

	PROCEDURE
	Student Clubs Operation and Club Events Procedure

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Reason for Revision	<ul style="list-style-type: none"> In order to ensure integrity in student clubs and event processes and to simplify document management, the PROS_SG_110 Event Management Procedure for Students and Student Clubs and the PROS_SG_100 Student Clubs Procedure were merged, updated, compiled into a single document as PROS. SG.100 Student Clubs Operation and Club Events Procedure. 07.11.2024 The revised procedure was implemented throughout the 2024-2025 Academic Year and was updated in line with the needs identified and feedback received from students after the pilot year. 3.3.2026 				

PURPOSE

Article 1 - The purpose of this Procedure is to set forth the rules for the establishment and operation of student clubs. This Procedure defines the approval process for the organization of all types of events that Özyeğin University student clubs wish to conduct, including but not limited to performances, conferences, panels, symposiums, and open forums, as well as cultural, social, entertainment, and similar activities. The Procedure also sets forth the approval procedures for the installation of booths and the posting or display of announcements, notices, posters, banners, and all other visual materials related to such events.

SUBJECT AND SCOPE

Article 2 - This Procedure covers the conditions for the establishment, operation and closure of Özyeğin University student clubs, their elections, governing bodies, the functioning of these bodies, the documents that students are obliged to keep, their reports, and the rules to be followed for student club events. The Procedure applies to all relevant students, advisors and employees of the relevant units within the University.

VALIDITY

Article 3 - This procedure shall be effective as of its date of publication. It is reviewed and updated as deemed necessary and at least once a year. The latest and valid version is the one on the system. It is therefore not recommended that these principles and procedures be printed out and used as such. If a printed copy is used, it is the user's responsibility to verify the document's validity by checking the date against the version posted in the system.

DEFINITIONS AND ABBREVIATIONS

Article 4 -The following abbreviations shall have the following meaning hereinafter:

- Drive:** Google Drive folder opened by the SE for each club
- IMS:** Information Management System
- YK:** Executive Board
- DK:** Supervisory Board
- Advisor:** Club Advisor
- ÖGD Specialist:** Student Development and Experience Specialist
- SE:** Social Events Process

- g. **ÖGDB:** Student Development and Experience Department
- ğ. **ÖD:** Dean of Students
- h. **QHSE:** Sustainability, Safety and Quality Unit
- ı. **Commission:** Clubs and Student Events Commission
- i. **President's Office:** President's Office of Özyeğin University
- j. **University:** Özyeğin University
- k. **Legislation:** Laws of the Republic of Türkiye, Higher Education Law No. 2547 and Article 54 on Student Discipline, Rules and Regulations for Undergraduate Programs at Özyeğin University, QHSE Instructions for Events

Article 5 -The following terms shall have the following meaning hereinafter:

- a. **Student Club (Community):** All student communities established in line with the purposes and principles specified in Articles 5, 10, 16, and 17 of the "Regulation on Health, Culture and Sports Departments of Higher Education Institutions", which entered into force after being promulgated in the Official Gazette numbered 18301 and dated February 3, 1984 by the Council of Higher Education, and whose official establishment is approved by the Commission in accordance with the purpose specified in Article 1, are called Student Clubs.

This Procedure (SG.100 - Student Clubs Operation and Club Events Procedure) is expected to be read by students serving on the sub-boards, especially the members of the Executive Board (YK) and Supervisory Board (DK), as well as all club members in general. Furthermore, all related activities and operations are expected to be in strict compliance with the provisions set forth herein.
- b. **Clubs and Student Events Commission:** The Clubs and Student Events Commission is the body responsible for reviewing and evaluating matters related to the establishment and operation of student clubs. This includes, when deemed necessary, suspending club activities for a specified period; removing club governing bodies from office; imposing sanctions on clubs for actions defined under Articles 57 and 58; and making decisions regarding the dissolution of clubs. The Commission also reviews and adjudicates complaint files submitted by Social Events (SE) , the Student Development and Experience Department (ÖGDB), the Dean of Students (ÖD), other university units, or individual students, in accordance with the provisions of this Procedure. The implementation principles of the commission are defined in Article 7.
- c. **Social Events:** This is the process through which students' extracurricular social, cultural, athletic, and volunteer activities are reviewed, coordinated, and developed in alignment with the University's goals and principles, and carried out in close coordination with the Dean of Students (ÖD) and the Student Development and Experience Department (ÖGDB).
- ç. **Club Advisor:** Refers to the academic and/or administrative staff of Özyeğin University who are responsible for the establishment and operation of a student club.
- d. **Student Club Executive Board:** Refers to the Executive Board of each student club, each of which consists of five (5) principal members. The roles and responsibilities of the Executive Board are defined in Article 39 and Article 41 of this procedure.
- e. **Student Club Supervisory Board:** Refers to the Supervisory Board of each student club, each of which consists of four (4) principal members. The roles and responsibilities of the Supervisory Board are defined in Article 40 and Article 41 of this procedure.
- f. **Drive:** Refers to the Google Drive Folder that is reopened by the SE for each club every academic year and contains documents that need to be kept up-to-date and may not be reformatted.
- g. **General Assembly:** Refers to the General Assembly of the Student Club, which consists of all members who have registered to the student club. Matters related to the General Assembly are defined in Article 32 of this procedure.
- ğ. **Event:** Any extracurricular activity conducted by student clubs with the approval of the Advisor, the SE Manager, the Student Development and Experience Department (ÖGDB) management and the Dean of Students (ÖD), designed to contribute to Özyeğin University's goals, principles, and culture, and overall student development. Further details about event management are defined between Article 60 and Article 64.
- h. **Fields of Activity of Student Clubs:** Student clubs engage in intellectual, athletic, recreational, social responsibility, cultural and artistic, academic, and related activities.
- ı. **Forms:** The forms used for SE operations and processes are listed below. These forms are accessible via MyOzU:
 1. Student Clubs Application Form

2. Advisor Acceptance Form
3. (Online) Event Request Form (ETF)
4. Organization Request Form (OTF)
5. Donation Request Form
6. Work Permit Form
7. Supplier Brief and Letter of Undertaking Form

i. **Documents:**

The following documents must be archived by the clubs in Drive under the relevant year. Documents in Drive can't be reformatted. In order to create a club memory, documents belonging to the club and its operations should be archived by each club under the relevant period and folder.

