

Department:	The Department of Health, Culture and Sports,
Community:	ACUTBAT,
Executive Board:	The Executive Board of ACUTBAT, elected in accordance with the relevant directive of the Department of Health, Culture and Sports,
Executive Committee:	ACUTBAT Interest Group Presidents and Coordinators,
Audit Board:	The Audit Board of ACUTBAT, elected in accordance with the relevant directive of the Department of Health, Culture and Sports,
Advisor:	The faculty member(s) providing guidance to support ACUTBAT in carrying out its activities,
Bylaws:	The ACUTBAT Bylaws, prepared by the community's students in accordance with the relevant directive of the Department, setting out the working principles of the community,
ULUBAT:	The National Scientific Research Community (ULUBAT).

Article 3: Purpose

To encourage Acibadem Mehmet Ali Aydınlar University School of Medicine students to conduct scientific research and to participate in scientific studies and discussions; and to ensure that School of Medicine students acquire the scientific perspective, skills, and attitudes that will enable them to carry out scientific work and that they will need in their professional lives.

Article 4: National and International Memberships of the Community

4.1 ULUBAT

ULUBAT is a national union formed by student communities that are active members in the Republic of Türkiye and the Turkish Republic of Northern Cyprus. Its purpose is to strengthen communication among communities and between students; to encourage communities and students to conduct scientific research and to present their research at various congresses and symposiums; to support the diversification of research; to provide consultancy in congress application processes; to support research; and to raise the standards of organized events. A board of directors is formed for each academic year through a vote in the general assembly.

Article 5: Community Membership

5.1 The community consists of members who will hereafter be referred to as active and passive members.

5.2 The ACUTBAT Executive Board decides on the acceptance or rejection of members and on reviewing membership status and changing member categories, either directly or in line with a report submitted to the Executive Board by the ACUTBAT Audit Board.

5.3 Becoming a member

Individuals who wish to become active members of ACUTBAT must have participated in at least three events organized by ACUTBAT management and in at least one of the Autumn or Spring General Assemblies held within the year.

5.4 Membership Criteria

As a membership criterion, all members—including passive members—must primarily be School of Medicine students, accept the community's bylaws, act in accordance with them, and fulfill the requirements of their obligations.

5.5 Passive and Active Membership

All Acıbadem University School of Medicine students are passive members.

Active Membership: Active members have the right to attend ACUTBAT General Assemblies, vote in General Assemblies, elect community units, and be elected to community units.

An extraordinary General Assembly may be requested upon the written request of two-thirds (2/3) of the active members.

The list of active members is announced no later than one week before the General Assemblies.

5.6 Evaluation of membership

The criteria considered by the Executive Board in determining active members are as follows:

- Having served on the organizing committee of, or having actively or passively participated in, three or more congresses/symposiums/seminars/events organized by the community in the relevant academic year.
- Having participated in at least one General Assembly.

5.6.1 Members of the ALIS congress Executive Board are deemed active members of ACUTBAT without the requirement of at least three events and one General Assembly.

5.7 Termination of membership

5.7.1 Each member retains the right to resign. A member who holds a position in Community Units or in the Audit Board submits their resignation to the Community Executive Board. The Executive Board appoints a replacement or opens a call for applications.

5.7.2 Membership removal takes place as follows: If consensus is reached following the evaluation of the ACUTBAT Executive Board and Executive Committee—meaning approval by all members of the Executive Board and Executive Committee—the decision is forwarded to the Audit Board. The Audit Board's opinion is sought. The final decision belongs to the Executive Board.

5.7.3 ACUTBAT members may be removed from membership due to fraud; committing a legally defined offense; acting contrary to the mission, vision, and bylaws of the Community; engaging in behavior that discredits or obstructs the Community and its activities; intentionally acting against General Assembly and Executive Board decisions; or intentionally failing to communicate with Community members.

Article 6: General Assembly

6.1 The General Assembly is ACUTBAT's highest decision-making body. The Community General Assembly consists of all active members of the community.

6.2 The General Assembly program and agenda are prepared by the community's Secretary General and approved by the Executive Board, and are announced at least seven (7) days before the date of the General Assembly.

