



Co-funded by the
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INTERNAL REGULATIONS OF THE EUROPEAN CULTURE AND ART YOUTH CLUB



FIRST PART

PURPOSE AND PRINCIPLES

I. PURPOSE

Article 1- This statute; It was produced as the intellectual output of the Erasmus+ project named BUTTERFLY EFFECT WITH EUROPEAN CULTURE No. 2020-1-CZ-KA227-094293 (IO1). Within the scope of intellectual output, a EUROPEAN CULTURE AND ART YOUTH CLUB will be established in partner schools. Partner schools will carry out club activities in a coordinated and simultaneous manner. Club; It aims to raise awareness of the European common culture among Turkish, Greek and Italian youth, and to enable them to become active as cultural ambassadors for the promotion of their own culture. This statute; The aim was to provide unity between partner schools and to determine a common way in club operation.

Article 2- The special purpose of the EUROPEAN CULTURE AND ART YOUTH CLUB is to raise cultural awareness among young people for the continuity of the EU.

For this purpose, Turkish, Italian and Greek youth;

1. To arouse interest in getting to know their own culture, cultural elements (dance, food, music, handicrafts, etc.)
2. To ensure that they take active duty and responsibility to promote their own culture, cultural elements (dance, food, music, handicrafts, etc.) to their European peers.
3. To create motivation to know the culture of their European peers
4. To enable their European peers to reveal the common aspects of their own cultures and their cultures.
5. Ensuring that their European peers demonstrate and respect the differences between their cultures and their own
6. Participating in existing projects and producing new projects by collaborating with school social clubs and non-governmental organizations.
7. the cultures of their European peers; ensure that they take an active role and responsibility in promoting it to other students in their schools

II. SCOPE

Article 3- This statute; According to the European Culture and Art Youth Club activity program, all kinds of cultural activities to be held in Sarar Girls Anatolian Imam Hatip High School (TR), Akant College (TR), 3rd Lyceum of Veria (GR), Istituto Tecnico Statale "G. Garibaldi" (IT) schools and the principles related to the organization and execution of the works.

III. CLUB ACTIVITIES

Article 4- European Culture and Art Youth Club activities:

1. Experiencing Turkish cultural elements by Greek and Italian youth and promoting them in partner schools
2. Experiencing Greek cultural elements by Turkish and Italian youth and promoting them in partner schools
3. Experiencing Italian cultural elements by Turkish and Greek youth and promoting them in partner schools
4. To carry out promotional activities about the Erasmus+ program
5. Collaborating with non-governmental organizations (NGOs) in cultural promotion activities

IV. OBJECTIVE OF CULTURE AND ART ACTIVITIES

Article 5 – Young people;

- a) Increasing their motivation to know and promote their culture
- b) To increase the ability to get to know oneself, develop their skills, and use them for the benefit of themselves and the society.
- c) To enable them to use their free time effectively and efficiently.
- d) To be able to respect individual differences; To enable them to tolerate different opinions, thoughts, beliefs, understanding and cultural values,
- e) To be able to do their duty willingly and to take responsibility
- f) To enable them to take duties and responsibilities in activities individually or in cooperation with others

V. PRINCIPLES

Article 6 – Participation, planning, continuity, productivity, volunteerism and cooperation are the basic principles in student club and community service activities.

In line with these principles;

- a) Determining the club activities according to the development level of the students,
- b) Ensuring wide participation in all activities, taking into account that each individual can contribute to the transfer of culture,

- c) Considering the interests, wishes, abilities and needs of the students and the opportunities and conditions of the environment in the planning and execution of club activities,
- d) To carry out joint studies between other student clubs in the school and to benefit from their opportunities in order to ensure efficiency in activities,
- e) Studies can be planned and implemented in a way that covers and evaluates extracurricular times,
- f) To support the curriculum by taking into account,
- g) To collaborate with students at schools in the country or abroad,
- h) Ensuring the necessary environment and conditions for disabled students to participate effectively in club activities in line with their interests and wishes,
- i) To plan and carry out club activities with club member students under the supervision of advisor teachers,
- j) Ensuring student and parent cooperation with official and private non-governmental institutions and organizations in studies,
- k) In club activities, care is taken to ensure that students develop aesthetically, ethically and emotionally.