- 1. Member Registration List:** List containing members' names, membership type, student numbers, department/faculty information and contact information.
- 2. Executive Board Minutes:** Minutes issued by the Executive Board after the meetings of the Executive Board meetings.
- 3. General Assembly Minutes:** Minutes issued by the Executive Board regarding the ordinary/extraordinary general assembly meetings held during the year
- 4. Election Minutes:** Election minutes issued by the General Assembly after each election
- 5. Election Result Document:** Election result document signed by the President and Advisor
- 6. Event Reports:** Monthly reports prepared by the Event Coordinator, containing information on events conducted throughout the academic semester and updated in the designated Google Drive folder on a monthly basis.
- 7. Inventory Record List:** A document listing equipment, printed materials, and consumable supplies prepared in accordance with the club inventory and assigned to the club president for the relevant year.
- 8. Club Bylaws:** The internal governing document created by each club in accordance with this Procedure, subject to revision, and setting forth the club's purpose and fields of activity.
- 9. Participation Waiver:** A written statement obtained prior to an off-campus event carried out on behalf of the University.
- 10. Explicit Consent Form:** A written consent obtained for the use of images and videos containing personal information, in compliance with applicable Law on the Protection of Personal Data and related regulations.

PROCEDURE

A. CLUBS AND STUDENT EVENTS COMMISSION

Article 6 - The responsibilities of the Clubs and Student Events Commission are as follows:

1. The Commission is composed of a faculty representative appointed by the President, who serves as Chair; additional members; one student representative from the Student Union; and two Student Representatives. Candidates for Student Representative positions are nominated by the Student Union and selected in consultation with the SE, based on pre-determined criteria, including a cumulative grade point average of 2.00 or higher; at least one year of prior experience in a managerial or supervisory role within student clubs; demonstrated compliance with the rules and procedures of the club they have managed; and no record of disciplinary action during the relevant academic year. When necessary, the Dean of Students also attends the commission meetings.
2. The Commission convenes during the process of establishing new student clubs and, as needed, throughout the academic year. When deemed necessary, the Commission convenes at the request of the President, the Dean of Students, or the club advisor. In addition to the requesting parties, the relevant SE representatives also attend such meetings.
3. As necessary and in relation to agenda items, the Commission may invite relevant persons and the Advisor to attend meetings and provide input. However, such individuals shall not have any voting rights.
4. Commission decisions may not conflict with this Procedure.

Article 7 – The duties of the Commission are as follows:

1. To review and render decisions on applications for the establishment of new student clubs.

2. To convene, when necessary, to review and decide on matters related to club activities and student events that require deliberation.
3. To grant awards to student clubs upon the SE's reasoned recommendation.
4. In line with the SE's opinion, and in cases of violations of the obligations set forth in this Procedure, to impose sanctions proportionate to the severity of the violation, including but not limited to issuing warnings; imposing budgetary restrictions; denying approval for specific activities; removing responsible persons from their positions; terminating memberships; restricting or suspending the fields of activities specified in this Procedure; requesting the initiation of a disciplinary investigation; and deciding on the dissolution of the club. Decisions taken by the Commission in cases of violations are submitted to the President's Office for information and evaluation.
5. To place on its agenda matters falling within its duties and authority, subject to the knowledge and evaluation of the President.
6. To submit proposed amendments to this Procedure for the approval of the President's Office.

B. CLUB ADVISOR

Article 8 - Club Advisors are selected from among the University's full-time faculty and/or staff, upon the request of the club and with the approval of the Advisor. The term of appointment is one year. However, the advisory term may be extended or the Advisor may be replaced upon the joint decision of the club's Executive Board (YK) and Supervisory Board (DK). In unavoidable cases, a change of Advisor may also be made during the academic year. The Advisor to serve during the academic year is notified to the SE with the Advisor Acceptance Form no later than the last business day of the second week of the Academic Year.

Article 9 -The duties and responsibilities of the Advisor are as follows:

1. To provide guidance on the establishment of student clubs, as well as on event and budget planning.
2. To attend club events, particularly those involving external stakeholders as guests.
3. To be informed of the decisions taken at the Ordinary General Assembly Meeting and to sign the General Assembly Meeting Minutes.
4. To attend the Extraordinary General Assembly Meeting, as required by the agenda, and to sign the General Assembly Meeting Minutes.
5. To attend meetings of the Executive Board (YK) and Supervisory Board (DK) when necessary.
6. To review proposals submitted by the Executive Board regarding club operations, activities, and projects, and to present recommendations when necessary.
7. To verify that the relevant forms for events planned by club members are properly completed and to grant approval with the Event Request Form (ETF). ETFs lacking Advisor approval are not processed by the SE under any circumstances.
8. To share information with the SE regarding club activities and operations when deemed necessary.
9. To provide guidance to clubs regarding required equipment and inventory. To maintain regular and continuous communication with the governing bodies of clubs, and, when necessary, to bring issues and recommendations to the attention of the SE.
10. To ensure that democratic procedures are observed in the implementation of decisions taken by the club.
11. To ensure that elections are conducted within the timeframe specified in this Procedure, and, when necessary, to take part in the election process supervised by the SE, and to provide verbal or written confirmation that democratic procedures have been observed.
12. To monitor the club's Google Drive and intervene when deemed necessary.
13. To assist in resolving internal disputes within the club; and for matters that cannot be resolved, to seek the SE's opinion and request further review.
14. An Advisor may not serve as an advisor to more than one club at a time.

C. PRINCIPLES GOVERNING THE ESTABLISHMENT AND OPERATION OF STUDENT CLUBS

C.1. Requirements for Establishment

Article 10 – The terms and conditions required for the establishment of student clubs are set forth below:

1. Student clubs may not engage in acts, actions or activities that are contrary to applicable laws and regulations.
2. A new club may not be established if its proposed areas of activity do not differ from those

- specified in the bylaws of existing clubs.
3. No club may be established as the university extension of a non-governmental organization, association, faith-based institution or organization, foundation, political party, or any form of affiliated sub-organization; nor may a club be established in areas of activity that fall under the responsibility of any University unit.
 4. No club may be established to conduct activities related to supporter or fan groups affiliated with sports clubs.
 5. An application must be submitted with at least 20 founding members for the establishment of a club. Founding members must meet the following criteria:
 - a. Founding members must be registered students in undergraduate or graduate programs.
 - b. Undergraduate students must have a cumulative grade point average (GPA) of 2.00 or higher.
 - c. Pursuant to Law No: 2547, students who have received a disciplinary action within the previous academic year may not serve as founding members.
 - g. Students who have previously been deemed ineligible to serve as founding members or as members of the Executive or Supervisory Boards (YK - DK) by decision of the Commission may not apply to establish a club.
 6. Prior to submitting a club application, a full-time academic and/or administrative staff member must be designated as the club's Advisor, and the Advisor must be notified to the SE with the Advisor Acceptance Form.
 7. Applicable procedures and required documentation are obtained from the SE, and application announcements are followed via MyOzU.
 8. The club bylaws are prepared with the support of the Advisor in accordance with the format provided by the SE, and must contain the following information:
 - a. The name of the club
 - b. The purpose of the club
 - c. The club's fields of activity and scope of work
 - d. If applicable, the names, duties, and responsibilities of subcommittees
 9. The club bylaws may not contain provisions that conflict with this Procedure.
 10. The club bylaws are submitted to the SE with a brief introductory summary of the club and a proposed activity and budget plan for the first year.