6.3 In the opening session of the General Assembly, the General Assembly Presidium is elected by vote from among active members under the moderation of the community's Secretary General. The General Assembly Presidium consists of the Chair, Vice Chair, and Secretary of the Presidium.

6.4 ACUTBAT General Assemblies are held twice a year.

6.4.1 The Winter General Assembly is held for mid-term activity presentations of the Executive Board and Executive Committee, bylaw amendment proposals, and the presentation of the ALIS report. In addition, an ACUTBAT introductory meeting is organized at the beginning of the year for the promotion of interest groups and the selection of assistants. In the Spring General Assembly, elections are held for the Executive Board, Executive Committee, and Audit Board for the next year. In addition, the ALIS report is also presented at the Spring General Assembly.

6.4.2 At the Spring General Assembly, Community Units present their activity reports and plans.

6.4.3 For the Autumn General Assembly, participation of one-half (1/2) of the active members is sufficient.

6.4.4 An absolute majority is required at the Spring General Assembly. If a quorum is not met, the General Assembly is postponed to the same time in the following week. No quorum is required to start the postponed meeting.

6.4.5 In the Spring General Assembly, the Executive Board, Executive Committee, and Audit Board are elected by secret ballot.

6.4.6 Active members may submit a procedure motion during the General Assembly. The content of the procedure motion may be about the following matters:

1. For agenda changes,
2. To postpone the meeting,
3. To move the session to a vote,
4. To move the session to the next agenda item,
5. Requesting a secret ballot,

6. Requesting that election candidates remain outside the hall during the pre-vote discussion period,
7. To suspend a bylaw article until the end of the General Assembly Meeting or until it is reinstated by the General Assembly,
8. Requesting the reinstatement of a suspended bylaw article,
9. Requesting that part of the discussion be removed from the records,
10. In case of a vote of no confidence in the General Assembly Presidium, to vote on the dismissal of the General Assembly Presidium.

6.4.7 The majority concepts applicable to votes held in the General Assembly are as follows:

11. Absolute Majority: More than 50% of all votes are in favor. Abstentions are counted.
12. Relative Majority: After abstentions are excluded, the option receiving the highest number of affirmative votes and more than the number of negative votes for all other options combined is accepted. If abstentions exceed half of all votes, the decision is deemed invalid.
13. Qualified (2/3) Majority: After abstentions are excluded, qualified majority is achieved when affirmative votes are at least twice the number of negative votes. If abstentions exceed half of all votes, the decision is deemed invalid.

The voting and majority types to be applied in the General Assembly are as follows:

14. An absolute majority is required for accepting procedure motions.
15. An absolute majority is required for accepting bylaw amendment proposals.
16. A qualified (2/3) majority is required for elections of the Executive Board, Executive Committee, and Audit Board. In multiple-candidate elections, a relative majority is required.
17. Unless otherwise stated, an absolute majority is required.

6.5 Bylaw amendment proposals and candidacies must be sent to the Community management's official e-mail address in the manner announced by the Secretary General and at least two (2) days before the General Assembly. The Secretary General must make submitted bylaw amendment proposals visible to ACUTBAT members.

6.6 It is the duty of the Executive Board to write the updated version of the bylaws incorporating bylaw amendments made at the end of the General Assembly, and to share the presidium report via e-mail to the official ACUTBAT e-mail address within two (2) weeks.

Article 7: Executive Board

The ACUTBAT Executive Board consists of six (6) principal members elected by secret ballot at the Spring General Assembly. Active members who run as candidates indicate the position for which they wish to run.

7.1 Duties of the Executive Board

The Executive Board is the highest board representing the Community. It is responsible to the Department of Health, Culture and Sports and the Dean's Office. It determines the time and place of the General Assembly. A management meeting is held and recorded to review the work conducted by interest groups and to discuss managerial plans. Recording these meetings

is the duty of the Secretary General. Executive Board meetings may be held online or face-to-face.

7.1.1 In cases where the ACUTBAT internal bylaws are insufficient or unclear, the ACUTBAT Executive Board has the authority to make decisions in consultation with the Audit Board.