VI. PRINCIPLES-2

Article 7 – Club activities are carried out within the framework of the following principles;

- a) Two willing and volunteer teachers are determined from the project team.
- b) Club activities are carried out within the scope of student clubs and community service by making use of in-school and out-of-school opportunities with the cooperation of school management, parents and NGOs.
- c) Consultant teachers inform the Club Board of Directors about the support to be provided from outside the school and obtain the consent of the school principal.
- d) In addition to classroom teachers and classroom/branch guidance teachers, volunteer parents also participate in social activities and provide assistance and guidance to students.
- e) Expenses related to the activities carried out within the scope of social activities are covered from the project management budget of the partner schools and the expenditure documents are sent to the project coordinator by the school principal. f) The follow-up of the students whether they have completed the studies they will do within the scope of the club is done by

the advisor teachers. Counseling teachers take the necessary measures for students to actively participate in club activities.

g) Consultant teachers for each study; fills a signed follow-up form separately for the students who take part in the activity and for the participants who participate in the activity. In addition, advisor teachers will write a final report for each activity. Participant Signature lists and activity result reports are forwarded to the project coordinator by the school principal.

VII. CLUB BOARD OF DIRECTORS

Article 8 — Club Executive Board consists of 8 students, 4 parents and 1 NGO representative to be chosen by 2 advisor teachers and club representatives from the project team in partner schools (Erasmus+ KA227 BUTTERFLY EFFECT WITH EUROPEAN CULTURE). The Board coordinates the work in cooperation with advisor teachers, students, volunteer parents, NGO representatives and other teachers in order to carry out the activities within the scope of the club efficiently. It takes the necessary measures to carry out these studies by cooperating with the relevant units in out-of-school activities.

VIII. DETERMINATION OF VOLUNTEER PARENTS

Article 9 – A meeting is held at partner schools to introduce the project to parents. At the meeting, the content, scope and activities of the European Culture and Art Club are explained to the parents. 4 parents who want to take part in club activities are selected.

IX. CLUB FUNCTION:

Article 10- The club's operating system aims to involve all active members. It is directed by the Club Board of Directors. By establishing working groups, efficiency is brought to the operation.

Article 11: BOARD OF DIRECTORS

Chairperson: (1 advisor teacher)

1. Provides in-club coordination. Manages the club's relations with the school administration.
2. Checks the operability of the activities.

Treasurer: (1 advisor teacher)

1. Manages the financial affairs of the club.

2. Takes copies of the documents related to the club's expenses and presents the originals to the school principal together with the explanation.

Technical Coordinator: (2 students under the control of 1 supervisor teacher)

1. Logo, web, poster making, distribution and hanging of posters
2. Preparation of presentations.
3. Publication of bulletins and reports
4. It is the technical coordinator's responsibility to prepare promotional items such as badges, mugs and business cards.

Promotion and Foreign Relations Coordinator: (2 students under the control of 1 consultant teacher)

1. Establishing connections with clubs and NGOs with the same purpose, providing communication networks
2. Press and other Public Relations issues are under the responsibility of the Promotion and Foreign Relations Coordinator.

Activity Coordinator: (4 students under the control of 2 advisors)

1. Arranging in-school and out-of-school activities
2. Organization of logistics elements of events
3. Preparation of event reports is under the responsibility of the Event Coordinator.

Secretary: (1 student under the supervision of 1 supervisor teacher)

1. Taking attendance at meetings and events.
2. Announcing the meeting agenda items before the meeting and keeping the meeting minutes.
3. All kinds of archiving duties belong to the secretary.

Article 12- SUPERVISORY BOARD The school principal, who has responsibilities to the project coordinator, takes an active role in the supervisory board. 1 advisor teacher and 3 students take part in the supervisory board.

