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Objective and Scope

Art 1: This directive regulates the formation, procedures and functioning of the student's councils, which perform their activity under supervision and in collaboration with the Health Culture and Sports Office and aim at the activation of the students in non educational scientific, social, cultural and sports programs.

Administrative Board

Art 2: The administrative board, is composed of the Head of the Health Culture and Sports Office, one member of the academic staff assigned by the Rector's Office, one member assigned by the Head of the Health Culture and Sports Office and one representative elected by the students' council. The administrative board defines the general rules of the activity of the clubs, evaluates the case of new clubs establishment, checks the activity of the clubs and if necessary proposes to the Rector's Office the closure of this ones.

Club formation

Art 3: For the formation of a club there must be at least 7 students, who submit at the Health Culture and Sports Office the draft-statute and a signed document where one member of the academic staff accepts to become the clubs adviser. The activity field of the club cannot be similar to a previously created club. The application is evaluated by the administrative board, whom if considers it appropriate forms a Club in Probation. The club in probation has the same rights and responsibilities as the other clubs. The club must within 15 days from its formation define the General Rules and until the end of the year in which it was formed elect its organs. The club during its functioning must perform activities in accordance with its scope and augment the number of its members. At the end of the probation term, the activities performed by the club are evaluated by the administrative board. At the end of the evaluation it is decided whether the probation status will end and a club will be formed or it will be dispersed.

Clubs activity

Art 4: The term of the development of the activities at the clubs is per year, equal to an academic year at the University.

- a) The activity of the club is developed in accordance with the General Rules defined by the Administrative Board.
- b) Aiming at the materialization of fundamental scopes defined in the point 1 of this regulation, the club beside the activities defined in the field of the statute, can develop other activities which generate revenues with the scope of covering these activities or can perform presentations.
- c) The competent organ within the club, at the beginning of the academic year submits to the Health Culture and Sports Office the program of the activities planned for the upcoming year. The draft-program and budget, include the costs for the realization of the activities planned by the club and the amount of money which will be used to cover these expenses.
- d) The club must submit to the Health Culture and Sports Office and Finance Office at the University a detailed document and balance sheet on the activities after the approval by the Control Council of the Club, until the end of the academic year. The

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clubs which do not submit these documents cannot develop their activity in the following academic year.


- e) For the realization of the activities which are not regulated by the statute, regulation or similar acts, which consist in presentations, announcements, advertising in and out of the University the club must take the approval of the Health Culture and Sports Office.
- f) The clubs after filling the “Application Form on the Realization of Activities”, which can be accessed at the web site of the University upon a personal code of the club, this last one must submit it to the Health Culture and Sports Office for approval.
- g) The clubs cannot develop activities which damage the physical space of the University, or obstruct the regular academic activity.
- h) The clubs cannot surpass their field of activity and cannot enter into the field of activity of another club.
- i) If the Head of the Health Culture and Sports Office, considers it appropriate he can require the clubs advisor to give his opinion on the publications of the club or other activities.

Membership in the club

Art 5:

- a) The membership at the clubs is opened only to students. One student can be member of more than one club at the same time and can participate at the working session of the preferred club. The graduated students can participate as honor members.
- b) The membership is defined at the beginning of each semester after the registration. The membership defined by the General Council at the end of the previous academic year and the membership fee agreed on a yearly or semestral bases from the Health Culture and Sports Office is defined with the registration list of the club. The club upon proposal of the Administration Board and approval of the Health Culture and Sports Office can exclude some of the students from the membership fee in the club. The membership is renewed at the beginning of each academic year.
- c) The membership can be active or passive. The active members are those whom at least for two semesters have performed activity in accordance with the active membership defined in the statute. The passive members do not have voting rights.
- d) The persons which do not fulfill the membership criteria, can take part in the activities of the club as invited members, advisor or trainer. These persons are selected upon absolute majority of the members of the General Council, and approval of the Health Culture and Sports Office, but they don't have the right to vote, to elect or to be elected. The membership in the form of trainer or advisor must be renewed every year. In necessary the Health Culture and Sports Office can decide to end their duty within the club during the academic year.
- e) The exclusion from the membership, is done upon proposal of the Administrative Board of the Council, and approval of the Health Culture and Sports Office and approval of the 2/3 of the General Council of the Clubs.
- f) For all the disagreements regarding the activity of the club, candidates for members, members or clubs, refer to the Health Culture and Sports Office.

