	<b>DIRECTIVE “ON STUDENT CLUBS”</b>				
	Document Code	Entrance into force	Amendment No.	Amendment Date	Page/Total Page
	EU-DIR-005-EN	16.02.2009	001	31.03.2021	1 / 5

## Objective and Scope

**Article 1:** This Directive regulates the establishment, organization and functioning of the Student Clubs of EPOKA University, which carry out their activities under the supervision and in collaboration with the Student Clubs and Activities Office under the Dean of Students Office, aiming at ensuring an active participation of students in extracurricular scientific, social, cultural and sports activities.

## Legal Basis

**Article 2:** This Directive is based on the Law 80/2015 “On Higher Education and Scientific Research in the Higher Education Institutions in the Republic of Albania” and the Statute of EPOKA University.

## Establishment and Registration of Student Clubs


**Article 3:** At least six students shall submit a request to the Student Clubs and Activities Office on the establishment of a Student Club alongside the draft-statute of the Student Club and a signed document where one staff member of EPOKA University accepts to act as the Student Club Advisor. The activity field of the Student Club cannot be the same or very similar to that of an existing club. The application is evaluated by the Dean of Students, which gives the approval on the establishment of the Student Club and its registration by the Student Clubs and Activities Office.

## Activities of Student Clubs

**Article 4:** The term for the conduct of activities by student clubs is one year, equal to the duration of an academic year at the University.

- The activities of Student Clubs are carried out in accordance with the General Rules proposed by Dean of Students Office and approved by the Permanent Commission on Student Relations.
- Aiming at the materialization of the fundamental objectives defined in the Article 1 of this Directive, besides the activities defined in its statute, the Student Club can carry out other activities which generate revenues with the aim of fully or partially covering the costs of the said activities.
- At the beginning of the academic year, the Board members of the Student Club submit to the Student Clubs and Activities Office the draft-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 Student Club and the amount which will be used to cover these expenses.
- For the realization of the activities which are not regulated by the statute, related regulations or similar acts, which consist of presentations, announcements and advertising inside and outside the University, the Student Club must receive the prior approval of the Dean of Students.
- Student Clubs cannot carry out activities which damage the physical space of the University, obstruct the regular academic activity or contravene the principles and

Drafting Unit	Controlling Unit	Approving Unit
Dean of Students Office	Institutional and Legal Affairs Office	Academic Senate

	<b>DIRECTIVE “ON STUDENT CLUBS”</b>				
	Document Code	Entrance into force	Amendment No.	Amendment Date	Page/Total Page
	EU-DIR-005-EN	16.02.2009	001	31.03.2021	2 / 5

values stipulated in the General Rules approved by the Permanent Commission on Student Relations.

- f) Student Clubs cannot surpass their field of activity and cannot enter into the field of activity of another club.
- g) If the Dean of Students deems it as appropriate, it can require the Club Advisor to give his/her opinion on the activities and publications carried out by the club.

## Club Membership

### Article 5:

- a) Student Club membership is open only to students. One student can be a member of more than one club at the same time and can participate at the working sessions of the preferred club. Alumni can participate as honor members in the activities of Student Clubs.
- b) Student Club membership is defined at the beginning of each academic year after the club registration by applying to the Club Board or the Student Clubs and Activities Office.
- c) Student Club membership can be active or passive. Active members are those who have performed activities for at least two semesters in accordance with the active membership defined in the statute.
- d) The persons who do not fulfill the membership criteria can take part in the activities of the club as invited members, advisors or trainers.
- e) For all disagreements that may arise regarding the activities of the Student Club, candidates for members and members refer to the Students Clubs and Activities Office. The final decision in this regard is taken by the Dean of Students.

## Statute of the Student Club

**Article 6:** The Statute of the Student Club is prepared in accordance with the rules of this Directive and the General Rules prepared by Dean of Students Office and approved by the Permanent Commission on Student Relations. The changes in the Statute of the Student Club can be done only upon proposal by the Club Board and approval by the Dean of Students.


## Organs of the Clubs

**Article 7:** The organs of the club are: Dean of Students, Students Clubs and Activities Office, Club Board members and Club Advisor:

### A) The duties of the Dean of Students concerning Student Clubs are as follows:

- a) approves the requests of the Club Board.
- b) decides on the proposal for exclusion from Student Club membership.
- c) approves the honor members, advisors and trainers.
- d) approves the draft-program of the activities planned for the following year.
- e) approves the changes in the Statute of the Student Club.

Drafting Unit	Controlling Unit	Approving Unit
Dean of Students Office	Institutional and Legal Affairs Office	Academic Senate

	<b>DIRECTIVE “ON STUDENT CLUBS”</b>				
	Document Code	Entrance into force	Amendment No.	Amendment Date	Page/Total Page
	EU-DIR-005-EN	16.02.2009	001	31.03.2021	3 / 5

**B) The duties of the Club Advisor are as follows:**

- a) The Club Advisor who is among the EPOKA University staff members monitors the establishment and functioning of the Student Club.
- b) The Club Advisor appoints the President of Club Board based on the performance of the club members.
- c) The Club Advisor and the President of the Club Board decide together on the appointment of the members of the Club Board such as the Vice-President, Public Relations Responsible, Treasurer, Active Members and the Secretary.
- d) Each request by the Club Board is approved by Club Advisor prior to its submission to the Student Clubs and Activities Office.
- e) The Club Advisor organizes and monitors the meetings of the Club Board.
- f) The Club Advisor proposes to the Club Board the conduct of additional activities by the club.
- g) The Club Advisor attends the meetings which are held by the Student Clubs and Activities Office.


