

# **DART SOCIETY CONSTITUTION**

## **Article 1 — Name and the qualification of the society**

DART Society “*DART Society*”: initiative is autonomous, independent and a non-profit student society. DART Society logo is as shown in *ANNEX-1*.

## **Article 2 — Goals**

DART Society; is a provider of free education and training services which are served as physically and digitally.

Their goals are to demonstrate social services on educational equality, communal work ethics, mentoring, social responsibility, technological integration, scientific research, consultancy services, sustainability, and environmental awareness.

## **Article 3 — Activities**

**3.1** Dart Society carries out activities for the purposes which are mentioned in article 2 with their stakeholders.

**3.2** Dart Society can be reinforced by experts, institutions, and establishments while they carry out their activities.

**3.3** Dart Society can broadcast for their purposes in visual, printed, or digital environments. Promotional activities can be implemented in those environments.

**3.4** Dart Society can organize meetings, education, trips, courses, conferences, panels, seminars, interviews, and competitions which are for the purposes mentioned in article 2 or/and can organize income-generating activities and can support such activities.

## **Article 4 — Membership terms and process**

**4.1** Only students continuing their education life can be a member of Dart Society.

**4.2** Membership in the team is carried out with monthly registrations.

**4.3** Individuals not acquiring defined membership terms can only attend team activities with an honorary member, consultant, or instructor label. However, they have no right to vote.

## **Article 5 — Active and Inactive Membership**

**5.1** Members who attend events performed by DART Society and who actively take charge of the events during a whole year are in situation of active member.

**5.2** The active member list is defined with based on Article 5.1 by board of management minimum a week before the General Assembly that is done at the end of

the year and announced on the “dart-society.com” website. Members could raise an objection within 3 days from announcement of the active member list. The objections are evaluated by Board of Management.

**5.3** Only active members have the right to vote and to stand as a candidate at General Assembly.

**5.4** Members who don't maintain the condition of active membership are in situation of inactive member. The inactive members have no right to elect and be elected at General Assembly.

## **Article 6 — Resignation from Membership and Cancellation**

**6.1** Members who want to resign from membership could leave through applying for the Board of Management with a petition that clarify their demands.

**6.2** The Board of Management may submit reasoned request of cancellation of the membership to the General Assembly.

**6.3** The cancellation of membership happens through the General Assembly members' absolute majority acceptance of the request of the Board of Management.

## **Article 7 — Regulations**

**7.1** These regulations, prepared based on regulations of Boğaziçi University Student Activity

**7.2** One third of the Board of Directors or General Assembly members may propose a change in regulations. Proposal for a change in regulations will be accepted if two thirds or more of the General Assembly members approve

## **Article 8 – Administrative Units**

**8.1** General Assembly: Main decision-making unit of society

**8.1.1** Consists of active member

**8.1.2** Assembles at every end of the year. Board of Directors may convoked General Assembly by at least one thirds of the signatures of Active Members

**8.1.3** Missions:

**8.1.3.1** Elects Board of Directors for the following year.

**8.1.3.2** As stated in Clause 4.3 votes the proposals of voluntary members, consultancy, coaching.

**8.1.3.3** As stated in Clause 6.3 votes to cancel memberships

**8.1.3.4** As stated in Clause 7.2 approve the change of regulations

**8.1.3.5** As stated in Clause 8.2.8 may discharge the Board of Director

**8.2** Board of Directors: It is executive branch of society.

**8.2.1** In General Assembly Meeting held at the end of each year, they consist of 7 members: The President, Co-President, Treasurer, Secretary General, Director of Operations, Editor-in-Chief and Content Manger who are chosen by general assembly by the election method specified in Article 9. The New Board of Director inherits the duty throughout a year until new general assembly, after the day that general assembly happens.

**8.2.2 Only** students who continue their education and active members can be chosen for member of Board of Directors

**8.2.3 Members** of Board of Directors can perform consecutively maximum 2 election periods, President and Co-President can perform maximum 1 election periods.

**8.2.4** Board of Directors has the right to invite people who are consultants, coaches, or honorary members to its meetings. These people do not have the vote right.

**8.2.5** Board of Directors takes its decisions by the votes of the absolute majority of the members present at the meeting. Members of the Board of Directors cannot vote for each other at the meeting and cannot attend the meeting by a deputy.

**8.2.6** The Board of Directors can take its decision by circulating the proposal in writing without holding a meeting. However, in order to apply this method none of the members of the board of directors should request a meeting, a written proposal should be made, this proposal should be made to all members of the board of directors and the majority of full number of members of the board of directors should vote.