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CLUBS' STATUTE

Art 6: the statute of the club is prepared in accordance with the rules of this directive and the general rules prepared by the administrative board of the club. The changes in the statute can be done only upon proposal of 2/3 of all members of the General Council or the Administrative Board. The proposal enters into force only if 2/3 of the members of the General Council votes in favor. The entrance into force of the changes to the statute is defined upon decision of the General Council.

Organs of the Clubs

Art 7: The organs of the club are: General Council, the Administrative Board and Auditing Board:

A) The General Council and its duties

- a) It is the general decision making organ of the club. It is composed of the active members of the club. Upon request of the administrative board it is reunited at least once in a semester. Upon request of 1/3 of the active members of the club the administrative board can announce the meeting of the General Council.
- b) In the meeting of the General Council must participate more than half of its members. In case the absolute majority is not reached, in the following meeting no quorum is required. In case there is no requirement on the voting number, the decisions are taken with absolute majority of the present members.
- c) In case of non realization of the meeting of the General Council in the required periodicity the Head of the Health Culture and Sports Office has the right to resume the activities of the club.
- d) The General Council at the end of the academic year, decides on the following issues for the following year: elects the main members and extra ones of the Directive and Auditing Board.
- e) Decides on the proposal for exclusion from the membership;
- f) Approves the honor members, the advisor and trainers;
- g) Approves the draft-program of the activities planned for the following year;
- h) Approves the changes in the statute;
- i) Performs other duties of the Administrative Board.

B) The Administrative Board and its duties

- a) The Administrative Board is the administrative board of the club. In the last day of lecture, at the end of the academic year, the General Council elects the Director, the Vice-Director, a cashier, a secretary and at least one member. Yeni yönetim kurulu seçildikten sonraki mezuniyet töreninden hemen sonra görevi bir yıllığına devralır. The elected director can stay in duty for two consecutive academic years, but the graduate student cannot be director of the club.
- b) During the election of the Administrative Board, for every member a substitute is elected. In case the primary member leaves the duty before the end of the period in his place passes the substitute member keeping in mind the votes he got. The substitute members can participate at the administrative boards meetings but they do not have

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the voting and sign right. The names of the elected members of the administrative board are announced to the Health Culture and Sports Office.

- c) The active primary or substitute members of the administrative board can participate the meeting of the administrative board of another club. The students whom apart from the preparatory class have finished 8 semesters at the University cannot be members of the administrative board.
- d) The administrative board can invite in its meetings an advisor, trainer and honor members. This people do not have the right to vote.
- e) The active members of the administrative board can be exempt from their duty if 2/3 of the members of the General Council votes in favor.
- f) Is responsible in front of the General Council and the Health Culture and Sports Office for the well functioning of the activities in the club, enforcement of the statute, financial management and usage of the materials under possession.
- g) The club must submit at the begining of the academic year the draft-budget and the planned program of the activities and at the end of the year the activities repor and balance sheet to the Health Culture and Sports Office. In all the meetings keeps a register which must be submitted to the Health Culture and Sports Office any time when requested.

C) Auditing Board and Duties


- a) The auditing board, is composed of three primary members and a substitute one, whom cannot be members of the administrative board and are elected by the general council at the end of the academic year for the following one.
- b) On behalf of the general council performs the auditing of the administrative board and clubs
- c) The rules of membership in the auditing board are the same as those for the administrative board;
- d) The auditing board, controls the annual report of the clubs activities, the documentation, the financial register and the situation of the inventory materials.
- e) Checks the revenues and expenses defined in the statute, draft-budget and decisions of the administrative board.
- f) Is responsible for the registration of the materials bought toward Sales Office
- g) If necessary informs the Administration Board, General Council and the Health Culture and Sports Office.

Documents of the Club

Art 8:

- a) **Members Registration List:** The list which shows the name and surnames of the members, the number of the students, contacts and membership date; this list must be archived in written form in the archive of the club and must be submitted at the begining of the academic year to the Health Culture and Sports Office. The list agiorned at the begining of each semester.
- b) **Membership fee:** The membership fee form which is submitted to the Culture Office the membership fees which are submitted to the Cultural Office must contain the name of the club, the number of the student, the payment date, the sign and seal of the competent member of the club.
- c) **Register on the Members Meeting:** The members must participate at the activities of the the cllub and fulfill the critirias of active membership, their names together with the report of the activities are submitted to the Health Culture and Sports Office.

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- d) The register of the administrative board**
- e) The register of the general council**
- f) **Materials registration:** the office equipments furnished by the university, are handed to the Director of the Club from the Sales Office. The Club must inform the Sales Office within 15 days from the arrival of the new materials and must register the number of the material. The material cannot be used outside the premises of the club.
- g) The club must retain all the bills, invoices, agreements and documentation regarding the expenses and revenues of the club.

