Charter of the Tarlabası Community Support Association

**Name and Location of the Association**

**Article 1:** The name of the Association is “Tarlabaşı Community Support Association”. It is located in Istanbul. No branch office will be opened up.

**Aim of the Association and Fields of Activities and Means in this regard**

**Article 2:** The Association was established to ensure the operation and development of the Tarlabası Community Center as a lasting institution in Tarlabası, thereof to ease the living conditions of Tarlabası people living in poverty with priority given to children and women and to support youth in the community against tendency towards violence.

**Fields of Activities and Means thereof**

1. To conduct studies to improve and enhance the efficiency of activities,
2. To organize educational activities such as courses, seminars, workshops, conferences and panels,
3. To acquire all necessary information, documentation and publications to achieve aims; to establish a documentation center; to publish newspapers, journals, books to publicize activities; and to develop information and work-related bulletins for members,
4. To acquire all necessary equipment and tools, office supply and stock of inventories and to maintain a healthy working environment to achieve aims,
5. Given that all required permissions are taken beforehand, to organize charity activities for fund-raising and to take donations both within the country and from abroad,
6. To establish and operate economic, commercial and industrial enterprises to earn necessary income in order to achieve aims defined in the Charter,
7. To set up and furnish clubhouses, social and cultural centers for the members to utilize during their leisure time,
8. To organize or to make members to utilize dinner parties, concerts, balls, theatres, exhibitions, sports, travel and entertainment activities for social gathering of members and continuous development of their social interaction,
9. To buy, sell, lease, rent out and establish general right on all movables and immovable needed for the activities of the Association,
10. If deemed necessary to achieve the aims, to establish foundations, federations or to join an existing federation and to set up facilities allowed to associations alike upon required permissions are taken,
11. To engage in international activities, to become member of associations or institutions abroad, to make joint activities with these organizations on project basis or to cooperate,
12. If deemed necessary to achieve the aims; to make joint projects with public organizations and institutions in subjects related to their duties, preserved all provisions under the Law Nr. 5072 on the Relations of Associations and Foundations with Public Institutions,
13. To set up a fund to meet members' primary requirements like food and clothing along with other goods and services as well as short term credit needs,
14. To establish representative offices in places required to carry out the Association’s activities,
15. To set up platforms together with other associations, foundations, unions and similar civil society organizations in areas related to the aim of the Association in accordance with existing restrictions by law.

**General Field of Activity of the Association**
The Association engages in social activities.

**Membership Right and Procedures**

**Article 3**: All real and legal persons with legal capacity under the legislation who have agreed to work in accordance with the Association's aim and principles have the right to become a member of the Association. Nevertheless, foreign real persons might become a member only if they have residency permit in the country, except for the case of honorary membership for which residency is not required. All written membership applications to the chairmanship of the Association will be concluded either as an approval or rejection in maximum 30 days after the application by the Managing Board of the Association, and conveyed to the applicant in written. Approved members are recorded in the official book for this purpose. The permanent members of the Association are the founders of the Association and the applicants approved by the Board. Persons with significant financial and moral support to the Association might be confirmed as honorary members by the Board’s approval.

**Termination of Membership**

**Article 4**: All members have the right to terminate their membership to the Association via written notification. The resignation procedure of the member is considered to be concluded at the receipt of the resignation petition by the Board. Resignation does not terminate the member's overdue liabilities to the Association.

**Termination of Membership**

**Article 5**: Conditions that require the termination of membership are:
1. To act against the Charter of the Association,
2. To abstain from given duties all the time,
3. To not pay the membership fee in maximum six months after due date, despite written notices,
4. To disobey the resolutions of the Association's bodies,
5. To loose required membership criteria.
In cases when any of the above is confirmed, the person's membership is annulled by the Board’s decision. Persons, who have resigned from membership or whose membership has been terminated by the Board, are deleted from the Association's member record book with no right on the Association's assets thereafter.
Bodies of the Association

Article 6: The Association's bodies are as below:
1. General Board,
2. Managing Board,
3. Board of Supervisors.

