

KOÇ UNIVERSITY MEDICAL STUDENTS' ASSOCIATION BYLAW

Chapter 1: General Information on Association

ARTICLE 1: Establishment, Scope and Basis

1.1. This bylaw covers the principles regarding the organization, functioning, duties and responsibilities of the Koç University Medical Students' Association (KUMSA), which was established by Koç University School of Medicine students.

1.2. KUMSA was established in accordance with the "Directive on the Regulation of Extracurricular Student Activities of Koç University". The KUMSA bylaw has been prepared in accordance with the "Directive on the Regulation of Extracurricular Student Activities of Koç University", and if any of the articles of the bylaw conflict with the directive, the directive articles are deemed valid.

1.3. KUMSA operates under Koç University Dean of Students and Dean's Office of Koç University School of Medicine. KUMSA has the responsibility to report to Koç University Dean of Students and Dean's Office of Koç University School of Medicine.

ARTICLE 2: Full Name, Logo and Contact Information of the Association

2.1. Full Name and Abbreviation of the Association

The name of the association is "Koç Üniversitesi Tıp Fakültesi Öğrencileri Topluluğu" and the international name of the community is "Koç University Medical Students' Association". This name is the name that the association will use in all correspondences. The association has no name other than those mentioned in this bylaw. The only valid abbreviation of the association is "KUMSA".

2.2. Logo of the Association

The logo of the association is as follows



2.3. Contact Information of the Association

The valid correspondence address of KUMSA is Koç University Rumelifeneri Campus, Rumelifeneri Road, 34450 Sarıyer / Istanbul. The valid and official e-mail address of KUMSA is kumsa-club@ku.edu.tr.

ARTICLE 3: Notions

In this bylaw the following notions represent;

- University: Koç University,
- Rector: Koç University Rector,
- Directive: Directive on the Regulation of Extracurricular Student Activities of Koç University,
- Dean's Office: Dean's Office of Koç University School of Medicine,
- Dean of Students: Koç University Dean of Students,
- Association: Koç University Medical Students' Association,
- Board of Directors: Board of Directors of KUMSA elected in accordance with KUMSA bylaws,
- Supervisory Board: Supervisory Board of KUMSA elected in accordance with KUMSA bylaws,
- Executive Board: Executive Board of KUMSA elected in accordance with KUMSA bylaws,
- Student Council: Koç University Student Council,
- Absolute Majority: More than half of the votes,
- Qualified Majority: Two thirds of the votes (2/3),
- School of Medicine: Koç University School of Medicine,
- Student Education Committee: Koç University Student Education Committee.

ARTICLE 4: Vision and Mission of the Association

4.1. Vision of the Association

To create the most productive environment for Koç University School of Medicine students to improve themselves in every field, to represent and support them in the best way possible.

4.2. Mission of the Association

Association's activities are participating in conferences on national and international platforms and representing Koç University School of Medicine in these platforms, producing ideas and projects that will contribute to medical education, contributing to the formation and evaluation of the curriculum, participating and having a say in the activities of medical student societies, organizing scientific and social activities for medical students, organizing activities

to increase awareness in the field of health, producing, conducting and promoting research projects, providing communication between the University, Dean's Office and medical students, and conveying the requests and complaints of medical students to the University and the Dean's Office.

ARTICLE 5: Membership of Association

5.1. Becoming a Member

Students who start their education at Koç University School of Medicine at the beginning of each academic year are entitled to be active members of the association, yet they cannot be forced to become a member without their consent. Students who accept the regulations of the association by filling out the application form (ANNEX-1) sent by the association at the beginning of each year become active members of the association. Their names are recorded in the active member registry. Members of the association can be members of more than one club.

5.2. Membership Conditions

Two conditions are pursued in the acceptance of active members to the association;

- Being a student continuing education at Koç University School of Medicine,
- Accepting association's bylaws.

5.3. Types of Membership

The association has two types of membership, active and honorary:

- Active Membership: They are the members who have the right to vote in the association's bodies and be a candidate for the Executive Board, however, active members who have completed one academic year at Koç University School of Medicine (including ELC) obtain the right to be elected.
- Honorary Membership: Professors, alumni and staff of Koç University School of Medicine can become honorary members and participate in studies, but they do not have the right to vote and to be a candidate.

5.4. Termination of Membership

5.4.1. Active membership of the students who are active members of the society ends automatically upon their graduation.

5.4.2. Membership ends when the active member of the association sends his/her request to leave the membership to the Secretary General.

