

Қазақстан Республикасы Ғылым және жоғары білім ғылым министрлігі
Қорқыт Ата атындағы Қызылорда университеті

Гуманитарлық-педагогикалық институты
Шетел тілдері және аударма БББ

Бекітемін

Гуманитарлық-педагогикалық
институтының академиялық сапа
жөнінгі комитет төрағасы

« 04 » 09 С.Т. Тайман 2025ж.

«English club»

үйірмесінің жоспары

Үйірме жетекшісі

Әбсаттарқызы Ф.- оқытушы, гуманитарлық ғылымдар
магистрі

Қызылорда, 2025ж.

Club Constitution

Article I: Name of the Organization

Section 1: The name of this organization is *ENGLISH CLUB*.

Article II: Purpose of the Organization

Section 1: Our primary purpose is to create an inviting and social atmosphere for students majoring or minoring in English, as well as students who are interested in or considering English as a major field of study.

Section 2: Our secondary purpose is to appeal to prospective students and other individuals who show interest in the study of various aspects of English.

Article III: Membership

3.1 is open for all students of the "Foreign languages and translation studies" department.

3.2 all members must agree to abide by the club's constitution and participate in the club actively to make all programs a success.

3.3 no discrimination on the basis of age, race, sex, sexual identity, creed, or religion will exist within the organization.

3.4 the rights of voting and holding an office are reserved for club members only

Article IV: Officers

Advisors/ Committee Members

Advisors:

- Advisors are all from the university and department.
- Advisors will give advice and have full authority over the planning and running of all activities.
- Advisors will present all activities planned for the year.
- Advisors have the authority to evaluate members' performance.

Committee Members:

Section 1: The committee members should consist of the following:

- * President
- * Vice-President
- * Secretary
- * Group Representative

Section 2: The offices of Secretary and Treasurer may be combined if the Club so chooses.

Section 3: The term of office is one year (12 month period).

Section 4: The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Sub-Section A: If an officer is unable to fulfill his/her duties for the designated term, vacancies shall be filled by a special election to be held at the next scheduled club meeting.

Article V: Duties of officers

Section A: President – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club
- Appoint committee chairpersons subject to the approval of the Executive Committee.
- Serve as an ex-officio member of all committees except the nominating committee
- Perform such other duties as ordinarily pertain to this office.

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Serve as chairperson of the Program Committee

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed.

Article VI: Meetings

Section 1: Regular meetings shall be held twice a month during the regular academic year.

Section 2: Special meetings of this club may be called by a majority vote of the active individual members present and by the club executive committee or club president.

Article VII: How to Amend the Constitution

Section 1: A notice of two weeks shall be given to the membership before voting to amend the Constitution.

Section 2: The faculty advisor and at least three officers must be present.

Section 3: Amendments can be passed by a three-fourths (3/4) majority vote given that 50% of the membership is in attendance at the meeting.

Article VIII: Executive Committee

Section A: Responsibility – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the officers as listed in Article IV and the faculty advisor.

Section C: Meetings – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

Article IX: Advisor

Section A: Selection – there shall be a faculty/staff advisor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Life Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.

- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

BY-LAWS

Article I: Attendance

Section 1: All members must be present for all activities planned throughout the year.

Section 2: A maximum of 3 pardons for being absent are given after which disciplinary action or termination of membership will be taken.

Article II: Activities

Section 1: Will be carried out as planned during the Annual General Meeting.

Article III: Notice of Meetings

Section 1: The location and time of the next meeting will be announced at the end of the preceding meeting.

Article IV: Other matters

13.1 All members must know their own responsibilities and commitment to the club.

13.2 All members must take part in all club activities wholeheartedly.

List of Club Members

Advisors

No.	Name	Place of work	Position	Contact Information
1	Absattarkyzy F.	Korkyt Ata Kyzylorda University, “Foreign languages and translations” department	Head of the Club	Phone: +7 775 620 82 29
2				

Committee Members

No.	Position	Name	Contact Information
1	President	Marlen Serikbai	Phone: +7 778 147 8154 Email: Sm2004marlen@gmail.com
2	Vice President	Khadisha Borataeva	Phone: +7 775 062 9997 Email: nurlanovaxadisha@gmail.com
3	Secretary	Nazerke Akimzhankyzy	Phone: +7 778 337 54 69 Email: naz.akimzhanovna.1@mail.ru

“English Club” үйірмесінің 2025-2026 оқу жылына арналған жұмыс жоспары

No.	Activity	Content	Date	Responsible	Implementation mark
1	Introductory Meeting Registration of new members. Elections of the English Club authority for the year.	Registration of new members	September 16, 2025	Head of the Club President Club members	
2	Translator's Day	General meeting	October 27, 2025	Club members	
3	Preparation and Approval of the English Club Plan for 2022-2023	General meeting	November 4, 2025	Head of the Club President Club members	
4	Ice-breaking session. Movie session.	Self-introducing. English Movie.	November 25, 2025	Head of the Club Club members	
5	Culture Presentation “Studying abroad”; Cross-cultural communication.	Discussion Presentation	December 9, 2025	Head of the Club President Club members	
6	Club Outing: Holiday Activities	Celebration	TBA*	Head of the Club President Club members	
7	Country Research. Creative Writing.	Oral and Visual Presentation	February 3, 2026	President Club members	
8	Preparing and Presenting Public Speeches.	Presentation	February 24, 2023	Head of the Club	
9	Club Outing: Reading Time Happy Women's Day	Story book	March 3, 2026	Club members	
10	Special Guests	Meeting	TBA*	Head of the Club	
11	Communication with foreigners	“Skype: meeting	April 12, 2026	Head of the Club Club members	
12	OTHER ACTIVITIES: Consultations on the English language issues; Discussion evenings with interesting people: success stories;	Discussion	according to the needs according to the needs	Head of the Club	

	Outings; Participation of club members in regional forums, conferences, summits and meetings with foreign delegates		according to the needs according to the needs	Club members	
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*TBA = To Be Announced (the information is not known yet)

БББ жетекшісі:



Сейітова Г.А.

Үйірме жетекшісі:



Әбсаттарқызы Ф.