

**NOTES ON IMPORTANT ISSUES
ABOUT THE OPERATIONS OF
BILKENT UNIVERSITY
STUDENT CLUBS/SOCIETIES**

Kamer Rodoplu, October 2024

Membership

Membership

- Club/society membership applications are made **directly** by students through **STARS-SRS**, and members may terminate their membership through STARS-SRS at any time without giving any reason.
- If a club/society wishes to terminate a member's membership for reasons stated in its bylaws, the reasoned decision of the Club/Society Administrative Board must be reported to the Student Activities Center. The final decision on the matter will be made by the Student Clubs and Societies High Council.
- The minimum number of members of clubs/societies is **ten**. Clubs/societies with fewer than ten members are suspended by the Student Clubs and Societies High Council.

General Assembly

General Assembly

- Clubs/societies are required to hold a general assembly **at least once each academic year** and elect the members of the Administrative and Supervisory Boards.
- Clubs/societies must complete their general assemblies by the end of the fourth week following the first day of classes. **For the 2024-25 Academic Year the deadline was Friday, October 11, 2024. The deadline for newly established and reactivated clubs/societies was Friday, September 27, 2024.**
- The Administrative Board may decide to hold an extraordinary general assembly meeting if deemed necessary. In addition, if at least ten percent of the total number of registered club/society members apply in writing, the Board must decide to hold an extraordinary general assembly meeting. If the Board declines to take this decision, the Student Clubs and Societies High Council may call for a general assembly meeting.

General Assembly

- The Club/Society Administrative Board determines the date and place of the general assembly meeting and applies for approval by filling out the **Activity Approval Form** at least ten days in advance.
- **All registered members of the club/society are required to be invited to the general assembly and have the right to attend the meeting.** The call to the General Assembly meeting is made by the Student Activities Center.
- All registered members have the right to vote and must vote in person. **It is not possible to vote by proxy.**
- A simple majority is required for the club/society general assembly to convene. If a majority is not reached in the first meeting, the meeting is automatically postponed for one week. The quorum for the second meeting is twice the total number of members of the Administrative and Supervisory Boards. If this quorum is not reached in the second meeting, the club/society activities are suspended and the final decision on the future of the club/society is made by the Student Clubs and Societies High Council at the end of the academic year.

General Assembly

- A list of registered members of the club/society can be obtained from the Student Activities Center.
- The general assembly meeting is administrated by the General Assembly Board, consisting of a president and two secretaries elected by the club/society members after the opening of the general assembly meeting.
- A simple majority is required for decisions and elections in the general assembly.
- Unless specific restrictive conditions are stated in the club/society bylaws, every registered member of the club/society has the right to be a candidate for a position on the Boards.

General Assembly

- A member can only hold one position on the Administrative and Supervisory Boards.
- If a person who is not registered with the Club/Society is elected to the Administrative or Supervisory Board, the election will be cancelled.
- Information regarding the decisions and results of the elections held at the general assembly must be reported by filling out the General Assembly Results Notification Form.

Administrative Board

Administrative Board

- **The club/society Administrative Board consists of at least four and at most ten members, and this number must be clearly stated in the club/society bylaws. The specific duties of the members other than the president, general secretary and treasurer must be specified in the bylaws.**
- **The term of office of the Administrative Board members is one academic year, and a person may serve on the board for a maximum of two terms.**
- **The requirements for being a candidate for the Club/Society Administrative Board are as follows:**
 - a) Not having received any disciplinary punishment according to the Council of Higher Education Disciplinary Regulations.**
 - b) Have a cumulative grade point average (CGPA) of at least 2.00/4.00 at the time of application.**
 - c) To comply with the conditions specified in the club/society regulations.**

Administrative Board

- Candidate applications for the election of Administrative Board members are collected by the Club/Society Board at least one week before the general assembly date.
- The election of the members of the Administrative Board is done by secret ballot.
- A member may hold only one position on the Administrative Board.
- It is not possible to be a member of the Administrative and Supervisory Boards at the same time.

