

**Istanbul Bilgi University**  
**Student Council Directive**

*(Draft revised in accordance with the changes published in the Official Gazette issue 28807 dated 31.10.2013, and adopted by the Academic Council)*

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**Objective and scope**

**Article 1** - (1) The objective of the present directive is to establish the principles governing the election, duties, and operations of the Student Council representing Istanbul Bilgi University students before various bodies of the university.

(2) The provisions of the present Directive applies to associate degree, bachelor's degree and graduate degree students of Istanbul Bilgi University.

**Basis**

**Article 2** - (1) The present Directive is drawn up on the basis of article 7 of the Regulation on the Student Councils of Higher Education Institutions, and National Student Council for Higher Education Institutions, published in the Official Gazette issue 25942 dated 20.09.2005.

**Definitions**

**Article 3** - (1) For the purposes of the present Directive;

(a) Department; refers to the departments offering individual programs under the faculties, colleges, vocational schools, or institutes of Istanbul Bilgi University, as well as the English Language Preparatory Program.

(b) Department's student representative; refers to the student elected by students of departments under the faculties, colleges, vocational schools, or institutes, from within their ranks, to represent them, as well as the student representative for the English Language Preparatory Program.

(c) Departments' student representatives committee; refers to the committee of departments' student representatives within the faculties, colleges, vocational schools, or institutes offering more than one program.

(ç) Faculty/college/vocational school/institute student representative; refers to the student elected by departments' student representatives in each faculty, college, vocational school, or institute, from within their ranks, to represent the students of that faculty, college, vocational school, or institute.

(d) Provost's Office; refers to the Office of the Provost of Istanbul Bilgi University,

(e) Student Representative for English Language Preparatory Program; refers to the student elected by the students in the English Language Preparatory Program, from within their ranks, to represent them.

(f) Board of Trustees; refers to Istanbul Bilgi University Board of Trustees.

(g) Student Support Center; refers to the service unit established within the framework of the Provost's Office, to organize extracurricular social, cultural and sports-related activities for the students, to cater for their accommodation, food, health, transportation, scholarship and similar needs with reference to the capabilities of the University, and to carry out similar duties to be assigned to it.

(ğ) Chairman of the Student Council; refers to the chairman of the Student Council Board of Directors, elected by the members of the General Assembly of the Student Council, from within their ranks.

(h) Student Council Board of Auditors; refers to the board of auditors comprising three members, elected by the members of the General Assembly of the Student Council, from within their ranks.

(i) General Assembly of the Student Council; refers to the general assembly comprising the faculty, college, vocational school, institute student representatives, and the student representative for the English Language Preparatory Program,

(i) Board of Directors of the Student Council; refers to the board of directors of five members, including a chairman, elected by the members of the General Assembly of the Student Council, from within their ranks.

(j) Rector; refers to the Rector of Istanbul Bilgi University.

(k) Rector's Office; refers to the Office of the Rector of Istanbul Bilgi University.

(l) Simple majority; refers to the smallest integer larger than the half of the number referred to.

(m) University; refers to Istanbul Bilgi University.

(n) YÖK Regulation; refers to the Regulation on the Student Councils of Higher Education Institutions, and National Student Council for Higher Education Institutions.

#### **Election Board**

**Article 4 - (1)** In order to execute the elections stipulated under the present directive, an Election Board of at least five members, one chairman, at least two faculty members, and at least two administrative staff, shall be appointed by the Rector.

(2) The duties and authorities of the Election Board are as follows:

- (a) To name the departments and academic units for which representatives shall be elected,
- (b) To establish and announce the election calendar,
- (c) To receive candidacies; to assess applicants with respect to eligibility, and to reject or accept their candidacies accordingly,
- (ç) To announce the candidates,
- (d) To review and decide on the objections regarding candidacies,
- (e) To carry out and announce the results of the elections,
- (f) To take measures required to ensure security during the elections; to ensure the execution of required procedures regarding those who violate election rules or who cause hazards for the security of elections; to revoke candidacies thereof where necessary, and to report them to the relevant disciplinary supervisor for the decision to file a disciplinary action or not,
- (g) To review and decide on all objections and complaints regarding the elections and election results,
- (ğ) To execute all processes and procedures regarding the elections, and
- (h) To carry out other duties and to exercise the authorities assigned hereunder.

