

# YOZGAT BOZOK UNIVERSITY

Health, Culture and Sports Department — Student Clubs Establishment and Management Workflow Process

| Responsible                              | Workflow Process                                                                                                                                                                         | Documentation / Output                                                                                                                                                      |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Founding Club Members / Academic Advisor | Application of founding members.                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Application petition to establish a club, Statute of the applying club, List of founding members</li> <li>• KYT-FRM-069</li> </ul> |
| SKSDB                                    | The statute is reviewed.                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Statute of the applying club / Student Clubs Directive</li> </ul>                                                                  |
| SKS Department Directorate               | Is there another club overlapping with the activity field of the club requested to be established? If so, it is rejected. The club is informed (via written document, e-mail, or phone). | <ul style="list-style-type: none"> <li>• Statute of the applying club</li> </ul>                                                                                            |
| SKS Department Directorate               | The club is informed (via written document, e-mail, or phone).                                                                                                                           | <ul style="list-style-type: none"> <li>• Statute of the applying club / Student Clubs Directive</li> </ul>                                                                  |
| Culture and Arts Commission              | The Club Advisor is notified.                                                                                                                                                            | <ul style="list-style-type: none"> <li>• EBYS, e-mail</li> </ul>                                                                                                            |
| Culture and Arts Commission              | The Club Advisor is notified.                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Commission Decision, EBYS, e-mail</li> </ul>                                                                                       |
| Academic Advisor, Members                | The club is dissolved.                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Student Clubs Directive</li> </ul>                                                                                                 |
| Academic Advisor, Members                | Determination of the president and management.                                                                                                                                           | <ul style="list-style-type: none"> <li>• Student Clubs Directive</li> </ul>                                                                                                 |