	<b>DIRECTIVE ON STUDENT CLUBS AT HEI “HËNA E PLOTË” (BEDËR)</b>				
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## Objective and Scope

### Article 1

This directive regulates the formation, procedures and functioning of the student clubs, which perform their activity in collaboration with the Student Clubs’ Coordination Office and under supervision of Deans of Students Office aim the activation of the students in non-educational scientific, social, cultural and sports programs.

### Higher Board

#### Article 2

The Higher Board, is composed of the Dean of Students, one member of the academic staff assigned by the Rector’s Office, one member assigned by the Head of the Dean of Students Office and one representative elected by the students’ council. The Higher Board defines the general rules of the activity of the clubs, evaluates the case of new clubs’ establishment, checks the activity of the clubs and if necessary proposes to the Rector’s Office the closure of this ones.

### Clubs Formation

#### Article 3

For the formation of a club there must be at least 7 students, who submit at the Dean of Students Office the draft-statute and a signed document where one member of the academic staff accepts to become the clubs’ adviser. The activity field of the club provided in the Statue cannot be similar to a previously created club. The application is evaluated by the Higher 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 must define the General Rules and elect its organs until the end of the year in which it was formed. The club during it functioning must perform activities in accordance with its scope and augment the number of its members. At the end of the probation term, the activities performed by the club are evaluated by the Higher Board. At the end of the evaluation it is decided whether the probation status will end and a club will be formed or it will disperse.

### Clubs Activity

#### Article 4

The term of the development of the activities of the clubs is annual, equal to the academic year at the Institution of Higher Education.

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- a) The activity of the club is developed in accordance with the General Rules defined by the Higher Board.
- b) Aiming at the realization of fundamental scopes defined in the article 1 of this directive, the club beside the activities defined in the field of the statute, can develop other activities which generate revenues with the scope of covering these activities or can perform presentations.
- c) The competent organ within the club, at the beginning of the academic year submits to the Dean of Students Office the program of the activities planned for the that year. The draft-program and budget represents the costs for the realization of the activities planned by the club and the amount of money that will be used to cover these expenses.
- d) The club must submit to the Dean of Students Office and Finance Office at the HEI “Hëna e Plotë” Bedër a detailed document and balance sheet for the activities developed until the end of the academic year. The clubs, which have not submitted these documents, cannot develop their activity in the upcoming academic year.
- e) For the realization of the activities that are not regulated in the Law, Statute, Regulation or similar acts, for the presentations, announcements, and advertising in and out of the HEI “Hëna e Plotë” Bedër the club must take the approval of the Student Clubs’ Coordination Office.
- f) The clubs after filling the “Application Form on the Realization of Activities”, which can be accessed on the website of the HEI “Hëna e Plotë” Bedër upon the personal code of the club, this last one must submit it to the Student Clubs’ Coordination Office for approval.
- g) The clubs cannot develop activities which damage the physical space of the HEI “Hëna e Plotë” Bedër, or obstruct the regular academic activity.
- h) The clubs cannot surpass their field of activity and cannot enter into the field of activity of another club.
- i) If the Head of the Student Clubs’ Coordination Office, considers it appropriate he can require the clubs’ advisor to give his opinion on the publications of the club or other activities.

## Clubs’ Membership

### Article 5

- a) The member ship at the clubs is opened 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. 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 semesters have performed activity in accordance with the active membership defined in the statute. In case of failure to comply with these conditions they figure as passive

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members. The passive members do not have voting rights.

- d) The persons that do not fulfill the membership criteria can take part in the activities of the club as invited members, advisor or trainer. These persons are selected upon absolute majority of the members of the General Council, and approval of the Dean of Students Office, but they do not have the right to vote, to elect or to be elected. The membership in the form of trainer or advisor must be renewed every year. In necessary cases the Dean of Students Office can decide to end their duty within the club during the academic year.
- e) The exclusion from the membership is done upon proposal of the Higher Board, and approval of the 2/3 of the General Council of the Clubs and approval of the Dean of Students Office.
- f) For all the disagreements regarding the activity of the club, member candidates, members or clubs can refer to the Dean of Students Office.

## CULBS' STATUTE

### Article 6

The statute of the club is prepared in accordance with the rules of this Directive and the general rules prepared by the Administrative Board of the club. The changes in the statute can be done only upon proposal of 2/3 of all members of the General Council or upon proposal of the Higher 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 the decision of the General Council.

## Organs of the Clubs


### Article 7

The organs of the club are: General Council and Administrative Board.

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

- a) It is the general decision making organ of the club. It is composed of the active members of the club. Upon request of the Higher Board it can be convened at least once in a semester. Upon request of 1/3 of the active members of the club the administrative board can announce the meeting of the General Council.
- b) In the meeting of the General Council must participate more than half of its members. In case the absolute majority is not reached, in the following meeting majority is required. In case there is no requirement on the voting number, 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 periodicity the Head of the Dean of Students Office has the right to suspend the activities of the club.
- d) The General Council at the end of the academic year decides on the election of the main and extra members of the Administrative Board for the following year.