7.2 Members of the Executive Board

7.2.1 President

The President of the Executive Board is also the President of the Community. The President represents the Community to all external bodies and stakeholders. The President is responsible for the functioning of the Community, ensures order throughout the year, and intervenes in disruptions. When deemed necessary, the President may convene the Executive Board for a management meeting and should chair Executive Board meetings. The President undertakes these responsibilities together with the Executive Board, maintains leadership, and serves as a pioneer for the Community.

7.2.2 Vice President for Internal Affairs

This role is one of the two secondary authorities of the Community. In the absence of the President, the Vice President carries out the President's duties. They file activity reports and present them in the General Assembly, prepare end-of-year activity reports, and submit them to the Department. They are responsible for coordination of interest groups and coordinator positions and are responsible for organizing the monthly Executive Committee meeting.

7.2.3 Vice President for External Affairs

This role is one of the two secondary authorities of the Community. The Vice President for External Affairs manages communication with external stakeholders and partners. They ensure communication with ULUBAT and other Scientific Research Communities (BAT). They are responsible for conducting joint and/or publicly open events.

7.2.4 Secretary General

The Secretary General manages the Community's announcement channels and social media accounts. They keep and update the membership register. They record participant lists after events and announce active and passive members before General Assemblies. They may correct typographical and numbering errors in the bylaws. They are responsible for announcing General Assemblies at least one week in advance. General Assembly announcements must include the most up-to-date version of the bylaws, the list of active members, and the proposed agenda. They are responsible for reporting Executive Board and Executive Committee meetings.

7.2.5 Financial Coordinator

The Financial Coordinator is responsible for the Community's financial affairs. They prepare the Community's budget, record expenditures, and manage the budget together with the President. They are particularly responsible for proper management of received support and financial resources. They should ensure that decisions throughout the year are made consistently in line with the budget status. They keep the income–expense ledger and present a financial report to the Executive Board at least once every four meetings. They work with

other Executive Board members to create new financial resources. They inform all active members about the Community's financial status during General Assemblies.

7.2.6 Research and Interest Groups Coordinator

This role is responsible for arranging, supervising, and overseeing the functioning of research and interest groups within the Community.

Article 8: Audit Board

8.1 The Audit Board consists of at least one (1) and at most three (3) members elected by secret ballot at the General Assembly.

8.2 At the end of each academic year, it examines the ledgers and documents related to the Community's budget and accounting transactions and submits its findings and recommendations as a report to the Executive Board, the General Assembly, and, upon request, to the Presidency.

8.3 The Audit Board audits the Executive Board and General Assembly decisions; accounts, documents, and records; and the implementation of decisions, in terms of formal and substantive compliance with the Directive and the Bylaws.

8.4 The Audit Board reviews and audits matters within its scope of responsibility on its own initiative. In addition, every member has the right to submit a complaint to the Audit Board. Complaints are submitted by petition and/or e-mail.

8.5 Through its decisions, the Audit Board may stop actions that are found be contrary to the Directive and the Bylaws, request restoration of the previous situation, and submit a recommendation to the General Assembly for removal of the responsible person from their role in the Community or for dismissal from the Community.

8.6 Audit Board members must have previously served on the ACUTBAT Executive Board or Audit Board in prior terms.

Article 9: Interest Groups and Coordinator Positions

9.1 Interest Groups

Interest groups enable Acıbadem Mehmet Ali Aydınlar University School of Medicine students to engage in more in-depth work in the fields they may choose for specialization during their career. They help students gain experience during their student years by conducting ward rounds, laboratory work, journal clubs, and scientific research in small groups.

Interest Group President and Interest Group Team:

An interest group consists of one president or two co-presidents and the team working with them. To stay informed about current topics in relevant fields, expert faculty advisors provide consultation and share developments and innovations with interest group presidents and their teams. Students who want to improve themselves in an area of interest, establish connections with faculty, and have activity ideas can do so by joining interest groups.

Main duties of interest group presidents include:

- Selecting published articles in the relevant field under faculty supervision and organizing regular Journal Club sessions.
- Bringing expert faculty members together with students and creating a productive space for sharing.
- Creating opportunities to participate in research groups through guidance from faculty members in the relevant field.

9.1.1 In line with a call for interest group presidency applications, members may apply to establish an interest group in any area they wish to run.

