

İZMİR INSTITUTE OF TECHNOLOGY

STUDENT COUNCIL DIRECTIVE

SECTION ONE

Objective, Scope, Basis and Definitions

Objective

Article 1 – The objective of this directive is to observe the rights of students, enrolled in undergraduate and postgraduate programmes of İzmir Institute of Technology in meeting their educational, sport and cultural needs and facilitating them, to ensure their sensitivity in terms of national interests, to establish an effective communication between managing bodies and students, to communicate expectations and wishes of students to managing bodies and to regulate establishment, function, authority and working principles of the Student Council to be established for ensuring participation of students in educational decisions.

Scope

Article 2 –The principles mentioned in this directive cover the verdicts related to the establishment, duty and working principles of IzTech Student Council to be established with the authority of representing the IzTech Undergraduate and Postgraduate students.

Basis

Article 3 – This directive has been prepared on the basis of Higher Education Institutions Student Councils and Higher Education Institutions Student Council Regulation taking into consideration articles 7 and 65 of the Higher Education Law numbered 2547.

Definitions

Article 4 – The following terms taking place in this directive shall have the meanings assigned to them below:

- a) **IzTech Student Council:** The student union, established by the students at IzTech, by observing democratic procedures,

- b) **Department Student Representative:** The student elected as the representing authority at the Student Council by the students of each faculty department and each institute department among themselves within the structure of IzTech,
- c) **Department Student Representative Board:** The board consisting of department student representatives in faculties or institutes of IzTech,
- d) **Faculty/Institute Student Representative:** The student elected as the representing authority at the Student Council by the faculty or institute department student representatives among themselves within the structure of IzTech,
- e) **Student Council General Board:** The board consisting of faculty and institute student representatives at IzTech,
- f) **Student Council General Assembly:** The general assembly of the Student Council held each year in the month of November with participation of IzTech faculty and institute student representatives,
- g) **Student Council General Assembly Board:** The board elected by the Student Council General Board for execution of the items of the agenda at the Student Council General Assembly in accordance with the provisions of the Higher Education Institutions Student Councils and Higher Education Institutions National Student Council Regulation,
- h) **Board of Directors of the Student Council:** The managing body of the student council,
- i) **Auditing Board of the Student Council:** The auditing body of the Student Council,
- j) **Student Council Chairman:** Chairman of the Student Council and the Board of Directors of the Student Council,
- k) **Higher Education Institutions National Student Council:** The student union, established jointly by the chairmen of the higher education institutions in Turkey,
- l) **National Student Council General Board:** The board consisting of the chairman of the higher education institutions student councils,
- m) **National Student Council General Assembly:** The general assembly of student councils held each year in the month of December with participation of the chairmen of the student councils of higher education institutions,
- n) **National Student Council General Assembly Board:** The committee elected by the National Student Council General Board for execution of the agenda items at the national Student Council General Assembly in accordance with the principles of this directive,

- o) **Board of Directors of National Student Council:** The managing body of the National Student Council,
- p) **National Student Council Auditing Board:** The auditing body of the National Student Council,
- r) **National Student Council Chairman:** The chairman of the National Student Council and the Board of Directors of the National Student Council.

Definitions made in article 3 of the Law n. 2547 shall apply for this directive too unless otherwise is specified.

SECTION TWO

Student Council

PART ONE

General Provisions

General principles concerning elections of student representatives

Article 5 – Elections to be held for designation of members of the Student Council and establishment of relevant bodies within the structure of IzTech shall be done within the time period and schedule determined by the IzTech Rectorate . If no result is obtained on account of any ground in one of the units from the elections held within the said time period and schedule, no representative shall act in the said unit for the said academic year. Students to become candidates for student representation shall declare their candidanship at least one week before the date of election and may conduct an election campaign until the end of office hours of the day before the date on which elections will be held.

Qualifications to be looked for in student representative candidates

Article 6 – The qualifications below shall be looked for in the students to become candidates for student representation:

- a) He/she has to be an enrolled student of the faculty or the institute concerned,
- b) He/she should not be affiliated with or act on behalf of political party bodies,

- c) He should not have committed a disgraceful offence, which resulted in his suspension from the higher education institution,
- d) He should not have frozen his/her enrollment in the period of the election.

Election and working principles of the Student Council

Article 7-

- a. Applications of the students to become candidates for student representation shall be accepted by their Faculties or and their qualifications shall be assessed in accordance with provisions of article 6 and the candidates, whose candidationship is finalized, shall be announced.
- b. Election activities shall be run until the end of office hours of the day before the date on which the elections shall be held.
- c. The elections shall be held by the Faculty or the Institute on the date designated by the Rectorate .
- d. The Board of Election shall consist of five members under chairmanship of the Director or the Assistant Director of the Institute at the Institute; the Dean or the assistant Dean at Faculties (including chairman).