Financial Dispositives

Art 9:

- a) Every club must open an account on his behalf, in the bank where the university operates. The opening of the account must be done in the way that two of the administrative boards' members have the right to pull the deposited sums. The administrative boards members whom have the right to open the account and pull money from it, must be announced to the Health Culture and Sports Office. All the revenues from the activities of the club are kept in this account.
- b) The clubs can keep a small sum in the cashier, in order to afford the daily expenses.
- c) All the expenses and revenues derived from the activities of the club, are documented and submitted at the end of the year together with the yearly report of the activities to the Health Culture and Sports Office.
- d) The clubs have to previously approve all the sponsoring agreements at least one week before the Health Culture and Sports Office. If necessary the Health Culture and Sports Office reviews the agreement by means of a legal expert. At the same time informs and takes the opinion of the Rector's Office.

Përfundimi dhe Mbyllja

Neni 10:

- a) Cdo klub mund të vendosë përfundimin e aktivitetit të tij me miratim të Këshillit të Përgjithshëm. Klubi njofton me shkrim Njësinë e Shëndetit, Kulturës dhe Sportit për vendimin e mbylljes së tij. Klubi i cili përfundon ose mbyll aktivitetin e tij është i detyruar të dorëzojë Njësisë së Shëndetit, Kulturës dhe Sportit, bilancin, dokumentat dhe të gjitha materialet e marra në dorëzim.
- b) Klubet të cilat zhvillojnë aktivitetin e tyre në kundërshti me Rregullat e Përgjithshme të përcaktuara nga Bordi i Administrimit mund të mbyllen me vendim të këtij të fundit. Edhe në rast se veprimet e drejtuesve të klubit dhe anëtarëve të tij nuk përbëjnë shkak për nisjen e procedimit disiplinor ato nuk mund të pranohen si anëtarë në klube të tjera.
- c) Klubi i studentëve mbyllet në rast se kryen aktivitete në kundërshti me rregullat e përgjithshme, shtetërore të moralit si dhe më ligjislacionin në fuqi, bazën ligjore të Universitetit, rregulloret dhe udhëzimet. Kryetari i klubit dhetë gjithë anëtarët bëhen subjekt i procedimit disiplinor sipas "Rregullores mbi Disiplinën e Studentëve", dhe në rast të nevojshëm ndaj tyre mund të nisët procedimi penal në organet kompetente.
- d) Klubet të cilët brenda dy muajve nga fillimi i vitit akademik nuk zhvillojnë aktivitete në bazë të programit, nuk dorëzojnë raportin e punës në fund të vitit akademik pranë

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Bordit të Administrimit, nuk zhvillojnë mbledhjet e Këshillit të Përgjithshëm të përcaktuara në statut ose nuk kryejnë veprimtari në përputhje me qëllimin e krijimit, paralajmërohen në mënyrë të shkruar nga Bordi i Administrimit. Klubi i cili nuk dorëzon dokumentet e kërkuara pamvarësisht paralajmërimit mbyllet.

- e) Në rast se numri i anëtarëve aktiv të klubit, bie nën 15 në dy vite të njëpasnjëshme, aktivitetit të klubit i jepet fund.
- f) Në rast se gjatë një semestri klubi nuk kryen të paktën një kontribut/aktivitet ose ata që kryjnë vetëm një kontribut/aktivitet me qëllim mos përfshirjen në këtë nen paralajmërohen nga Njësia e Shëndetit, Kulturës dhe Sportit; në rast se edhe në semestrin pasardhës klubi nuk kryen asnjë kontribut/aktivitet, ai mbyllet. Përgjegjësi i Njesisë së Shëndetit, Kulturës dhe Sportit, për shkelje të këtij udhëzimi ka të drejtë të drejtë të japë paralajmërim, të mos japi leje për aktivitete të ngjashme, të pushojë nga puna përgjegjësit, të kufizojë aktivitetin e klubit brenda fushës së përcaktuar në statut, të pezullojë ose pushojë aktivitetin e klubit si dhe në raste të nevojshme të marrë masa parandaluese dhe të sigurojë zbatimin e tyre.

Hyrja në fuqi

Neni 11: Kjo rregullore hyn në fuqi në ditën e miratimit nga Këshilli i Lartë. Të gjitha klubet e reja dhe ato që tashmë zhvillojnë aktivitetin e tyre në Universitet janë të detyruara të përshtasin aktivitetin e tyre me këtë udhëzim.

Zbatimi

Art. 12: Zbatimi i kësaj rregulloreje mbikqyret nga Rektori i Universitetit Epoka.

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