9.1.2 Selection of ACUTBAT Interest Group Presidents

Interest group presidents are determined through elections held at the Spring General Assembly. In single-candidate elections, a qualified (2/3) majority is required. In multiple-candidate elections, a relative majority is considered. For positions that remain vacant, ACUTBAT management opens an additional call. If there are co-president candidates, the candidates are voted on together and a qualified (2/3) majority is required for their election.

9.1.3 Each interest group president, together with their team, is obliged to organize at least three events each term. The ACUTBAT Executive Board has the right to impose sanctions on an interest group president who fails to fulfill this responsibility.

9.1.4 Each member of the ACUTBAT Executive Board and each interest group president must attend the ACUTBAT Autumn General Assembly as a potential active member. Otherwise, continuation in the position is voted on by the General Assembly.

9.1.5 Journal Clubs are a set of activities in which faculty students follow landmark and current publications in medical literature together with competent faculty members and staff, and gain the skills to read, interpret, and present articles.

9.2 Coordinator Positions

In addition to interest groups, coordinator positions are established during the year to work in specialized areas.

9.2.1 Coordinator positions within ACUTBAT:

- **Internship Coordinator:** The person responsible for arranging quotas for participants by communicating with the School's Dean's Office and hospitals for internships to be held under ULUBAT. Works with the ACUTBAT President and the Vice President for External Affairs.
- **Blog Coordinator:** Manages the operation of the ACUTBAT Blog throughout the year with an editorial team selected following a call. Prepares high-quality content and outputs. Serves as the editor of the regularly published Bilime BAT journal.
- **Design Coordinator:** Contributes by producing creative designs for social media accounts, congress gifts, and any area requiring design. Works together with the Secretary General regarding the order and management of social media accounts.
- **Organization Coordinator:** Takes responsibilities and ensures coordination in events deemed appropriate by ACUTBAT management, especially seminars, conferences, congresses, TEDx, and similar organizations, and works to ensure smooth organization. Works together with the ACUTBAT management team.

- **Clinical Integration Coordinator:** Ensures the connection between clinical and preclinical classes. Takes part in organizing events related to clinical sciences and helps in communicating with faculty members in clinical sciences.

9.2.2 In addition to current coordinator positions, ACUTBAT management may open a call for a coordinator position in another field, or members may apply to run a coordinator position in any area they wish in response to an open call.

9.2.3 A maximum of two people may serve as co-coordinators in one coordinator position. If there are co-coordinator candidates, the two candidates are voted on together. A qualified majority is required in the vote.

Article 10: Meetings, Seminars, and Scientific Journal

10.1 Meetings

Sessions where students in interest groups gather to deliberate on the topic they work on, make plans, make decisions, and implement them.

10.2 Seminars

Sessions organized by competent faculty members and staff to inform and raise awareness on a specific topic.

10.3 Scientific Journal

Bilime BAT is the science journal published regularly with contributions from community members. By joint decision, one person selected from among Executive Board members becomes primarily responsible for the journal's editing and oversight. If interest groups are requested to submit articles/contributions to the journal, they must fulfill this request.

Article 11: Internships

11.1 The Internship Coordinator selected by the Community Executive Board at the beginning of the year, together with the Community President and the Vice President for External Affairs, contacts the School's Dean's Office and hospitals to arrange quotas for incoming participants for ULUBAT internships; and provides information and support to active members who wish to apply for quotas of other communities.

11.2 The Internship Coordinator, together with the Community President, also contacts the Dean's Office to arrange internships within our institutions for the community's active members.

Article 12: ULUBAT Meetings

ULUBAT holds a General Assembly twice during the academic year. The school that will host the General Assembly is selected by vote among candidates.

Article 13: Elections and Candidacy

13.1 Only active members may run as candidates and vote.

13.2 At the Spring General Assembly, elections are held for the Executive Board, Interest Group Presidents, Coordinator Positions, and the Audit Board.

13.3 For positions that remain vacant in elections, ACUTBAT management opens candidacy during and/or after the General Assembly. Among applicants, ACUTBAT management votes internally and selects and announces the candidate who achieves an absolute majority.

