

ALTINBAŞ UNIVERSITY
STUDENT COUNCIL DIRECTIVE

SECTION ONE

Objective, Scope, Basis and Definitions

Objective:

Article 1- (1) The objective of this Directive is to set forth the principles governing the election and operating rules of the Student Council, which is established to meet the educational, health, sportive and cultural needs of students attending Altınbaş University; protect their rights in the fulfillment of the aforementioned needs; help them become more aware of the importance of looking out for national interests; improve student engagement by enhancing the University-Student relationship, and help student share their views and suggestions with the University Administration.

Scope:

Article 2- (1) Rules and regulations set forth in this Directive shall apply to students attending Altınbaş University associate's, undergraduate and graduate degree programs.

Basis:

Article 3- (1) This Directive has been drawn up based on the Regulation on Student Councils of Higher Education Institutions and the National Student Council of Higher Education Institutions, published in the Official Gazette No. 28807 of October 31, 2013.

Definitions:

Article 4- (1) the following terms are used in this Directive with the meanings specified:

- a) Student Council: Students' association/government of student body democratically founded by Altınbaş University students,
- b) Program Representative: Student elected by other students of Altınbaş University undergraduate schools, school of foreign languages, vocational school or graduate school programs, to represent them at the Student Council,
- c) Student Representatives Board: Board consisting of student representatives of academic programs offered by Altınbaş University undergraduate schools, school of foreign languages, vocational school or graduate schools,
- d) Undergraduate School/School of Foreign Languages/Vocational School/English Preparatory Program/Graduate School Representative: Student elected among the student representatives of undergraduate schools, school of foreign languages, vocational school or graduate school programs to represent the students of the respective undergraduate school/school of foreign languages/vocational school or graduate school at the Student Council,
- e) Student Council General Board: Board consisting of student representatives of undergraduate schools, school of foreign languages, vocational school and graduate schools,
- f) Student Council Congress: General Board meeting of the Student Council attended by the student representatives of undergraduate schools, school of foreign languages, vocational schools and graduate schools,
- g) Council Board of the Student Council Congress: Board elected by the General Board of the Student Council for the enforcement of the agenda items in accordance with this Directive and the provisions of Regulation on Student Councils of Higher Education Institutions and the National Student Council of Higher Education Institutions at the Student Council Congress,
- h) Student Council Executive Board: Governing body of the Student Council,
- i) Student Council Audit Committee: Auditing body of the Student Council,
- j) Student Council President: President of the Student Council and Student Council Executive Board,
- k) University: Altınbaş University,
- l) President: President of Altınbaş University,
- m) Senate: Altınbaş University Senate.

(2) Definitions set forth in the Article 3 of Law No. 2547, Regulation on Student Councils of Higher Education Institutions and the National Student Council of Higher Education Institutions shall apply also to this Directive.

SECTION TWO Student Council

PART ONE General Provisions

General Principles Governing the Election of Student Representatives:

Article 5- (1) Elections for the designation of Student Council members and establishment of Student Council's governing bodies shall be carried out by the Office of the President based on a particular time schedule determined by the Council of Higher Education. For that purpose, an Election Board shall be formed under the chairmanship of the Vice President for Health, Culture and Sports affairs. Including the President of the Election Board; the Election Board shall consist of three persons, who shall be appointed by the President from amongst the University's academic and administrative staff. When deemed necessary, the President of the Election Board may appoint specialists and advisors from academic and administrative departments. In the event that elections held within the specified schedule bring no result in any department/unit, for any reason, that department/unit shall be deemed not to have been assigned a representative. The Election Board shall operate in cooperation with the Dean's Office, Graduate Schools and Vocational Schools when necessary. The roles and responsibilities of the Election Board are as follows:

- a) To designate an election method,
- b) To ensure that elections are conducted in accordance with this Directive, Election Board decisions and the relating regulations,
- c) To take every precaution necessary to provide a safe and secure environment for the elections,
- d) To announce the election,
- e) To designate and assign election clerks for each academic program,
- f) To review and examine the candidates list; to announce the candidates who are deemed appropriate for nomination; to make a decision on objections relating to candidates and elections.

(2) Candidate students shall apply in writing to their respective departments within the deadline stated in the electoral calendar and announce their nominations. Candidates are allowed to run their own campaigns for a period of (at least one week) as specified in the electoral calendar. Elections shall be held by secret ballot by Registrar's Office, based on voter lists prepared for each department/unit. Election results shall be announced by the Election Board.

(3) Students elected as representative shall continue to carry out the role of student representative and other related roles until the announcement of election results in the following academic year.