**8.2.7** The Board of Directors may be dismissed by a two-thirds majority vote of the full number of active members.

**8.2.8** The Board of Directors may be dismissed in case that its members do not attend three consecutive meetings.

**8.2.9** Members of Board of Directors may be dismissed in case that they do not fulfil the conditions specified in *ANNEX-2* in the “Content of Board Duties”

**8.2.10** It is responsible for the best conduct of work, supervision, implementation of the charter, financial incomes and expenses of the society, as well as equipment for members and DART Society stakeholders.

**8.2.11** DART Society is obliged to present the draft budget and the projected activity schedule of the community to its stakeholders at the beginning of the year, annual report and financial balance sheet at the end of the year. It organizes minutes at each meeting and submits them when requested by the DART Society stakeholders.

## **Article 9 — Elections of the Board of Directors**

**9.1** The permanent members and alternate members of the Board of Directors are elected by the General Assembly for the next year at the General Assembly meeting held at the end of each year, as stated in Article 8.1.3.1.

**9.2** Elections for the Board of Directors are held by closed voting and open classification method.

**9.3** The active members of the General Assembly make their candidacy, at most two of the seven Board of Directors duties specified in *ANNEX-2*. The President, Co-President, Treasurer, Secretary General, Director of Operations, Editor-in-Chief and Content Manger are elected sequentially. The person with the most votes for each task is elected to that task.

**9.4** In case of equality of votes in the election of the Members of the Board of Directors, if there is no agreement between the candidates with equal votes, the candidates with equal votes are voted again. If the equality is not broken after the second voting, the person who will take office is determined by the absolute majority of the previous Board of Directors among the active members.

**9.5** In case of dismissal of the members of the Board of Directors due to the reasons in 8.2.8, 8.2.9 or 8.2.10; An active member determined by the Board of Directors is appointed until the next election period.

**9.6** The right to elect-election of former members of the Board of Directors who are dismissed due to the reasons in 8.2.8, 8.2.9 or 8.2.10 is lost. They can only continue as active members.

## **Article 10 – Documents**

Registration List of Members, Reports of Member Meetings, General Assembly Reports, Fixtures Records and all the invoices, receipts, signed vouchers, contracts and other documents regarding evaluated total expenses of the society are kept by the DART Society Stakeholders, and are submitted when necessary.

## **Article 11 – Financial Matters**

In order to achieve the aims stated in article 2, Dart Society can spend capital, engage in revenue generating economic activities, and also can receive financial support from organizations regardless of their situation of private institutions or public institutions.

**LOGO OF DART SOCIETY**



DART Society consists of “dart society” written in black on a white background and a yellow symbol as shown above. Symbol and text can be used together or separately depending on the intended use.

The right to use the logo belongs to the DART Society. It cannot be used without permission and for any other purpose.

## CONTENT OF BOARD DUTIES

### President

- To manage the company as the top supervisor of the organization, to protect the rights and interests of the members.
- To provide internal and external communication and team coordination; by cooperating with the members of the Board of Directors.
- Provided that the decision of the Board of Directors is taken, to make a contract on behalf of the team, to accept unrequited donations and to make the necessary savings.
- They have the primary responsibility for the establishment and implementation of operations.
- To make decisions and studies suitable with the vision, mission, and values of the organization.
- Responsible for transferring the knowledge and experience of their critical roles and responsibilities to the next generations.
- They may delegate their responsibilities to other members of the Board of Directors in extraordinary circumstances, but if they cannot get any approval for the transfer of their responsibilities, they are responsible for fulfilling their responsibilities.
- If they transfer their duties in extraordinary circumstances and if the successor members to whom they have transferred cannot meet the responsibilities of their position, the responsibility rests with the predecessor member of the Board of Directors.

### Co-President

- To manage the company as the top supervisor of the organization, to protect the rights and interests of the members.
- To provide internal and external communication and team coordination; by cooperating with the members of the Board of Directors.
- Provided that the decision of the Board of Directors is taken, to make a contract on behalf of the team, to accept unrequited donations and to make the necessary savings.
- They have the primary responsibility for the establishment and implementation of operations.
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### **Treasurer**

- Responsible for the organization's financial situation, future investments, and management of resources.
- They will work for the financial benefit of the institutional or individual collaborations to be formed.
- Responsible for following the financial needs of the organization and meeting these needs.
- They will take part in the cash flow statements and reporting of financial processes.
- Responsible for use of resource and determining where, to what extent, when and how the resource will be transferred.
- Responsible for presenting the organization's budget report to the General Assembly at the end of each year.
- Responsible for the creation and administration of the documents pertaining to all expenditures and incomes of the organization.
- Responsible for the management of the activities related to the income-expense follow-up of the activities carried out and the financing of these activities.
- They may delegate their responsibilities to other members of the Board of Directors in extraordinary circumstances, but if they cannot get any approval for the transfer of their responsibilities, they are responsible for fulfilling their responsibilities.
- If they transfer their duties in extraordinary circumstances and if the successor members to whom they have transferred cannot meet the responsibilities of their position, the responsibility rests with the predecessor member of the Board of Directors.