5.4.3. In the following cases, the process of dismissal from membership can be initiated with the decision of the Supervisory Board upon the written application of at least ten active members of the association to the Supervisory Board. The Supervisory Board takes the defense of the member who is requested to be dismissed from membership and transfers the matter to the Board of Directors. At the first Board of Directors meeting attended by members of the Supervisory Board, the membership of the relevant active member is terminated upon the decision of the qualified majority of the Board of Directors members. Students whose membership has been terminated for any reason can make their objections to the Dean of Students or Dean's Office.

- To act contrary to the word and essence of the Turkish Republic constitution,
- Acting against the mission, vision and bylaw of the association,
- Corrupting the association's accounts, documents and records,
- To use the opportunities and powers provided by the association for their personal interests,
- Conducting defamatory and preventive behaviors to the association and its activities,
- Failing to comply with the decisions of the Board of Directors and the duties assigned by the Board of Directors.

Chapter 2: Organs of the Association

ARTICLE 6: General Assembly

6.1. Ordinary General Assemblies meet at least once every term. The date decided for the ordinary General Assembly is announced to all KUMSA active members 2 weeks before the General Assembly. If the participation of the absolute majority of the members of the association cannot be achieved, the General Assembly resolutions can be submitted online to the voting of all active members via e-mail upon the decision of the absolute majority of the Board of Directors.

6.2. In cases deemed necessary, the decision to convene an extraordinary General Assembly can be taken by the Board of Directors or with the written and signed application of 1/5 of the Association members. The Board of Directors announces the date of the extraordinary General Assembly at least three days in advance and announces the meeting agenda.

6.3. In order for a decision to be made at the ordinary General Assembly, the absolute majority must be present. It is sufficient to have 1/10 of the total number of active members present at the extraordinary General Assembly.

6.4. The agenda of the General Assembly is determined by the Board of Directors and announced to all active members at the latest two days before the meeting.

6.5. Decisions in the General Assembly are taken according to the absolute majority of the participants. However, qualified majority is sought for the decision to change the statute and dismiss a Board member.

6.6. Mission of the General Assembly:

- It elects the principal and alternate members of the Board of Directors and Supervisory Boards for the next academic year at the end of each academic year.
- If the qualified majority is achieved, it may dismiss the members of the Board of Directors.
- It approves the draft program of activities envisaged at the beginning of each academic year.
- Votes the proposals for changes in association bylaws.

ARTICLE 7: Board of Directors

7.1. Members of the Board of Directors

The Board of Directors consists of seven members, including the President, Vice President, Secretary General, Financial Coordinator, Coordinator of Academic Affairs, Coordinator of Sub-Groups and student representative of the School of Medicine elected by the Dean of Students at the May General Assembly.

7.1.1. President

They are responsible for the operation within and outside the association, maintain the order of the community during the year and intervene in any malfunctions. They are primarily responsible for the coordinated and harmonious work of the responsible individuals in the association throughout the working period. They are responsible for assembling the Board of Directors when necessary and ensuring that all Board of Directors' members are informed about the functioning of the association. They ensure the communication between the Dean's Office and its sub-groups and the representation of Koç University School of Medicine students at the Dean's level, and convey their requests and complaints to the Dean's Office. They conduct the budget negotiations with the Dean's Office together with the Financial Coordinator. They approve the budget

requests of the activities in cases where the activity is carried out in parallel with KUMSA principles and the Board of Directors does not object.

7.1.2. Vice President

In case of a lack of a President, they stand proxy for the President and notify the election results to Dean of Students until the second week of June. They are responsible for organizing the meetings and sharing the periodical KUMSA bulletin with all stakeholders of the Koç University School of Medicine. They work with the Secretary General to archive relevant bulletins, event evaluation reports and participant feedback.

7.1.3. Secretary General

They keep the Board of Directors meeting and General Assembly reports. They are responsible for the association's correspondence. They update the list of members and submit the active membership form (ANNEX-1) to Koç University School of Medicine students at the beginning of each year. They are responsible for all kinds of correspondence, reports, recording and archiving system of the association. They are responsible for making the association announcements on time, creating external correspondence formats and delivering them to members when necessary. KUMSA regularly stores activity reports, year-end evaluation reports, event feedbacks and meeting reports in its archives and shares them with the relevant parties. At the beginning of each academic year, they prepare a Google Drive folder containing the meeting reports of the Board of Directors of KUMSA and share it with all members. They are responsible for updating this folder regularly throughout the year.