Supervisory Board

Supervisory Board

- The club/society Supervisory Board consists of **a president and two members** elected by the general assembly.
- The Supervisory Board evaluates the activities of the club/society at the end of the academic year and presents a report to the club/society Administrative Board and the Student Clubs and Societies High Council.
- **It is not possible to be a member of the Administrative and Supervisory Boards at the same time.**

Activities

Activities

- Clubs/societies cannot discriminate on the basis of race, gender, language, religion or nationality in their activities and must respect human rights and fundamental freedoms, in particular freedom of thought, conscience, religion, expression and all personal beliefs.
- It is a basic principle that clubs/societies conduct their activities in English.
- In order for clubs/societies to organize an activity, the Activity Approval Form must be filled out with all relevant information about the activity including financial aspects.
- This form must be submitted no later than **72** hours before the activity starts. If an activity is scheduled for Monday, the form must be submitted on **Wednesday**; if scheduled for Tuesday, it must be submitted on **Thursday** of the previous week.

Activities

- The target audience of the event must be clearly stated in the Activity Approval Form. You can choose from the options “Club/Society members only”, “Bilkent students only”, “Bilkent community”, “General public”.
- Every person belonging to the target audience has the right to attend the event.
- Activities can be held face-to-face or online.
- You must use Bilkent University Zoom accounts for online events. In order to use other online platforms, you must specify this in the form and receive approval.

Activities

- All expected expenses for your activity must be indicated in the approval form.
- Activities held in some lecture halls outside of working hours on weekdays and on weekends require the assistance of the technician responsible for these halls. Your club/society will be charged for extra hours and meal tickets. **As of August 2024, the hourly rate is 75.56 TL and meal ticket is 170 TL.** Remember that you can choose to hold events in halls that do not require technician assistance.
- **Avoid taking action before receiving official approval for your activity.**
- **Clubs/societies must organize at least two activities in English each semester in line with the aims and objectives of the club/society.** These meetings must be other than board meetings, general assembly meetings and membership meetings.

Activities

- Clubs/societies may request that participants be awarded GE250/251 points for activities conducted in English and for one activity conducted in Turkish only each semester. It is the responsibility of the club/society to submit the participant list for GE250/251 points to the Student Activities Center the day following the activity.
- In case of invited speakers or participants from outside Bilkent, it is mandatory to fill out the Guest Notification Form.
- **If you plan to invite guest speakers from governmental agencies, political parties or foreign representations, please obtain a written approval letter from your club/society advisor and submit this letter along with the Activity Approval Form.**
- **You can only give confirmation to the guest speakers, after the Activity Approval Form is submitted together with the approval letter of the club/society advisor and your request is approved by the Rector's Office.**

Activities

- **The Rector's Office can only be contacted by the Office of the Dean of Students for these activities.**
- **If you are contacted by a government agency, a political party or a foreign representation in order to organize an activity, you must first contact the Student Activities Center and get a pre-approval.**
- **Guest speakers from foreign representations must contact the Turkish Ministry of Foreign Affairs directly and obtain a letter of approval for their visit. This is required by the Council of Higher Education (YÖK).**

Financial Issues

Financial Issues

- Clubs/societies receive funds from the University on September 1 of each year for their activities throughout the academic year.
- Club/society annual budgets have six different categories, labeled A through F, depending on the size of the club/society and the number of activities held during the academic year.
- Clubs/societies' categories may be re-evaluated each year.
- Clubs/societies can apply for project support for activities outside of their annual budget. The total project support that a club/society will receive during the academic year cannot exceed the amount of Category A. In any case, a project support cannot cover more than 40% of the total expenses of the activity.

Financial Issues

- Categories for 2024-25 Academic Year:

Category	Amount
A	₹19,300
B	₹12,000
C	₹10,000
D	₹8,300
E	₹6,450
F	₹5,000

- Project support: ₹19,300.

Financial Issues

- Clubs/societies may collect fees from participants to fund their activities. Amounts up to **100 TL** can be collected by the club/society treasurer against a receipt given to the participant. For larger amounts, participants must use the University bank account directly and state the name of the club/society for which the amount is intended.
- Clubs/societies may receive sponsorship from non-Bilkent organizations for their activities. A contract must be signed between the club/society and the organization. The contract becomes effective after the signature of the Dean of Students. Before preparing the contract, the club/society must fill out the **Sponsorship Pre-Approval Form**, which includes the necessary information about the sponsorship contract to be made. Once the contract process with the sponsor company is completed, an invoice can be issued within **7-10 days** after payment is received.