Required Qualifications for Student Representative Candidates:

Article 6- (1) Student Representative Candidates shall have the following qualifications:

- a) To be currently enrolled in an Altınbaş University undergraduate school, school of foreign languages, vocational school or graduate school program (Double major students cannot run for the role of Representative for the programs they are double majoring in)
- b) Not to be a current member of or currently associated with any political party/organ,
- c) Not to be charged with disgraceful and immoral conduct/offense that requires discharge from any Higher Education Institution,
- d) Not to be on a leave of absence during the elections.
- e) Not to be in an Academic Probation status,
- f) To continue his/her studies in normal period of education (English Preparatory Program/1 year; Associate's Degree programs/2 years; Undergraduate Programs/4 years; Master's Degree programs/2 years).

(2) Double major students shall not run for the role of Representative for the programs they are double majoring in.

PART TWO Student Council Organizational Structure

Student Council Organizational Structure:

Article 7- (1) Student Council shall consist of the following bodies, "Program Representative", "Program Representatives' Board", "Undergraduate School/School of Foreign Languages/Graduate

School/Vocational School/English Preparatory Representative", "Student Council General Board", "Council Board of the Student Council Congress", "Student Council Executive Board", "Student Council Audit Committee" and " Student Council President"

PART THREE Program Representative

Election of Program Representatives:

Article 8- (1) Program Representative shall be elected for a two-year term by a majority of votes by the students enrolled in the following academic programs.

- a) Each academic program in an Undergraduate Schools,
- b) Each academic program in Vocational School,
- c) Each academic program in Graduate Schools,
- d) School of Foreign Languages English Preparatory Program.

(2) In order for elections can be deemed to have concluded, at least 60% of students enrolled in the respective program must vote in the first round of elections; and at least 50% of students enrolled in the respective program must vote in the second round of elections. In case elections are not concluded in the first and second rounds, no minimum percentage of the vote shall be required in the third round. Elections may be held in an electronic environment, if deemed appropriate by the Election Board.

(3) In case of equal votes between candidates, the winner shall be decided by drawing lots.

(4) In the event that Program Representative fails to keep possession of required qualifications for being elected or resigns from his/her role before the end of his/her term of office for any reason; a new representative shall be elected within a month to finish the remaining term of office of his/her predecessor.

Roles and Responsibilities of Student Representative:

Article 9- (1) Roles and Responsibilities of Student Representative are as follows:

- a) To conduct Student Council affairs in the academic program for which s/he has been elected as representative,
- b) To announce the decisions made by Student Council's bodies and monitor whether these decisions are being properly implemented in the respective program,
- c) To attend undergraduate school/school of foreign languages/vocational school/graduate school's Program Representatives Board meetings and represent the students of the respective academic program at the said meetings,
- d) To identify the student problems in his/her respective academic program and convey them to the Student Council and the related governing and administrative bodies of the University so as to provide students with solutions,
- e) To represent the students of the respective academic program in student events and activities,
- f) To build an effective communication between the students and the governing and administrative bodies of the University,
- g) To coordinate the student activities in his/her respective academic program,
- h) To attend the academic meetings of his/her respective academic program to discuss the issues regarding students.

PART FOUR Student Representatives Board

Student Representatives Board:

Article 10- (1) Student Representatives Board shall consist of the following:

- a) Student representatives of the programs in Altınbaş University undergraduate schools,
- b) Student representatives of the programs in Altınbaş University Vocational School,
- c) Student representatives of the departments in Altınbaş University Graduate Schools.

Student Representative Board shall carry out the Student Council affairs in the respective academic units of the University, and shall be accountable to the Student Council General Board and Student Council Executive Board.

(2) Student Representatives Board shall convene at least once a month under the chairmanship of the Student Representative for the respective Undergraduate School/School of Foreign Languages/Vocational

School/Graduate School. Chair of the Board shall inform the student representatives of the agenda, place and date of the meeting, at least seven days prior to meeting. In order for the Board to convene, the absolute majority of members (representatives) shall attend the meeting. In order for the Board to make a decision, absolute majority of the votes is required in a voting to be held using an open ballot. In case of equal votes, the outcome of the voting shall be determined by the Chair's vote.

Roles and Responsibilities of the Student Representatives Board:

Article 11- (1) Student Representatives Board shall carry out the following responsibilities:

- a) To ensure representatives announce the decisions made by Student Council in a timely fashion; to monitor whether these decisions are being properly implemented,
- b) To discuss the problems concerning their respective academic program and provide solutions to resolve these issues,
- c) To organize and coordinate common student activities for their respective undergraduate school/school of foreign languages/vocational school/graduate school and coordinate those activities in his/her respective academic program,
- d) To build an effective communication between the students enrolled in the same program,
- e) To establish and build an effective communication between program students and the administrative bodies of the respective academic units,
- f) To draw up activity reports regularly and keep archive.

