

# **Meeting with Student Clubs and Societies**

Kamer Rodoplu, October 21, 2021

# Agenda

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2. Clubs and Societies
3. Communication
4. Forms
5. General Assembly
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7. Activity Organization Process
8. Financial Issues
9. Clubs and Societies Rooms
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# 1. Office of the Dean of Students

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## 2. Clubs and Societies

The number of Clubs and Societies active in 2020-21 Academic Year was **99**.

Of these, 21 were suspended for holding less than 3 activities during the entire academic year.

**10** new Clubs/Societies were established, **1** Society was re-activated. These are:

- **Arab Culture Society**
- **Electric Car Society**
- **Finance Club**
- **HeForShe Club**
- **Quality Club**
- **Short Film Society**
- **Winter Sports Club**
- **Free Dialog Club**
- **Pecha Kucha Society**
- **Social Sciences Research Society**
- **SDG Student Hub of Bilkent**

The number of Clubs and Societies active in 2021-22 Academic Year is **89**.

# 3. Communication

The Dean of Students Office (DoS) and Student Activities Center (SAC) uses the **Club and Societies Management System** to communicate with Clubs/Societies

Through this System, it is possible to send an e-mail to all members of a Clubs/Society or an e-mail to the Board Members.

Therefore, in order to communicate efficiently with the Clubs/Societies, the information in the database used by this system must be reliable.

It is very important to notify immediately a change that may occur in the Board by filling out the Information Form.

The registered members in this System is the official membership list of a Club/Society. If you want to send a message to all members of your Club/Society, we can do it for you if you communicate the text of the message to the DoS or SAC.

# 4. Forms

There are 5 forms related to Clubs/Societies activities in the following link:  
<https://w3.bilkent.edu.tr/bilkent/dean-of-students-office/related-forms/>

1. Activity Approval Form (AAF)
2. Info Form (CSIF)
3. General Assembly Results Notification Form (GARNF)
4. Sponsorship Pre-Approval Form (SPAF)
5. Expenditure Notification Form (ENF)

There is a sixth form that is available only at the end of the academic year:  
Application Form for Establishment of a Club/Society.

# 5. General Assembly

Each Club/Society is expected to hold a General Assembly meeting at the beginning of the academic year, to elect Club/Society Board Members at this meeting, to prepare the annual program of activities and to make the necessary preparations for the year.

Information about the General Assembly results must be submitted by filling out the “General Assembly Results Notification Form”. One of the documents that must be submitted with the form is the Club/Society Advisor Acceptance Letter.

Some Clubs/Societies hold their GA Meetings at the end of the academic year.

At the beginning of the 2021-22 Academic Year, two Clubs/Societies were suspended for not meeting this requirement.

All members registered in the Club and Societies Management System have the right to attend the relevant Club/Society General Assembly and the GA call is made using this system.

# 6. Introductory Pages

Each Club/Society has an introductory page.

Students who want to become members through SRS can get an idea about a Club/Society by visiting this introductory page.

In the near future, these pages will be directly accessible via the Internet pages of the Dean of Students.

The information on the introductory pages can be submitted using the Info Form.

Some Clubs/Societies have not submitted this information despite repeated calls.

You will be able to see examples of promotional pages in the next slides.





Geri

Düzenle



Kulüp Kodu	ACMBK
Kulübün Türkçe Adı	ACM Bilkent Kulübü
Kulübün İngilizce Adı	ACM Bilkent Club
Kulübün Türkçe Açıklaması	<p>ACM (Association for Computing Machinery), 1947 yılında kurulmuş günümüzde üye sayısı 100.000'e ulaşan bilgisayar bilimleri alanındaki en eski kuruluştur. Bilgisayar konusunda yeryüzünde en büyük bilgi kaynağı, ilk dijital kütüphaneyi oluşturmuş olan ACM, bilişim teknolojisinin 34 farklı alanı ile ilgilenen Özel İlgi Grupları ve dünya genelini kapsayan üyelik sistemi ile bilişim teknolojisinin her türlü alanıyla ilgilenen profesyonellere ve öğrencilere kaynaklık etmektedir. Bilişim dünyasının Nobel'i sayılan Turing Ödülü, ACM tarafından verilmektedir. ACM (Association for Computing Machinery), Bilkent Üniversitesi'nde 2004 yılında bilişimin hayatımızdaki yerinin önemi konusunda farkındalık sağlamak için kurulmuş öğrenci topluluğudur. ACM Bilkent University, uluslararası ACM kimliğine sahiptir. Hem ulusal hem uluslararası kimlik taşıyan ACM, dünyada şu anda toplam sayısı 500 üzerinde olan ve giderek artan öğrenci kolları arasında Türkiye'de ilk olma özelliğini taşır. Aynı zamanda Bilkent University ACM-W Student Chapter, kadınların modern bilişimin tasarımında, gelişiminde, yapılandırılmasında, yönetiminde ve uygulamasında sağladığı katkılarının bilinmesini ve ilgi duyulmasını sağlamaya, bilişimdeki kadınların öğrenme ve çalışma alanlarının gelişimini desteklemeye, ortaokul-lise, lisans, mezun öğrencileri ve profesyonelleri bir araya getiren etkinliklerle bilişimindeki kadın kavramını teşvik etmeye, bilişim ve bilişimde kadın konularıyla ilgilenen insanların arasındaki iletişimi desteklemeye çalışmaktadır.</p>
Kulübün İngilizce Açıklaması	<p>ACM (Association for Computing Machinery) is the oldest organization in the field of computer science, which was founded in 1947 and has reached 100,000 members today. ACM, which has created the largest source of information on computers and the first digital library in the world, is a resource for professionals and students who are interested in all kinds of information technology with Special Interest Groups dealing with 34 different fields of information technology and its membership system covering the world. The Turing Award, considered the Nobel of the informatics world, is granted by ACM.ACM (Association for Computing Machinery) is a student community established at Bilkent University in 2004 to raise awareness about the importance of informatics in our lives. ACM Bilkent has an international ACM identity. ACM Bilkent, which carries both national and international identity, is the first in Turkey among ACM student chapters, whose number currently exceeds 500 in the world. At the same time, Bilkent University ACM-W Student Chapter aims to raise awareness and interest in the contribution of women in the design, development, structuring, management and application of modern computing, to support the development of the learning and working areas of women in informatics, secondary school, high school, undergraduate, graduate students and professionals. It strives to encourage the concept of women in informatics and to support communication between people who are interested in informatics.</p>
Aktif	Evet
Danışmanlar	Eray Tüzün
Web Sitesi Adresi	---
Facebook	@bilkentacm
Instagram	@bilkentacm
Twitter	@bilkentacm
Linkedin	@acmbilkent
Youtube	---
Üye Sayısı	354