C.2. Procedures and Evaluation Criteria for New Club Applications

Article 11 –The establishment of a student club is completed through three stages:

- Application,
- Commission Review,
- Granting of Official Status.

Article 12 - Applications for new clubs to be established are accepted once per academic year in accordance with the schedule set forth below. Dates may be changed according to the academic calendar of the relevant year and any such change are announced via MyOzU.

New club application period	From the first business day of the first week of May till the last business day of the second week of May
Review of new club applications	Final weeks of May (prior to final examinations)
Announcement of application results	Last week of May
Introduction of new student clubs, recruitment of members	Welcome Week
Submission of election results for new student clubs	Within three weeks from the first day of Welcome Week

Article 13 - The required application documents are listed below. The SE reserves the right to request additional information and documentation, as deemed necessary, in addition to the official forms.

1. Student Clubs Application Form
2. Advisor Acceptance Form

3. Club Bylaws
4. First-Year Activity Plan
5. First-Year Budget Plan

Article 14 – The SE verifies that applications are complete and presents the application documents and relevant information regarding prospective clubs to the Commission. The Commission conducts its evaluation based on the following criteria:

1. The proposed club's field of activity should not overlap with the fields of activity of existing clubs and groups.
2. The purpose of the proposed club should contribute to the University's culture.
3. The proposed club should be inclusive of all undergraduate students.
4. The proposed field(s) of activity should be sustainable.
5. The proposed club should be able to operate sustainably within available University resources and facilities.
6. The Executive and Supervisory Boards (YK-DK) must have a plan to carry out at least four (4) standalone event during their one-year term of office.
7. The proposed club must fully comply with this Procedure.
8. The proposed club must not have been previously dissolved by the decision of the Commission and must not reapply with the same team.

Article 15 – Clubs whose applications are approved are informed by the SE by e-mail. For each approved club, the SE assigns an institutional email address. Clubs are responsible for conducting their official communications through this email address and for regularly checking their email account.

Article 16 – Approved clubs are allocated a room by the SE on ScOLa Building Clubs Street.

Article 17 - For clubs whose establishment is approved, membership recruitment begins during Welcome Week and continues throughout the relevant academic year.

Article 18 - Elections are conducted under the guidance of the SE and with the knowledge of the Advisor, with all members invited to participate. Election results are announced to all members by the club's Executive and Supervisory Boards (YK-DK) via email or digital communication platforms. If no objections to the election results are submitted within one week, the club is granted official status to operate for the relevant academic year. Clubs that fail to complete their election process in accordance with the schedule provided by the SE are reviewed by the SE, with the knowledge of the Advisor, and are submitted to the Commission with a recommendation for dissolution. The Commission renders the final decision regarding clubs that have failed to fulfill their duties and responsibilities.

Article 19 – Approved clubs are required to submit the documents listed below to the SE, and fulfill the associated obligations within three weeks from the first day of Welcome Week. It is the responsibility of the student clubs to prepare all the specified documents. However, if needed, support and guidance can be obtained from the SE. Clubs that submit all required documents in full and on time may commence their activities and events.

1. Member Registration List
2. General Assembly Election Minutes
3. Club Introduction for the Website

C.3. Procedures and Evaluation Criteria for Existing Clubs

Article 20 – Existing clubs are required to submit the results of their General Assembly elections for the Executive and Supervisory Boards (YK-DK) for the following academic year to the SE no later than the last business day of May. Elections must be conducted in accordance with the principles and procedures governing General Assembly Meetings, as defined in Articles 33 and 34 of this Procedure.

Article 21 – On the first Monday of April, the SE initiates the YK-DK candidacy application process for the following academic year via a form published on MyOzU. Students wishing to run for office must complete the form. Each student may apply for only one YK-DK position in a single club. The SE verifies candidate eligibility and submits the list of eligible candidates to the relevant clubs no

later than the second Friday of April. Candidates are granted one week to introduce themselves.

Article 22 – Elections are conducted under the guidance of the SE and with the knowledge of the Advisor, using an election form prepared with authorized access to the email addresses of all club members. If an absolute majority is achieved, the election is concluded in the first round. Otherwise, no vote is held and a second round of elections is scheduled.

Article 23 – The documents required to be submitted to the SE in order for the newly elected management to commence its duties are listed below. Upon submission of these documents, the elected YK-DK members shall be responsible for the club's activities and operations throughout the summer session and until the next election. The documents listed below are archived by the club in the Drive.

1. Election Minutes
2. Election Result Document
3. Inventory Handover Form

Article 24 – The election results are announced to all members by the club's Executive and Supervisory Boards (YK-DK) via email or digital communication platforms. If no objections to the election results are submitted within one week, the club shall be granted official status to operate for the following academic year. Clubs that fail to complete their election process in accordance with the schedule provided by the SE are reviewed by the SE, with the knowledge of the Advisor, and are submitted to the Commission with a recommendation for dissolution. The Commission renders the final decision regarding clubs that have failed to fulfill their duties and responsibilities.

Article 25 – Following the elections, the outgoing club management must transfer the club email account password, Authenticator authorization, club room key, and all fixed assets to the incoming management no later than the Friday of the second week of July. Both the outgoing and incoming YK-DK members are jointly responsible for any inventory items recorded in wet-ink-signed Inventory Handover Forms that have not been physically transferred. In the event of any issues or delays in the transfer process, it is the responsibility of the incoming management to notify the SE.

Article 26 – The new YK-DK is required to complete the Membership Registration List within three weeks from the first day of Welcome Week in the Fall semester and to update and archive the list in the Drive.

Article 27 – Existing club managements are required to organize at least four (4) independent activities for University students prior to the next election cycle. Failure to meet this requirement results in the SE submitting a recommendation for dissolution to the Commission on the grounds of non-compliance with this Procedure. The Commission reviews the matter and render the necessary decision.

Article 28 – Amendments to club bylaws may be made only by decision of the club's General Assembly and any such amendments must be submitted no later than the last business day of April. The Advisor provides input on the proposed amendment. Any proposed amendments to club bylaws are reviewed and finalized by the SE where they are found to be in compliance with existing regulations, and by the Commission where they are deemed to be in breach of existing regulations.

D. MEMBERSHIP DEFINITION AND CONDITIONS

Article 29 – The requirements for membership in student clubs are as follows:

1. Any student enrolled in undergraduate or graduate programs at Özyeğin University are eligible to become a club member.
2. University faculty, staff, alumni, and retirees may join student clubs only as "honorary members". Honorary members do not have voting rights (neither to vote nor to run for office) and may not assume responsibility for any club activity.
3. A student may be a member of multiple clubs. There is no limit on the number of clubs a student may join.
4. Membership is established by registering with the club. No fees are required for membership.
5. All members have equal rights within the club and in all club activities.