The Board of Election shall be responsible for conducting all transactions related to Student Representation Election at the Institute and the Faculties. Election boards provide necessary actions for holding the elections in a regular and secure environment, election announcements, provision of ballot boxes, designation of locations and placement, designation and assignment of ballot boards.

The ballot boards shall be responsible for running the elections, counting votes upon conclusion of elections, issuing a minute for the results and communicating it to the Deanship/the Institute concerned.

PART TWO

Student Council Bodies

Student council bodies

Article 8 – Student Council Bodies shall consist of “the Department Student Representative”, “the Department Student Representative Board”, “the Faculty/Institute Student

Representative”, “ the Student Council General Board”, “the Student Council General Assembly Board”, “the Board of Directors of the Student Council”, “the Auditing Board of the Student Council” and “the Student Council Chairman”.

PART THREE

Department Student Representative

Election of the student representative

Article 9- Department Student Representative shall be elected

- a) by each department at the faculty,
- b) by each department students at the institute among themselves and with the absolute majority of the electors, one representative may take office for two years for once successively.

In order for department student representation elections to be held, at least 60 % of the students enrolled in the department, where the election is held, (as well as the evening education students) have to cast vote in the first ballot; on the other hand, this rate has to amount to at least 50 % in the second ballot. If no election can be held in the first two tours, no condition of casting votes in the third ballot shall be looked for.

If the Department Student Representative does not have the same election qualifications anymore or resigns on account of any ground before his term of office expires, a new representative shall be elected in the department concerned within one month by applying the same procedure for completing the remaining term.

Functions of the student representative

Article 10 – The functions to be assumed by the Department are as below:

- a) To conduct the Student Council works in the department, which is represented,
- b) To announce the decisions taken by the Student Council bodies in the unit, which is represented, and to monitor how they are applied,
- c) To participate in the meetings of Department Student Representatives Board of faculties or institutions and to represent the students of their department at the said meetings,

- d) To determine the student issues at the department, which is represented, and to communicate them to the relevant managing bodies of the Student Council and IzTech for obtaining a solution,
- e) To represent the students of their department at student activities,
- f) To enhance the communication between the students of the department, which is represented, and the managing bodies of these units,
- g) To coordinate the student activities at the department, which is represented,
- h) To participate in academic meetings of the department, which is represented, during the period the student issues are handled.

PART FOUR

Department, Student Representatives Board

Student Representatives Board

Article 11 – Department Student Representatives Board shall consist of student representatives

- a) In Faculty departments,
- b) In Institute departments within the structure of IzTech and shall conduct the Student Council works in the relevant academic units of IzTech. Department Student Representatives Board shall be liable to the Student Council General Board and the Board of Directors.

Department Student Representatives Board shall convene at least once in a month under chairmanship of the concerned Faculty or Institute Student Representative. The agenda, the venue and the date of the meeting shall be communicated to the student representatives at least seven days before by the chairman of the board. Participation of the absolute majority of the representative members is required for gathering of the board; whereas, the votes of the absolute majority of the participants shall be taken into consideration for taking a decision in the open ballot. In case of parity of votes, the president's vote will make the determination.

Functions of student representatives board

Article 12 – The functions of the Department Student Representatives Board are as below:

- a) To conduct studies for the decisions taken by the Student Council to be announced in the units concerned by the representatives and to monitor how they are applied,
- b) To handle the department issues and to settle them,
- c) To establish and to coordinate joint student activities at the concerned faculties and institutes,
- d) To conduct studies for enhancing communication among department students,
- e) To conduct studies for enhancing communication between department students and academic and management bodies of the units concerned,
- f) To issue reports on the studies and to archive them.

PART FIVE

Faculty, Institute Student Representative

Student representative

Article 13 – Faculty/Institute Student Representative shall be elected student representatives of

- a) In the faculty departments,
- b) In the institute departments,

among themselves, with the absolute majority of the participants and for one year within the structure of IzTech. In faculties or institutes, where there is only one department, the acting Department Student Representative shall assume the role of representative of the concerned faculty or institute. One representative may take office for two years successively at maximum.

If the Faculty/Institute Student Representative does not have the same election qualifications anymore or resigns on account of any ground before his term of office expires, a new representative shall be elected in faculty or the institute student representation office concerned of IzTech within one month by applying the same procedure for completing the remaining term. Until election of the new representative, a member to be elected by the members of Student Representatives Board of the Department in the concerned faculty or the

institute of IzTech among themselves, shall act as a deputy the faculty or institute student representative.

