social and Cultural Affairs.