7.1.4. Financial Coordinator

The financial coordinator is responsible for the financial affairs of the association. They form the next year's KUMSA budget in each autumn period. The president and the Financial Coordinator negotiate this budget with the Dean's Office. They keep track of the expenditures of all sub-groups during the year and ensure budget management together with the president. They keep records of the budget of the association and present these records at the Board of Directors meeting. After events, they send the relevant payment receipts received from the financial representatives of the sub-group to the Dean's office. They monitor and control the repayments of the events within the scope of the budget.

7.1.5. Coordinator of Academic Affairs

They chair the Koç University School of Medicine Student Education Committee. They ensure the establishment and operation of the Student Education Committee. They are responsible for transferring the decisions of the Student Education Committee to the Board of Directors and for the coordination of this committee with KUMSA. They deal with issues related to the educational affairs of the faculty and are responsible for examining and submitting requests and complaints about academic issues to the Dean. They are responsible for the execution and follow-up of the individual support application procedure.

7.1.6. Coordinator of Sub-Groups

They provide coordination between the sub-groups and KUMSA. They follow the in-campus and out-of-campus events of sub-groups. If deemed necessary or requested by the Board of Directors, after the event, they send feedback forms to the participants and transfer these feedback to the Board of Directors for evaluation. In the autumn period, they examine the budget requests of the sub-groups with the financial coordinator and can participate in the negotiations of the annual budget requests of the sub-groups. After each event, they collect event evaluation reports from relevant sub-groups and make these reports into bulletins periodically.

7.1.7. School of Medicine Student Representative

They share the wishes and complaints of the Board of Directors with the student council and ensure communication between the club and the student council. In case of termination of the Board of Directors, they take the authorization of the KUMSA e-mail address and notify the Dean's Office of the relevant termination and repeat the elections within at least one month.

7.2. Powers and Duties of the Board of Directors

7.2.1. The Board of Directors fulfills the duties assigned to it in accordance with the provisions of the charter, keeps records and reports its activities to the General Assembly. The decisions taken by the Board of Directors are binding on all sub-groups.

7.2.2. The Board of Directors convenes at least every two months and ensures the coordination and cooperation of sub-groups. It manages the relations between the sub-groups of the community and administrative authorities. The Board of Directors invites all members of the Executive

Board to its meetings, consults the Executive Board when it deems necessary and evaluates the relevant requests of the Executive Board.

7.2.3. It organizes, approves and publishes the periodical bulletin about the activities of the sub-groups.

7.2.4. It takes decisions objectively and in the most beneficial way for the whole of KUMSA on budget matters. It approves the annual budget request of the association in the autumn period of each year to be submitted to the Dean.

7.2.5. Examines and approves the changes in the budget plan to be made during the year.

7.2.6. Calls the general assembly to a meeting.

7.2.7. It fulfills the acceptance and dismissal procedures in accordance with the provisions of the regulations.

7.2.8. The Board of Directors; It decides, with a qualified majority, the disciplinary action to be imposed on the member or group in case the Association members and sub-groups are against the Association bylaws, the Association mission and vision, and the individual support application procedure. There are four types of association disciplinary penalties; warning, reprimand, an indefinite ban from applying for individual support, and dismissal from community membership.

7.2.9. Members and sub-groups who have been given a disciplinary penalty for any reason can make their objections to the Dean of Students or the Dean.

7.2.10. The Board of Directors evaluates the requests to open a new sub-group and may decide to open a new sub-group.

7.2.11. In the Board of Directors, decisions other than disciplinary decisions are taken by absolute majority. The members of the Board of Directors are required to state their votes as acceptance / abstention / rejection in every decision taken. In the case of equality between the accepted and rejected votes due to abstaining votes in the voting, or if the abstention votes constitute the absolute majority, the voting is made without abstention (acceptance / rejection). In case of equality between the accepted and rejected votes in the voting without abstention for any

reason, the decision is left to the decision of the supervisory board, which has three members.

7.2.12. It determines the procedure for individual support applications and ensures that this procedure works throughout the year. It follows that the budget to be allocated to individual support applications is determined and the relevant budget is spent according to the determined procedure. The Board of Directors is obliged to share the procedure determined for individual support applications with all members at least once a year via e-mail. In case of changes in the relevant procedure, the new procedure is shared with all members within a week.