PART FIVE

Undergraduate School/School of Foreign Languages/Vocational School/English Preparatory Program/Graduate School Representative

Student Representative:

Article 12- (1) Undergraduate School/School of Foreign Languages/Graduate School/Vocational School Representative shall be elected for a two-year term by a majority of votes by the student representatives enrolled in the following academic programs:

- a) Student representatives of the programs in Altınbaş University Undergraduate schools,
- b) Student representatives of the programs in Altınbaş University Vocational School,
- c) Student representatives of the departments in Altınbaş University Graduate Schools.

In undergraduate schools/vocational school or graduate schools offering single program, the existing Student Representative shall act also as the representative for the respective undergraduate school/vocational school or graduate school.

(2) In the event that an Undergraduate School/School of Foreign Languages/Graduate School/Vocational School Representative fails to keep possession of required qualifications for being elected or resigns from his/her role before the end of his/her term of office for any reason; a new representative shall be elected within a month to finish the remaining term of office of his/her predecessor. Until a new representative is elected, a member of the Student Representatives Board, to be elected from among the members of Student Representatives Board of the respective undergraduate school/school of foreign languages/graduate school or vocational school, shall act as deputy representative.

Roles and Responsibilities of the Student Representative:

Article 13- (1) Representative for undergraduate school/school of foreign languages/graduate school/vocational school shall carry out the following responsibilities:

- a) To conduct Student Council affairs in the undergraduate school/school of foreign languages/vocational school/graduate school for which s/he has been elected as representative,
- b) To announce the decisions made by Student Council's bodies and monitor whether these decisions are being properly implemented in the respective undergraduate school/school of foreign languages/vocational school/graduate school,
- c) To identify the student problems in his/her respective undergraduate school/school of foreign languages/vocational school/graduate school and convey them to the Student Council and the related governing and administrative bodies of the University so as to provide students with solutions,
- d) To represent the students of the respective undergraduate school/school of foreign languages/vocational school/graduate school in student events and activities,
- e) To coordinate the student activities in his/her respective undergraduate school/school of foreign languages/vocational school/graduate school,
- f) To chair Student Representatives Board meetings held in the undergraduate school/school of foreign

languages/vocational school/graduate school for which s/he has been elected as representative and convey the decisions made at the Board to the respective executive and administrative bodies of the University,
g) To attend the academic meetings of his/her respective undergraduate school/school of foreign languages/vocational school/graduate school to discuss the issues regarding students.

PART SIX

Student Council General Board

Student Council General Board:

Article 14- (1) Student Council General Board shall consist of undergraduate school/vocational school/graduate school/Department of Basic English representatives. It is the highest decision-making body within the Student Council. In order for the Student Council General Board can convene, an absolute majority of the board members is required.

(2) Student Council General Board shall convene at least once a year under the name of “Student Council Congress” and organize the Student Council bodies. Student Council President shall inform all members in writing of the date and agenda of the Student Council Congress at least fifteen (15) days prior to the meeting. In the event that no quorum is present, Student Council President shall re-announce the date & time for the meeting.

(3) Decisions regarding the organization of the Student Council bodies shall be made by absolute majority vote of all members attending the meeting, by secret ballot and open vote counting; any other decision apart from the aforementioned ones shall be made by absolute majority vote of all members attending the meeting and by open vote counting.

(4) By the decision of Student Council Executive Board or by a petition submitted by 1/4 of the members of the General Board; Executive Board can summon an extraordinary meeting of Student Council General Board. In such cases, General Board meeting shall be held at least in fifteen (15) days. Time, date and the agenda of the Student Council General Board extraordinary meeting shall be set and conducted by the Student Council Executive Board.

Roles and Responsibilities of the Student Council General Board:

Article 15- (1) Roles and responsibilities of the Student Council General Board are as follows:

- a) To elect the Student Council President,
- b) To elect the members of the Student Council Executive Board,
- c) To elect the members of the Student Council Audit Committee,
- d) To discuss and make decisions on issues concerning the Student Council and University students,
- e) Set the semester goals for the Student Council.

PART SEVEN

Council Board of the Student Council Congress

Council Board of the Student Council Congress:

Article 16- (1) Council Board of the Student Council Congress shall consist of one President and two Vice-Presidents elected from amongst the members of Student Council General Board by absolute majority. Student Council Election shall be held under the name of Student Council Congress on a pre-specified date according to Higher Education Council’s calendar. Council Board members cannot run for Student Council Executive Board and Student Council Audit Committee elections.