← Geri

✎ Düzenle

## Logo Bulunamadı

Kulüp Kodu	INDEK
Kulübün Türkçe Adı	İngiliz Dili ve Edebiyatı Kulübü
Kulübün İngilizce Adı	English Language and Literature Club
Kulübün Türkçe Açıklaması	
Kulübün İngilizce Açıklaması	
Aktif	Evet
Danışmanlar	Jonathan Coleman Williams
Web Sitesi Adresi	
Facebook	
Instagram	
Twitter	
Linkedin	
Youtube	
Üye Sayısı	147

# 7. Activity Organization Process

A separate Activity Approval Form must be filled for each event.

Filling out the Activity Approval Form does not mean that the activity has been approved.

The completed form is reviewed by the Student Activities Center and, if everything is appropriate, an official memo is prepared. The requester will be contacted in case of any problems, missing information or anything that needs to be clarified.

This note is sent to the Dean of Students (DoS) for a final review.

Then, DoS forwards it to the Vice Rector of Student Affairs for approval.

The approval of the Vice Rector of Student Affairs is forwarded to the DoS who, in his turn, forwards it the Student Activities Center (SAC).

SAC notifies the Club/Society about the approval.

# 7. Activity Organization Process

Important notes:

1. The Activity Approval Form (AAF) must be filled out
  - at least 48 hours before the activity start time,
  - on Friday for activities to be held on Monday,
  - on Thursday for activities to be held on Tuesday.
2. All expenses foreseen for the activity must be stated on the form. It is not possible to pay for expenses not specified in the form.
3. Promotional activities cannot be held on cigarettes, all kinds of tobacco products, e-cigarettes, etc., alcoholic drinks and energy drinks, and drugs; speakers cannot be invited from such companies, and sponsorship/project support cannot be obtained.
4. If an important speaker or guest and/or press is to attend an activity, the Club/Society must notify SAC about this.

# 7. Activity Organization Process

5. Do not request direct service from university units. They will not honor your requests without the approval of the DoS or SAC.
6. You can organize joint activities together with other Clubs and Societies, and/or with Social Awareness Projects (SAP).
7. The banners and activity announcements must be approved by the SAC after the activity approval.
8. You can send the texts of the activity announcements that you want to be made through BAIS to [oem@bilkent.edu.tr](mailto:oem@bilkent.edu.tr) and have the announcement made.
9. If an event is to be canceled or the date changed, notify the SAM and request approval for the changes.

# 7. Activity Organization Process

10. You can use the Multi-Purpose Hall and Figen Çoruh and Zeynep Köksal Meeting Rooms in the DoS building. In addition, the area used as a cafeteria in the past has also been opened for the Club/Societies' use. Improvements are planned in this area.
11. Activities will not be scheduled in halls where technician presence is mandatory, unless necessary.
12. Overtime, meal vouchers and transportation expenses will be covered from the Club/Society budget for activities held in a hall where a technician is present.
13. It is always possible to organize activities online. Zoom accounts of the Student Activities Center will be used for these events.
14. Make sure to inform your Club/Society advisor and get his/her opinion and suggestions, especially during the planning of your activities. The DoS may also seek or request the opinion of the advisor when it deems necessary.

# 8. Financial Issues

Each active Club/Community is given a budget at the beginning of the academic year, called the **Operating Budget**, to be used for its expenditures.

This operating budget comes in 6 different categories that take into account the number of members of the Club/Society and the expenditures in previous years .

