



SUPPORT TO LIFE REGULATIONS

SUPPORT TO LIFE

www.supporttolife.org



PART ONE

NAME, LOCATION, DEFINITION, OBJECTIVE, TARGET AUDIENCE, FIELD AND TYPES OF OPERATION

ARTICLE 1: NAME AND LOCATION

The name of the organization is "Support to Life" which is commonly abbreviated as "STL". It is located in Istanbul

ARTICLE 2: DEFINITIONS

The following words used in these regulations have corresponding meaning below;

Organization: Support to Life

Regulations: Regulation of Support to Life

ARTICLE 3: SCOPE AND BASIC PRINCIPLES OF ORGANIZATION

To save the pain of all communities around the world and Turkey who need aid due to the impact of any natural or man-made disasters, without differentiating between nationalities, races, languages, religious beliefs, social classes or political views; carry out humanitarian aid operations for the purpose of enabling them to sustain their lives in a humanely honourable manner; conduct social, economic and environmental development operations in order to increase their living standards; and encourage community participation in social, economic and environmental operations aimed at reducing disaster risk and potential impact at times when a crisis or a disaster is not present. Acting humanely and impartially without any differentiations while maintaining independence, equality, accountability and transparency are the basic principles governing such operations.

ARTICLE 4: TARGET AUDIENCES OF THE ORGANISATION

The target audience of the organization mainly comprises of women, children, youngsters, orphans, disabled people, seniors, homeless children, asylum seekers, refugees and other aggrieved parties who have been or might potentially get hit by a disaster.

ARTICLE 5: FIELDS OF OPERATION UNDERTAKEN BY THE ORGANISATION

A. Initial Aid (First step in response)

Ensuring that aidless regions on the world and individuals and communities who have been hit by disasters and crises reach at least minimum living standards and maintain them is the main principle adopted by Support to Life. The organization aims to meet their food, health, shelter, water, sanitation and education needs in addition to all other basic needs for the purpose of providing these living standards. Furthermore, the scope of operations also covers emergency aid operations, establishing camps for asylum seekers and refugees in Turkey and abroad, and managing such structures as well.

B. Rehabilitation and Reconstruction

Another goal of Support to Life is to carry out rehabilitation and reconstruction operations following emergency aid. At this stage, the motivation does not revolve solely around meeting primary needs arising from a disaster but also to return affected regions to the conditions they used to maintain before crises or disasters. These operations cover social, economic (occupational training and income gaining) and agricultural development projects as well as structural and functional rehabilitation and reconstruction of housing, health and education sectors.

C. Disaster Risk Management and Development

Development and risk management projects are aimed at strengthening vulnerable communities in need, reducing disaster risks and impacts, making them self-sufficient, promoting social peace and dialogue, and ensuring long-term sustainability of social, economic and environmental development. All development projects are to be performed while supporting local non-governmental initiatives in the field of operation.

D. Research and Education

Field research conducted and reports to be issued as a result by Support to Life within its field of operation are created for the purpose of forming a basis for future projects, sharing them with other non-governmental organizations (NGOs) and contributing to the relevant NGO literature in Turkey and around the globe.

ARTICLE 6: TYPES OF OPERATION

On condition that it remains within the scope of its goals, main principles, target audience and scope of operation, the organization may;

1. Deliver food, temporary shelter, healthcare and similar emergency aid materials; establish and manage tent cities; and offer monetary aid in order to restore living standards of people who have been hit by disasters
2. Develop and implement projects in the fields of education, psycho-social support, promoting sources of income, provision of water, and protection of public health
3. Construct and manage permanent housing, school, healthcare facilities and other infrastructure and superstructure as well as other facilities as may be required to assist solution of shelter, education and health problems
4. Develop and implement environment- and energy-related projects to reduce disaster risk and impact
5. Carry out research, offer and receive training, lead campaigns, and conduct advocacy and lobbying operations to promote and develop the relevant operations
6. Organize national or international training courses, seminars, workshops, conferences and panels for occupational and other purposes
7. Provide all types of information, document, paper and publications and establish a documentation center as may be required to achieve its goal. Carries out research, inspection and development studies through its members and experts and publishes such works through all publication media. Issues operational and informative bulletins to be delivered to its members
8. Operate on international level; cooperate with domestic and foreign NGOs, universities, international organizations (associations, foundations, platforms, cooperation networks etc.) or

public institutions which operate in the same field and other relevant organizations; become a member to such organizations or aid and conduct shared projects with them as may be required to achieve its goal