Roles and Responsibilities of the Council Board of the Student Council Congress:

Article 17- (1) Roles and responsibilities of the Council Board of the Student Council Congress are as follows:

- a) To carry out the agenda in Student Council Congress,
- b) To issue voting tickets for candidates for Student Council President, and Executive Board and Audit Committee membership,
- c) To ensure that the elections for Student Council President, and Executive Board and Audit Committee membership are carried out by secret ballot and open vote counting,
- d) To announce the results of elections for Student Council President, Executive Board and Audit Committee membership at the Student Council Congress,
- e) To end the Congress with a closing speech by the newly elected Student Council President; to prepare a closing declaration and submit it to the Office of the President.

PART EIGHT
Student Council Executive Board

Student Council Executive Board:

Article 18- (1) Student Council Executive Board shall consist of a total of nine students, namely, President, Vice-President, Secretary General, Treasurer, Information and Public Relations Supervisor, External Affairs Supervisor, Activity Groups Supervisor, Education Supervisor and Health, Sports and Culture Supervisor, who shall be elected by absolute majority from amongst the members of the Student Council General Board for a two-year term. In the event there are not enough representatives at the Student Council General Board, the Executive Board shall then consist of the following five members: President, Secretary General, Treasurer, Education Supervisor and Health, Sports and Culture Supervisor. Student Council Executive Board shall be accountable to the Student Council General Board.

(2) Student Council Executive Board shall convene at least once a month under the chairmanship of Board President. President of the Executive Board shall inform all Executive Board members of the meeting date and the agenda at least seven (7) days prior to the meeting. In order for the Board can convene, an absolute majority of the board members is required. In order for the Board can make a decision, absolute majority of the votes is required in a voting to be held using an open ballot. In the event that Board President cannot attend a meeting, Vice-President shall be the deputy chairperson of the board; in case Vice-President is not present at the meeting, a Board member assigned by the Board President shall be the chairperson and s/he shall be allowed to cast a vote. In case of equal votes, the outcome of the voting shall be determined by the Chair's vote. In Chair's absence, the outcome of the voting shall be determined by the Vice-President's vote or the vote of the Board member assigned by the Board President (Chair).

(3) In the event that Student Council's Executive Board President, Secretary General, Treasurer, Education Supervisor or Health, Sports and Culture Supervisor fails to keep possession of required qualifications for being elected or resigns from his/her role before the end of his/her term of office for any reason; a new Board President, Secretary General, Treasurer, Education Supervisor or Health, Sports and Culture Supervisor shall be elected within a month to finish the remaining term of office of his/her predecessor. Until a new Board President, Secretary General, Treasurer, Education Supervisor or Health, Sports and Culture Supervisor is elected, a member of the Student Council Executive Board, to be elected from amongst the members of the Executive Board, shall act as deputy.

Roles and Responsibilities of the Student Council Executive Board:

Article 19- (1) Roles and responsibilities of the Student Council Executive Board are as follows:

- a) To ensure that decisions made by the Student Council General Board are being properly implemented,
- b) To identify the student issues and problems; convey student views and suggestions to the related governing and administrative bodies of the University,
- c) To develop social responsibility projects in cooperation with non-governmental organizations and promote student engagement in these projects,
- d) To carry out various activities and projects so as to promote student engagement in national and international Education and Youth Programs,
- e) To establish and maintain relationships with national and international student associations and organizations,
- f) To form and organize work groups to operate in various student services such as catering, transportation, housing, cafeterias, clubs, education, art, culture and sports; and ensure their proper functioning,
- g) To submit regular activity reports to the Student Council General Board,
- h) To announce the decisions made by the National Student Council and monitor whether these decisions are being properly implemented,
- i) To draw up activity reports regularly and keep archive,
- j) To coordinate the activities of the active student clubs and associations established in accordance with Student Clubs Directive.

PART NINE
Student Council Audit Committee

Student Council Audit Committee:

Article 20- (1) Members of the Student Council Audit Committee shall be elected by Student Council General Board from amongst the members of the Student Council Executive Board for a two-year term. Only the

students whose terms are to expire soon and whose status as student is to continue for at least two more years are eligible to become a member of the Student Council Audit Committee. If there are not enough Executive Board members attending to satisfy the quorum, members of the Audit Committee shall be elected from amongst the members of the General Board by absolute majority, and for a two-year term. Student Council Audit Committee shall consist of one President and two members.