#### **Election calendar, general procedure and order of elections**

**Article 5** - (1) The elections shall be held within the framework of an election calendar established and announced by the Election Board, on the basis of the calendar, term, and program to be established by the Council of Higher Education.

(2) The general procedure and order of elections is as follows:

- (a) The department representative elections where the department students vote,
- (b) Faculty, college, vocational school, and institute student representative elections by the committees of department student representatives, where such an election is stipulated herein,
- (c) The elections for the Board of Directors and Board of Auditors of the Student Council, by the General Assembly of Student Council.

(3) Following the ordinary elections, by-elections shall be held only for the positions of faculty, college, vocational school, and institute student representative and member of Board of Directors and Board of Auditors of the Student Council, as such positions are or become vacant.

#### **Objections**

**Article 6** - (1) The objections regarding the voter and candidate lists and the election results can be filed within three work days to follow the date of announcement where an announcement is stipulated, or the date of election where an announcement is not stipulated.

(2) The objections shall be decided on, and the decisions shall be announced within three days to follow the expiration of the objection period.

#### **Candidate applications and eligibility for election**

**Article 7** - (1) The students who wish to run in the student representative elections for the department where they are registered with, shall file their applications for candidacy, to the Election Board, before the deadline specified on the election calendar. The Election Board shall review the cases to determine if the applicants are eligible for election, and shall announce the candidate lists after rejecting or accepting the candidacies. The candidate lists shall become final once the objections are decided on and the decisions are announced, or upon the expiration of the objection period, if no objection had been filed.

(2) The following requirements apply with respect to eligibility for election:

(a) The student should be a registered student of an associate degree, bachelor's degree, or graduate degree program offered by the relevant department, or registered with the English Language Preparatory Program, and should be entitled to the student rights under the Istanbul Bilgi University Regulation for Bachelor's and Associate Degrees Education and Examinations under the Credit System for students in associate degree and bachelor's degree programs, or under the Istanbul Bilgi University Graduate Education and Teaching Regulation for students in graduate degree programs. Special students, students registered with the university within the framework of exchange programs, and equivalence recognition students cannot run in the elections; students registered in minor programs cannot run for the student representative position for the department where they are enrolled in the minor program; double-major students or students registered in more than one department may run to represent only one department.

(b) The student should not have completed the normal education period.

(c) Graduation should not be a possibility by the end of the semester wherein the election is held, taking into consideration the courses the student is registered for, and the curriculum of the department.

(ç) The student should not be on leave as of the semester wherein the election is held.

(d) The student should not be subject to suspension as a disciplinary action.

(e) The student should have a cumulative grade point average of at least 2.00 for associate or bachelor's degree programs, 2.80 for master's programs, and 3.20 for Ph.D. programs. The cumulative grade point average requirement shall not apply for students running for the student representative position for the English Language Preparatory Program, or students enrolled in their first semester of actual program.

(f) The student should not be a member or officer of political party bodies.

(3) In case there are no eligible candidates, the election for the student representative shall not be held. The seat shall remain vacant till the next by-election or ordinary election.

#### **Self-promotion of the candidates**

**Article 8-(1)** A period of at least 7 days shall be allocated on the election calendar, from the date on which the candidate lists became final, to allow the candidates to promote themselves. Nonetheless, in any case, said period shall end on 18:00 on the day preceding the date of election.

(2) No promotion campaigns can be executed outside the period stipulated on the election calendar, or before the candidate lists became final.

(3) Prior written approval of the Election Board shall be required for all kinds of promotion activities, regardless of the characteristics of the channel and the promotion material, and regardless of the promotion activity being carried out within or outside the campus, including electronic media.

(4) No promotions in violation of the laws and the regulations of the University shall be permitted.

(5) The Election Board shall establish and announce other rules to be observed by the candidates and their supporters during the promotion campaign.

(6) In case of promotion in violation of the provisions of the present article, and the rules established by the Election Board, the candidate who is responsible for the violation, personally or through his/her supporters, shall be disqualified, and such students shall be reported to the dean of the faculty, or director of the college, vocational school, or institute they are registered with, for action on the basis of the Higher Education Institutions Student Discipline Regulation.