7.3 Rescission of the Board of Directors

7.3.1 Will take place in the event that the absolute majority of the members of the Board of Directors resign, current and updated members list and/or the Association's internal bylaws are not submitted on the due date to the Dean's Office.

7.3.2 In the event of rescission of the Board of Directors, the Student Representative of the School of Medicine will have full authorization of the KUMSA email address, report the relevant termination to the Dean and hold re-elections within at least one month.

ARTICLE 8: Supervisory Board

8.1 The Supervisory Board consists of 3 members, each of whom elected as a candidate must have served at least 1 full year as a member within the Board of Directors. Elections shall be held at the general assembly on 3rd of May. 3 candidates with the most votes are to be elected. In order to qualify as a Supervisory Board candidate, one must not have received any previous disciplinary action from the association. Once elected, all Supervisory Board members must renounce all other administrative member duty.

8.2 At the end of each academic year, the Supervisory Board will examine all documentation and records of the association budget and account transactions to present its results and recommendations to the Board of Directors and General Assembly.

8.3 Supervisory Board shall audit the decisions, accounts, documents, and records of the Board of Directors and General Assembly along with the execution of the decisions taken to ensure they are fundamentally in terms of compliance with the Directive and Bylaws.

8.4 Supervisory Board members will examine and discuss matters that fall under their own responsibilities and duty amongst each other. Aside from these duties, every member has a right to file a complaint to the Supervisory Board.

8.5. Supervisory Board has a right to execute any decisions they deem in violation of the Directive and Bylaws as well as request for an appeal to its original state. A proposal may be submitted to the Board of Directors or General Assembly for either removal from the job or the full removal of the person being held accountable.

8.6. The Supervisory Board may call the association to an extraordinary General Assembly meeting if deemed necessary.

8.7. To ensure approval of the budget requests submitted by the sub-groups, the President of the Board of Directors will confirm the aptness of the activity, Financial Coordinator will ensure compliance of the request with KUMSA's general budget, and the Coordinator of the sub-groups will confirm the activity's feedback has been delivered by entering the activity into the activity tracking chart. In case of arbitrary disapproval, delay, or failure of reimbursement of an activity budget during any time, the Supervisory Board may initiate an investigation upon request. In any case of signs of abuse of authority such as arbitrary rejection or duty negligence, the Supervisory Board holds power to approve the current activity and ensure a refund.

ARTICLE 9: Executive Board and Sub-Groups

The Executive Board ensures coordination between the sub-groups of KUMSA and the Board of Directors; carries out the execution of the decisions taken by the Board of Directors. The Executive Board is made up of representatives elected by each sub-group. Each sub-group has the right to have a representative within the Executive Board. The Executive Board has the right to assemble within itself at any time. Unless the Board of Directors makes a decision otherwise, all members of the Executive Board have a right to attend meetings held by the Board of Directors, express their opinions, make requests, but do not have any voting rights on the relevant matter being voted on.

9.1 Obligations of the Sub-Groups

9.1.1. Each sub-group is obligated to report the sub-groups' elected Board of Directors as well as the chosen representative to represent within the

Executive Board by the end of May to the KUMSA Board of Directors.

Sub-group guidelines must be in accordance with KUMSA bylaws.

Sub-groups are obligated to comply with the procedures and rules of the activity determined by KUMSA.

9.1.2. Sub-groups are linked to KUMSA in financial and legal terms. For this reason, sub-groups are obliged to inform KUMSA in all the activities organized and to receive relevant permission. Every year, the KUMSA Board of Directors informs all sub groups the required steps and processes for every activity requested to plan. Sub-groups are obliged to follow these guidelines while organizing and requesting reimbursement of their activities. Even without the request of the Board of Directors, sub-groups are always required to fill out the “Event Feedback Form (ANNEX – 3)” after each activity.

9.1.3. Activities Budgeted at the Beginning of the Year:

Expenditures of the activities included in the approved and accepted budget of the relevant year are covered by KUMSA within the framework of the budget of the relevant event. The sub-groups are obliged to carry out the required procedures error free before and after each activity in order to receive proper refund of the event’s expenses. Otherwise, KUMSA reserves the right not to cover the expenses of the event, even if the event was budgeted.