9. Provide all types of technical materials, tools, inventory and office stock in order to achieve its goal and create a healthy operational environment

10. Collect donations within the country and abroad, and accept conditional and unconditional bequests in compliance with the law, the relevant legislations and the provisions of these regulations

11. Establish partnerships with financial, commercial and industrial enterprises as well as foundations and charity funds required to raise the income needed in order to achieve the goals set out in these regulations

12. Put into service clubhouses and social and cultural facilities to be designated to the use of its members in their pastimes

13. Organize dinner meetings, concerts, balls, theatre plays, exhibitions, sports events, tours and entertainment events etc. to raise income

14. Purchase, sell, lease and lease out movable and immovable properties as may be required for the organization's operations. Practice and execute all types of tenure on, movable and immovable properties, have all types of construction work carried out and establish required facilities

15. Establish foundations, federations and cooperation networks, and enter into partnerships with other foundations, unions and similar non-governmental organizations if deemed to be necessary to achieve its goal

16. Carry out common projects which lie within the scope of public organizations and institutions for the purpose of achieving its goal, with the provisions of the Law 5702 on Relations of Foundations and Associations with Public Organizations and Institutions reserved

17. Open up representative or branch offices within the country and abroad in order to spread its operations where this may be deemed necessary

18. Order goods from or send goods abroad and keep track of the relevant customs processes within the framework of the goal of the organization

19. Submit applications for national and international funding sources and use the granted funds for the performance of the organization's operations

20. Purchase services from other NGOs and private or public organizations and institutions for the purpose of fulfilling the organization's goals

21. Carry out any other relevant operations as long as such operations are not in compliance with the law and these regulations.

PART TWO

MEMBERSHIP CONDITIONS, RIGHTS AND OBLIGATIONS OF MEMBERS

ARTICLE 7: MEMBERSHIP CONDITIONS

All natural and legal entities, who have legal capacity and the characteristics set out in the relevant legislation and have adopted the principles and goals of the organization and agreed to work towards achieving them, have the right to become a member to this organization. In order for foreign natural persons to become a member to the organization, however, they first should hold the right of establishment in Turkey. No conditions are sought for honorary memberships. Membership applications, which have to be in writing, are decided on within no later than thirty days by the board of directors of the organization and the result is notified to the applicant in writing. Members whose applications have been accepted are then registered in the relevant book. The honorary member title may also be granted, upon decision of the board of directors, to natural or legal entities who actually or out rightly serve or contribute to the organization financially or morally.

ARTICLE 8: OPTING OUT OF MEMBERSHIP

All members are entitled to leave the organization on condition that such decision is notified to the organization in writing. The opt-out process is deemed to have been completed as soon as the resignation petition of the relevant member is delivered to the board of directors. Cancellation of membership does not nullify any dues to be paid to the association by the relevant member.

ARTICLE 9: CANCELLATION OF MEMBERSHIP

Below are the situations when cancellation of a member's membership will be required:

- 1- Acting in breach of the organization's regulations
- 2- Constantly refraining from fulfilling assigned duties
- 3- Not paying membership fee within six months despite written warnings
- 4- Failure to abide by the decisions made by an organization body
- 5- Not meeting membership requirements anymore
- 6- Displaying behavior which is in conflict with the moral values of the organization and aggressive approach and attitude towards other members

In case any of the situations listed above is detected, the relevant member's membership will be cancelled upon a decision to be made by the board of directors. Those members who opt out of membership or have their memberships cancelled will no longer be registered in the membership book and will not be entitled to any claims on the organization's assets.

ARTICLE 10: RIGHTS AND OBLIGATIONS OF MEMBERS

- a) Members of the organization hold various rights.
- b) Every member is entitled to take part in the organization's operations and administration.