Article 30 – The General Assembly may remove members from the club with justification and upon

Advisor approval. Meeting procedures and quorum requirements are specified in Article 33. The conditions and justifications for membership removal are as follows:

1. Acting in violation of the fundamental principles of the Republic of Türkiye, applicable legislation, or the mission, vision, and procedures of Özyeğin University.
2. Engaging in improper transactions involving club accounts, documents, or records.
3. Misusing the authority granted by club resources and facilities.
4. Engaging in activities that may damage the reputation of the club or the University.
5. Disrupting the operation and organization of the club's activities and events.
6. Failing, without valid excuse, to fulfill responsibilities during club activities when required.

E. GOVERNING BODIES AND JOB DEFINITIONS

Article 31 – The organizational structure of a club consists of the General Assembly, the Executive Board (YK), and the Supervisory Board (DK).

E.1. General Assembly

Article 32 – All club members are natural members of the General Assembly. The duties and authorities of the General Assembly include:

- a) Electing the Executive Board (YK), Supervisory Board (DK), and other committees specified in the Club Bylaws for the following academic year by the end of each academic year (no later than the last business day of May).
- b) Reviewing and deciding on proposed bylaw amendments, membership removal proposals, and Advisor or instructor recommendations.
- c) Reviewing activity and audit reports submitted by YK-DK as needed, requesting explanation from YK-DK, and reporting to the SE when necessary.

Article 33 – Meeting Procedures and Quorum Requirements

1. The General Assembly convenes ordinary meetings each year in October and June. The date, time, and location of the ordinary General Assembly meeting are communicated in writing via email to all members by YK-DK at least five (5) business days in advance, using the club email account.
2. The General Assembly may be called for an extraordinary meeting upon written request of at least nineteen (19) members and within the knowledge of the SE. The date, time, and location of the meeting are communicated in writing to all members and the Advisor by YK-DK via the club email account at least five (5) business days in advance.
3. The meeting date and time must also be reported to the SE. Clubs may request a space reservation through the SE.
4. General Assembly meetings are held with a quorum of an absolute majority of total members (more than half). If a quorum is not reached, a meeting is held within five (5) business days without requiring a quorum. However, the number of members present must not be less than nineteen (19), which is more than twice the total number of YK and DK members.
5. Decisions taken at the General Assembly are documented in the General Assembly Minutes. These minutes are then emailed to all members and the SE, and archived in the Drive.
6. The List of Participants is attached to the General Assembly Minutes. Additional attachments may be added depending on the content of the extraordinary General Assembly meeting.

E.2. Executive Board (YK) and Supervisory Board (DK) Election Procedures

Article 34 – Club governing bodies consist of a five (5)-member Executive Board (YK) and a four (4)-member Supervisory Board (DK). Election requirements follow the General Assembly Meeting procedures outlined in Article 33. YK-DK members are determined by General Assembly decision in accordance with the following election procedures:

1. In existing clubs, only students who are members of the club in the current academic year may run for YK-DK positions.
2. Students who become members of the club by the last business day of March may vote and run in the following academic year's elections. New members who join after this date may not vote or run for office. Any ineligible candidacies are invalidated by the SE, resulting in the election being annulled.
3. YK-DK candidates must be students registered in an undergraduate program. Honorary members, students on internships, or participants in the Erasmus Program during the relevant academic year may not run for YK-DK.
4. To be eligible for YK-DK candidacy, students must have a cumulative GPA of 2.00 or higher before the start of the Fall semester in which they will serve. This applies only to students

registered in undergraduate programs with at least one completed semester. Preparatory students are ineligible, as they do not yet have a GPA. Members whose GPA is below 2.00 at the relevant date are disqualified and elections for that position is repeated.

5. YK-DK members are elected and their responsibilities are assigned during the General Assembly under the guidance of the SE, and, if necessary, in the presence of the Advisor.
6. Election Minutes are completed for each round. If an absolute majority is not reached in the first round, the election does not proceed. The Minutes indicate that the election could not be held due to lack of quorum, and a second round is held. The resulting YK and DK list is recorded in the Election Results Document, with Election Minutes attached and submitted in person with the required wet-ink signatures to the SE. Approved documents and minutes are archived by the club in the Drive.

Article 35 – The duties of the YK-DK cannot be assigned or transferred to another person. If a student serving on YK-DK takes a leave of absence or his/her enrollment at the University terminates for any reason, a new election for the vacant position is held within ten (10) business days. Such replacement is then notified to the SE with the Minutes and the Election Results Document attached.

Article 36 - A club may establish additional committees (e.g., subcommittees, working groups) beyond the YK and DK. The name, definition, purpose, number of members, and formation procedures of such committees must be clearly specified in the club bylaws.

To amend its Bylaws, the club must obtain a General Assembly decision no later than the last business day of April. Such amendments require the affirmative vote of an absolute majority of the total membership. If an absolute majority is not achieved, the amendment may be adopted at a subsequent session by the affirmative vote of at least nineteen (19) members, constituting the decision quorum. All bylaw amendments are submitted to the SE by YK-DK as a General Assembly Decision. Amended bylaws become effective only upon approval by the SE or the Commission. Amendments that do not receive approval are deemed null and void, and the club's previous bylaw remains effective. The bylaw amendment calendar is specified in Article 28.

Article 38 - In the event of a club name change request, prior approval must be obtained from the Advisor and the SE. If a proposed name conflicts with the club's current Bylaws, the SE consults the Commission. Following prior approval from the SE or the Commission, the club must obtain a General Assembly Decision to finalize the name change. Such changes require the affirmative vote of an absolute majority of the total membership. If an absolute majority is not achieved, the name change may be approved at a subsequent session by the affirmative vote of at least nineteen (19) members, constituting the decision quorum. Upon approval, the club's Bylaws and all relevant official documents must be updated within two (2) business days.

Responsibilities of the Executive Board (YK)

Article 39 – The Executive Board (YK) consists of the President, Vice President, Event Coordinator, Media Coordinator, and Treasurer; and is responsible for the following:

1. To organize activities consistent with the club's mission and goals, and to carry out other necessary initiatives.
2. To provide requested information and documentation, regularly upload and update required documents throughout the academic year in the Drive folder shared by the SE at the beginning of the academic year.
3. To comply with the rules set forth in this Procedure.
4. To prepare the event program,
5. To submit the budget forecasts for the following academic year to the SE by the second week of March each year.
6. To maintain accurate records of the club's budget and donations.

Responsibilities of the Supervisory Board (YK)

Article 40 – The Supervisory Board consists of four (4) students and is responsible for the following:

1. To ensure that the members of the Board of Directors duly fulfill their roles and responsibilities,
2. To review the club's Drive folder on a monthly basis during its term of service.
3. To ensure that the club operations are in compliance with this procedure,
4. To review any suspicious activity in collaboration with YK-DK and, when necessary, to consult the SE regarding appropriate corrective measures.

5. To oversee collaborations with internal and external stakeholders,
6. To supervise the use of club inventory and the club room.
7. To prepare a Supervisory Report at the end of each academic semester, covering all activities, events, and financial transactions, and to upload it to the Drive.