9.1.4. Activities Not Budgeted at the Beginning of the Year:

For activities that are not specified in the budget request and are planned during the year, the sub-groups shall request a budget from the KUMSA Board of Directors and list why the event is being held, who and how many people will attend, and reason why the participants will participate. For activities approved by the Board of Directors with absolute majority, the sub-groups can request for budget and activity approval from the Dean’s Office after an initial request of an interview with the Dean’s Office concerning the relevant activity. In the case that the Dean’s Office approves the budget and activity request, the activity guidelines remain the same as all other activities budgeted at the beginning of the year.

9.2. Creating a New Sub-Group

9.2.1. In order to open a new sub group, at least four Association members must complete the application form (Annex-2) and make a formal declaration to the KUMSA Board of Directors. At the first Board of

Directors meeting following the submission of the application, the Board of Directors may approve the new sub-group.

9.2.2. After the approval of the annual budget plan, the newly approved sub-group shall submit their budget plans to the Financial Coordinator as soon as possible. The budget plan approved by the Board of Directors is submitted to the Dean's Office. In case the budget plan is not approved by the Board of Directors, the Financial Coordinator submits feedback on the budget to the relevant sub-group. The budget plan revised in accordance with the given feedback is submitted to the Board of Directors by the sub-group. Until the budget plan is approved, budgeting of the activities planned by the sub-group depends on the decision of the Board of Directors.

9.3. Rescission of the Sub-Groups

9.3.1. If the existing sub-group does not submit its annual budget request on time, does not submit the relevant activity evaluation reports, does not comply with the procedures specified in the bylaws in its activities, does not notify its new Board of Directors and its representative to the KUMSA Board of Directors in May, does not comply with the decisions made by the KUMSA Board of Directors and disrupts the functioning of KUMSA, the decision to terminate the existing sub-group can be taken with a qualified majority of the KUMSA Board of Directors.

9.3.2. The sub-group has the right to self-rescission. The sub group that's decided to close with agreement from the absolute majority of its members, informs KUMSA of this decision.

ARTICLE 10: Student Education Committee

10.1. The Student Education Committee is established in September each year, with at most two elected representatives from all grades under the chairmanship of the KUMSA Coordinator of Academic Affairs. It meets regularly to represent all grades in the School of Medicine and to discuss academic issues.

10.2. The Board of Directors makes joint decisions with the Student Education Committee for decisions that it deems necessary.

10.3. Student representatives who will serve on the education committees within the School of Medicine are elected by joint vote of the members of the two boards during the joint meeting of the Student Education Committee and the KUMSA Board of Directors.

10.4. Student representatives who will serve on the School of Medicine education committees. Can be selected among all School of Medicine students, including the Student Education Committee and KUMSA Board of Directors members.

10.3. During student selection for the School of Medicine education committees, priority is given to the student preference of the faculty member who is the head of the Committee. If there is a candidate that the Committee Chairman wants to be in the position, the student is directly assigned to the position.

10.4. If the Committee Chairman does not have a student representative preference, the position of student representative is opened to the candidacy of the Student Education Committee. Student Education Committee members, who meet the criteria of the position determined by the committee, can be candidates for the position by sending their motivation letters for committee representation to KUMSA. The head of the relevant committee evaluates the motivation letters of the candidates and selects the student who will serve as the committee representative.

10.5. In the event that there are no candidates for the position among the members of the Student Education Committee, the nominations are opened to every student who meets the position criteria. In this case, students can be candidates for the position by submitting their motivation letters for committee representation to KUMSA. When the nominations are concluded, the chairman of the relevant committee evaluates the motivation letters of the candidates and selects the student who will serve as the committee representative.

10.6. Selected student representatives are announced by KUMSA to all students.

Chapter 3: Elections and Dismissal

ARTICLE 11: Elections and Candidatures

11.1. Active members, who have completed one academic year (including ELC) at the Koç University School of Medicine, have the right to be a candidate for the Board of Directors. Each candidate can be a candidate for a maximum of two positions during an election period.

11.2. A member who has been the President of the Board of Directors cannot be a candidate for the Presidency of the Board of Directors again for the next academic year. A person can hold the chair for only one academic year in a row.

11.3. If any of the sub-group representatives, who are members of the Executive Board, is originally elected to one of the positions of the Board of Directors , he/she loses her authority and duty in the relevant representative position.

11.4. Each candidate is obliged to inform the official e-mail address of KUMSA until the date specified by the Board of Directors. If deemed necessary by the Board of Directors, a motivation letter and / or a resume (CV) may be requested from the candidates.

11.5. Upon the decision of the Board of Directors, the general secretary shares the nominations, motivation writings and CVs of all candidates with the active members of the association before the election.