Establishment Model, Convention Time, Summoning and Meeting Procedures of the General Board

Article 7: General Board, being the principal decision-making body of the Association, consists of the registered members.

The General Board convenes,
1. Regularly at times set in this Charter,
2. for an extracurricular agenda when demanded by the Managing Board or the Board of Supervisors; or by the written demand of 1/5 of the total members of the Association in the next 30 days.

The regular General Board meetings occur every two year in December at a date, time and place set by the Board.

The Managing Board summons the General Board.

If the Managing Board doesn't summon the General Board, upon the application of one member, the justice of the peace delegates three members to call the General Board to meeting.

Voting and Resolutions Model and Procedures of the General Board

Article 8: Unless resolved otherwise, at the General Board, the election of the members of the Managing Board and the Board of Supervisors are made via secret vote while all other decisions are taken by open vote. Secret votes are the votes on paper or on voting paper sealed by the meeting chairperson, collected in an empty case and counted in public after voting ends.

In open vote, the procedure set by the chairperson of the General Board is implemented.

The General Board resolutions are taken by simple majority of the attending members. Yet for amendments in the Charter of the Association or the dissolution of the Association itself, qualified majority (two thirds of the attending members) is sought.

Duties and Mandates of the General Board

Article 9: Subjects listed below are under the authority of the General Board to be reviewed and resolved:
1. Election of the Association bodies,
2. Amendments of the Charter of the Association,
3. Review of the reports of the Managing Board and the Board of Supervisors and the relief of the Managing Board,
4. Review of the budget prepared by the Managing Board and approval of it as presented or after amendments,
5. Authorizing the Managing Board to purchase immovable needed by the Association or to sell the existing immovable,
6. Review of the directives prepared by the Managing Board for the activities of the Association and approval of them as presented or after amendments,
7. Decision on the amount of all allowance, compensation and other pays for the chairperson and members of the Managing Board and the Board of Supervisors who are not public officials and daily and travel allowances for the members to be assigned to carry out services for the Association,
8. Decision to join or to leave a federation on behalf of the Association,
9. Decision to engage in international activities, to join or to leave membership to associations and institutions abroad,
10. Setting up a foundation on behalf of the Association,
11. Dissolving the Association,
12. Review and resolution of all other proposals by the Managing Board,
13. Completion of all other duties set for the General Board by law

The General Board oversees other bodies of the Association and can release them off duty on valid ground whenever necessary.
The General Board is the final decision making body of the Association on membership approvals and terminations.
As the primary decision-making body of the Association, the General Board carries all other duties and mandates not delegated to any other body.

Establishment, Duties and Mandates of the Managing Board

Article 10: The Managing Board, consisting of five permanent and five alternate members, is elected by the General Board.
The Managing Board resolves the division of duties assigning the chair, the deputy chair, the secretary, the treasurer and the member at its first meeting after election.
The Board might convene anytime provided that all members are notified beforehand. The Board convenes in the presence of more than half of the members. Resolutions are taken by simple majority of the participating members.
In case a permanent member at the Board leaves his/her position due to resignation or any other reason, the alternate members are obliged to be called for duty in the order of the number of votes they have taken at the General Board.

Duties and Mandates of the Managing Board

The board has authority over subjects listed below:
1. To represent the Association or to delegate a member or some members for this purpose,
2. To make all income and expense accounting and to prepare the budget for the coming term and to present it to the General Board,
3. To prepare all by-laws related to the Association's activities and to present them to the General Board for approval,
4. Upon authorization of the General Board, to purchase immovable, to sell existing chattels and immovable of the Association, to build property or premises, to make lease contracts, and to originate pledges, mortgages or general rights for the benefit of the Association,
5. To fulfil the establishment of representative offices in places required,
6. To implement resolutions of the General Board,
7. At the end of each activity year, to prepare the reports of operating account tables or balance sheet and income statement together with the Board's activity report and to present them to the General Board when convened,
8. To ensure the implementation of the budget,
9. To resolve membership applications and terminations,
10. To take and implement all resolutions needed to fulfil the Association's aim,
11. To complete all other duties and to utilize authority set for the Board by law.