#### **Elections for departments' student representatives**

**Article 9 - (1)** The ordinary elections for departments' student representatives shall be held within the framework of the election calendar announced by the Election Board as per article 5.

(2) The by-elections for department student representatives which are, become, or will be vacant before the beginning of the next academic year shall be held within the period or on dates established by the YÖK Regulation.

(3) Save for the case of termination of the appointment on any other grounds, the department student representatives shall serve up to the date on which the final results of the next ordinary election for department student representatives are announced.

(4) Except the special students, minor program students, and equivalence students, students who are registered in an associate degree, bachelor's degree, or graduate degree program offered by the relevant department, and who are entitled to student rights, shall have the right to vote. Double major students may vote in the elections for both their original

major, and the programs where they are enrolled as a double major student. Special students and equivalence students are not entitled to vote. The students enrolled in minor programs are not entitled to vote for the student representatives for the departments where they are a minor student. The students who have been on leave during the semester in which the election is held, or on the days of election, or who are excused or have applied for an excuse for the period, and the students who are suspended for periods including the election dates, shall not be allowed to vote. Each student entitled to vote shall have one vote. The votes are cast personally, and shall not be cast via proxy.

(5) The voter lists shall be drawn up by the Registrar, and shall be approved and announced by the Election Board.

(6) Secret ballot, and the form established by the Election Board shall apply with respect to the casting of votes.

(7) Ballot period shall cover a maximum of three days. The ballot period shall expire in case at least 60 percent of the voters have cast votes by the end of the first day, or in case at least 50 percent of the voters have cast votes by the end of the second day, or in any case, by the end of the third day, regardless of the number of voters who cast their votes. Students who had already cast their votes shall not be allowed to cast again.

(8) Votes in violation of the present directive or the form or procedural rules established by the Election Board, votes cast for students who are not running, and blank votes shall not be considered valid.

(9) The votes shall be counted on the date established by the Election Board, under the monitoring of the candidates. In cases where the votes cast or valid votes are less than 20 percent of the number of voters, or where the number of votes received by the candidates who received the highest number of valid votes is less than 10 percent of the voter count, the department student representative shall not be elected, and the seat shall be vacant till the next student representative elections. In cases where the said quorum requirements are met, the candidate who received the highest number of valid votes shall be deemed elected as the department's student representative. In case of a draw, the Election Board shall determine the winner by drawing a lot among the candidates who received the highest number of votes.

#### **Expiration of the term of the department's student representative**

**Article 10** - (1) In the following cases, the department's student representative's term shall expire automatically; the case shall be established and reported to the student and relevant authorities, by the Student Support Center:

(a) No longer meeting the criteria for the eligibility for election, except the academic achievement criteria.

(b) Failure to meet the academic achievement criteria for two consecutive semesters.

(2) In the following cases, the department student representative's term shall expire upon the determination of the case and service of the notification to the student:

(a) Failure to attend official meetings the student is invited by the department chair, faculty dean, or the director of the college, vocational school, or institute the student is registered with, two consecutive times, or a total of three times in a given semester, without due justification. In such cases the inattendance shall be determined by the director of the relevant academic unit, and a notification shall be served to the student and the relevant authorities.

(b) Failure to attend official meetings the student is invited by the rector's office, two consecutive times, or a total of three times in a given semester, without due justification. In such cases the inattendance shall be determined by the rector's office, and a notification shall be served to the student and the relevant authorities.

(3) Any appointments conditional upon or associated with the department's student representative status shall also expire upon the expiration of the department's student representative status.

#### **Duties of department's student representative**

**Article 11** - (1) The duties of the department's student representative are specified below, and apply only with respect to the department for which the student was elected and the students which the representative represents:

- (a) Carry out the Student Council activities,
- (b) Announce the Student Council bodies' decisions in the department, and monitor their implementation,
- (c) Attend the student representatives committee meetings of its department, and to represent the students in such meetings,
- (ç) Identify the issues concerning the students, and reporting them to the Student Council and the relevant academic and administrative units of the University,
- (d) Represent the students at the student activities,
- (e) Develop the communications between the students and the academic and administrative units of the university,
- (f) Coordinate student events,
- (g) Attend, upon the invitation by the relevant department chair, faculty dean, or the director of the college, vocational school, or institute, or the rector's office, the meetings where matters concerning the students shall be discussed.