11.6. A General Assembly with elections is held in May. The selection is made among the members who are candidates for the relevant positions.

11.7. Candidates for the positions of the Board of Directors are elected with the absolute majority. If the absolute majority cannot be achieved in the election, the second election is held between the two candidates with the highest number of votes. In the second election, the candidate with the most votes is elected for the relevant position without seeking an absolute majority.

11.8. The Supervisory Board is elected on a list basis. The three candidates with the highest number of votes among the candidates are members of the Supervisory Board.

11.9. The period from the date of elections until September 1 is called the Handover Period, and the newly elected Board of Directors and the former Board of Directors meet together in this period. The voting powers of the members of the Board of Directors pass to the newly elected Board of Directors' members as of September 1. During the Handover Period, the newly elected Board of Directors cannot vote in the decision-making process, but can provide opinions and actively participate in all activities of KUMSA.

ARTICLE 12: Dismissal and Resignation

12.1. A member of the Board of Directors, who does not attend the Board of Directors meetings twice in a row without an excuse, may be dismissed from the Board of Directors by the decision of the qualified majority as a result of the voting at the Board of Directors.

12.2. In case of the termination of membership according to Article 5.4.3., for any member of the association's bodies, that member's authority and duties in the association's bodies are also terminated.

12.3. With the written and signed application of ten active members to the Supervisory Board, the dismissal process of any member of the Executive Board can be initiated. In this case, the Supervisory Board takes the defense of the person concerned. When the Supervisory Board deems it necessary, the relevant person may be removed from the Board of Directors by the decision of qualified majority as a result of the voting made by the Board of Directors, or the relevant person may be removed from the Board of Directors by the decision of the qualified majority as a result of the voting at the General Assembly.

12.4. In case of any member of the Board of Directors's resignation or dismissal, the Board of Directors elects a person from among its members to represent the relevant position until the next general assembly with election, but the person acting as proxy has a single vote. In the event that two of the members of the Board of Directors leave their duties during their term of office, the elections for the relevant positions are repeated at the extraordinary General Assembly.

12.5. In the event of resignation or dismissal of any member of the Board of Directors within the Handover Period, the new Board member, who has been elected, starts his / her duty with voting rights after the former member loses his / her authority.

12.6. In case any of the representatives of the sub-groups who are members of the Executive Board resigns or is dismissed, the relevant sub-group is obliged to notify the new KUMSA representative to the Board of Directors within two weeks.

Chapter 4: Budget and Records

ARTICLE 13: Preparation of the Annual Budget

13.1. Preparation of the annual budget of KUMSA begins with the first Executive Board meeting in September. All sub-groups are obliged to submit their annual budget requests to KUMSA between the 2nd and 4th week from the the first day of school, on the date determined by the Financial Coordinator.

13.2. Annual budget requests sent later than the date specified in article 13.1 may be included in the annual budget of KUMSA with the approval of the Financial Coordinator and the decision of the Board of Directors.

13.3. The Financial Coordinator examines the annual budget requests of the sub-groups within 1-2 weeks after receiving the requests and continues the annual budget negotiations for the sub-groups.

13.4. For annual budgets requests over 5000TL of sub-groups, the upper limit for their request is calculated by “(budget used in the past year)*(120% + annual inflation rate%)” formula.

13.4.1. In extraordinary circumstances, the budget implementation continues in accordance with article 13.4, based on the previous year.

13.5. Annual budget demands of the sub-groups that were newly established or did not spend budget expenditures in the previous year cannot exceed 5,000 TL.

13.6. KUMSA is obliged to include an amount equal to 20% of the total budget requests of the sub-groups for unexpected expenses in its annual budget.

13.7. KUMSA annual budget request approved by the President and the Financial Coordinator is submitted to the Board of Directors and accepted by the absolute majority of the Board of Directors to be negotiated with the Deanery.

13.8. The approved KUMSA annual budget request is forwarded to the Dean’s Office by the President, and the negotiations with the Dean are carried out by the President and the Financial Coordinator. KUMSA annual budget is put into effect after the approval of the Dean’s Office.

13.9. The principles specified in Article 13 may be suspended for a period of time as a result of the decision taken by a qualified majority when the Board of Directors deems necessary.

13.10. Within the annual budget of KUMSA, a certain part of the budget approved by the Dean’s Office and the Board of Directors is used to meet the individual support applications submitted to KUMSA.

