REPUBLIC OF TÜRKİYE

KTO KARATAY UNIVERSITY

FACULTY OF HEALTH SCIENCES

DEPARTMENT OF NURSING

ACTIVITY ORGANIZATION AND SOCIAL MEDIA COMMISSION

PRINCIPLES AND PROCEDURES OF OPERATION

SECTION ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose

Article 1 – The purpose of these principles and procedures is to determine the establishment, duties, and working principles of the Activity Organization Commission of the Department of Nursing, Faculty of Health Sciences, KTO Karatay University.

Scope

Article 2 – These principles and procedures cover the objectives, fields of activity, authorities, responsibilities, and working methods of the Activity Organization Commission of the Department of Nursing, Faculty of Health Sciences, KTO Karatay University.

Legal Basis

Article 3 – These principles and procedures have been prepared in accordance with the Higher Education Law No. 2547 and other relevant legislative provisions.

Definitions

Article 4 – In these principles and procedures;

1. **Department:** refers to the Department of Nursing, Faculty of Health Sciences, KTO Karatay University,
2. **Head of Department:** refers to the Head of the Department of Nursing,
3. **Department Board:** refers to the Department Board of Nursing,
4. **Faculty:** refers to the Faculty of Health Sciences, KTO Karatay University,
5. **Commission:** refers to the Activity Organization Commission of the Department of Nursing, Faculty of Health Sciences, KTO Karatay University,
6. **Chair of the Commission:** refers to the Chair of the Activity Organization Commission of the Department of Nursing, Faculty of Health Sciences, KTO Karatay University,
7. **Commission Members:** refers to the members of the Activity Organization Commission of the Department of Nursing, Faculty of Health Sciences, KTO Karatay University,
8. **Student:** refers to students of the Department of Nursing,
9. **Rector:** refers to the Rector of KTO Karatay University,

10. **University:** refers to KTO Karatay University.

SECTION TWO

Establishment, Appointment and Term of Office of the Commission; Chair, Members, Working Principles, Duties, Authorities and Responsibilities

Establishment, Appointment and Term of Office of the Commission

Article 5 – The Commission shall be established in accordance with the following principles:

1. The Commission shall be established upon the proposal of the Head of Department and the decision of the Nursing Department Board.
2. The term of office of the Commission shall be three years.
3. Upon the expiration of the term of office, the membership of the Commission shall be renewed by a decision of the Department Board.
4. The members of the Commission shall elect a Chair from among themselves.
5. A Commission member whose term of office has expired may be reappointed.
6. Commission members whose duties terminate before the end of their term for any reason may be reappointed through the same procedure.
7. The term of office of student members shall be three years. Upon the expiration of the term, a new member representing the students shall be selected to replace the outgoing student member.

Chair of the Commission

Article 6 – The duties of the Chair of the Commission are as follows:

1. To represent the Commission, chair its meetings, and oversee the conduct of Commission activities.
2. To submit matters related to assignments, communication, correspondence, and similar issues concerning the Commission to the Department, upon the decision of the Commission.
3. To convene Commission meetings and, when necessary, to call the Commission to urgent meetings with a special agenda.
4. To submit the Commission's activity report, prepared by the Commission, to the Head of Department at the end of each academic semester.
5. To ensure the proper filing and archiving of the minutes of Commission meetings.

Commission Members

Article 7 – The duties of the Commission members are as follows:

1. Commission activities shall be carried out under the leadership of the Chair.
2. To actively participate in Commission meetings and decision-making processes.
3. To assist in the preparation of the Commission's activity report at the end of each academic semester.
4. To perform other duties assigned by the Chair.

Working Principles of the Commission

Article 8 – The working principles of the Commission are as follows:

1. The Commission shall convene at least twice a year, at the end of each academic semester. When deemed necessary, extraordinary meetings may be held upon the call of the Chair.
2. The Commission shall convene upon the call of the Chair when an agenda is formed. The Commission shall meet with the absolute majority of the total number of members and shall take decisions by the absolute majority of the members present. Voting shall be conducted by open ballot. In the event of a tie, the decision shall be deemed to have been taken in accordance with the vote of the Chair of the Commission.
3. When necessary, the Commission may communicate with other relevant commissions and organize joint meetings.

Duties, Authorities and Responsibilities of the Commission

Article 9 – The duties, authorities, and responsibilities of the Commission are as follows:

1. To organize scientific events.
2. To carry out the necessary correspondence for the events to be organized and to notify the Head of Department accordingly.
3. To organize internal and external support for the events to be organized.
4. To inform the academic staff and students of the Department about the events to be organized.
5. To provide guidance to students who wish to participate in the events to be organized and to carry out the necessary correspondence regarding students being considered on official leave for duty purposes.
6. To submit all decisions taken by the Commission to the Head of Department.
7. To ensure that the promotions, current updates, and announcements of the Faculty of Health Sciences and the Department of Nursing of KTO Karatay University are shared with potential stakeholders as quickly and efficiently as possible through the Department's social media accounts (Instagram, Facebook, and Twitter).
8. To contribute to students' personal development by informing them about scientific, cultural, social, and sports activities through social media.

SECTION THREE

Matters Not Provided For, Entry into Force, and Execution

Matters Not Provided For

Article 10 – In cases not provided for in these principles and procedures regarding the functioning of the Commission, actions shall be taken in accordance with the decisions of the Nursing Department Board.

Entry into Force

Article 11 – These principles and procedures shall enter into force as of the date of approval by the Senate.

Execution

Article 12 – The provisions of these principles and procedures shall be executed by the Rector.