These categories are:

A) 6,750€    B) 4,200€    C) 3,500€    D) 2,900€    E) 2,250€    F) 1,750€

Newly established Clubs/Societies receive their first budget from category F.

Due to the pandemic, activities were in a very limited number in the 2020-21 academic year, and therefore the expenditures were very low. All expenses made by the Clubs/Societies in 2020-21 were returned to their budgets. In addition, the difference that comes from the increase in categories has been added.

# 8. Financial Issues

**Example:** A certain club established last year was allocated 1,500€ from the F category at the beginning of the 2020-21 Academic Year.

This club spent a total of 378.25€ during the 2020-21 Academic Year.

Therefore, the balance at the end of the year was 1,121.75€.

This amount was returned to the Club budget and, since the category F has increased to 1,750€, the difference has been added to it.

As a result, this Club started the current year with 1,750€ in its account; that is  $1,121.75€ + 378.25€ + 250€$ .

If a Club/Society had an amount equal to or greater than the amount of the category it is in at the end of 2020-21, no addition has been made.



# 8. Financial Issues

Due to the peculiarity of the year 2020-21, such a decision was made for operating budgets.

In a normal year, the balance at the end of an academic year is transferred to the following year..

## **Project Support:**

Apart from the Operating Budget, Clubs/Societies can request Project Support for their activities.

Project Support cannot exceed 6,750€, which is the amount of category A, for each Club/Society within a year, and can be used in parts.

Project Support for activities with sponsorship and participant contribution can be up to 40% of the total expenses.

# 8. Financial Issues

In order to receive Project Support, you must submit the estimated budget of the event to the DoS before filling out the Activity Approval Form.

## **Expenditures:**

Expenditures that are specified in the Activity Approval Form and approved are paid in two ways:

- 1) Small amounts paid directly made by the Club/Society will be refunded later to the Treasurer.
- 2) For larger (> 200€) amounts, the payment can be made directly to the firm by the University Accounting Department.

In both cases, an Expenditure Notification Form (ENF) must be filled together with the related documents without delay.

# 8. Financial Issues

Upon approval of your expenditures on the completed form, you must forward the actual documents to the SAC.

All expenditure documents must be issued on behalf of the University.

Expenditures made by the Club/Society are transferred to the Treasurer's bank account by the University Accounting Department.

## **Revenues:**

These may be in 3 different categories:

- a) Sponsorship
- b) Participant Contributions
- c) External Project Support

# 8. Financial Issues

**a) Sponsorship:** It is the income obtained as a result of a contract signed with companies, institutions and organizations for a certain activity.

Sponsorship agreements cannot be for **direct commercial promotional activities**.

Sponsorship agreements cannot be made with tobacco, all kinds of tobacco products, e-cigarettes, etc., alcoholic beverages and energy drink companies. The names and logos of these companies cannot be used for activities.

Prior to the preparation of the sponsorship agreement, a **Sponsorship Pre-Approval Form (SPAF)** must be filled out and approved.

You can obtain a sample of sponsorship agreement from the SAC.

Sponsorship revenues are deposited by the companies into the University's bank account.

10% of these revenues are transferred to the Clubs and Societies Reserve Budget.

# 8. Financial Issues

**b) Participant Contributions:** If the contribution to be received from those who will attend an activity is less than **50€**, this can be directly collected by the Club/Society Treasurer in exchange of a receipt. These vouchers can be obtained from the SAC.

If the contribution is higher than **50€**, participants must deposit this money into the University's bank account. The name of the Club/Community must be stated on the bank receipt.

These contributions deposited into the University account are transferred to the Club/Society account.

**c) External Project Support:** Support can be given to Clubs/Societies from outside institutions such as ACM, Nato, UNICEF, UNESCO, Governmental Offices, Embassies.

No deduction of 10% is made from these supports, like for sponsorships, and is directly transferred to the Club/Society account.

# 8. Financial Issues

## **VERY IMPORTANT:**

DO NOT OPEN A BANK ACCOUNT ON YOUR OWN NAME FOR FINANCIAL TRANSACTIONS RELATED TO THE CLUB/SOCIETY,

DO NOT USE YOUR OWN ACCOUNT TO COLLECT MONEY FOR THE CLUB/SOCIETY.

YOUR BANK ACCOUNT MAY BE BANNED, AND YOU MAY BE SUED FOR THIS.

THERE HAVE BEEN STUDENTS WHO HAVE FACED DIFFICULTIES IN THE PAST.

# 9. Clubs and Societies Rooms

The DoS Building has rooms for Club/Society shared use.

Some large Clubs/Societies have places allocated to them years ago. (Gazette Bilkent, Operations Research Club, etc.)

Some Clubs/Societies have rooms for themselves at various locations on the Campus, apart from the DoS Building. (Mechanical Engineering Society, etc.)

If you have a request for shared rooms in the DoS Building, you can get in contact with the SAC.

You can contact other academic or administrative units for space availability in other buildings.

# 10. Other Topics

Except for the guest speakers, outside audiences are not accepted for activities on the Campus.

No trips, visits and activities to be held out of Ankara are approved.

Visits to governmental offices, non-governmental organizations, industrial facilities and similar places can be organized.