ARTICLE 14: Using the Budget

14.1. Sub-groups are obliged to submit their budget requests for their annual budgeted activities to KUMSA at least one week before the date of the event. The relevant budget request should include the date, place, number of participants, -if known- the names of the participants and the purpose of the event by sending an e-mail to KUMSA. This request information should be entered in the activity tracking schedule of the relevant year by the Financial Coordinator.

14.1.1. It is checked by the Financial Coordinator that the relevant demand does not exceed the amount in the annual budget and its approval is entered in the activity tracking schedule. After the approval of the relevant activity is entered in the activity follow-up schedule by the President, the relevant sub-group is responsible for conducting the activity.

14.1.2. If the budget request for the activity is more than the amount included in the annual budget plan, the sub-group may request a budget revision. The sub-group sends the budget revision form (EK-5) together with the budget request mail. The relevant budget revision is processed by the Financial Coordinator after the approval of the absolute majority of the Board of Directors. After the approval of the relevant activity is entered in the activity follow-up schedule by the President, the relevant sub-group is responsible for conducting the activity.

14.1.2.1. In case the budget demands of the sub- groups are insufficient, revisions can be made to the sub- groups from the KUMSA Common item with the approval of the KUMSA Board of Directors.

14.2. Sub-groups are obliged to submit their budget requests for their activities that are not included in the annual budget to KUMSA at least one month before the date of the relevant event. The related budget request should include the date, place, number of participants, the names of the participants, if certain, and the purpose of the event as an email to KUMSA. If requested, the organizer of the relevant event is obliged to present and explain the event to the Board of Directors. The unbudgeted activity approved by the Board of Directors is processed for discussion with the Dean's Office. After the approval of the Dean's Office, the processes are carried out as approved activities that have an annual budget.

14.3. Sub-groups are obliged to fill in the activity feedback form (ANNEX-3) within one week after their activities. After the relevant form is filled in, the Coordinator of Sub-Groups enters the approval of the activity in the activity tracking schedule of the relevant year.

14.4. Sub-groups are obliged to submit the necessary documents to the Financial Coordinator after the event for the reimbursement of their activities. When the Financial Coordinator submits the relevant documents to the Dean's Office, the repayment process is initiated.

14.5. All Koç University School of Medicine students have the right to apply for individual support for medically related activities other than internships. After the participation in the event, the relevant participant is repaid according to the KUMSA budget procedure. The participant is obliged to fulfill his / her responsibilities in accordance with the KUMSA budget procedure, such as submitting the relevant expenditure receipts to KUMSA and submitting the participation certificate. If the participant fails to fulfill these responsibilities, no refund will be provided and KUMSA cannot be held responsible for this situation.

ARTICLE 15: Budget and Association Records

15.1. The approved KUMSA Budget of the relevant year is stored electronically in the official Google Drive account of KUMSA and in the archives of KUMSA in hard copy.

15.2. Relevant event requests and all subsequent transactions are kept in the activity tracking chart of the relevant year in the official Google Drive account of KUMSA. Access to editing and viewing the activity tracking chart is regulated by the Board of Directors. The activity tracking chart is printed at the end of each year and stored in the KUMSA archive.

15.3. The Financial Coordinator is responsible for keeping all budget related records and budget records are kept with the signature and approval of the Financial Coordinator and the President. Relevant records can be examined by the Supervisory Board at any time.

15.4. The names and contact information of the association members are kept in the official Google Drive account of KUMSA and in the KUMSA archive in hard copy.

15.5. Written petitions to the Board of Directors or the Supervisory Board and disciplinary decisions made by the relevant boards, sanction decisions such as dismissal from membership and termination of the sub-group are kept in the official Google Drive account of KUMSA KUMSA.

15.6. General decisions made by the Board of Directors and meeting notes are regularly kept in the official Google Drive account of KUMSA.

15.7. The Secretary General is responsible for keeping records on all issues other than the budget, and the relevant records are kept with the signature and approval of the Secretary General and the President. Relevant records can be examined by the Supervisory Board at any time.

15.8. Except for the people explicitly stated in the regulations, nobody can change the records, destroy them or create new ones. In case of such situations, disciplinary action can be imposed on the relevant member according to the Article 7.2.8

CHAPTER 5: Annexes

ANNEX-1: KUMSA Active Membership Application Form

Two conditions are required for the acceptance of active members to the community,

- Being a student continuing their education at Koç University School of Medicine,
- Accepting association's bylaw.