#### **Departments' student representatives committee**

**Article 12-(1)** The departments' student representatives within the faculties, colleges, vocational schools, or institutes offering more than one program shall comprise the departments' student representatives committee. The academic units where a departments'

student representatives committee shall be established shall be identified by the Student Support Center.

(2) In cases where the departments' student representatives committee is composed of just two student representatives, it should convene with both members in attendance; in cases it is composed of more student representatives, the committee should convene with the simple majority of full membership count in attendance.

(3) Once duly convened, the departments' student representatives committee may resolve unanimously in cases where it is composed of just two student representatives, or with the at least two representatives casting votes in the same direction, in cases where it is composed of three student representatives, or with the simple majority of the members in attendance, in cases it is composed of more than three students.

(4) The meeting procedures and resolutions shall be noted down in minutes which will be signed, and archived. In any case, a copy of the minutes shall be forwarded to the Student Support Center, within one week to follow the meeting. The meetings shall be accorded consecutive numbers, stating the academic year as well. Other matters concerning the minutes shall be established by the Student Support Center.

(5) In cases where the number of departments' student representatives fall to one on any grounds, the departments' student representatives committee shall be automatically dissolved.

#### **The term and duties of the departments' student representatives committee**

**Article 13-(1)** Without prejudice to the provision regarding automatic dissolution, the departments' student representatives committee shall serve up to the date on which the final results of the next ordinary election for department student representatives are announced.

(2) The duties of the departments' student representatives committees are specified below, and apply only with respect to the departments for which the students were elected and the students which the representatives represent:

(a) To work to ensure that the Student Council resolutions are announced at the units, by the representatives, and to monitor the implementation thereof,

(b) To discuss the problems of the students of departments as well as the faculties/colleges/vocational schools/institutes of such departments, and to propose solutions,

(c) To arrange and coordinate joint student events at the faculties/colleges/vocational schools/institutes they are registered with,

(ç) To work to improve communication between the students of the department,

(d) To work to develop the communications between the students and the academic and administrative units of the university.

(e) To prepare reports and provide an archive for the works they carry out.



**Faculty/college/vocational school/institute student representative**

**Article 14** - (1) No further faculty, college, vocational school, or institute election shall be held in faculties, colleges, vocational schools, and institutes of a single or two departments. In case of faculties, colleges, vocational schools, and institutes of a single department, the representative of that department, and in case of faculties, colleges, vocational schools, and institutes of two departments, the department representative which received the highest percentage of votes with reference to the number of students entitled to vote in the department's student representative elections, shall become and assume the duty of the student representative for the faculty, college, vocational school, or institute. Such academic units shall be identified by the Election Board.

(2) Without prejudice to the provisions of paragraph one, the departments' student representatives committees shall convene within three work days to follow the announcement of the final election results for department's student representative elections, at the venue and on the date specified by the Election Board, and shall elect the student representative for the faculty, college, vocational school, or institute.

(3) The majority-related provisions of the present Directive, governing departments' student representatives committee meetings shall apply with respect to the meetings for the election.

(4) The departments' student representatives committee shall elect the student representative for the faculty, college, vocational school, or institute, from within its ranks, and on the basis of secret ballot. Each member shall be entitled to a single vote, to be cast in person. The votes cannot be cast via proxy.

(5) Votes in violation of the present directive or the form or procedural rules established by the Election Board, votes cast for persons who are not running, and blank votes shall not be considered valid.

(6) The votes shall be counted before all the members in attendance at the meeting, and according to open counting procedures.

(7) The election will be held in two rounds. In the first round, valid votes of the simple majority of the members in attendance shall be required for election. In case no candidate is elected in the first round, the top two candidates shall take part in a second round, wherein the one with the highest number of votes shall be elected.

(8) Failure of the departments' student representatives committee on the date established by the Election Board, or its failure to vote, the student representative seat for the faculty, college, vocational school, or institute shall remain vacant till the next ordinary election or by-election.

(9) The candidates' names, surnames, votes received, the number of votes cast and the number of valid ballots shall be recorded on the meeting and resolution minutes.

(10) Where the Election Board or chairman thereof deems necessary, the chairman may preside over the election in the meeting to be held, or may appoint one or more members to preside over the election.