Establishment of the Board of Supervisors, Its Duties and Mandates

Article 11: The Board of Supervisors, consisting of three permanent and three alternate members, is elected by the General Board.
In case a permanent member of the Board of Supervisors leaves his/her position due to resignation or any other reason, the alternate members are obliged to be called for duty in the order of the number of votes they have taken at the General Board.

Duties and Mandates of the Board of Supervisors
Board of Supervisors audits the accordance of the Association's activities with the aim and fields of activities defined in its Charter; the accordance of all book-, account- and record-keeping with the law and the Charter for every period no later than one year in line with the principles and procedures defined in the Association’s Charter, the report of which to be presented to the Managing Board and the General Board at its succeeding convention, Board of Supervisors calls the General Board for a meeting when necessary.

Association's Sources of Income

Article 12: The income sources of the Association are listed below.
1. Membership fees: Entrance fee of 10 Turkish Lira, and monthly fee of 1 Turkish Lira are collected from the members. The General Board has the mandate to decrease or increase these amounts.
2. Voluntary donations and grants of real persons and legal entities,
3. Earnings from the Association's activities in organizations like tea/dinner/lunch/breakfasts, travel and entertainment activities, shows, concerts, sports competitions and conferences,
4. Earnings from the Association’s assets,
5. Donations and grants raised in line with fund-raising regulations,
6. Income received from commercial activities carried on to earn necessary income in order to achieve aims,
7. Other income.

Principles and Procedures of Record Keeping and the Accounts to be kept

Article 13: Principles of Record-Keeping;
Within the Association, books are kept in respect to the operating account method. However, in case the yearly gross income for the year 2005 exceeds 500,000 Turkish Lira, beginning from the following accounting period records are kept in respect to balance sheet basis.
In case of convert to the balance sheet basis, if the records fall two times in a row below the rate stated above, it is possible to revert to the operating account method.
Regardless of the rate indicated above, with the decision of the Managing Board, the records can be kept on the basis of balance sheet. In case a commercial enterprise of the Association is established, for that particular enterprise, records are kept according to the tax procedure law.

**Procedures of Record-Keeping**
The Association’s books and records are kept according to the procedures and principals stated in the Regulation of Associations.

**Books to be kept**
In the Association, the following books are kept:

a) The books to be kept and the principles to be followed according to the operating account method are detailed below:

1- Minute Book: The decisions of the Managing Board are written on this book in chronological and numerical order, and the decisions are undersigned by the members who have participated to the meeting.

2- Member Record Book: The identification information and the dates of the beginning and the termination of membership for the members are entered in this book. The entrance fees and yearly contributions of the members may also be kept in this book.

3- Documents Record Book: The received and sent documents are entered in this book in the chronological and numerical order. The originals of the incoming documents and the copies of the outgoing documents are filed. The printouts of the documents that are sent and received via electronic mail are filed.

4- Plant Ledger: The date and way of acquisition of fixtures that belong to the Association, also the places of use or places of issue of these fixtures, and the expired fixtures that are written-off are entered in this book.

5- Operating Account Book: The income received and the expenditures made on behalf of the Association are entered in this book precisely and on a regular basis.

6- Record Book of Certificates of Receipt: Serial and sequence numbers of certificates of receipt; the forenames, surnames and signatures of receivers and restorers of them along with the dates of receipt and return are entered in this book.

b) Books to be kept and principles to be followed according to the balance sheet method are as follows:

1- Books that are registered to the 1st, 2nd, 3rd and 6th sub clauses of the (a) clause are kept in case book-keeping is done according to the balance sheet procedure.