I accept the bylaw of the Koç University Medical School Students Association (KUMSA) and want to be an active member of KUMSA.

- I confirm.
- I do not confirm.

ANNEX-2: KUMSA Sub-Group Opening Request Form

In order to open a new sub-group under KUMSA, this form must be filled in completely and the KUMSA Board of Directors must be informed.

1- Name of the Sub-Group

2- Founding Board of Directors of the Sub-Group

Founding members cannot be less than four persons, as required by the bylaw. Write the names, surnames and classes of all relevant founding members.

3- Why should this sub-group be established?

Explain why this sub-group should be in Koç University School of Medicine and how it is separated from the existing sub-groups. Mention the mission and path of the sub-group.

4- What is the expectation of the sub-group to be established from KUMSA?

If there is a budget requirement, indicate how much the budget expenditure of the sub-group will be on an annual basis.

5- Could you please share the relevant materials of the sub-group (if any) to be established?

It is important for the decision to share all kinds of materials that prove the necessity of the sub-group to be established and the planned logo, if any, and event materials.

ANNEX-3: Event Feedback Form

Each sub-group is obliged to fill out this feedback form after their events.

1- Which subgroup or group's event is it?

- EMSA-KU
- KU-TÖB
- KU-CALM
- KU-TEK
- KU-KET
- KUSIG
- KU-SIGN
- KUMiM
- KU-HEART
- KU-Harmony

2- What is the total number of participants attending the event?

3- What is the number of participants from Koç University School of Medicine in the event?

4- Share the names and the classes of the participants who took a role actively in the event.

5- Please enter the Event Date (start)

6- Please enter the Event Date (end)

7- Where did the event take place? (Event Place)

8- Please describe the event. (Please consider the fact that this will be used in the creation of KUMSA Journal.)

9- Please share the information of your guests (if any) that attended the event with us.

10- Can you please share a few photos or materials from the event that introduces the event overall briefly? (By uploading these photos here, you automatically accept that these materials will be used in KUMSA Journal.)

11- Does the event accept participants from outside of Koç University? (Question for events held at Koç University)

12- What are your positive and negative criticisms for the role of KUMSA during the event?

13- What should KUMSA do to improve this event for next year?

ANNEX-4: KUMSA Individual Support Application Form

Active members who participate in individual events and want to get support from KUMSA for this event are obliged to fill out this form. You can find the individual support application procedure [here](#).

1- Participant's Name and Surname

2- Participant's E-Mail Address

3- Class of Participant

4- Name of the Event for which a Support is Requested

5- A Website Link Describing the Event (Optional)

6- Description of the Event That is Requested Support (Optional, you can specify the details of the event such as place, date, content, etc.)

7- Participant's Role in the Event

8- Detailed Description of the Requested Support (Please indicate the amount of support you requested with a short explanation. Make sure that the amount of the support is in TL. E.g. Congress Participation Fee-700 TL, Ticket to the congress city-500 TL, 3 days 2 nights accommodation cost-600 TL ...)

9- Motivation Letter (This part is about why you want to participate in this event and it is recommended to answer the following questions: "What is your purpose in participating in this event?", "What do you think this activity will contribute to you?", "Do you think your participation in this event will make any contribution to Koç University or the School of Medicine? If so, can you explain these contributions?")

10- Additional Documents (Acceptance notice, invitation letter, if any, content produced by the participant for the event, etc.)

ANNEX-5: Budget Revision Request Form

For the budget revision mentioned in the previous articles, KUMSA sub-groups are obliged to fill out this form one week before the event.

- 1- Sub Group Name
- 2- Date
- 3- Revision Requested Item
- 4- Revision Item
- 5- Revision Requested Amount

ANNEX-6: Refund Request Form

KUMSA subgroups are obliged to fill out this form after the event for the reimbursement specified in the previous articles.

- 1- Name Surname
- 2- Sub Group Name
- 3- Type of Event
- 4- Date
- 5- Type of Expense
- 6- Expense Explanation
- 7- Amount of Expenses
- 8- Total Repayment Amount (TL)

October 2021

This bylaw consists of 15 Articles and 6 Annexes.

As a result of the online voting held on 14.05.2018, it was accepted by the KUMSA General Assembly with 66 acceptances, 6 abstentions and 1 rejection vote.

As a result of the online voting held on 11.05.2019, it has been revised by the KUMSA General Assembly with 97 acceptance and 15 negative votes.