E.3. Job Descriptions of the Executive and Supervisory Boards

Article 41 - President: The President is responsible for ensuring communication among the club's YK-DK, club members, and the University administration. The term of office for the President is a maximum of one (1) year per club. For existing clubs, eligibility for the position of President requires prior service on the YK-DK of the relevant club or another club during the previous academic year. For newly founded clubs, eligibility for the position of President requires club membership during the previous academic year; prior service on any club's YK-DK is preferred. The President is responsible for updating the Activity Report in the Drive at the end of each month and holding monthly meetings with the Student Development and Experience (ÖGD) Specialists. The President supervises whether other YK-DK members duly fulfill their responsibilities and, if necessary, proposes to the General Assembly that a new election be held to replace a member who fails to do so. In the event that a disciplinary investigation is initiated against a club president, the president's duties are suspended. Until the investigation is concluded, the Vice President serves as Acting President.

Vice President: The Vice President ensures coordination among the club's subcommittees and working groups and reports relevant information to the Executive Board (YK). The Vice President represents these teams within the YK to promote effective operations and undertakes additional duties assigned by the YK. The term of office for the Vice President is a maximum of two (2) years within the same club.

Event Coordinator: The Event Coordinator is responsible for organizing the club's planned events and coordinating annual event planning with YK-DK. The Event Coordinator completes and submits the Event Request Form and the Organization Request Form to the SE in a timely manner. The term of office for the Event Coordinator is a maximum of two (2) years within the same club.

Media Coordinator: The Media Coordinator is responsible for the club's media communications, creating content to enhance the club's visibility, and designing digital or printed materials such as announcements, posters, brochures, fanzines, and magazines. All such materials are submitted to the SE for approval. The term of office for the Media Coordinator is a maximum of two (2) years within the same club.

Treasurer: The Treasurer is responsible for managing all budgetary and donation-related matters of the club. The Treasurer submits the annual budget plan by the deadline specified by the SE and provide financial reports to the Supervisory Board (DK). The term of office for the Treasurer is a maximum of two (2) years within the same club.

Supervisory Board Members: The Supervisory Board consists of four (4) members. Its responsibilities include supervising the activities of the Executive Board, reviewing club documentation and inventory status, determining compliance, documenting findings, and preparing reports.

F. DOCUMENTS TO BE RETAINED BY CLUBS

Article 42 – At the beginning of each academic year, the SE creates a designated Drive folder linked to the club's official email account. This folder undergoes regular review by the SE, and contains all documents and reports related to the club's operations. YK-DK is responsible for ensuring that all documents are complete, accurate, and up to date. Each club is required to maintain the following documents:

1. Club Bylaws
2. Member Registration List
3. Annual Activity Plan
4. Annual Budget Plan
5. General Assembly Minutes
6. Election Minutes
7. Election Results Document
8. Event Reports

9. Inventory List
10. Supervisory Reports
11. (Off-Campus) Activity Reports
12. Event Posters
13. Event Photos
14. Event Briefs requested by the SE

G. FINANCIAL MATTERS

G.1 Budget

Article 43 – Clubs may not generate revenue under any circumstances. They may not charge membership fees, organize paid events, or sell products. Clubs may not solicit or collect donations except in accordance with the procedures set forth in Articles 54 and 55.

Article 44 – Clubs submit their budget forecasts to the SE no later than the last business day of the second week of March, based on their activity plans for the relevant academic year. The SE reviews the requests and includes approved items in the University’s budget planning.

Article 45 – In the event a club submits a budget request other than those submitted in March, such requests are evaluated based on the SE’s available budget.

G.2. Procurement Procedures

Article 46 – All kinds of goods and services are purchased by the Purchasing Unit in accordance with the Tender Regulation for Foundation Higher Education Institutions and in line with the request of the student club, provided that such purchases are approved by the SE. Students and Advisors may not contact the Purchasing Unit directly or submit requests unless instructed by the SE. Clubs must submit their Purchase Requests to the SE for approval at least ten (10) business days in advance, taking into account the processing time. Depending on the nature of the purchase and in accordance with the Purchasing Unit’s guidance, the University may complete the purchase directly, or the purchase may be completed by the student and the student can be reimbursed upon submission of a receipt or invoice.

Article 47 – For items intended for personal use (e.g., t-shirts, sweatshirts and the like), off-campus athletic events, workplace visits, touristic trips, and similar events, clubs negotiate with third-party providers and complete the purchase directly. In such a case, students requesting such services make payments directly to the service provider. The University and the club are considered a party to such transactions, and they cannot be held liable, whether individually or jointly, for any damages which may arise out of or in connection with such purchases.

Article 48 – Requests for items such as gifts, flowers, mugs, or plaques are not covered by the University budget. Such expenses may only be covered through donations received by the club.

G.3. Contracted Instructors

Article 49 – Clubs submit their instructor requests in writing to the SE no later than March, together with their annual budget request. Instructor requests are reviewed by the SE and, if deemed appropriate, submitted to the Legal Office and the Finance Department to execute the contract. Instructors must be legally registered with the applicable social security system, capable of issuing invoices for their services, and in full compliance with their contractual obligations.

Article 50 – Before commencing rehearsals or preparations for performances, shows, or similar activities to be held during the academic year, instructors must obtain approval from both the Club Advisor and the SE.

Article 51 – Instructors are responsible for keeping information about their training programs up-to-date in the Drive on a monthly basis. Instructors may not make decisions or take actions concerning the University’s culture, principles, or operations without consulting the SE. Furthermore, they may not encourage club members to act in violation of the foregoing, and may not incur expenses without prior approval.

Article 52 – Students who will receive training are selected from among club members by the responsible club managers in coordination with the instructor.

G.4. Clubs and Donations

Article 53 – Clubs may not set up donation booths to collect in-kind or cash donations, nor may they make donations to any institution or organization on behalf of the club.

Article 54 – Clubs may apply only to companies that align with the University’s institutional identity to receive in-kind donations (i.e., provision of goods or services instead of cash donations). Prior to receiving such donations, the club must complete a Donation Request Form and submit it to the SE. The SE submits the request to the Integrated Communications Unit for approval and informs the club of the outcome.

Article 55 – Clubs may apply only to companies that align with the University’s institutional identity to receive cash donations. Prior to receiving such donations, the club must complete a Donation Request Form and submit it to the SE. The SE then submits the request to the Integrated Communications Unit for approval and informs the club of the outcome. Upon approval, the donating company transfers the funds directly to the University’s bank account with the description “donation.” The donated amount is then transferred to the club’s budget by the University. The club must use the funds for its events within the academic year in which the donation is received. Funds may not be carried forward to the following academic year. Any unspent amount remains with the University as a donation.

