

T.C. MARMARA UNIVERSITY
Social Facilities Management Regulation

FIRST CHAPTER

Purpose, Scope, Basis, and Definitions

Purpose

Article 1: The purpose of this regulation is to establish, manage, and specify the procedures and principles for social facilities where university members, retirees, students, alumni, their spouses and children, as well as other guests, can benefit from services such as dining, accommodation, daycare, sports facilities, cafeterias, and other services at reasonable prices and in a healthy manner.

Scope

Article 2: This regulation covers the services provided in the university's educational and recreational facilities, guest house, daycare, kindergarten, dining hall, canteen, kiosk, park and parking areas, sports facilities, cultural and conference center, art workshops, cinema hall, etc.

Basis

Article 3: The basis of this regulation includes Article 47 of the Higher Education Law No. 2547, Article 191 of the Civil Servants Law No. 657, and the principles and procedures published by the Ministry of Finance regarding the Accounting Practices for Social Facilities operated by Public Institutions and Organizations, as well as the Central Government Budget Laws.

Definitions

Article 4: In this regulation:

- a) University: Refers to Marmara University,
- b) Rector: Refers to the Rector of Marmara University,
- c) Management Board: Refers to the Management Board of Marmara University Social Facilities,
- d) Facility: Refers to Marmara University Social Facilities,
- e) Unit: Refers to the places operated under Marmara University Social Facilities,
- f) Audit Board: Refers to the Audit Board of Marmara University Social Facilities,
- g) Facility Manager: Refers to the Manager of Marmara University Social Facilities,
- h) Unit Responsible: Refers to the authorized personnel responsible for the units of the Social Facilities.

SECOND CHAPTER

Management Board, Duties, and Working Principles

Management Board

Article 5: The Facility is managed and audited by the following organs:

1. Management Board,
2. Audit Board.

Management Board

Article 6: The Management Board consists of a Vice Rector appointed by the Rector, three academic and administrative staff members appointed by the Rector, and the Facility Manager, totaling five members. The members are appointed for a two-year term and may be reappointed upon the expiry of their term. The Rector may replace members of the Management Board before the term ends if deemed necessary.

Duties of the Management Board

Article 7: The duties of the Management Board are as follows:

- a) Ensuring that services and activities are carried out in accordance with the provisions of this regulation,
- b) Submitting the annual budget draft prepared by the facility to the Rector for approval,
- c) Establishing the management of units related to the facility's service area and preparing regulations on working procedures and principles,
- d) Preparing reports on the opening of new facility units and the operation, leasing, or closure of existing units, and submitting recommendations to the Rector for approval,
- e) Preparing annual plans and programs for the facility,
- f) Providing recommendations to the Rector regarding the administrative and financial management requirements of the facility,
- g) Reviewing and deciding on proposals, reports, balance sheets, and income statements presented by the Facility Manager,
- h) Ensuring that records, accounts, and financial statements are kept in accordance with the legislation,
- i) Making decisions on litigation, settlement, and abandonment of debt collection, and submitting them to the Rector for approval,
- j) Determining the prices of goods and services in the units recommended by the Facility Manager,
- k) Deciding on the employment of personnel needed for all units of the facility and their compensation (salary, bonuses, overtime, social rights, etc.),

- l) Submitting reports prepared by the Audit Board to the Rector,
- m) Performing other tasks assigned by the Rector regarding the facility.

Working Principles of the Management Board

Article 8: The Management Board meets at least every two months and whenever deemed necessary by the Chairperson of the Management Board. The agenda for the meetings is determined by the Chairperson. Members of the Management Board and the Facility Manager may submit written proposals related to the agenda. The agenda is communicated to the members in writing well before the meeting. Decisions are recorded in the decision book with date and serial number. Decisions are generally made by majority vote. In case of a tie, the decision is made by the Chairperson's vote. The secretarial tasks of the Management Board are carried out by the Facility Manager.

THIRD CHAPTER

Audit Board and Duties

Audit Board

Article 9: The Audit Board consists of two academic staff members and one administrative staff member experienced in financial matters, appointed by the Rector for a two-year term. Members of the Management Board cannot be part of the Audit Board.

Duties of the Audit Board

Article 10: The duties of the Audit Board are as follows:

- a) Conducting monthly administrative and financial audits of the facility and its units,
- b) Preparing and presenting an audit report to the Rector after examining all records at the end of each month,
- c) Ensuring that the prepared reports are retained by the Facility Manager throughout the statutory limitation period.

FOURTH CHAPTER

Officials

Facility Manager

Article 11: The Facility Manager is responsible for the operation of the facility and its units. The Facility Manager is appointed by the Rector.

Duties of the Facility Manager

Article 12: The Facility Manager performs the following duties:

- a) Managing and directing the Social Facilities in accordance with the legislation and decisions of the Management Board,

- b) Representing the facility within the limits of the authority specified by the Management Board,
- c) Ensuring coordination among all units of the facility,
- d) Ensuring the recruitment of necessary staff for the facility with the approval of the Management Board and the Rector,
- e) Regulating staff working hours and defining their duties,
- f) Ensuring the transfer and delivery of assets to relevant parties when staff with assigned assets leave permanently or temporarily,
- g) Preparing proposals, reports, balance sheets, income-expense statements, and budgets for submission to the Management Board,
- h) Utilizing the approved facility budget within the financial year, h) Responding to verbal and written information requests from the Management and Audit Boards, and providing all necessary documents upon request,
- i) Ensuring the collection of unit revenues,
- j) Acting as the expenditure authority of the facility,
- k) Ensuring the procurement of materials, tools, equipment, and services through assigned staff,
- l) Ensuring the protection of purchased goods for the units,
- m) Conducting correspondence with the Tax Office, Social Security Institution, Ministry of Finance, and other official institutions on matters within the scope of authority,
- n) Ensuring that internal audits are conducted for the facility's activities,
- o) Submitting reports on the facility's financial status to the Management Board,
- p) Ensuring the operation of the facility in accordance with relevant regulations,
- r) Performing other duties assigned by the Management Board.

