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## Objective and Scope

**Article 1:** This directive regulates the formation, procedures and functioning of the student's clubs, 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 extra curricular scientific, social, cultural and sports programs.

## Administrative Board

Article 2: The Administrative Board, is composed of the Head of the Health, Culture and Sports Office, one academic staff member assigned by the Rector's Office, one staff 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 clubs' activity, evaluates the case of new clubs establishment, controls the clubs' activity and if necessary proposes to the Rector's Office to terminate the activity of these ones.

## Club formation

**Article 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 academic staff member agrees to be the club's 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, within 15 days from its formation, shall define the General Rules and by the end of the year in which it was formed shall elect its organs. During its activity, shall perform activities in accordance with its scope and increase 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 up and a club will be formed or it will be .

## Clubs' activity

**Article 4:** The term of the club's annual development , equals to one academic year at the University.

- a) The clubs' activity is developed in accordance with the General Rules defined by the Administrative Board.
- b) In order to achieve the fundamental goals defined in Article 1 of this regulation, beside the activities defined in the field of the statute, the club can develop other activities which generate revenues with the scope of covering these activities or can perform presentations.
- c) The competent body of the club, at the beginning of the academic year submits to the Health, Culture, Youth and Sports Office the program of the activities planned for the year. The draft-program and budget, include the costs for the realization of the activities planned by the club which will be used to cover the said costs.
- d) The club shall submit to the Health, Culture and Sports Office and to the Finance Office of 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.

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The 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 shall take the approval of the Health, Culture and Sports Office.
- f) By 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, it submits it to the Health Culture and Sports Office for the 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 another clubs’ activity.
- i) If the Head of the Health, Culture and Sports Office, considers it appropriate s/he can require the clubs advisor to give her/his opinion on the publications of the club or other activities.

### **Membership in the club**

#### **Article 5:**

- a) The membership at the clubs is open 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 semester have performed activity in accordance with the active membership defined in the statute. In case of not fulfillment of these conditions, they appear as passive members. The passive members have no voting rights.
- d) Students who do not fulfill the membership criteria, can participate in the club activities as invited members, advisor or trainer. Students are selected by absolute majority of the General Council, and with the approval of the Health, Culture and Sports Office, but they do not have the right of vote, to elect or to be elected. The membership in the form of trainer or advisor must be renewed every year. If necessary the Health, Culture and Sports Office can decide to terminate their duty within the club during the academic year.
- e) The exemption from the membership, is done upon proposal of the Administrative Board of the Council, and approval of the Health, Culture and Sports Office and the approval of the 2/3 of the General Council of the Clubs.
- f) For all the disputes that may arise within the club, candidates for members, members or clubs, can be addressed to the Health, Culture and Sports Office.

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## CLUBS' STATUTE

**Article 6:** The statute of the club is prepared in accordance with the rules of this directive and the general rules are prepared by the Administrative Board of the Club. The changes in the statute can be done only upon approval of 2/3 of all members of the General Council and by 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

**Article 7:** The clubs' body is composed of: General Council, the Administrative Board and the Audit Board:

#### A) The General Council and its duties

- a) It is the general decision-making body of the club. It is composed of the active members of the club. Upon request of the Administrative Board meets at least once in a semester. Upon the request of 1/3 of the active members of the club the Administrative Board can announce the meeting of the General Council.
- b) At the meeting of the General Council shall participate more than half of its members. In case the absolute majority is not reached, in the following meeting no quorum is required. If the majority is not specified, 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 frequency, the Head of the Health, Culture and Sports Office has the right to terminate the activities of the club.
- d) The General Council at the end of each academic year, decides on the following issues for the following year: elects the main members and extra ones of the Administrative Directive and Auditing Board.
- e) Decides on the proposal for exclusion from membership;
- f) Approves the honor members, the advisor and trainers;
- g) Approves the draft-program of the activities planned for the academic year;
- h) Approves the changes in the statute;
- i) Performs other duties of the Administrative Board.

#### B) The Club Administrative Board and its duties

- a) The Administrative Board is the administrative body of the club. On the last day of lectures, at the end of each academic year, the General Council elects the Director, the Deputy-Director, treasurer, a secretary and at least one member. After the next graduation ceremony the elected director can hold the 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 Board member a substitute one is elected. In case the main member leaves the duty before the end of the period, he/she is substituted by the reserve member according to the received votes. Reserve members can participate at the Administrative Boards meetings but have no voting and sign right. The names of the elected members of the Administrative Board are announced to the Health, Culture and Sports Unit.