(11) The election results shall be inspected by the Election Board, and approved election results shall be announced by the Election Board.

**Term and duties of the student representative for the faculty, college, vocational school, institute**

**Article 15-(1)** Save for the case of termination of the appointment on any other grounds, the student representative for the faculty, college, vocational school, or institute shall serve up to the date on which the final results of the next ordinary election for department student representatives are announced.

(2) The duties of the faculty/college/vocational school/institute's student representative are specified below, and apply only with respect to the faculty/college/vocational school/institute for which the student was elected and the students which the representative represents:

- (a) Carry out the Student Council activities,
- (b) Announce the Student Council bodies' decisions in the department, and monitor their implementation,
- (c) Identify the issues concerning the students, and reporting them to the Student Council and the relevant academic and administrative units of the University,
- (ç) Represent the students at the student activities,
- (d) Coordinate student events,
- (e) Chair the departments' student representatives committee, and report the resolutions of the committee, to the relevant academic and administrative units of the University,
- (f) Attend, upon the invitation by the relevant faculty dean, or the director of the college, vocational school, or institute, or the rector's office, the meetings where matters concerning the students shall be discussed.

**Expiration of the term of the student representative for the faculty, college, vocational school, or institute**

**Article 16 - (1)** The faculty/college/vocational school/institute's student representative's term shall expire automatically in case the student loses the status of a student of the relevant department; the case shall be established and reported to the student and relevant authorities, by the Student Support Center:

(2) In the following cases, the department student representative's term shall expire upon the determination of the case and service of the notification to the student:

(a) Failure to attend official meetings the student is invited by the department chair, faculty dean, or the director of the college, vocational school, or institute the student is registered with, two consecutive times, or a total of three times in a given semester, without due justification. In such cases the inattendance shall be determined by the director of the relevant academic unit, and a notification shall be served to the student and the relevant authorities.

(b) Failure to attend official meetings the student is invited by the rector's office, two consecutive times, or a total of three times in a given semester, without due justification. In such cases the inattendance shall be determined by the rector's office, and a notification shall be served to the student and the relevant authorities.

(3) Any appointments conditional upon or associated with the faculty/college/vocational school/institute's student representative status shall also expire upon the expiration of the faculty/college/vocational school/institute's student representative status.

### **General Assembly of the Student Council**

**Article 17-(1)** The General Assembly of the Student Council comprises the faculty, college, vocational school, institute student representatives, and the student representative for the English Language Preparatory Program.

(2) The General Assembly of the Student Council is the highest decision making body of the Student Council.

(3) The General Assembly of the Student Council convenes with the simple majority of the full membership count. The meetings of the General Assembly of the Student Council are called the Student Council Congress of Istanbul Bilgi University.

(4) The duly convened Student Council Congress may resolve through the simple majority of the members in attendance, voting in a specific direction.

(5) The meeting procedures and resolutions shall be noted down in minutes which will be signed, and archived. In any case, a copy of the minutes shall be forwarded to the Student Support Center, within one week to follow the meeting. The meetings shall be accorded consecutive numbers, stating the academic year as well. Other matters concerning the minutes shall be established by the Student Support Center.

(6) In addition to the meetings with an election-related agenda, the General Assembly of the Student Council shall convene at least once per semester, on an ordinary basis, upon the call by the Chairman of the Student Council issued at least two weeks in advance. In case the Student Council Chairman fails to issue the call for the ordinary meeting, with two weeks to go before the end of the semester, the call shall be issued by the Student Support Center.

(7) The General Assembly of the Student Council may be convened on an extraordinary basis, through Student Council Board of Directors decision, or by the

Chairman of the Student Council acting on a written application by at least one fourth of the members of the General Assembly.

(8) In case the member count of the General Assembly of the Student Council is less than five for any reason, or in case the requirement regarding the meeting for the semester is not met, the General Assembly of the Student Council shall be dissolved automatically.

#### **The term and duties of the General Assembly of the Student Council**

**Article 18-(1)** The General Assembly of the Student Council shall serve up to the date on which the final results of the next ordinary election for department student representatives are announced.

