# Regulations for UFAZ Student Clubs

**1. Compliance with University Procedures**

All student clubs must comply with applicable university regulations and official instructions issued by the university administration, Student Council, and PR Department within their respective areas of responsibility. Club presidents are expected to cooperate with these bodies, respond to official requests, and follow established procedures. If a club disagrees with a decision, it should raise its concerns through the appropriate channels rather than disregard official instructions.

**2. Establishing New Clubs**

Students wishing to establish a new club must first make a verbal request to the PR Department. If initial approval is granted, they must submit an official proposal in PDF format. A minimum of five founding members is required to establish a new club. Once the club is approved, the Student Council must be informed.

**3. Changing Club Presidents**

When a club president is to be replaced, the Student Council and the club's members must be consulted before the change is finalized. The proposed candidate may assume the role only after receiving approval from the Student Council, which reserves the right to reject the proposed candidate. Once the appointment is finalized, the PR Department must be informed.

**4. Club Positions and Responsibilities**

The HR Manager position in student clubs must be replaced with the Event Manager position. Event Managers will support the organization of club events and play an active role on the new UFAZ community platform, which will be launched soon.

**5. Event Organization and Room Reservations**

Clubs must prepare a participant list for each event and submit it to the PR Department in accordance with the established procedure before ***Friday 15:00***. Rooms must be reserved at least 4-5 days before an event. Club presidents are responsible for completing these arrangements on time, providing accurate information, and communicating significant changes to the relevant departments as early as possible.

**6. Accountability of Club Presidents**

Club presidents are responsible for ensuring that their club's activities and decisions comply with these regulations. They are expected to set a good example, address issues within their clubs responsibly, and cooperate with the Student Council, PR Department, and university administration when necessary. Holding a leadership position does not exempt anyone from accountability.

**7. Respectful Conduct and Fair Treatment**

Club presidents and members must treat one another respectfully and fairly. Insulting, humiliating, threatening, intimidating, discriminating against, or unfairly pressuring members is unacceptable. Club presidents must not misuse their positions to silence criticism, punish members for personal disagreements, or make decisions based on favoritism, personal relationships, or conflicts.

**8. Fair Membership and Protection Against Arbitrary Removal**

Removing a student from a club must be considered an exceptional measure and may only be justified by a very serious reason. Personal disagreements, conflicts, differences of opinion, dissatisfaction with a member, or an isolated incident are not sufficient grounds for removal.

Before proceeding with the removal of any member, the club president must consult with both the Student Council and the PR Department. The circumstances must be reviewed carefully, and the member concerned must have an opportunity to explain their position. No removal decision should be finalized before this consultation and review have taken place.

**9. Conflict Resolution**

Disagreements between club presidents and members, or between members themselves, should be handled fairly and professionally. All parties involved must have an opportunity to explain their perspectives before decisions are made. Club presidents should seek reasonable solutions and avoid allowing personal relationships or disagreements to influence the outcome. Unresolved conflicts may be referred to the Student Council or the PR department

**10. Complaint Procedure**

Students must have a clear and accessible way to report inappropriate behavior, misuse of authority, unfair treatment, or other violations of these regulations to the Student Council or PR Department. Reports should include relevant details and supporting information where possible. Complaints must be handled discreetly, with information shared only with those involved in reviewing the matter.

**11. Review and Investigation of Complaints**

All complaints must be reviewed impartially and taken seriously. Decisions must be based on available evidence and the circumstances of each case, rather than assumptions, personal relationships, or unverified allegations. The person concerned must have a reasonable opportunity to explain their side before a conclusion is reached. Confidentiality should be maintained to the extent possible throughout the process.

**12. Club Activity Monitoring**

The events and activities organized by each club will be monitored throughout the semester to follow their progress and ensure that clubs remain active. This monitoring will also help inform decisions regarding the continuation of club activities in the following academic year.

**13. Disciplinary Measures**

If a club president or member violates these regulations, the case must be reviewed by the relevant authority, and appropriate action must be taken based on the seriousness of the violation. Depending on the circumstances, this may include a verbal or written warning, a requirement to correct the behavior, or referral to the university administration for further action. Repeated violations or serious misconduct may result in stricter disciplinary measures. Any action taken must follow the established university procedures.

**14. Consistent Application of Regulations**

These regulations apply equally to all UFAZ student clubs, their presidents, and their members. No individual or club should receive preferential treatment because of personal connections, popularity, achievements, or position. Similar cases should be handled consistently while taking into account the specific circumstances of each case.