Roles and Responsibilities of the Student Council Audit Committee:

Article 21- (1) Roles and responsibilities of the Student Council Audit Committee are as follows:

- a) To inspect whether the Student Council Executive Board operates in compliance with the provisions of this Directive, and with the Regulation on Student Councils of Higher Education Institutions and the National Student Council of Higher Education Institutions, and the decisions of the Student Council General Board,
- b) To submit regular activity reports to the Office of the President and the Student Council General Board.

PART TEN
Student Council President

Student Council President:

Article 22- (1) Student Council President shall be elected by absolute majority from amongst and by the members of the Student Council General Board, for one time only and for a two-year term.

(2) In the event that the Council President fails to keep possession of required qualifications for being elected or resigns from his/her role before the end of his/her term of office for any reason; a new President shall be elected within a month to finish the remaining term of office of his/her predecessor. Until a new Council President is elected, a member of the Student Council Executive Board, to be elected from amongst the members of the Executive Board, shall act as deputy.

Roles and Responsibilities of the Student Council President:

Article 23- (1) Roles and responsibilities of the Student Council President are as follows:

- a) To represent Altınbaş University students at national and international student events and activities,
 - b) To set the agenda for Student Council Executive Board and chair the meetings,
 - c) To ensure that decisions made by the Student Council Executive Board are announced and implemented properly,
 - d) To present the activity report at the next Student Council Congress when his/her term has ended,
 - e) To attend University Senate and Administrative Board meetings to discuss issues relating to students,
 - f) To represent Altınbaş University students at National Student Council of Higher Education Institutions.
- (2) In the event that Student Council President is not present at a meeting, Vice-President or another member of the Executive Board assigned by the Council President shall attend the meeting as a deputy for the Council President.

The Term of Office of Student Representatives in All Executive Bodies of Student Council:

Article 24- (1) Student Representatives in all executive bodies of Student Council shall serve for a two-year term.

End of Term for the Role of Student Representative:

Article 25- (1) Student Council representatives' role as student representative, Board member and any relating roles shall be terminated in the following cases: Losing student status due to graduation or any other reason; being subject to temporary exclusion (suspension) or permanent exclusion (expulsion) from the University pursuant to Student Disciplinary Regulation for Higher Education Institutions of January 13, 1985, published in Official Gazette Issue No. 18634.

(2) University's Student Council Executive Board and all student representatives are obliged to carry out all their activities, which shall be priorly approved by the University, in accordance with the Constitution of the Republic of Turkey and other relating regulations that are currently in force. In the event that Board members or representatives fail to comply with the aforementioned laws and regulations, their roles as Board members and representatives shall be immediately terminated by Altınbaş University President.

Room, Equipment and Supply Allocation:

Article 26- (1) The Office of the President shall allocate a room within the University premises, along with the necessary supplies and equipment, to the Student Council so as the Council can carry out its roles and responsibilities set forth in this Directive.

Administrative and Financial Matters:

Article 27- (1) Student Council Executive Board shall operate under the Department of Health, Culture and Sports. Vice President for Financial Affairs shall act as the budget supervisor of the Student Council Executive Board. Accounting affairs shall be carried out by an accounting officer appointed by the Department of Financial Affairs.

(2) Student Council Executive Board shall be responsible for preparing an annual budget. The budget goes into effect provided that it shall be accepted by the Student Council, and approved by the Department of Health, Culture and Sports, Vice-President for Health, Culture and Sports and Vice-President for Financial Affairs. At the end of the academic year, Student Council Executive Board shall submit the year-end budget first to the Student Council and then to Vice-President for Health, Culture and Sports and the Vice-President for Financial Affairs.

(3) Only the Student Council President shall be authorized to budget spending. Spending shall be made for stated purposes and it shall remain within the budget limit. Student Council President and the Secretary General shall sign each and every transaction and expenditure document. For expenditures five thousand times more than public servant's salary coefficient, both Student Council President and Vice-President, and the Secretary General shall sign the relevant expenditure documents. Improper use of budget funds (use of budget other than its intended purpose and exceeding stated budget limits) will result in an appropriate legal action against the parties who have made the expenditures.

(4) On no account must students pay any subscription fee or contribution for the Student Council or Student Clubs.

Budget:

Article 28- (1) Office of the President shall allocate fund from the University budget to cover Student Council's expenses.

Effective Date:

Article 29- (1) This Directive is effective as of the date it has been approved pursuant to the Senate Decision of October 8th, 2011.

Execution:

Article 30- (1) Provisions of this Directive shall be executed by the President of Altınbaş University.