2- Daybook, Ledger and Stock Book: The recording procedures and the registration method of these books are according to the Tax Procedure Law and the General Bulletins on Accounting System Application issued by the Ministry of Finance to which the Tax Procedure Law gives authorization.

**Ratification of the Books**
In the Association, before using the compulsory books they are certified by the Provincial Directory of Associations or by the Notary. These books are used until they run out of papers, and they are not subject to an interim approval. However, the books that are kept in respect to
the balance sheet account, and the forms or the books with form pages must be certified every year, in the last month before the year in which they will be used.

Arrangement of the Income Table and the Balance Sheet
In the case of record keeping according to the operation account method, by the year-ends (31 December) the “Operation Account Table” is prepared (as defined in Appendix-16 within the Regulation of Associations). In case the books are kept according to the balance sheet method, by the year-ends (31 December), a balance sheet table and an income table are prepared according to the General Bulletins on Accounting System Application issued by the Ministry of Finance.

Income and Expense Transactions of the Association

Article 14- Income and expense documents;
The income of the Association is collected in return of the “Certificate of Receipt” (example available in the Regulation of Associations at APPENDIX-17). In the case of collection of the Association’s income via banks, documents such as bank receipt or account statement prepared by the bank can replace the certificate of receipt. Expenses of the Association, on the other hand, are made via expense documents such as invoice, retail sales receipt or self-employment invoice. However, for the payments of the Association, which are indicated in the 94th article of the Income Tax Law, note of expenses are used with respect to the Tax Procedure Law; for the payments that are not included within this law an “Expense Voucher” is prepared (example available in the Regulation of Associations at APPENDIX-13).
The Association’s dispatch of goods and services free of charge to persons, institutions and organizations are made with the “Benefit in Kind Delivery Notice” (example available in the Regulation of Associations at APPENDIX-14). On the other hand, the dispatch of goods and services free of charge by persons, institutions and organizations to the Association are accepted with the “Benefit in Kind Certificate of Receipt” (example available in the Regulation of Associations at APPENDIX-15).

Certificates of Receipt
The certificates of receipt that will be used for the collection of income of the Association are printed by a printing house with the decision of the Managing Board (in accordance with the format and size indicated in the Regulation of Associations at APPENDIX-17).
For the printing and control of certificates of receipt, their delivery from the printing house, their record in the books, their handover among former and subsequent treasurers, their usage by the person or persons collecting income in the name of the Association and the method of delivery of income collected, the related articles of the Regulation of Associations are referred at.

Authorization Certificate
The person or persons who will withdraw income on behalf of the Association are determined by the decision of the Managing Board, by indicating the term of authorization. The “Authorization Certificate” is issued three copies with the clear identity, signature and picture
of the persons who will withdraw income and confirmed by the Chair of the Managing Board. A copy of the authorization certificate is submitted to the Directory of Associations. The modifications in the authorization certificate are notified to the Directory of Associations, in fifteen days, by the chair of the Managing Board. The persons who will withdraw income on behalf of the Association can only start the withdraw after the submission of a copy of their authorization certificate to the Directory of Associations. For the use, renewal, return and any other subject relating to the authorization certificate, the Association acts according to the relevant articles of the Regulation of Associations.

**Preservation Period of the Association’s Income and Expense Documents;**
Except the books, certificates of receipt, expense certificates and other certificates are preserved for 5 years, without prejudice to the periods stated in special laws, in accordance with the numerical and chronological order in the books that they are recorded.

**Internal Audit of the Association**
**Article 15-** In the association, while internal audit can be made by the General Board, the Managing Board or the Board of Supervisors, it can also be made by independent auditing firms. Auditing by the General Board, the Managing Board or by independent auditing firms does not invalidate the obligation of the Board of Supervisors. Auditing of the association is realized by the Board of Supervisors at least once a year. Whenever deemed necessary, the General Board or the Managing Board run audits or can make independent auditing firms run the audit.