### **Secretary General**

- It is responsible for the administration of the General Assembly / Board of Directors meeting reports.
- It is responsible for the governance of all information and documents of the organization.
- It is responsible for the execution of administrative work with the Vice President.
- It is responsible for external communication and is obliged to fulfil the requests of the members of the Board of Directors related to external communication.
- It is responsible for managing the management and administration of the corporate and individual communication contents that are prepared by the members of the board of directors.
- It is responsible for communicating with various clubs, societies, and organizations.
- It may delegate its responsibilities to other members of the Board of Directors in extraordinary circumstances but is responsible for fulfilling its responsibilities if it does not receive any approval for the transfer of its responsibilities.

- If he/she transfers his/her duties in extraordinary circumstances, if the successor members to whom he/she has transferred cannot fulfil the responsibilities of his position, the responsibility rests with the predecessor member of the Board of Directors.

### **Director of Operations**

- It is responsible for designing and putting into effect the actions that are taken or to be taken by the Group.
- It is in charge of shaping the work to be done in the interest of the community by arranging the short- and long-term plans of the activities carried out in digital or/and physical areas.
- It is responsible for using the production and reserve capacity of the community in a transparent and ethical manner, together with the Treasurer, Secretary General, Creative Director, Communications Manager, Community Manager and Sustainability Specialist, in case of a supply need for certain services or products.
- DART Society is responsible for the processes of collaborations and sponsorships carried out by the community, and for the follow-up of mutually agreed obligations.
- It is responsible for supporting the departments in the fields of business development, research, and development during the activities of the Group.
- It is responsible for following up and manage the entire operation of the event and the team in face-to-face and online events.
- It is responsible for forming the organization team and for dealing with the distribution of tasks in the events to be held.
- It is responsible for arranging, positioning, and delivering materials and services that are required for organizations.
- It is responsible for taking precautionary measures for unexpected events that may occur during the events and for the management of crises that may occur.
- It may delegate its responsibilities to other members of the Board of Directors in extraordinary circumstances but is responsible for fulfilling its responsibilities if it does not receive any approval for the transfer of its responsibilities.
- If he/she transfers his/her duties in extraordinary circumstances, if the successor members to whom he/she has transferred cannot meet the responsibilities of his position, the responsibility rests with the predecessor member of the Board of Directors.

### **Editor-in-Chief**

- Supervising and arranging all kinds of digital and physical content, design, creativity, and originality elements of the organization.
- Responsible for editing the products prepared to increase the organization's awareness with strategic moves in digital and physical areas and to create a transparent and positive image.
- In charge of organizing the content in the fields of awareness and literacy, which the group tries to create in the light of the vision, mission, and values it has adopted.



- Managing and monitoring the visual and audio content of the team's digital channels and social media accounts.
- They may delegate their responsibilities to other members of the Board of Directors in extraordinary circumstances, but if they cannot get any approval for the transfer of their responsibilities, they are responsible for fulfilling their responsibilities.
- If they transfer their duties in extraordinary circumstances and if the successor members to whom they have transferred cannot meet the responsibilities of their position, the responsibility rests with the predecessor member of the Board of Directors.

### **Content Manager**

- It is responsible for creating and presenting all kinds of digital and physical content, design, design, creativity, and originality elements of the organization.
- It is responsible for increasing the awareness of the organization with strategic moves in digital and physical areas and creating a transparent and positive image.
- It is in charge of producing content in the fields of awareness and literacy, which the group tries to create in the light of the vision, mission and values it has adopted.
- It is responsible for producing the visual and audio content of the team in digital channels and social media accounts.
- It may delegate its responsibilities to other members of the Board of Directors in extraordinary circumstances but is responsible for fulfilling its responsibilities if it does not receive any approval for the transfer of its responsibilities.
- If he/she transfers his/her duties in extraordinary circumstances, if the successor members to whom he/she has transferred cannot meet the responsibilities of his/her position, the responsibility rests with the predecessor Board member.

### **Board of Members**

1. President
2. Co-President
3. Treasurer
4. General Secretary
5. Director of Operations
6. Editor-in-Chief
7. Content Manager