- c) Each member is entitled to one vote at the General Board and votes shall be used directly by each member.
- d) In case the voter is a legal entity, the legal entity in question will use its vote through its board of directors' chairman or a deputy. When this person's period of chairmanship or representation is over, the person to vote on behalf of the relevant legal entity shall be re-determined.
- e) Honorary members are not entitled to vote.
- f) The annual membership fee to be paid by members is determined at general board meetings. The current membership fee is 10 TL until this amount is changed at a general board meeting. The membership fee is to be paid in full on the date of accession and once in every year.
- g) Members are responsible for abiding by provisions of the law and regulations as well as decisions made by the authorized board, fulfilling duties assigned by the board of directors, paying membership fees on time, acting in coherence with the goals and principles of the organization, refraining from any behavior or attitude which may make realization of these goals and principles difficult, and being attentive to protection and enhancement of the legal entity of the organization.

PART THREE

ORGANIZATION BODIES

ARTICLE 11: ORGANIZATION BODIES

- I. *Compulsory Bodies*
 - a) *General Board*
 - b) *Board of Directors*
 - c) *Board of Inspection*

Other bodies may be formed in addition to the compulsory bodies upon decision of the general board. Duties, authorities and responsibilities of such additional bodies, however, cannot be transferred according to the law.

- II. *The arbitrary bodies of the organization are listed below;*
 - a) *General Board*

A - GENERAL BOARD

ARTICLE 12: STRUCTURE AND CHARACTERISTICS OF THE GENERAL BOARD

The general board is the top decision-making body of the organization and is constituted of members which are registered at the organization and are entitled to attend meetings of the general board as per the regulations of the organization.

ARTICLE 13: DUTIES AND AUTHORITIES OF THE GENERAL BOARD

The main duties and authorities of the General Board are as follows:

1. Electing organization bodies
2. Modifying the organization's regulations
3. Discussing reports from the board of directors and supervision, and acquitting the Board of Directors
4. Reviewing draft regulations on the organization's operations to be prepared by the Board of Directors and deciding on them
5. Adopting draft budgets to be prepared by the Board of Directors as is or after modifications
6. Checking accounts, discussing reports from the Board of Directors and the Board of Supervision, absolving boards or granting authority to the Board of Directors to open lawsuits against them
7. Reviewing the operational schedule for the next period and deciding on the draft budget
8. Deciding on the objections submitted by memberships about disciplinary sanctions they are subject to, including cancellation of their memberships
9. Determining the amount of membership accession fees as well as annual membership fees
10. Authorizing the Board of Directors to purchase immovable properties the organization needs or sell the current immovable properties owned

11. Determining the amount of payments, fees, transportation allowances and compensations to be paid to chairmen and members of the Board of Directors and the Board of Inspection, who are not public officers
12. Deciding on establishing a foundation affiliated to the organization
13. Deciding on termination and type of liquidation of the organization as well as to which institution the organization's assets are to be transferred in such cases
14. Fulfilling the other duties set out for the General Board in the law and in the regulations
15. The General Board inspects other bodies of the organization and may release them from their duties based on reasonable grounds.
16. The General Board, the top authority in the organization, fulfills duties and practices authorities which are not otherwise assigned to any other body.

ARTICLE 14: GENERAL BOARD MEETINGS AND TIMES

The General Board meets up in the month of November in every two years and if not decided otherwise by the General Board, the meeting will be conducted in the city where the headquarter is located upon notification from the Board of Directors.

Extraordinary General Board Meetings are conducted;

- a) When it is deemed to be necessary according to the opinion of the Board of Directors,
- b) When it is deemed to be necessary according to the opinion of the Board of Inspection,
- c) And in case one fifth of the members of the organization apply for it in writing.