Functions of the student representative

Article 14 – The functions of the Faculty/Institute Student Representative are as below:

- a) To conduct studies of the Student Council in the faculty or the institute, which is represented,
- b) To announce the decisions taken by the Student Council bodies in the faculty or the institute, which is represented, and to monitor the applications,
- c) To specify the student issues at the faculty, which is represented, and to communicate them to the relevant management bodies of the Student Council and IzTech,
- d) To represent the students of the faculty or the institute concerned in student activities,
- e) To coordinate student activities in the faculty or the institute, which is represented,
- f) To act as chairman of the meetings of the Department Student Representatives Board in the faculty or the institute, which is represented, and to communicate the decisions taken at the board to the relevant managing bodies of IzTech,
- g) To participate in the meetings of the board of directors and academic meetings of the faculty or the institute, which is represented, during the period when the student issues are handled.

PART SIX

Student Council General Board

Student council general board

Article 15 – Student Council General Board shall consist of student representatives of institutes and faculties of IzTech and it is highest decision making body in the Student Council.

The absolute majority of its members have to participate in the meeting for gathering of the Student Council General Board.

Student Council General Board shall convene ordinarily at least once each year, the first meeting being held in the month of November, under the title “IzTech Student Council General Assembly” of IzTech and makes up Student Council bodies.

Student Council General Assembly and agenda shall be communicated to the members at least fifteen days before by the Student Council Chairman in writing. Upon announcement made, if the quorum stated in this Directive is not obtained, the announcement shall be made in the same manner again.

The decisions on establishment of bodies to be taken in the Student Council General Board shall be based on the absolute majority of the participants, secret voting and open count; on the other hand, the other decisions shall be taken by absolute majority of the participants and open ballot.

Student Council General Board may be called to convene on an extraordinary basis by the board of directors upon written application of $\frac{1}{4}$ of members of the board. In such a case, the General Board meetings shall be held within fifteen days. Student Council General Board meetings, held on an extraordinary basis, and the relevant agenda shall be determined and conducted by the Board of Directors of the Student Council.

Functions of the student council general board

Article 16 – The functions of the Student Council General Board are as below:

- a) To elect the chairman of the Student Council,
- b) To elect the members of the Board of Directors of the Student Council,
- c) To elect the members of the Student Council Auditing Board,
- d) To handle the issues of the Student Council and IzTech students and settle them,
- e) To specify the periodical targets of the Student Council.

PART SEVEN

Student Council General Assembly Board

Student Council General Assembly Board

Article 17 - Student Council General Assembly Board shall consist of one chairman and two assistant chairmen, elected by the members of the Student Council General Board among themselves with the absolute majority of the participants at Student Council General Assembly held. Members of the Council Board may not become candidates in Student Council Management and Auditing Board elections.

Functions of the student council general assembly board

Article 18 – The functions of the Student Council Board are as below:

- a) To administer the agenda at the Student Council General Assembly,
- b) To prepare separate voting papers for candidates of chairmanship of Student Council and membership of the Board of Directors and the Auditing Board,
- c) To ensure that the elections of chairmanship of Student Council and the Board of Directors and the Auditing Board are held based on secret voting and open count,
- d) To announce the results of the elections of chairmanship of Student Council and the Board of Directors and the Auditing Board and the electees in the Student Council General Assembly. To close the general assembly with the speech of the newly elected chairman of the Student Council, to prepare the closure report and to submit it to the rectorate.

PART EIGHT

Board of Directors of the Student Council

Board of Directors of the student council

Article 19 – Board of Directors of the Student Council shall consist of nine students in total including the chairman, assistant chairman, general secretary, accountant, public relations and informatics executive, foreign relations executive, working group executive, training executive and health, sports and culture executive, who will be elected by the members of the Student Council General Board among themselves by the absolute majority of the participants and for two years; if there are not sufficient number of representatives at the Student Council General Board to meet this number, it shall consist of five people including chairman, general secretary, accountant, training executive, and health, sports and culture executive. Board of Directors of the Student Council shall be liable to Student Council General Board.

Board of Directors of the Student Council shall convene at least once on a monthly basis under management of the chairman of the Board of Directors of the Student Council. The meeting agenda, venue and date of the meeting shall be announced by the chairman to the members of the Board of Directors at least seven days before. Participation of the absolute majority of the member number of the board shall be required for gathering of the board and the votes of the absolute majority of the participants to be cast by way of open ballot for taking a decision. In cases of non-attendance of the chairman at the meetings, the assistant

chairman shall be the person in charge; whereas in case of non-attendance of the assistant chairman, a member of the Board of Directors to be designated by the chairman shall execute this function and may cast a vote. In case of equality of votes, the vote of the chairman shall be taken into consideration; in case of non-attendance of the chairman, the vote of the assistant chairman in charge or the member of the Board of Directors shall apply.