(2) The duties of the General Assembly of the Student Council are specified below:

(a) To elect the members and the chairman of the Student Council Board of Directors,

(c) To elect the members of the Student Council Board of Auditors,

(ç) To discuss the problems of the Student Council and the university students, and to propose solutions for them,

(d) To set the semester-targets for the Student Council,

(e) To work to develop the communications between the students and the academic and administrative units of the university.

#### **Board of Directors of the Student Council**

**Article 19-(1)** The Board of Directors of the Student Council is composed of one chairman, one secretary general, one comptroller, one "education officer", and one "health, sports and culture officer", amounting to a board of five elected by the General Assembly of the Student Council from within its ranks, in the respective order.

(2) The General Assembly of the Student Council shall convene within three work days to follow the announcement of the final election results concerning the student representatives for the faculties, colleges, vocational schools, and institutes, at the venue and on the date established by the Election Board, and elect the Board of Directors of the Student Council.

(3) The majority-related provisions of the present Directive, governing departments' student representatives committee meetings shall apply with respect to the meetings for the election.

(4) The election shall be made with secret ballot. Each member shall be entitled to a single vote, to be cast in person. The votes cannot be cast via proxy.

(5) Votes in violation of the present directive or the form or procedural rules established by the Election Board, votes cast for persons who are not running, and blank votes shall not be considered valid.

(6) The votes shall be counted before all the members in attendance at the meeting, and according to open counting procedures.

(7) The election will be held in two rounds. In the first round, valid votes of the simple majority of the members in attendance shall be required for election. In case no candidate is elected in the first round, the top two candidates shall take part in a second round, wherein the one with the highest number of votes shall be elected.

(8) Failure of the Student Council to convene on the date established by the Election Board for the election, or its failure to vote for the election, shall lead to the setting of a second date by the Election Board. Failure of the Student Council to convene on the date established by the Election Board for the election, or its failure to vote for the election, on the second date as well, shall lead to the case where the Board of Directors of the Student Council to serve till the next ordinary election or by-election for department representatives, is appointed by the Rector's Office, from within the ranks of the General Assembly of the Student Council, upon the proposal of the Student Support Center.

(9) The candidates' names, surnames, votes received, the number of votes cast and the number of valid ballots shall be recorded on the meeting and resolution minutes.

(10) Where the Election Board or chairman thereof deems necessary, the chairman may preside over the election in the meeting to be held, or may appoint one or more members to preside over the election.

(11) The election results shall be inspected by the Election Board, and approved election results shall be announced by the Election Board.

(12) The Board of Directors of the Student Council shall convene at least twice each semester. In case the requirement to meet in each semester is not met, the terms of the members of the Board of Directors of the Student Council shall expire.

(13) The vacant seats in the Board of Directors of the Student Council shall be filled within one month, in accordance with the abovementioned procedure. In case the Board of Directors of the Student Council cannot be convened with at least one chairman, one secretary general, and one comptroller, the Board of Directors of the Student Council shall be dissolved automatically.

#### **The term and duties of the Board of Directors of the Student Council**

**Article 20-(1)** The Board of Directors of the Student Council shall serve up to the date on which the final results of the next ordinary election for department student representatives are announced.

(2) The Board of Directors of the Student Council shall be accountable before the General Assembly of the Student Council.

(3) The duties of the Board of Directors of the Student Council are specified below:

(a) To ensure that the decisions taken by the General Assembly of the Student Council are implemented,

(b) To identify the problems faced by the students of the university; to relay their opinions and thoughts to the academic and administrative bodies of the university,

(c) To develop social responsibility projects in cooperation with non-governmental organizations, and to encourage the participation of students in such projects, within the framework of the university,

(ç) To work towards student participation in national and international "Education and Youth Programs",

(d) To develop relations with national and international student associations and organizations,

(e) To form workgroups in the fields of food, transportation, accommodation, cafeteria, clubs, scholarships, education, arts, culture, and sports, and to ensure the operation of these workgroups,

(f) To inform the members of the General Assembly of the Student Council with respect to its operations,

(g) To announce at the university, and monitor, the resolutions of the National Student Council,

(ğ) Prepare the reports and keep the archives for the work carried out.

#### **Termination of the membership of the Board of Directors of the Student Council**

**Article 21** - (1) In the following cases, the membership in the Board of Directors of the Student Council shall end automatically; the case shall be established and reported to the student and relevant authorities, by the Student Support Center:

(a) Loss of the status of faculty/college/vocational school/institute student representative or student representative for the English Language Preparatory Program.