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- c) The main active or reservemembers of the Administrative Board can participate the meeting of the Administrative Board of another club. The students who 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 to the meetings an advisor, trainer and honor members. This people have no 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) It is accountable to the General Council and the Health, Culture and Sports Unit for the progress of the activities at the club, application of the statute, the financial management and materials in use.
- g) The club shall submit at the begining of the academic year the draft-budget and the planned program of the activities and by the end of the year the activities report and balance sheet to the Health, Culture and Sports Unit. In all the meetings keeps a register which must be submitted to the Health, Culture and Sports Unit any time requested.

**C) Auditing Board and Duties**

- a) The auditing board, is composed of three main members and a reserve member, who are not 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 shall conductthe auditing of the Administrative Board and clubs
- c) 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, documentation, financial status and the inventory materials.
- e) Controls the income and expenses defined in the statute, draft-budget and decisions of the Administrative Board.
- f) Responses to registrationmaterials purchased in Sales Office
- g) If necessary notify the Administration Board, General Council and the Health, Culture and Sports Unit.

**Documents of the Club**

**Article 8:**

- a) **Members Registration List:** The list which reflects the names and surnames of the members, students number, contacts and membership date; this list shall be archived in written form in the archive of the club and shall be submitted at the begining of the academic year to the Health, Culture and Sports Unit. The list is updated 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 of Members' Meeting:** The members shall participate at the activities of the the club and meet the critiria for active membership, their names together with the report of the activities are submitted to the Health, Culture and Sports Unit.
- d) **The register of the administrative board**
- e) **The register of the general council**

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- f) **Material registration:** the office equipments provided by the University, are handed to the Director of the Club from the Sales Office. The Club shall notify the Sales Office within 15 days on delivery of the new materials and shall register the number in the database of material. The materials cannot be used outside the premises of the club.
- g) The club shall retain all the bills, invoices, agreements and documentation regarding the expenses and income of the club.

### Financial Dispositives

#### Art 9:

- a) Every club shall open an account on his behalf, in the bank where the University operates. Opening of the account shall be done in the way that two of the administrative boards` members have the right to withdraw deposited amount. The Administrative Boards members who are entitled to open a bank account and withdraw money, shall be notified to the Health, Culture and Sports Unit. All the revenues from the activities of the club are held in this account.
- b) Clubs can hold a small amount in case, in order to afford the daily expenses.
- c) All the expenses and income 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 Unit.
- d) Clubs are required to approve in advance the sponsorship agreements at least one week before the Health, Culture and Sports Unit. If necessary the Health, Culture and Sports Unit reviews the agreement by means of a legal expert. At the same time, notifies and takes the opinion of the Rector`s Office.

### Termination and Closing

#### Article 10:

- a) Each club may decide the termination of its activity with the approval of the General Council. Club notifies the Health, Culture and Sports Unit on the closing decision. The club which terminates or closes his activity is obliged to submit to the Health, Culture and Sports Unit, balance sheet, documents and the received materials.
- b) Clubs which are engaged in activities contrary to the general rules defined by the Administrative Board may close by the decision of this one. Even if the actions of the club leaders and members do not constitute grounds for initiation of disciplinary proceedings, they can not be accepted as members in other clubs.
- c) Student Clubs closes if carrying out activities contrary to the general rules, public morality and the legislation in force, university legal basis, regulations and guidelines. Chairman and all club members become subject to disciplinary proceedings under the "Regulation on Student Discipline", and if necessary against them can be started civil proceedings in the competent bodies.
- d) Clubs who within two months from the beginning of the academic year do not develop on the basis of program activities, do not submit work report at the end of the academic year at the Administrative Board do not develop the General Council meetings stipulated in the Statute or do not perform activities in accordance with the purpose of creating, warned in written decision by the Administrative Board.

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e) In case that the number of active club members, falls below 15 for two consecutive years, the club's activity is terminated.

f) If during one semester club does not ensure at least one contribution/activity or those who ensure only one contribution/activity no involvement in this article are warned by the Health, Culture and Sports Unit; even if the next semester club does not ensure any contribution/activity, it is terminated. Head of the Health, Culture and Sports Unit, for violation of this guideline has the right to give warnings, to not grant permission for similar activities, limit club activity within the area defined in statute, to suspend or cease the club activity and when necessary take preventive measures and ensure their implementation.

**Entry into force**

Article 11: This regulation shall enter into force on the day of its adoption by the Higher Board. All new clubs and the ones who already continue their activities at the University are forced to adjust their activity in this Directive.

**Application**

Article 12: The implementation of this Regulation overseen by the Rector of Epoka University.

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