Article 13- GENERAL ASSEMBLY MEETING

1. Decisions are taken by voting. In voting, majority vote is essential.
2. The frequency and time of the meetings are determined at a meeting to be held at the beginning of the semester.

Article 14- ELECTION PRINCIPLES:

1. A meeting is held with the teachers and students who will take part in the board of directors.
2. Elections for the Board of Directors are based on the majority of votes.
3. Desiring members submit their candidacy for the position they want. A member can nominate for a maximum of two posts. Elections are held after nominations for all posts

have been determined. 4. In the elections held on the basis of closed vote, the secretary, the event manager, the foreign relations officer, the publicity officer, the treasurer and the president are elected respectively.

5. In the event of the resignation or dismissal of any of the members on duty, the election is held on the same principles only for that duty.

SECOND PART

TASKS

DUTIES OF THE SCHOOL HEAD

Article 15 – The manager is responsible for the efficient execution of social activities in accordance with the aims and objectives of the project. The principal may give written authority and responsibility to other teachers in the project team when deemed necessary.

Manager;

- a) Make the necessary announcements to the parents and encourage them to participate in the studies.
- b) Provides guidance to counselor teachers, volunteer parents and NGO officials, and coordinates correspondence when necessary.
- c) Student club approves study plans.
- d) The project coordinator is responsible for this intellectual output (club bylaws) and intellectual output applications (Club activities). It is responsible for presenting the relevant documents and expenditure documents to the coordinator.

DUTIES OF THE ADVISORY TEACHER

Article 16 – Consultant teacher;

- a) Notifies the school principal of the number of students of the club in a list.
- b) Encourages students to produce creative and original ideas in studies.
- c) Provides general supervision and guidance of the studies.
- d) Follows the progress of the studies and reports the result to the school principal.
- e) Coordinates correspondence related to club work.
- f) Guiding the students in compliance with the Club Annual Work Plan.
- g) Helps students in all studies to be done.
- h) Meets with the students in the club, guides them and evaluates the work done.
- i) Responsible to the school principal.

DUTIES OF VOLUNTEER PARENTS

Article 17- Volunteer parents;

- a) The advisor assists the teachers during the activities.
- b) Contributes to the organization of activities individually or in groups.
- c) Helps students in their extracurricular work.

DUTIES OF THE STUDENT REPRESENTATIVE

Article 18— Representative;

- a) Ensures the preparation of annual study plans with the students and gives them to the advisor teacher for approval.
- b) Notifies the advisor teacher about the task sharing and distribution of tasks related to the activities to be carried out.
- c) The advisor informs the teacher about the work done.
- d) It ensures that club members meet at certain times.
- e) Makes correspondence related to club work and ensures that it is filed.
- f) Coordinates the project work to be carried out by the club members.

DUTIES OF THE SOCIAL CLUB PRESIDENT

Article 19

- 1. He is primarily responsible for the work of the club and the implementation of the annual work program.
- 2. The duties of the president of the social club are as follows:
 - a. It communicates and cooperates with the teachers, who are the club presidents of the partner schools.
 - b. Collaborates with other educational Clubs in the school.
 - c. It determines the club-related expenses with the treasurer and informs the school principal.
 - d. Presides board meetings about club.

DUTIES OF THE VICE PRESIDENT OF THE SOCIAL CLUB

Article 20

The duties of the club vice president are:

- a. In cases where the president of the social club is absent he fulfills the duties of the president.
- b. Keeps a record of the club's fixtures and becomes responsible.
- c. Fulfills the duties assigned by the President regarding the Club.

DUTIES OF THE SECRETARY

Article 21

The duties of the secretary are:

- a. He makes correspondences about the clubs and follows them.
- b. Files and organizes club related documents.

DUTIES OF THE COUNTER

Article 22

The duties of the treasurer are:

- a.** He handles the club's financial affairs.
- b.** He takes copies of the documents related to the club's expenses and gives the originals to the school principal.
- c.** Together with the president, he prepares the annual estimated budget for the annual income-expenditure of the Social Club.

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