(b) Failure to attend two consecutive meetings of the Board of Directors of the Student Council, without submitting a valid excuse.

(2) Any appointments conditional upon or associated with the membership in the Board of Directors of the Student Council shall also expire with the end of the membership.

#### **Duties of the Chairman of the Student Council**

**Article 22** - (1) The duties of the Chairman of the Student Council are as follows:

(a) To represent the university's students at national and international student activities,

(b) To set the agenda and issue the call for and chair the meetings of the Board of Directors of the Student Council,

(c) To ensure that the decisions taken by the Board of Directors of the Student Council are announced, and to monitor implementation thereof,

(ç) To issue the call for the meeting of the General Assembly of the Student Council,

(ç) To submit annual activity reports to the General Assembly of the Student Council,

(e) To attend, on the basis of the invitation by the Rector's Office, meetings where matters concerning students will be discussed,

(f) To represent the Student Council of Istanbul Bilgi University before the National Student Council.

(2) In cases where the chairman is unavailable, the deputy chairman, if any, shall act as his/her deputy; in case the deputy chairman is also unavailable or is not present, a member of the board of directors to be named by the chairman shall act as his/her deputy.

#### **End of the term of the Chairman of the Student Council**

**Article 23** - (1) In the following cases, the chairmanship in the Board of Directors of the Student Council shall end automatically; the case shall be established and reported to the student and relevant authorities, by the Student Support Center:

(a) Loss of membership in the Board of Directors of the Student Council.

(b) Failure to issue the call for the General Assembly of the Student Council, so as to falter on its obligations to convene each semester, or in case a meeting of the General Assembly is required on the basis of a resolution by the Board of Directors of the Student Council, or upon written application by at least one fourth of the members of the General Assembly.

(c) Failure to issue the call for the meetings of the Board of Directors of the Student Council, so as to falter on its obligations to convene each semester.

(2) In the following cases, the Student Council Chairman's term shall expire upon the determination of the case and service of the notification to the student:

(a) Failure to attend official meetings the student is invited by the rector's office, two consecutive times, or a total of three times in a given semester, without due justification. In such cases the inattendance shall be determined by the rector's office, and a notification shall be served to the student and the relevant authorities.

(b) Failure to perform, delay, or neglect his/her duties. In such cases the failure, delay or neglect shall be established by the Student Support Center, which shall report the case to the Rector's Office. In case the Rector's Office is of the opinion that the chairmanship has to end, relevant notification shall be served to the student and relevant authorities.

(3) Any appointments conditional upon or associated with the Chairmanship of the Student Council shall also expire with the end of the chairmanship.

#### **Student Council Board of Auditors**

**Article 24** - (1) The Board of Auditors of the Student Council, shall be composed of three members, one of which is a chairman, elected by the General Assembly of the Student Council from within its ranks, ascribing priority to those, if any, who served as members of the Board of Directors of the Student Council. In case the membership count of the General Assembly of the Student Council suffices to do so, the chairman and the members shall be elected from among those who shall stay students for at least three semesters.

(2) Elections for the Student Council Board of Auditors;

(a) on academic years in which ordinary elections take place, shall be held on the date and venue set for the elections for the Board of Directors of the Student Council, following the elections for the Board of Directors of the Student Council.

(b) on academic years in which by-elections are stipulated as per the present Directive, in case elections are required to fill vacant seats on the Board of Directors of the Student Council, shall be held on the date and venue set for such elections, following the elections for the vacant seats of the Board of Directors of the Student Council; if no such elections for the vacant seats are required, the elections for the Board of Auditors shall be held on the date and venue specified by the Election Board.

(3) The members of the Board of Directors of the Student Council shall not be elected as the members of the Board of Auditors.

(4) The majority-related provisions of the present Directive, governing departments' student representatives committee meetings shall apply with respect to the meetings for the election.

(5) The election shall be made with secret ballot. Each member shall be entitled to a single vote, to be cast in person. The votes cannot be cast via proxy.

(6) Votes in violation of the present directive or the form or procedural rules established by the Election Board, votes cast for persons who are not running, and blank votes shall not be considered valid.

