

Hisar School

Arts, Culture and Sports Events Committee

Guidelines

Purpose of the Guidelines

Item 1: The purpose of these guidelines

To form the Hisar School Art, Culture and Sports Events Committee and determine its conduct.

Purpose, Formation and Structure of the Committee

Item 2: Purpose of the Committee

Duties and responsibilities of the Committee are as follows: to carry out advisory work related with cultural, arts, sports events/activities and academic talks proposed in all categories, to foster interaction across all school levels and departments in order to revitalize these events, to ensure all scheduled events on campus are scheduled so as to optimize time and space management considering the academic priorities and resource constraints. The aims of Hisar Art, Culture and Sports Events Committee are indicated below:

- A. To contribute to and enhance student and staff experience at Hisar through a wide-range of culture, arts and sports activities with an innovative approach that will enrich curricula and foster the liberal arts skills.
- B. To capitalize on a unique opportunity at Hisar for developing a program of exhibitions and events which link arts and the social sciences.
- C. To promote an enriched arts program that is of interest to Hisar students and Hisar Family and also to public audiences where friends of Hisar can also enjoy the experience in an ever-changing art and culture scene in a metropolitan like Istanbul.
- D. To establish a reputation for staging, engaging, forward-looking and high-profile exhibitions and talks which contribute to the intellectual and cultural life and profile of the School.
- E. By nurturing an atmosphere of Hisar's spirit, to encourage cultural understanding, tolerance, sportsmanship and diversity in a transdisciplinary way which aligns with School's mission and values.
- F. To assess and review all kinds of opinions, ideas and suggestions put forward by the teachers, parents and students.

Item 3: Membership

- A. **Composition:** The Committee members will be selected and appointed by the General Manager and the Executive Committee. Committee members will constitute a complete cross-section of all units and will consist of
- i. Director of Art and Culture Center
 - ii. Head of Music Department
 - iii. Head of Visual Arts Department
 - iv. Head of PE Department
 - v. Clubs and Activities Coordinator
 - vi. Institutional Development Manager
 - vii. 1 Vice Principal from each school
 - viii. Teachers representing relevant departments
- All these members will receive the same voting privileges.
- B. **Term:** A term of membership shall last for 3 years and will be renewable upon the completion of an earlier term.
- C. **Chairperson:** The committee chair will be appointed by the General Manager and the Executive Committee for a period of one year.
- D. **Officers:** A recording secretary will be elected for a renewable one-year term by the members.

Item 4: Committee Procedures

- A. The Committee will draft and adopt a set of written by-laws which will guide and govern the committee operation.
- B. The Committee meets at least once a month. Members are notified in writing by the Chair of the Committee of the date, time and agenda of the meeting at least a week prior to this.
- C. The Committee may be called to convene to discuss an urgent agenda item by the Chair.
- D. Meetings are conducted by the participation of the absolute majority.
- E. The quorum requirement for the number of votes is half the number of participants plus one. In case the votes are tied, then the final decision of the party for which the Chair has voted is considered as valid.
- F. The committee secretary is assigned to take the minutes of the meeting. Before and/or at each assembly, members are distributed the minutes of previous the meeting.
- G.

Item 4: Methods and Procedures

The Committee will meet to review the agenda items and decisions are communicated to the Founder's Representative and the Executive Committee by the Chair. Should the decisions be approved by the Executive Committee, the Art, Culture and Sports Events Committee will then collaborate with the related parties to carry out the tasks directed to them.

- A. Preparing Proposals for the Events:
 - a. Owner of the event/activity submits the Committee the proposals they plan for the upcoming academic year in all details including name of the event, type of event, date, time, location, audience and budget.
- B. Approval of the Events/Activities:
 - a. The Committee either approves or requests a revision of the proposed event after reviewing it in terms of timing, budget, manpower, location, academic calendar and student learning and then submits the latest version of the calendar of events to the Executive Committee.
 - b. The Culture, Art and Sports Events Committee is informed of the events/activities approved by the Executive Committee.
 - c. All approved events (with Activity Forms thoroughly completed) are entered into the activity calendar and shared with the school by the Clubs and Activities Office in the summer months before the start of each academic year.
- C. Preparation of the events
 - a. Activity Follow Up Form, in line with Policies and Procedures for Activities and Ceremonies, is shared with owner(s) of the event. Related parties are expected to follow up on this form.
 - b. Based on the scope and type of the event and/or activity, coordination is provided between the departments to support the organization of the event.
 - c. The Committee is responsible for reviewing the data together with areas that need enhancing for the following year after the event takes place and submitting it in their year-end report.
- D. Events planned after the approval of the Activity Calendar
 - a. Allowing sufficient time for preparations, each event planned to be added to the Activity Calendar after the school opening will first be submitted to the Art, Culture and Sports Events Committee. After review, the proposed event is submitted to the Executive Committee for their approval.

Enforcement and Execution

Item 5: These guidelines go in effect upon approval by the Board of Directors of Hisar Education Foundation.

Item 6: Provisions stated in these guidelines are enforced by the General Manager. General Manager is responsible against the Founder's Representative in all provisions.

Annex 1: Procedures for Art, Culture and Sports Activities Committee