Functions of the board of directors of the student council

Article 20 – The functions of the Board of Directors of the Student Council are as below:

- a) To ensure application of the decisions taken by the Board of Directors of the Student Council,
- b) To specify the issues of students at IzTech; to communicate opinions to the relevant managing bodies of IzTech,
- c) To cooperate with non-governmental organizations, to develop social awareness projects and to encourage student participation in these projects within the structure of IzTech,
- d) To conduct studies for student participation in national and international “Education and Youth Programmes”,
- e) To improve relations with national and international student unions and organizations,
- f) To establish work groups in the fields of catering, transportation, accommodation, cafeteria, club, scholarship, education, arts, culture and sports and to ensure their functionality,
- g) To inform members of the Student Council General Board of their studies,
- h) To announce the decisions of the National Student Council in the concerned higher education institution and to monitor them,
- i) To prepare reports of the studies done and to archive them.

PART NINE

Student Council Auditing Board

Student Council Auditing Board

Article 21 – Members of the student Council Auditing Board shall be elected by the Student Council General Board among members of the Board of Directors of the Student Council,

whose term of office will expire soon and whose education will go on at least for two years; if the number of members of the Board of Directors is not sufficient, he/she shall be elected among members of the General Board with the absolute majority of the participants, under the same conditions and for one year. Student Council Auditing Board shall consist of one chairman and two members.

Functions of the Student Council Auditing Board

Article 22 – The functions of the Student Council Auditing Board are as below:

- a) To audit whether the Board of Directors of the Student Council operates in accordance with provisions of Higher Education Institutions Student Councils and Higher Education Institutions National Student Council Regulation and the decisions of the IzTech Student Council General Board or not.
- b) To inform the Rectorate of IzTech and the Student Council General Board on the studies done.

PART TEN

Chairman of the Student Council

Chairman of the student council

Article 23 – Chairman of the Student Council shall be elected by the Student Council General Board among members of the board with the absolute majority of the participants and for two years.

If the Chairman of the Council does not have the same election qualifications anymore or resigns on account of any ground before his term of office expires, a new chairman shall be elected within one month by applying the same procedure for completing the remaining term. Until election of the new chairman, a member to be elected by the members of the Board of Directors of the Student Council among themselves shall act as the deputy student council chairman.

Functions of the chairman of the student council

Article 24 – The functions of the chairman of the student council are as below:

- a) To represent students of IzTech in national and international student activities,

- b) To fix the agenda of the meetings of the Board of Directors of the Student Council and to act as chairman of the said meetings,
- c) To ensure announcement of the decisions taken by the Board of Directors of the Student Council and to monitor their application,
- d) To submit a two-year operating report at the following Student Council General Assembly upon expiration of the term of office,
- e) To participate in the meetings of the IzTech senate and the board of directors during the period the student issues are handled,

In case of non-attendance of the chairman, the assistant chairman or a member of the board of directors to be assigned by the chairman shall participate in the meetings.

SECTION THREE

Miscellaneous and Final Provisions

Covering per diem allowances of the students acting in student councils

Article 25 – Domestic assignments to be allocated to the chairman and other student representatives acting in National Student Council and Student Council bodies in accordance with the principles of this Directive besides overseas assignments to be allocated depending on the budget rate shall be done by IzTech. Per-diem allowances, participation fees, if any, shall be covered from IzTech Student Social Services Budget.

Coordination and Execution of Studies of Student Councils

Article 26 – While National Student Council should coordinate its studies with the Higher Education Board, the student council shall ensure coordination with IzTech and shall execute them in accordance with T.R. Constitution and other applicable legislations by obtaining approval of institutions.

Term of Student Representations and Functions in the Bodies

Article 27 – The term for student representations and their responsibility in all bodies of National Student Council and Student Councils shall be two years.

Expiration of the Term of Office of Student Representation

Article 28 – Student representation, membership and all concerned functions of the representatives of National Student Council and Student Councils, discharged from IzTech on account of graduation or any other ground or whose suspension or exclusion penalty has been finalized in accordance with the Higher Education Institutions Student Discipline Regulation, published on the Official Gazette dated 13/1/1985 and numbered 18634, shall expire.

Room and equipment provision to student councils

Article 29 – A room, which is deemed appropriate in the institution, shall be allocated to the Student Council by IzTech for fulfillment of the functions given place in this Regulation and equipment required for his/her studies shall be provided.

Expiration of Membership of National Student Council

Article 30 – National Student Council membership of the student, whose student council chairmanship expires, shall expire too.

Provisional Article 1. The duties of the ones elected in accordance with the related article of this regulation continue till the declaration of the results of the election to be realized as being based on the calendar, duration and program to be determined by the Higher Education Authority

Enforcement

Article 31 – This Directive was accepted by the Senate of the İzmir Institute of Technology on the date of 10.12.2013.

Execution

Article 32 – Provisions of this Regulation shall be executed by IzTech Chancellor.