(7) The votes shall be counted before all the members in attendance at the meeting, and according to open counting procedures.

(8) The election will be held in two rounds. In the first round, valid votes of the simple majority of the members in attendance shall be required for election. In case no candidate is elected in the first round, the top two candidates shall take part in a second round, wherein the one with the highest number of votes shall be elected.

(9) Failure of the Student Council to convene on the date established by the Election Board for the election, or its failure to vote for the election, shall lead to the setting of a second date by the Election Board. Failure of the Student Council to convene on the date



established by the Election Board for the election, or its failure to vote for the election, on the second date as well, shall lead to the case where the Board of Auditors of the Student Council to serve till the next ordinary election or by-election for department representatives, is appointed by the Rector's Office, from within the ranks of the General Assembly of the Student Council, upon the proposal of the Student Support Center.

(10) The candidates' names, surnames, votes received, the number of votes cast and the number of valid ballots shall be recorded on the meeting and resolution minutes.

(11) Where the Election Board or chairman thereof deems necessary, the chairman may preside over the election in the meeting to be held, or may appoint one or more members to preside over the election.

(12) The election results shall be inspected by the Election Board, and approved election results shall be announced by the Election Board.

(13) The vacant seats in the Board of Auditors of the Student Council shall be filled within one month, in accordance with the abovementioned procedure. In case the Student Council Board of Auditors cannot be formed, the audit duties of the board shall be carried out by an Audit Committee of three members, to be appointed by the Rector, at least one of which is a member of academic staff, and at least one of which is a member of administrative personnel, and with one to serve as the chairman.

#### **The term and duties of the Board of Auditors of the Student Council**

**Article 25-(1)** The Board of Auditors of the Student Council shall serve up to the date on which the final results of the next academic year's ordinary election for department student representatives or by-elections are announced.

(2) The duties of the Board of Auditors of the Student Council are specified below:

(a) To carry out audits to determine whether the Board of Directors of the Student Council operate in accordance with the "Regulation on the Student Councils of Higher Education Institutions, and National Student Council for Higher Education Institutions", the present Directive, other regulations of the University, and the General Assembly resolutions of the Student Council,

(b) To inform the Rector's Office and the General Assembly of the Student Council about its activities.

#### **Termination of the membership of the Board of Auditors of the Student Council**

**Article 26 - (1)** The membership in the Board of Auditors of the Student Council shall expire automatically in case the student loses the status of the faculty/college/vocational school/institute's student representative or English Language Preparatory Program's student representative; the case shall be established and reported to the student and relevant authorities, by the Student Support Center:

(2) Any appointments conditional upon or associated with the membership in the Board of Directors of the Student Council shall also expire with the end of the membership.

#### **Financial provisions**

**Article 27-** (1) A budget, the amount of which is to be set by the Board of Trustees, shall be allocated for use by the Board of Directors of the Student Council.

(2) The budget shall be used to cover the activities within the framework of the duties of the Student Council and student representatives.

(3) The student representatives and the members of the bodies of the Student Council shall not, during their activities as student representatives or within the framework of the activities of the Student Council, establish commercial relationships with their blood relatives or in-laws, up to twice removal.

(4) All financial transactions and processes of the Student Council shall be audited by the Provost's Office, at the end of each semester.

#### **Rules to be observed during activities**

**Article 28** - (1) Student representatives and the members of the Student Council bodies, are required to observe the ethical principles and the provisions of the laws and the administrative regulations of the University, in their activities as student representatives or the activities of the Student Council.

(2) Without prejudice to the matters concerning disciplinary action, the relevant person may be dismissed by the Board of Directors of the University, upon the investigation by the Rector's Office, in case of ethics violations. The provisions of the Higher Education Institutions Student Discipline Regulation shall apply with respect to such investigations.

#### **Abrogated directive**

**Article 29** - (1) Istanbul Bilgi University Student Union Directive adopted by Istanbul Bilgi University Academic Council, in its meeting dated 28.04.2009 and numbered (V04/AKK/02), is abrogated, along with any amendments and supplements thereof.

#### **Effect**

**Article 30** - (1) This Directive shall come into force on the date of adopting by Istanbul Bilgi University Academic Council.

#### **Enforcement**

**Article 31** – The Rector of Istanbul Bilgi University shall execute the provisions of this Directive.