**C) The duties of the Club Board are as follows:**

- a) The Club Board is the administrative board of the club.
- b) The Club Board is composed by the Club Advisor, President, Vice-President, Public Relations Responsible, Treasurer, Active Members and the Secretary.
- c) The Club Board meets at least once a month under the supervision of the Club Advisor.
- d) The Club Board submits official requests to the Student Clubs and Activities Office on behalf of the club.
- e) The Club Board must submit at the beginning of the academic year the registration of club, the draft-budget and the planned program of the activities and at the end of the year, the activities report and balance sheet to the Students Clubs and Activities Office.
- f) The Club Board keeps a register concerning all its meetings which must be submitted to the Students Clubs and Activities Office any time when requested.
- g) The Club Board can invite an advisor, trainer and honor members in its meetings. These persons do not have the right to vote.
- h) The Club Board is responsible towards the Dean of Students and the Students Clubs and Activities Office for the proper conduct of the activities of the Student Club, the enforcement of its statute, financial management and the usage of the materials at its disposal.

**D) The duties of the Student Clubs and Activities Office are as follows:**

- a) performs the auditing of the Club Board on behalf of the Dean of Students.
- b) prepares the annual report of the clubs’ activities, the documentation, the financial register and the situation of the inventory materials.
- c) checks the revenues and expenses defined in the statute, draft-budget and decisions of the Club Board.
- d) is responsible towards the Administrator for the registration of the materials purchased for the conduct of clubs’ activities.
- e) receives and administers the requests submitted by Club Boards.
- f) conveys the requests of Club Boards to the Dean of Students.

Drafting Unit	Controlling Unit	Approving Unit
Dean of Students Office	Institutional and Legal Affairs Office	Academic Senate

	<b>DIRECTIVE “ON STUDENT CLUBS”</b>				
	Document Code	Entrance into force	Amendment No.	Amendment Date	Page/Total Page
	EU-DIR-005-EN	16.02.2009	001	31.03.2021	4 / 5

- g) organizes at least once a month regular meetings with Club Boards, Club Presidents or Club Advisors under the supervision of Dean of Students.
- h) maintains a continuous communication with the Club Board and the Dean of Students.

### **Documents of the Club**

#### **Article 8:**

#### **The documents maintained by the Student Club are as follows:**

- a) Registration List of Members: 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 Student Club and must be submitted at the beginning of the academic year to the Students Clubs and Activities Office.
- b) Register on the Members Meeting: Members must participate at the activities of the Student Club and fulfill the criteria of active membership; their names together with the report of the activities are submitted to the Students Clubs and Activities Office.
- c) The registration document of the Club Board.
- d) Materials registration: the office equipment furnished by the university and purchased materials are handed over to the Dean of Students Office from the Procurement and Logistics Office. The Student Club must inform the Procurement and Logistics 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 Student Club.
- e) The Student Club must retain all the bills, invoices, agreements and documentation regarding the expenses and revenues of the club.

### **Finances of the Club**

#### **Article 9:**


- a) Student Clubs can keep a small sum in the cashier in order to afford the daily expenses.
- b) All the expenses and revenues derived from the activities of the Student Club are documented and submitted at the end of the activity to the Students Clubs and Activities Office.
- c) Student Clubs have to ensure the prior approval of all the sponsoring agreements by the Student Clubs and Activities Office. If necessary, the Students Clubs and Activities Office reviews the agreement by means of a legal expert.

### **Closing or Suspension of the Club**

#### **Article 10:**

- a) Student Clubs which carry out their activities in violation to the General Rules established by the Permanent Commission on Student Relations and legislation in force may be closed by a decision of the Dean of Students. In such a case, the President and all members of the Student Club become subject to disciplinary proceedings under the Regulation of EPOKA University "On Student Discipline".

Drafting Unit	Controlling Unit	Approving Unit
Dean of Students Office	Institutional and Legal Affairs Office	Academic Senate

	<b>DIRECTIVE “ON STUDENT CLUBS”</b>				
	Document Code	Entrance into force	Amendment No.	Amendment Date	Page/Total Page
	EU-DIR-005-EN	16.02.2009	001	31.03.2021	5 / 5

- b) Student Clubs that within two months of the beginning of the academic year do not undertake activities based on the approved program, do not hold meetings as set out in the statute and do not perform activities consistent with the purpose of their establishment, are warned in writing by the Dean of Students. The Student Club which does not submit the required documents despite receiving a warning by the Dean of Students is closed by a decision of the latter.
- c) The Dean of Students has the right to issue any warnings, not to give permission for certain activities, to limit the student club's activity within the designated field in the statute, to suspend or cease the activity of the Student Club and in necessary cases, to take precautionary measures and ensure their implementation.

### **Entrance into force**

**Article 11:** This Directive shall enter into force on the day of its approval by the Academic Senate.

### **Enforcement**

**Article 12:** The enforcement of this Directive is ensured by the Rector of EPOKA University.

Drafting Unit	Controlling Unit	Approving Unit
Dean of Students Office	Institutional and Legal Affairs Office	Academic Senate