Facility Unit Responsible

Article 13: The Facility Unit Responsible is the top official of a unit within the Social Facilities, appointed by the Facility Manager.

Duties of the Facility Unit Responsible

Article 14: The duties of the Facility Unit Responsible are as follows:

- a) Ensuring the healthy and orderly operation of the unit,
- b) Defining the duties and responsibilities of staff within the unit,
- c) Ensuring the implementation of instructions given by the Facility Management,
- d) Contributing to the preparation of the unit's budget,
- e) Identifying and ensuring the procurement of the unit's material and service needs,

- f) Planning and determining tasks and job divisions within the unit,
- g) Conducting internal audits of the unit,
- h) Ensuring the unit operates efficiently and effectively,
- i) Performing other tasks assigned by the Facility Manager.

Revenue and Expense Realization Officers

Article 15: Determined by the recommendation of the Facility Manager and the decision of the Management Board.

Movable Property Registration Officer and Duties

Article 16: The Movable Property Registration Officer, appointed by the recommendation of the Facility Manager and the decision of the Management Board, performs duties regulated in the Movable Property Regulation.

Accounting Officer's Proxy

Article 17: Appointed with the recommendation of the Accounting Officer and the approval of the Facility Manager.

Other Personnel

Article 18: Personnel involved in providing services under this directive include reception staff, cashiers, waiters, cleaning staff, and other similar roles.

Duties of the Personnel

Article 19: Personnel shall:

- a) Act in accordance with the rules determined by the Board of Directors.
- b) Perform their duties appropriately and adhere to courtesy rules.
- c) Carry out all necessary actions related to civil defense, potential fires, sabotage, and theft incidents together with the administration, without omissions.
- d) Protect and use the machinery, equipment, and other materials in their possession in accordance with usage instructions and ensure they are used correctly.

FIFTH CHAPTER

Revenue and Expenses

Revenue

Article 20: The revenue of the enterprise consists of income from operating the places mentioned in Article 2 of this directive, interest income, rental income, and various donations. The revenue of the enterprise is collected by the accounting officer or a deputy accounting officer using documents specified in Article 27 of the Accounting Practices and Procedures for Social Facilities Operated by Public Institutions and Organizations. No collection shall be made by unauthorized persons without issuing a receipt or a receipt substitute document. The

enterprise's cash is kept in banks. The accounting officer or, if applicable, the deputy accounting officer, determines the daily cash amount to be kept in the cash register without exceeding the limit specified by the Ministry of Finance each year, and deposits the excess amount into the bank daily.

Expenses

Article 21: The revenues obtained by the enterprise are spent in accordance with the subject and purpose of the enterprise. Purchases are made in accordance with the Public Procurement Law No. 4734 and other relevant regulations. To ensure the maintenance and repair of units, an amount not less than 5% of the gross amount of the revenue obtained from these facilities during the year is allocated to a separate account for these needs. Expenditures from this account must comply with the saving directives, instructions, and notifications published by the Ministry and/or Ministry of Finance for revolving funds and fixed asset purchases. It is essential to document all expenses made within the enterprise. Payments are primarily made through bank channels. Payments from the cash register are only allowed in compliance with the principles and limits specified by the General Communiqué determined by the Ministry of Finance (General Directorate of Accounting) each year. Overtime and additional payments for personnel temporarily assigned to certain activities within the Social Facilities shall be made by the Enterprise Manager in accordance with the prevailing legal regulations based on the decision of the Social Facilities Board.

SIXTH CHAPTER

Financial Transactions and Execution of Services

Article 22: No individual or organization may benefit from services provided by the enterprise without paying the required fees. The fees determined for the enterprise are collected from relevant parties in advance after the service is provided. Collections made by bank or credit cards are also considered as advance payments. Individuals invited to participate in scientific, cultural, and social events organized by Marmara University are charged as if they were Marmara University members.

Article 23: The accounting transactions of the enterprise are carried out by the accounting officer.

Article 24: In the event of a change in the Enterprise Manager, a balance sheet is prepared as of this date for the purpose of handover.

Article 25: Upon the change of the Enterprise Manager, the Board of Directors may appoint a Revenue and Expense Realization Officer in addition to the Unit Manager.

Pricing Principles

Article 26: The types, quantities, and prices of goods and services provided are determined by the Board of Directors.

Enforcement

Article 27: This directive comes into force on the date of acceptance by the University Administrative Board. The Social Facilities Operation Directive accepted by the University Administrative Board on February 3, 2012-677-2 / November 4, 2014-680-21 and the Senate: February 7, 2012/299-3-F decisions will be repealed as of the effective date of this directive.

Execution

Article 28: The Rector is responsible for executing the provisions of this directive.