ARTICLE 15: MEETING INVITATIONS

- d) The Board of Directors issues a list of the permanent members to attend the general board meeting according to the regulations of the organization. The members to attend the general board are invited to the meeting through a newspaper announcement or in writing or via e-mail all of which will specify the date, time, location and agenda of the meeting. The invitation will be made fifteen days in advance. The date of the second meeting will also be specified in the invitation in case a quorum cannot be achieved for the first meeting. The period to be allowed between the first and second meetings may not be less than a week and more than two months.
- e) In case the meeting is adjourned for another reason, this will be notified to the members along with the reasons for the adjournment using the same invitation method as the first meeting. The second meeting shall, then, be conducted within six months at the latest. Members are invited to the second meeting in accordance with the principles set out in paragraph one.
- f) General Board meetings may not be adjourned more than once. If the Board of Directors does not invite the General Board members to the meeting, a stipendiary magistrate will be entitled, upon application of one of the members, to assign three members to the duty of calling the General Board for a meeting.

ARTICLE 16: MEETING QUORUM AND DECISION-MAKING PROCEDURE

- a) The General Board meets up with participation of the simple majority of the members entitled to attend the General Board, and two third of its members in order to make a decision on termination of the organization or modification of its regulations. If the

meeting is postponed due to the reason that the meeting quorum has not been achieved, the quorum requirement will not be sought at the second meeting. However, the number of members to attend this meeting may not be less than two times the total number of the members of the Board of Directors and the Board of Inspection. General Board meetings may not be adjourned more than once. Decisions of the General Board are made with the votes of the simple majority.

- b) Votes of the simple majority will apply for the decisions made at General Board meetings. However, the unanimity of votes of members present at the meeting will be sought for decisions on termination of the organization or modification of its regulations.

ARTICLE 17: MODIFICATION OF THE REGULATIONS

Regulations may be modified upon decision of the General Board.

- a) The unanimity of two third of the members entitled to attend the General Board is required in order to make modifications on the organization's regulations. If the meeting is postponed due to the reason that the meeting quorum has not been achieved, the quorum requirement will not be sought at the second meeting. However, the number of members to attend this meeting may not be less than two times the total number of the members of the Board of Directors and the Board of Inspection.
- b) Votes of two third of the members who attend the meeting and are entitled to vote are required to make modifications on the regulations. Open voting will be the method of voting at General Board meetings.

ARTICLE 18: CONDUCTING GENERAL BOARD MEETINGS

- a) General Board meetings are carried out at the announced location and time. Members to attend the General Board sign area corresponding to their names on the list issued by the Board of Directors and enter the meeting location. If meeting quorum has been ensured, this is documented with a meeting minute. The Chairman of the Board of Directors or a member to be assigned by the chairman opens the meeting. Then a Council Chairman and a Vice Council Chairman are elected and the meeting continues with discussion of the agenda subjects. The Council Chairman moderates the meeting. A minute, which is to contain details of the decisions made, is issued in the meeting room and this minute is delivered to the Chairman of the Board of Directors upon being undersigned by the Council Chairman and secretaries. The Chairman of the Board of Directors is responsible for preserving these documents and handing them to the newly-elected Board of Directors within seven days.
- b) Only the subjects included within the scope of the agenda are discussed during General Board Meetings. However, subjects that are requested for discussion by at least one tenth of the attending members shall also be included to the agenda and discussed.

ARTICLE 19: MODIFICATIONS ON VOTING AND DECISIONS-MAKING PROCEDURE AT THE GENERAL BOARD

- a) If not decided otherwise, election of organization bodies is carried out through secret voting and for other issues, the open voting will apply. Secret voting will be carried out by members by putting papers or ballots sealed by the Council Chairman in closed

envelopes after making their choices and putting the envelopes in a designated container. The votes are then counted after the voting ends. For the purpose of voting for election of organization bodies, members entitled to votes are required to present their identity cards to the council committee and sign the designated areas corresponding to their names on the list of members.

- b) Decisions of the General Board are made with the simple majority's votes. The unanimity of two third of the members entitled to attend the General Board is required in order to make modifications on the organization's regulations.
- c) The open voting method is used for decisions on modification of the regulations. The procedure to the determined by the Council Chairman will be followed for the purpose of open voting.