H. USE OF CLUB ROOMS AND FIXED ASSETS

Article 56 – The fourteen (14) rooms located on Clubs Street in the ScOLA Building, the Martial Arts Room located in Dormitory 6, and the OzU Chamber Theatre located in the Student Center are designated as “club rooms.” These rooms are allocated among existing clubs by the Social Events (SE) Office based on need. The principles governing the use of club rooms are as follows:

1. Responsibility for the inventory list prepared by the SE and the clubs automatically transfers to the president of the relevant term. Newly purchased inventory items must be recorded in the designated Drive folder by the club no later than ten (10) business days after acquisition.
2. Clubs are liable for adhering to the University’s applicable rules and QHSE instructions when using the spaces allocated to them for their activities during the semester.
3. The Club President must return the club room keys to the SE at the end of his/her term of office. The SE hands over the key to the newly elected President against signature. The club president is responsible for ensuring that keys are not transferred, lent, duplicated, or used for purposes other than club activities.
4. Club rooms are available for use daily between 08:00 and 22:00. When necessary, club rooms may also be used between 22:00 and 00:00 subject to SE approval. In such cases, the names of the users and the justification for use must be submitted to the SE for approval at least one (1) business day in advance, and the Security Center must be informed of the planned use of the club room. Club rooms may not be used after 00:00 (midnight). In case of violation, Security will issue an official report and sanctions will be imposed.
5. For security reasons, it is prohibited to install any design elements, apply paint, or affix any materials that would obstruct the glass panel on the entrance door of the club rooms.
6. If, during inspections, a club room is found to be in violation of hygiene standards, untidy, or used for purposes other than club activities, the clubs sharing the room are formally warned by the SE. In case of repeated violations, the right to use the club room is revoked for the respective semester.
7. Any cleaning needs beyond routine cleaning must be requested by students via the Solution Center system.
8. It is prohibited to make arrangements specific to a single club in shared club rooms. Any modifications to the room must be made upon joint decision with the other stakeholders sharing the space.
9. Decisions regarding changes to club room allocations may only be made and implemented by the SE.
10. All club assets belong to the University. With SE approval, assets used by one club may be made available to other clubs upon request. The SE acts as an intermediary in this process. The relevant assets are inspected and handed over against signature by the club presidents and are likewise inspected and formally received against signature at the end of the usage period. The assets must be returned in the same condition in which they were received.
11. All users of the club room are responsible for University-owned fixtures and assets located therein. Any individual or club causing damage to club rooms or their contents are held liable

for covering the damages.

12. Club supplies and inventory may be stored in club rooms by the clubs, provided that they are secure and fit within the allocated space.

I. CLUB SANCTIONS AND IMPLEMENTATION PROCEDURES

Article 57 – In the event that clubs fail to fulfill their obligations or violate rules, the sanctions listed below are applied progressively, depending on the severity, frequency, and impact of the violation. Sanctions are proposed by Social Events (SE) and executed with the approval of the Office of the Dean of Students (ÖD). When necessary, the President’s Office and the Commission are informed.

1. Warning: A club receives a written warning in the event it fails to comply with any provision of this procedure. (On grounds, including but not limited to: issues in event preparation, violations of the rules for appropriate use of club rooms or event spaces, etc.) A club that receives three written warnings during the term of the Executive and Supervisory Boards (from the beginning of June to the end of May of the following year) is deemed to have received one reprimand, and the following sanctions are applied.
2. Reprimand: A club receives a written reprimand in the event it fails to comply with provisions of this procedure that have a broader impact on university operations. (For example: failing to submit reports on time, holding unauthorized events, receiving unauthorized donations, etc.) When a club receives a total of three reprimands, the following sanctions are applied:
 - a. Restriction of Event Space Use: The club’s access to classrooms, stages, studios, exhibition spaces, or other indoor or outdoor event venues may be limited or denied for a specified period (On grounds including, but not limited to: leaving event venues untidy, repeated violations, using spaces for purposes other than intended, damaging university property, etc.)
 - b. Event Suspension: All club events are temporarily suspended for one to three months. (On grounds including, but not limited to: repeated document deficiencies, failure to follow safety instructions during events, etc.)
 - c. Budget Suspension or Restriction: The club’s budget use is temporarily suspended or limited to essential expenses only. (On grounds including, but not limited to: receiving unauthorized donations, making unauthorized expenditures, etc.)
 - ç. Removal of Executive and Supervisory Board Members: Current members of the Executive Board (YK) and/or Supervisory Board (DK) are removed from office. These students cannot serve on YK-DK boards of other clubs (On grounds, including but not limited to: Engaging in activities that fall outside the scope of the club’s intended purpose, election irregularities, etc.). In such case, the club is instructed to hold an extraordinary general assembly and new elections.
3. Club Dissolution: The reasons for dissolution are listed in Article 58.

J. CLUB DISSOLUTION

Article 58 – A student club is dissolved upon the recommendation of Social Events (SE) and by decision of the Commission if at least one of the following conditions occurs:

1. The club’s membership remains below 50 members by the end of Welcome Week.
2. The club fails to submit information or documentation requested by the SE in a timely manner, despite repeated warnings.
3. The club fails to hold at least four independent events during YK-DK’s one-year term of office,
4. The club fails to provide support for University-wide social and cultural events, such as Orientation, Welcome Week, Homecoming, High School Summer Program, or EFEB Club Presentations, when assigned by the SE, or fails to fulfill responsibilities it has accepted in connection with such events.
5. The club is found to have repeatedly conducted unauthorized on-campus events, set up

unauthorized booths, or posted unauthorized banners, posters, or signage. (Activities carried out without prior University approval do not represent Özyeğin University. In such cases, the University's name and logo, as well as the club's name and logo, may not be used. Such violations are subject to the sanctions set forth in this Article, and the students involved are also subject to disciplinary proceedings.)

6. Students representing the club engage in acts or actions defined as misconduct under applicable regulations, including but not limited to: threatening University personnel or students; engaging in physical assault; committing verbal or written acts that offend the honor, dignity, or reputation of individuals within or outside the institution; or disrupting University operations.
7. The club fails to comply with the provisions of this Procedure.

Article 59 – Upon dissolution, all club assets, including equipment, supplies, and any remaining in-kind or monetary donations, transfer to the University.

K. PRINCIPLES AND PROCEDURES FOR STUDENT CLUB EVENTS

Article 60 – The installation of booths and all types of on-campus activities, including but not limited to seminars, conferences, performances, panels, symposiums, open sessions, forums, theatre performances, dining events (depending on the club's field of activity), athletic activities, trips, debates, competitions, exhibitions, tournaments, workshops, film screenings, recitals, concerts, social responsibility projects, talks, and hackathons are collectively referred to as an "**Events**" for the purpose of this document. Activities in which clubs represent the University off campus are also considered "**Events**". Clubs may organize "Standalone Events" independently or may collaborate with other clubs to organize "Joint Events." For Joint Events, each participating club must separately complete the required event procedures and approvals.