13.4 Candidates must notify the ACUTBAT official e-mail address of the position they wish to run for no later than 48 hours before the election.

13.5 Executive Board candidacies are submitted as “team candidacy,” and the team receiving the most votes among all candidate teams is elected to the Executive Board. In team candidacies, the presidential candidate must notify the ACUTBAT official e-mail address of their candidacy no later than 48 hours before the election.

13.6 Candidates are given the following time for presentations: for individual candidacies, 5 minutes for presentation and 3 minutes for responses; for team candidacies, 10 minutes for presentation and 5 minutes for responses.

13.7 The election criterion is achieving a qualified (2/3) majority if there is a single candidate, and achieving a relative majority if there are two or more candidates.

13.8 In Audit Board elections, if there is a single candidate, a qualified (2/3) majority must be achieved. If there is no candidate for the Audit Board, the Executive Board may open a new call; if no applications are received, the Executive Board assumes the duties of the Audit Board.

13.9 Selected candidates retain the right to resign.

13.10 To be elected as the Executive Board President, a member must have previously served on the Executive Board or Executive Committee in prior terms.

13.11 After elections, there is a one-week handover period. The newly elected executive, executive committee, and audit boards officially assume their duties one week after the elections.

Article 14: Removal from Office

14.1 The principles regarding breaches of duty are as follows: If any Executive Board member fails to meet the criteria required for active membership, their active membership automatically lapses and the Audit Board submits a proposal to the General Assembly for removal from office. If an Executive Board or representative group member fails to fulfill their duties or engages in behavior and statements that harm the structure and image of ACUTBAT they represent within or outside the community, removal from office may be placed on the General Assembly agenda by the Audit Board upon application by three active members to the Audit Board. After an application for removal from office is made, the Audit Board evaluates the application and informs the relevant member. This notification must be made at least three days before the nearest General Assembly meeting.

14.2 For any member to be removed from office, more than two-thirds of the valid votes in the General Assembly must be cast in favor of removal. A removed member may continue their active membership in the community.

14.3 If an Audit Board member fails to fulfill their duties and responsibilities, five active members may apply to the Audit Board or the General Assembly for removal of the relevant Audit Board member. During the Audit Board's investigation and decision session, the Audit Board member who is the subject of the complaint may not be present in the meeting. Following its investigation, the Audit Board may remove the responsible person by unanimous decision. Removal does not terminate the individual's active membership.

14.4 A director who is absent from at least two of the monthly Executive Committee meetings without informing the Executive Board will have their duty terminated.

Article 15: Financial Affairs

Expenses related to the Community's activities are covered, as resources allow, by the income obtained from activities; donations to the community; sponsor companies; and designated budget allocations by the Dean's Office and the Department. Upon request, the Financial Coordinator is obliged to notify the Dean's Office of all income related to the community, and the Rectorate Department of Administrative and Financial Affairs through the Department of Health, Culture and Sports.

To generate financial resources for its activities, the community may receive sponsorship support from various private enterprises and public institutions and organizations. Before receiving sponsorship services, approval must be obtained from the Dean's Office and the Department regarding the content of the cooperation and the support to be provided. The community must submit posters, announcements, and similar materials to the Executive Board to which it is affiliated before use.

Article 16: Mandatory Records and Ledgers

The following ledgers and documents are provided to communities as notarized by the Department of Health, Culture and Sports after establishment approval. At the beginning of each academic year, they are submitted to the control of the affiliated unit within the determined period. If deemed necessary, the Science–Culture–Sports and Student Activities Executive Board may decide to dissolve the community. The Executive Board President (Community President) and the Advisor are responsible to the Rector for all ledgers and documents.

18. (Electronic) Membership Register: Members' names, term, and contact information are recorded in this register. It may also be kept electronically.
19. Decision Book: Decisions taken by the Executive Board are written in the decision books.
20. Financial Ledger: The Financial Coordinator records income and expenses in the financial ledger.

These Bylaws consist of 16 articles and, additionally, the "Acibadem University School of Medicine International Student Congress: A Look Into Science – Internal Bylaws Annex" and the "SITS (Simulation and Advanced Technology Symposium) – Internal Bylaws Annex".