B - BOARD OF DIRECTORS

ARTICLE 20: STRUCTURE AND FUNCTIONS OF THE BOARD OF DIRECTORS

- a) The central Board of Directors comprises of five permanent and five substitute members to be elected for a period of two years at the General Board through secret voting. Members whose period of duty has expired may be reelected for the Board of Directors. Empty membership positions are filled by substitute members in the designated order. Substitute members will complete the period of duty of their predecessors.
- b) In case the number of members of the Board of Directors decreases below half of the total number, the remaining members of the Board of Directors or members of the Board of Inspection calls the General Board for a meeting within one month.
- c) Members elected for the Board of Directors conduct their first meeting and distribute the relevant duties among members.
- d) Board of Directors meetings are conducted with the simple majority. The General Chairman moderates meetings and Vice Chairman takes up in his absence. In case the number of votes used turn out to be equal, the decision for which the Chairman used his vote will apply.

ARTICLE 21: DUTIES AND AUTHORITIES OF THE BOARD OF DIRECTORS

1. The Board of Directors is the representing and binding body of the organization. It carries out this duty in compliance with the legislation and the organization's regulations. The Chairman of the Board of Directors is entitled to represent the organization. The duty of representation may be transferred by the Board of Directors to one or several of its members or to third persons.
2. Carrying out processes pertaining to income and expenditure sums, preparing the budget for the next period and presenting it to the General Board
3. Ensuring correspondences and records of the organization are kept and issued accordingly
4. Discussing operations of the organization on dates it specifies and with participation of at least more than half of its members. Making decisions on relevant issues, recording these decisions on the decision book and ensuring that each decision is undersigned by members of the Board of Directors
5. Preparing regulations about the organization's operations and presenting them to the approval of the General Board

6. Purchasing immovable properties, selling movable and immovable properties owned by the organization, having buildings or facilities built, signing leasing contracts, establishing real or mortgaging rights for the organization all upon being authorized by the General Board
7. Ensuring that representative offices are opened where necessary
8. Implementing the decisions made by the General Board
9. Issuing the operational accounting chart or balance sheet of the organization as well as a report detailing operations of the Board of Directors at the end of each operational year and submitting them to the General Board
10. Ensuring that the budget is followed
11. Making decisions on accession of members to the organization and on cancellation of memberships
12. Making and implementing all kinds of decisions in order to realize the goals of the organization
13. Carrying out other duties and practicing other rights set out in the legislation

C - BOARD OF INSPECTION

ARTICLE 22: STRUCTURE AND FUNCTIONS OF THE BOARD OF INSPECTION

- a) The Board of Inspection comprises of three permanent and three substitute members for a period of two years through secret voting conducted at the General Board. Members whose period of duty has expired may be re-elected for the Board of Directors.
- b) It is obligatory to call substitute members to duty in accordance with the number of votes each substitute member has received at the General Board in case a permanent member resigns or a membership position is left empty due to other reasons.
- c) The Board of Inspection meets up and makes decisions with the votes of the simple majority.

ARTICLE 23: DUTIES AND AUTHORITIES OF THE BOARD OF INSPECTION

- a) Inspects whether the organization operates within the framework of its operational subjects to achieve the goals determined in its regulations and whether books, accounts and records are kept in compliance with the legislation and the organization's regulations in accordance with the methods and procedures set out in its regulations in intervals of one year at most. The board then issues a report of the inspection results and submits it to the General Board at General Board meetings.
- b) The Board determines its own operational procedure. The Chairman or a member of the Board of Inspection attends meetings of the Board of Directors and states his opinion or present proposals upon invitation.
- c) It is obligatory for authorized officers of the organization to present all types of data, documents and records and to grant access to administrative offices, buildings and facilities when requested by members of the Board of Inspection.
- d) Carries out other duties and practices other rights attributed to the Board of Inspection as set out in the legislation.
- e) Calls the General Board for a meeting when necessary.

ARTICLE 24: INTERNAL INSPECTION OF THE ORGANIZATION

- a) While an internal inspection may be conducted by the General Board, the Board of Directors or the Board of Inspection, independent audit institutions may be assigned for inspection as well. Inspections carried out by General Board, the Board of Directors or an independent audit institution does not nullify the Board of Inspection's responsibility of inspection.
- b) Inspection of the organization shall be carried out by the Board of Inspection once in every one year at the latest. The General Board or the Board of Directors may conduct inspections or hire independent audit institutions for this purpose, when deemed necessary.