K.1. Event Responsibility

Article 61 – Club events are the responsibility of the three club members designated in the Event Request Form (ETF) as event managers. The event managers and the Executive Board (YK) are jointly responsible for ensuring that events are conducted in compliance with this Procedure and all other applicable University policies and directives. Their responsibilities include, but are not limited to, the following:

1. The club's Executive Board and the designated Event Managers submit all required documents and information (including the ETF, OTF, layout plans, etc.) to the SE in a timely manner. The SE does not process incomplete or late submissions.
2. At least one Event Manager must remain reachable on the day of the event, conduct a venue inspection prior to the event, and notify the SE sufficiently in advance of any deficiencies that may affect event operations to ensure appropriate arrangements can be made.
3. For performances, theatrical productions, concerts, festivals, or similar events involving foyer use or controlled entry and exit, the club must assign a sufficient number of students or volunteers.
4. The Executive Board and Event Managers ensure that the venue is left in orderly condition after the event and that no materials or equipment are left behind.
5. In alignment with the University's mission and strategic goals, each club is expected to organize at least one event per academic year in English, at least one event aligned with Social Responsibility, and at least one event for Sustainability Goals.
6. In the event that the Accessibility Unit notifies the club that students with visual, hearing, or physical disabilities will attend an event, the club makes the necessary arrangements to ensure accessibility in accordance with the University's principles of inclusivity and equality.
7. To promote internal collaboration and coordination, clubs consult the relevant Faculties before inviting academic speakers and the Sectoral Education and Professional Development Unit before inviting industry speakers, prior to submitting the ETF. If a University alumnus/a is invited as a speaker, the Alumni Office must be notified.

K.2. Event Request and Approval Process

Article 62 – The event request and approval process for student clubs is as follows:

1. Clubs submit their event requests exclusively through the IMS system by completing and submitting the ETF online.
2. Event requests are submitted no later than five (5) business days (seven calendar days) prior to the event. The system does not accept late submissions. For events requiring

procurement, requests must be submitted at least ten (10) business days in advance. In such cases, the ETF must be submitted and approved before any procurement request is placed. Otherwise, procurement is not processed.

3. All event details and requests must be clearly specified in the ETF.
4. The ETF is approved successively by the three designated Event Managers, the Club Advisor, the SE Manager, the Student Development and Experience management (ÖGDB), and the Office of the Dean of Students (ÖD). Clubs are responsible for following up on each stage of the approval process via the system and ensure that final approval is obtained prior to the event.
5. Clubs are not required to complete an ETF or obtain approval for events conducted off campus (local, domestic, or international).
6. For off-campus (local, domestic, or international) activities conducted on behalf of the University, participation waivers signed by attending students must be submitted to the SE online prior to the event.
7. If any external participants are expected to attend an event, this must be indicated in the ETF. In such a case, clubs submit the personal information of external participants (full name, national ID number, and vehicle license plate number, if applicable) to the SE via email at least one (1) day prior to the event.
8. For approved events, the OTF prepared by the club is submitted to the SE via email no later than three (3) business days prior to the event so that it may be shared with relevant University units. Late OTF submissions are not processed, and related requests are not fulfilled.
9. Off-campus events, introductory meetings, general assemblies, internal meetings, and dining events other than those explicitly defined as club activities in the club bylaws are not classified as Events.
10. For events organized jointly with Faculties, clubs may not use the club name, logo, inventory, or resources without prior approval from the SE.
11. Activities listed in a course syllabus for which the club provides no organizational contribution or substantive involvement are not considered club events.

Article 63 – In the event that the University becomes aware of an unauthorized on-campus club event that was not requested in advance and did not undergo the required approval process described above, the matter is reviewed by the University and disciplinary sanctions are imposed as appropriate.

K.3. Post-Approval Event Requirements:

Article 64 - Once an event is approved, the SE reserves the event venue. If the requested venue is unavailable, the SE contacts the club to receive an alternative venue suggestion. If multiple clubs request the same venue, priority is given to the club whose event receives approval first.

1. If operational support is required for event preparation, the Organization Request Form (OTF) is completed by the designated Event Manager. No goods or services other than those explicitly indicated in the form are provided. Each request listed in the form must be clearly specified with quantities and details to ensure effective coordination with support units.
2. Except for premiere events and events deemed representative by the President, no refreshments other than tea, coffee, and water are provided for club events, even if listed in the OTF. If additional catering is planned, the club must secure donations.
3. If external suppliers are involved in the event, the models and technical specifications of the equipment to be used by such suppliers must be submitted in writing to the SE following event approval.
4. For events to be held in areas without a fixed setup (such as the Forum Area or Quad Area), the club must also submit the event site layout plan, which is obtainable from the SE, together with the ORF.
5. For large-scale events and/or events with significant external participation, an event summary report is submitted to the SE via email and uploaded to the designated Drive folder no later than two (2) business days after the event.
6. Certificates of completion are not issued for trainings or events. However, clubs may issue certificates of participation or appreciation. The SE may provide guidance upon request.
7. Within five (5) days following the event, the "Feedback Form" is completed for the approved ETF via IMS. Events are not deemed valid unless the Feedback Form is duly filled out and

feedback is submitted.

L. PRINCIPLES AND PROCEDURES FOR BOOT SETUP

Article 65 – For booths to be set up in connection with an event, the Event Request Form (ETF) for that event must be approved in advance. Booths may not be set up for events that have not received ETF approval. Booths not associated with any event may also be installed only if an Event Request Form (ERF) is completed and approved. Students who wish to set up a booth on behalf of a club, either as a standalone event or for event promotion, submit the Organization Request Form (OTF) to the SE at least three (3) business days in advance.

Article 66 – Unauthorized booths are removed by the Operations Unit upon the directives of the SE.

Article 67 – All booths to be installed, as well as any announcements, notices, posters, banners, or other visual materials displayed at the booths, must comply with the University's regulations and procedures and must not violate the University's principles of non-discrimination and equality or the University's institutional identity.

Article 68 – All booths are set up in accordance with the procedures issued by Administrative Services and the QHSE. Booths may not be installed outside the areas designated by the QHSE. Playing music or making announcements in a manner that disturbs the surrounding environment is strictly prohibited at booths, regardless of whether they are set up in indoor or outdoor areas. Due care must be shown to keep noise levels at acceptable levels during class hours and working hours.

Article 69 – Clubs are not permitted to set up booths for the purpose of generating profit for or promoting third parties.

Article 70 – Booths may not be set up for the purpose of ticket sales for commercial activities such as off-campus entertainment events or parties.

Article 71 – Booths are removed upon the expiration of the approved period; at the request of the event or booth managers; if it is determined that they are being used for purposes other than intended; or when such removal is required by a justified decision of the University.

Article 72 – Upon completion of the booth period, booth managers must ensure that the venue is returned to its original condition, and no personal belongings or items have been left behind, aside from the University-owned materials requested via the Organization Request Form (ORF).