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- e) Decides on the proposal for exclusion from the 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

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


- a) The Administrative Board is the administrative board of the club. In the last day of lecture, at the end of the academic year, the General Council elects the President, the Vice-President, a cashier, a secretary and at least one member. The elected president can stay in duty for two consecutive academic years, but the graduate student cannot be head of the club.
- b) During the election of the Administrative Board for every member a substitute member is elected. In case the primary member leaves the duty before the end of the period in his place passes the substitute member keeping in mind the votes he got. The substitute members can participate at the administrative boards meetings but they do not have the right of voting and sign. The names of the elected members of the Administrative Board are announced to the Dean of Students Office.
- c) The active primary or substitute members of the Administrative Board can participate the meeting of the Administrative Board of another club. The students whom have finished 8 semesters at the HEI “Hëna e Plotë” Bedër cannot be members of the Administrative Board.
- d) The Administrative Board can invite in its meetings the advisor, and other invited members. These people do not have the 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) The Administrative Board is responsible in front of the General Council and the Dean of Students Office for the well-functioning of the activities in the club, enforcement of the statute, financial management and usage of the materials under possession.
- g) The club must submit at the beginning of the academic year 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 Dean of Students Office.
- h) Controls annual report of club activities, documentation, and condition of materials.
- i) By decision of the Higher Board controls the revenues and expenditures provided in the statute and the draft budget.

#### Club’s Advisor Duties

#### Article 8

- a) Instructs students on the functioning of the student club.
- b) Provides advice on complicated issues of student club.

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- c) Analyzes the activity of the club and make proposals regarding the improvement of the club's activity.
- d) Provides advice on developing the quality of the club activities.
- e) Performs other duties assigned by the Dean of Students Office.

### **Club’s Treasurer Duties**

#### **Article 9**

- a) Manages the revenues and the club's budget.
- b) Records all invoices in the club’s revenues record.
- c) Performa the relevant payments of the activities and club activities.
- d)** Responsible for registration of the purchased materials in the Administrative Affairs Office.
- e) Perform other duties assigned by the Student Clubs’ Coordination Office.

### **Documents of the club**

#### **Article 10**


- a) **Members Registration List:** The list is the document 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 club and must be submitted at the beginning of the academic year to the Dean of Students Office. The list updated at the beginning of each semester.
- b) **Meeting Minutes:** It is the document in which are reflected the decisions taken at the meetings of the Administration Board, the General Council, and the Management Board. After the finding of the decisions the minutes signed by the members of the respective body.
- c) **Meeting Attendance Sheet:** It is the document in which are listed the members of the respective bodies and must be signed by each member participating in the meeting.
- d) **Meeting Agenda:** It is the document in which is reflected the agenda to be discussed at the meeting
- e) **Register of materials:** Është dokumenti në të cilin regjistrohen materialet e klubit.
- f) **Register of incomes:** : It is the document in which recorded the club's incomes.

### **Financial provisions**

#### **Article 11**

- a) All the expenses and revenues derived from the documented activities of the club, are submitted at the end of the year together with the yearly report of the activities to Dean of Students Office.
- b) Clubs are required to approve in advance all sponsoring arrangements at least a week before at the Dean of Students Office. If necessary, the Dean of Students Office reviews the

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agreement by taking the opinion of a legal expert, and notifies and considers the opinion of the Rector’s Office.


- c) Office equipment provided by the HEI “Hëna e Plotë” Bedër, are delivered to the club's Chairman from Administrative Affairs Office. The club must notify the Administrative Affairs Office within 15 days of receipt of the new goods and after taking the number of the material to register it in the registry. The material cannot be used outside of the club premises.
- d) The club must retain all invoices, agreements and documentation relating to expenses and income of the club.

### Termination and dissolution

#### Article 12

- a) Each club can decide the termination of his activity upon approval of the the General Council. The club informs in writing the Dean of Students Office about the decision of closing. The club that concludes or closes its activity is obliged to submit to the Dean of Students Office, the balance, documents, and materials of assumption in delivery.
- b) The clubs which are engaged in activities in contrary to the General Rules defined by Mangament Board may close by the decision of the latter. In cases where the actions of the heads of the club and its members constitute grounds for initiation of disciplinary proceedings, they cannot be accepted as members in other clubs.
- c) Students’ club closes if carries out activities inconsistent with the general, state, legislation in force rules, and the legal basis of the HEI “Hëna e Plotë” Bedër, Regulations and Directives. Clubs’ chairman and all members become subject to disciplinary proceedings under the “Regulation on Students’ Discipline”, and if necessary against them could begin a disciplinary proceeding to the competent authorities.
- d) The clubs which within two months from the beginning of the academic year does not develop activities on the basis of their program, does not submit work report at the end of the academic year to the High Board, and does not conduct the General Council meetings defined by the statute or does not perform activities in accordance with the purpose of establishing, be warned in writing by the Higher Board. The club which fails to submit the required documents despite warning closes.
- e) In case the number of active club members, falls below 15 for two consecutive years, the club's activity is terminated.
- f) If during a semester the club does not perform at least one contribution/activity or those that perform only a contribution/activity in order to prevent the inclusion in this article are warned by the Dean of Students Office; even if the next semester club it does not perform any contribution/activity, it closes. Head of the Dean of Students Office, for the violation of this directive has the right to give warnings, not to give permission for similar activities, to dismiss responsible persons, to restrict the club's activity within the area defined by the

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statute, to suspend or cease club activities as well as when necessary to take preventive measures and ensure their implementation.

### Entry into force

#### Article 13

This Directive enters into force on the day of its approval by the Higher Council. All new clubs and those who already develop their activity in the HEI “Hëna e Plotë” Bedër are required to adapt their activity with this directive.

### Execution

#### Article 14

The provisions of this Directive shall be executed by the Rector of HEI “Hëna e Plotë” Bedër.

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