D - ADVISORY BOARD**ARTICLE 25: STRUCTURE AND FUNCTIONS OF THE ADVISORY BOARD**

- a) The Advisory Board comprises of persons to be selected and invited from among members of the Organization's Board of Directors as well as its Board of Inspection, representatives of active non-governmental organizations which lie within the scope of STL's target audience, academicians and people who are expected to make positive contributions to the organization with their knowledge at national or international scale.
- b) The Advisory Board meets up at least once a year upon invitation of the Board of Directors which announces date, time and agenda of their meetings at least one month in advance.
- c) Decisions of the Advisory Board serve as recommendations to the General Board and the Board of Directors, the latter taking these decisions into consideration.

ARTICLE 26: DUTIES OF THE ADVISORY BOARD

- a) Evaluating operations of the organization in previous periods
- b) Providing suggestions in order to ensure that the organization's operations are more efficient
- c) Stating opinions and making recommendations on future plans and projects of the organization
- d) Stating opinions on other issues as may be required by the Board of Directors

PART FOUR

MISCELLANEOUS PROVISIONS

ARTICLE 27: BOOKS AND RECORDS

The organization keeps the books which are compulsory on the basis of the balance or operations in accordance with the relevant legislation. Other books which are required to be kept upon decision of Board of Directors may also be kept. Books and records of the organization are kept in accordance with the principles and basis determined in the organization's regulations.

ARTICLE 28: APPROVAL OF BOOKS

The books which are compulsory to be kept within the organization are approved by the provincial directorate of associations or a notary before they are put into use. Each book remains in use until all pages have been completed and books may not be subject to intermediate approval. However, it is obligatory to have the books and forms or form-paged books kept on the basis of balance approved in the last month before each year for which they will be used.

ARTICLE 29: ISSUANCE OF INCOME CHARTS AND BALANCE SHEETS

"Operational Accounting Charts" are issued at the end of each year (31st of December) (laid out in ANNEX 16 of the Regulation on Associations) if records are kept on the basis of operational accounts. If balance is taken as the basis, balance sheets and income charts are issued at the end of the year (31st of December) based on the General Notification on Accounting System Applications, which was published by the Ministry of Finance.

ARTICLE 30: INCOME AND EXPENDITURES OF THE ORGANIZATION

A- Income and expenditure documents

- a) Incomes of the organization are collected in return for a "Certificate of Receipt". In case incomes of the organization are collected through banks, documents issued by banks, such as bank receipts and account summaries, are used instead of a certificate of receipt.
- b) Expenditures of the organization are documented with expenditure documents such as invoices, retail sales vouchers and independent business bills. However, a note of expenses is issued for expenditures which lie within the scope of article 94 of the Income Tax Law and an "Expense Voucher" is issued for other expenditures which do not lie within this scope as per provisions of the Income Tax Law.
- c) The certificates of receipt and expenditure and other similar documents, excluding books, shall be kept for a period of five years in accordance with the order of date and number of the book they are recorded in and other periods determined in other laws remain reserved.

B- Certificate of Authority;

- a) The person or people to collect income on behalf of the organization are determined with the decision of the Board of Directors for a given period of time.

- b) People to collect income on behalf of the organization may start collecting income only after a copy of the certificates of authority issued in their names are delivered to the associations unit.