C. PROCEDURES FOR PRINTED AND DIGITAL MATERIALS

Article 73 – Following approval of a club event, an announcement for the event is published on MyOzU by the SE in a standard template and in two languages (Turkish and English).

Article 74 – If a non-standard template is requested, the announcement to be published via MyOzU must be submitted to the SE via email. The email must include the announcement title, announcement start and end dates, announcement text, and any accompanying visuals. The announcement and all visuals must be prepared in two languages (Turkish and English) and must be in compliance with the institutional tone used on the platform.

Article 75 – Visual materials submitted for MyOzU announcements must have a file size of less than 2 MB and must be in png, gif, jpg, or jpeg format. Visuals that do not meet these specifications cannot be added to announcements due to system limitations.

Article 76 – The content of all written, visual, printed, or digital materials to be displayed on campus must be prepared in two languages (Turkish and English) and must include the Özyeğin University logo. When using the Özyeğin University logo, the Özyeğin University Corporate Identity Guide must be strictly observed.

Article 77 - Posters must be in A3 size and must include both languages within the same design. The event title, date (day, month, year), and time must be clearly indicated. The Özyeğin University logo must appear in the lower-left corner, and space must be reserved in the lower-right corner for

an official stamp. Posters must observe principles of gender equality. If images of individuals are used, written consent must be obtained from the individual(s) in accordance with Law on the Protection of Personal Data (KVKK), and such consent must be archived by the club.

Article 78 – Once prepared, posters must be archived in Drive and submitted to the SE via email for approval. Upon approval, a maximum of fifteen (15) copies of the poster are printed by the SE and handed over to students for affixing the official stamp. The start and end dates must be completed on the official stamp. The start date corresponds to the posting date, and the end date corresponds to the day after the event.

Article 79 – If visuals are requested to be displayed on the University’s digital screens, the visuals must be submitted by the club to the SE in PNG or JPG format, in landscape orientation, and at a resolution of 1920 × 1080 pixels.

Article 80 – Posters are not printed if fewer than three (3) days remain before the event date.

Article 81 – Posters must be displayed only on designated bulletin boards. Posters displayed outside designated boards are removed. Replacement copies are not printed in lieu of the posters that are removed.

LEGAL AND ADMINISTRATIVE LIABILITY

Article 82 – Events are conducted in accordance with the applicable regulations of the Council of Higher Education (YÖK) and the principles of the University. The conduct of any event without the University’s knowledge or prior approval, or in locations not designated by the University, even if carried out temporarily, is not construed as implicit consent or authorization by the University.

Article 83 – All permits, licenses, and approvals required other than those granted by the University for the event must be obtained separately. Failure to obtain such permits places sole and exclusive liability upon the responsible individuals. Without prejudice to the University’s right to seek compensation and recourse, any and all damages, losses, costs, or expenses arising from such violations are borne exclusively by those individuals.

Article 84 – A disciplinary investigation is initiated against the relevant students involved in any event or activity carried out in violation of this Procedure or other applicable legislation, or without obtaining the required approvals, including but not limited to unauthorized booth setup or the unauthorized posting of posters, notices, announcements, or banners.

Article 85 – Even if permission has been granted by the University for an event or for visual materials prepared for that purpose, individuals who organize the event, set up booths, or post posters, notices, announcements, or banners may not possess, display, distribute, or facilitate the use of any materials, equipment, or products that violate the laws of the Republic of Türkiye, infringe upon the personal rights of others, or constitute an infringement of intellectual property rights, including those related to utility models, trademarks, or patents. In the event of such a violation, such individuals bear exclusive responsibility, and any and all resulting damages, losses, costs, or expenses are borne exclusively by those individuals without prejudice to the University’s right to seek compensation and recourse.

Article 86 – Requests submitted by club members under Law on the Protection of Personal Data (KVKK) (e.g., photo consent, communication consent, deletion of personal data) arising during or after club activities must be forwarded to the Information Security Office via email at bilgiguvenligiofisi@ozyegin.edu.tr.

Article 87 – Students are liable for any material or non-material, direct or indirect damages to themselves, third parties, or property arising from or in connection with events conducted under this Procedure, to the extent such damages result from their own actions or omissions.

Article 88 – Student clubs may not engage in acts or actions that violate the disciplinary provisions of the Higher Education Law applicable to Özyeğin University. In the event of any violation, disciplinary proceedings are initiated.

Article 89 – For events during which audio and video recordings are made, student clubs are required to obtain written consent bearing a wet-ink signature from speakers and audience members who take the floor, as per the Law on the Protection of Personal Data, relevant legislation and the terms and conditions stipulated therein.

Article 90 – The serving or sale of alcohol and alcoholic beverages, the sale of cigarettes, electronic cigarettes, tobacco, and tobacco products, as well as the use, promotion, or sale of illegal addictive substances, are strictly prohibited at student club events. Any such violations will result in sanctions.

ANNEXES

FORM.GN.05 Event Request and Organization Form

Student Clubs Application Form

Advisor Acceptance Form

Club Bylaws

Election Minutes

Election Results Document

General Assembly Minutes

Executive Board Minutes

Event Reports

Supervisory Reports

Donation Request Form

Work Permit Form

Supplier Brief and Letter of Undertaking Form

Participation Waiver

FORM.KVK.POLI01.01 Explicit Consent for Images and Videos Containing Personal Data

Inventory List

REFERENCES

Laws of the Republic of Türkiye

Higher Education Law No:2547, including Article 54 on Student Discipline

Law No:6698 on the Protection of Personal Data

Regulation on the Health, Culture and Sports Department of Higher Education Institutions (Official Gazette No: 18301 dated February 3, 1984)

Dormitory Services Regulation issued by the Ministry of Youth and Sports

PROS.SG.100 Student Clubs Procedure

PROS.SG.110 Event Procedure for Students and Student Clubs

PROS.HUK.01 Disciplinary Investigation Procedure for Students

PROS.GN.06 Booth Setup and Bulletin Board Announcements Procedure

Özyeğin University Corporate Identity Guidelines

QHSE Instructions

OBLIGATIONS

Article 91 – Clubs are obliged to comply with all provisions of this Procedure. Without prejudice to the provisions of Higher Education Law No: 2547 and its Article 54 on Student Discipline, as well as matters that fall under the authority of the University Executive Board, all applicable sanctions for violations of this Procedure are determined by the SE, the ÖD, or the Commission. In case of any violation of the obligations set forth in this Procedure, the SE, the ÖD or the Commission may impose sanctions proportionate to the severity of the violation, including but not limited to: issuing warnings to the respective student club, imposing budget restrictions, denying permission for similar activities, removing individuals responsible for the violation from their positions; revoking membership; restricting the fields of activities specified in this Procedure, suspending club activities, referring the matter to the University Disciplinary Board, and dissolving the club. The application of these sanctions in the event of a violation does not preclude the initiation of a disciplinary investigation under Higher Education Law No. 2547 and Article 54 on Student Discipline.