Financial Issues

- Only expenses specified in the Activity Approval Form and approved by the University will be paid from the club/society budget.
- Expenses may be paid directly through the University Finance Office. If an expense is paid directly by the club/society, reimbursement will be made to the club/society treasurer's bank account. In either case, the club/society must complete the Expense Declaration Form.
- **IMPORTANT: Official documents are required for all payments. If payment is made by the club/society via bank transfer, an official bank document must also be provided.**

Financial Issues

- **IMPORTANT: All expenses related to an activity must be reported by the end of the month and payments and refunds are to be completed by the seventh day of the following month. For late submissions, there will be a penalty of 10%.**
- **IMPORTANT: NO PAYMENT OR REFUND WILL BE MADE IF THE OFFICIAL PAYMENT DOCUMENT IS SUBMITTED MORE THAN ONE MONTH FROM THE ISSUANCE DATE.**
- For major activities, clubs/societies are required to complete the **Activity Financial Status Report Form** after the activity is completed.

Web & Social Media

Web & Social Media

- Clubs/societies may have their own websites and/or social media addresses.
- These addresses should be communicated to the Student Activities Center filling out the **Clubs and Societies Information Form**.
- The views and opinions expressed on the club/society website and/or social media addresses belong to the club/society members. The sole responsibility of these communication tools lies with the Club/Society Administrative Board.
- Website and/or social media addresses must bear the following sign that can be found in the **Forms page**.



Student Club / Society

The views and thoughts expressed here belong to the students. It is not an official publication of Bilkent University.

Newly Established Clubs & Societies

Newly Established Clubs/Societies

Newly established or re-activated clubs/societies are expected to complete the following procedures:

- All founding members and other students who wish to join the club/society must register as members through STARS-SRS.
- The General Assembly must be held before the end of the second week after the first day of classes. Club/society officers, i.e., members of the Administrative and Supervisory Boards, must be elected. All registered members of the club/society must be invited to the general assembly meeting and to be a candidate for a position on the Boards, one must be a registered member of the club/society.
- The Club/Society Bylaws must be prepared and submitted to the Student Activities Center.

Newly Established Clubs/Societies

- The **General Assembly Results Notification Form** must be entered into the system within two weeks following the General Assembly meeting.
- The **Clubs and Societies Information Form** must be filled out. The information provided in this form will be displayed on the club/society introductory page.
- If a newly established or re-activated club/society fails to complete all of these procedures within four weeks from the beginning of the academic year (the first day of classes), it will be suspended.

Forms

Forms

- **Activity Approval Form**: Student clubs/societies are required to complete an Activity Approval Form at least **72** hours before the start of an activity (no later than **Wednesday** evening for events scheduled on Monday and no later than **Thursday** evening for events scheduled on Tuesday). Please note that submitting the form does not automatically confirm the activity. Once approved, a confirmation email will be sent.
- **Activity Cancellation Form**: If an activity for which a club/society has received approval is to be canceled, the Student Activities Center must be notified as soon as possible with the help of Activity Cancellation Form.
- **Notification and Request Form**: Clubs/societies may use the Notification and Request Form to submit reports or request information to the Student Activities Center.

Forms

- **Information Form**: Clubs/societies are required to fill out the Clubs and Societies Information Form to submit their promotional text, logos, websites and social media addresses.
- **General Assembly Results Notification Form**: Clubs/societies are required to fill out the General Assembly Results Notification Form within one week following the general assembly meeting.
- **Sponsorship Pre-Approval Form**: Clubs/societies must fill out the Sponsorship Pre-Approval Form before proceeding to the contract phase for sponsorship revenues they plan to receive from companies other than Bilkent. If they receive a positive response to their request, they can proceed to the contract phase.

Forms

- **Expense Declaration Form**: To be reimbursed for previously approved expenses related to their activities, clubs/societies must submit relevant information and documentation by completing the Expense Declaration Form.
- **Activity Financial Status Report Form**: Clubs/societies are required to complete an Activity Financial Report Form to provide a summary of all expenses and income related to an event. This form will be used for large events; please ask the Student Activities Center if this form is required for your activity.
- **Guest Notification Form**: Clubs/societies are required to fill out this form for all non-Bilkent guests, whether invited speakers or participants. It is the responsibility of the club/society organizing the activity to check the accuracy of the information provided.