ARTICLE 31: THE ORGANIZATION'S SOURCES OF INCOME ARE LISTED BELOW:

- a) Membership fees: 10 TL of membership fee is collected from members every year.
This fee is collected in full once a member is accepted and regularly every year.
- b) Donations made by natural and legal entities at their own will
- c) Income raised from publications issued by and raffles, dinner meetings, tours, events, concerts, plays, conferences and sportive competitions organized by the organization
- d) Income gained from the assets of the organization
- e) Income from the assets transferred to the organization through donations or bequests
- f) Contributions and donations collected in compliance with provisions of the legislation on collecting contributions
- g) Income from commercial activities the organization takes up in order to raise the amount of income required for its operations
- h) Other income

ARTICLE 32: PRINCIPLES APPLICABLE TO THE ORGANIZATION'S SOURCES OF INCOME

- a) Income which has or is doubted to have characteristics which may potentially endanger the independence, impartiality and credibility of Support to Life Organization is not accepted. STL also takes into consideration the policies and principles of the institutions with which it cooperates and seeks the condition that such institutions pay attention to issues such as human rights, discrimination and protection of the environment/nature throughout their service and production processes.
- b) STL takes precautions necessary not to depend on a single income source.

ARTICLE 33: THE ORGANIZATION'S PRINCIPLES ON INDEBTEDNESS

The organization may contract a debt upon decision of the Board of Directors, if it is necessary to sustain its operations and attain its goals. This indebtedness may be in the form of purchasing products and services on loan or in cash. However, such debt may not exceed the organization's capacity of income sources and ability of repayment.

ARTICLE 34: TERMINATION OF THE ORGANIZATION

The General Board may decide to terminate the organization at any time. In order for the General Board to decide to terminate the organization, at least two third of the members and delegates who are entitled to attend the General Board as per the regulations are required to be present at the meeting. If the meeting is postponed due to the reason that the meeting quorum has not been achieved, the quorum requirement will not be sought at the second meeting. However, the number of members to attend this meeting may not be less than two times the total number of the members of the Board of Directors and the Board of Inspection. Votes of two third of the members who attend the meeting and are entitled to vote are required to make decision on termination. Open voting will be the method of voting for termination at General Board meetings.

ARTICLE 35: LIQUIDATION OF THE ORGANIZATION

- a) A liquidation committee is assigned to liquidate the organization's assets, money and rights in case a decision on termination is made at the General Board. This committee will then be authorized and responsible for conducting the liquidation process on the organization's assets, money and rights from the beginning to the end. These processes are to start as of the date the termination decision is made or the self-termination status becomes final. The title of the organization will be "SUPPORT TO LIFE in Liquidation" for all operations throughout the liquidation process.
- b) The liquidation committee is authorized and responsible for carrying out the liquidation process on the organization's assets, money and rights from the beginning to the end as per the provisions of the legislation. This committee first reviews the organization's books. Documents of the organization such as books, certificates of receipt, expenditure documents, land deeds and bank records are inspected and an official report on the assets and obligations of the organization is issued. Creditors of the organization are notified during the liquidation process and their due payables are paid to them by converting present assets into money. In case the organization is a creditor, its due payables are collected. All money, assets and rights which remain after collection of dues and payment of debts are then transferred to another organization or institution operating in the same field which is to be decided at the General Board. In case a decision has not been made by the General Board or the General Board was unable a meeting or if the organization was terminated upon a court decision, all money, assets and rights of the organization will be transferred to another organization which is the closest to the goal of the organization and has the most number of members as of the date of termination.
- c) The liquidation process is completed within three months excluding any additional period allowed by local authorities based on reasonable grounds.
- d) It is compulsory for the liquidation committee to notify the relevant local authority where the headquarter of the organization is located in writing, with the liquidation report attached, within seven days following the end of liquidation of all money, assets and rights of the organization.
- e) Members of the last Board of Directors are responsible for keeping the books and documents of the organization on behalf of the liquidation committee. This duty may also be assigned to only one member of the Board of Directors. These books and documents shall be kept for a period of five years.

ARTICLE 36: MISSING PROVISIONS

Provisions of the Law of Associations, Regulation on Associations which is based on this law, Turkish Civil Code and other relevant legislation shall apply for issues which are not covered in these regulations.

PROVISIONAL ARTICLE 1

Members of the provisional board of directors who will represent the organization and carry out the relevant processes and operations of the organization until the organization bodies are decided on at the first general board meeting are listed below:

Sema Genel : Chairman of the Board of Directors

Burcu Tetik : Vice Chairman of the Board of Directors
Gökhan Erkutlu : General Secretary
Ganime Ceylan : Bookkeeper
Aylin Erkutlu : Member