

Meeting with Club and Societies

2024-25 Academic Year
Spring Semester

January 29, 2025

We started with 121 clubs and societies.

- 95 from the previous academic year,**
- 11 reactivated,**
- 15 newly created.**

5 clubs/societies didn't complete their general assemblies; as a result, they were suspended. One of them was a newly created society!

Currently, 116 clubs and societies are active.

The category of 17 clubs and societies were upgraded at the end of the fall semester.

At the end of the 2023-24 Academic Year, there were a total of **916,250.69₺** in club and society accounts and **276,505.41₺** in reserve budget.

The budget allocated by the university for the 2024-25 academic year is **600,000₺**, of which **589,667.35₺** has been transferred to club and society accounts in the beginning of the year.

During the fall semester, **125,120₺** worth of project support was given to clubs and societies.

The clubs and societies generated

- 1,085,799₺ of sponsorship
- 1,571,104.25₺ of contribution share.

The total expenses of clubs and societies for the 2024-25 fall semester were 2,444,717.96₺.

The current total of all clubs and society accounts is 1,712,153.83₺.

The current reserve budget amount is 298,585.06₺.

Important Topics and Reminders:

- Five clubs/societies didn't complete their general assemblies; as a result, they were suspended.
- Some clubs/societies held their general assemblies with the participation of very few members.
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.

- Some clubs and societies have vacancies in their Administrative and Supervisory Boards due to graduation or exchange programs. General assembly meetings must be held to elect new members.
- We are still receiving the General Assembly Meeting Result Notification Forms, which include the names of the members of the Administrative and Supervisory Boards who are not even members of the relevant club or society.
- 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. This article will come into force from the next academic year and a control will be made by the Student Activities Center. Those who are completing their second year on the Board of a Club or Society will not be candidates again.

- The requirements for being a candidate for the Club and Society Administrative Board are as follows:
 - a) Not having received any disciplinary punishment.
 - 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 and society regulations.
- A member can hold a maximum of one position on the Board and cannot be a member of both the Administrative and Supervisory Boards.

- The basic principle is that clubs and societies organize at least two activities each semesters and that the activities are held in English. One activity each semester can be in Turkish. Clubs and societies must obtain approval from the Student Activities Center for special requests.
- The Activity Approval 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.
- All anticipated expenses for your activity must be noted on the Activity Approval Form, and a complete report of actual expenses and income must be submitted to the Student Activities Center upon completion of the activity.

- **Actions should be avoided without official approval from the Student Activities Center for your activity.**
- **The name, title, institution and position of the guest speaker(s) must be stated in the Activity Approval Form.**
- **For movie screenings, the name and the IMDb link of the movie must be indicated in the Activity Approval Form.**
- **Technical equipment, catering requests and other needs related to the activity should be specified in detail.**
- **Posters and all other announcements of an activity must be in at least two languages (English and Turkish); preferably English.**
- **Do not announce or promote your activities without official approval.**

- If you are contacted by an official institution, political party or foreign representation to organize an activity, or if such an idea comes to your mind, you must first contact the Student Activities Center and receive preliminary approval. Do not take any action before this preliminary 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).
- Some clubs and societies contacted the Rectorate and invited the Rector to their activities without informing the Student Activities Center. The normal procedure is for such a request to be made to the Rector's Office through the Student Activities Center.

- Clubs and societies may collect fees from participants to fund their activities. Amounts up to 250₺ can be collected by the club or 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.
- Only expenses specified in the Activity Approval Form and approved by the University will be paid from the club or society budget. If a change is needed, inform the Student Activities on time.
- The fees for some services are undergoing a readjustment process. The technicians' extra hourly wage is now ₺98.23, while meal tickets are ₺205.

- Do not use your personal bank accounts to receive fee transfers from participants. This situation can cause serious trouble for you.
- Clubs and 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.
- 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.

- 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.
- 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%.
- Make sure that the document you receive for your expenses is official and accepted by the University Finance Department.
- The project support is 19,300€ per year and per club or society.
- Your questions ...