**Borrowing Methods of the Association**
**Article 16-** When it is needed to realize the aims and to run the activities of the Association, the association can borrow by the decision of the Managing Board. The association can purchase goods and services on credit or it can borrow in cash. However, the borrowing cannot be made in quantities that the association’s sources of income cannot meet and in qualities that make the association go into payment difficulties.

**Methods of Revision of the Charter**
**Article 17-** Revision of the charter can be made by the decision of the General Board. In order to revise the charter, in the General Board, 2/3 majority of the members who have right to join to the General Board, is needed. In the case that the assembly is postponed since the need for majority is not met in the first assembly, the majority is not needed in the second assembly. However, the number of the members participating to the General Board cannot be less than twice the total number of members of the Managing Board and the Board of Supervisors. The decision majority needed for the revision of the charter is 2/3 of the votes of members who join to the assembly and have the right to vote. In the General Board, the voting for the revision of the charter is made open.

**Abolition of the Association and the Way of Liquidation of Assets**
**Article 18-** The General Board can decide about the abolition of the Association anytime.
2/3 majority of the members who have the right to join to the General Board is needed to negotiate on the abolition in the General Board. In the case that the assembly is postponed since the need for majority is not met in the first assembly, the majority is not needed in the second assembly. However, the number of the members participating to the General Board cannot be less than twice the total number of members of the Managing Board and the Board of Supervisors.

The decision majority needed for the abolition is 2/3 of the votes of members who join to the assembly and have the right to vote. In the General Board, the voting for abolition decision is made open.

**Liquidation Procedures**

When the abolition is decided by the General Board, the liquidation of the association’s money, goods and rights is made by the liquidation committee consisting of the members of the last Managing Board. This procedure starts after the date on which the General Board takes the decision about abolition or on which it becomes certain that the association terminates by itself. During the liquidation period, in all operations, the phrase of “Tarlabası Community Support Association in Liquidation” is used on behalf of the association.

The liquidation committee is on duty and authorized about the completion of the liquidation processes of the association’s money, goods and rights in accordance with the legislations. This committee, first of all, examines the accounts of the association. During the analysis, the association’s books, certificates of receipt, expense certificates, deed and bank records and other certificates are confirmed and their entity and obligations are recorded in an official report. During the liquidation processes, the association’s debtees are called and paid if there are goods that can be liquidated. In the case that the association is debtee, the dues are collected. After collecting dues and paying debts, all the remaining money, goods and rights are transferred to the organization determined by the General Board. If the organization is not determined in the General Board, then they are transferred to an association in the same city with aims the closest to those of the Association and with the largest number of members.

All processes related with the liquidation are recorded in the liquidation record. The liquidation processes are completed in three months except the additional time given by local authorities based on a legitimate reason.

After the completion of the liquidation and transition processes of the association’s money, goods and rights, the liquidation committee must inform the local authority within seven days with a written statement along with the liquidation record.

In its capacity as the liquidation committee, the members of the last Managing Board must preserve the association’s books and certificates. This duty can also be given to a member of the Managing Board. The preservation period of these books and certificates is five year.

**Lack of Provision**

**Article 19**- For the subjects not stated in this charter, the Law of Associations, the Turkish Civil Code, the Regulation of Associations promulgated in accordance with these laws and the related provisions of all other legislation about associations are implemented.
**Provisional Article 1:** Until the association bodies are formed in the first General Board, members of the provisional Managing Board to represent the association and to carry out the work and processes related with the association are stated below.

Members of the Provisional Managing Board:

Name and Surname : Position Title:

Nazmiye Neşe Erdilek  
Chair

Ceren Suntekin  
Secretary General

Selahattin Kahrıman  
Treasurer

İlknur Yılmaz  
Member

Ulaş Çibuk  
Member

This charter composes of 19 (nineteen) articles and one (1) provisional article.