CHARTER OF THE ASSOCIATION FOR EVALUATION

AND ACCREDITATION OF UNIVERSITY PROGRAMS

IN MATHEMATICAL, NATURAL AND SOCIAL SCIENCES

**Article 1: NAME AND HEADQUARTERS OF THE ASSOCIATION**

The name of the Association is the “Association for Evaluation and Accreditation of University Programs in Mathematical, Natural and Social Sciences”. The abbreviated name of the Association is “FEDEK” which will be used hereinafter. The headquarters of the Association is in Istanbul, and the Association has no other branch office.

Article 2: OBJECTIVES AND ACTIVITIES OF THE ASSOCIATION

1. By providing accreditation, evaluation and information services for university programs in Faculties of Science, Arts, Arts and Sciences, Languages, History and Geography, and Social Sciences (hereinafter “FEF”), FEDEK will contribute to enhancing the quality of education in FEF programs in Turkey. FEDEK is founded with the aim of improving education and scientific research, which will in turn advance the welfare of the society.
2. FEDEK shall engage in the following activities in order to pursue its objectives:
3. Evaluating and accrediting FEF programs upon the request of institutions,
4. Selecting and training evaluators who will participate in accreditation activities,
5. Providing information and training programs for administrators and academicians on program evaluation,
6. Continuously monitoring the current and future needs of the stakeholders of FEF programs to develop program evaluation criteria and to review and update program evaluation criteria and procedures as necessary,
7. Organizing national and international meetings such as courses, seminars, conferences, panels, workshops, etc. and supporting efforts in this regard,
8. Communicating, cooperating, undertaking joint projects, and collaborating with national and international associations, professional associations and accreditation bodies which are active in education, evaluation, and accreditation activities,
9. Signing international bilateral and multilateral recognition agreements,
10. Becoming a member of relevant national and international organizations,
11. Conducting and/or commissioning investigations and research to increase the efficiency and improve the activities of FEDEK,
12. Obtaining all types of necessary information, documents and publications; establishing a documentation center; building a website; publishing newspapers, periodicals, journals, books and the like to announce the activities of FEDEK and issuing activity and information newsletters for distribution to its members; preparing, distributing and publishing printed and audiovisual materials related to its activities,
13. Procuring any technical tools and equipment, office and stationery supplies,
14. Engaging in fundraising activities in accordance with the procedures set forth in the Law No. 2860 on Collection of Donation after acquiring the necessary permits, and accepting both national and international donations,
15. Establishing and operating economic, commercial and industrial enterprises in order to generate income required for the attainment of its objectives, or becoming a shareholder of such enterprises with the same objectives,
16. Purchasing, selling, renting and/or leasing moveable and immovable property needed for its activities, and establishing right in rem on immovable property,
17. If considered necessary, establishing a federation or joining a federation; establishing facilities which associations are allowed to establish after acquiring the necessary permits; establishing an association of foundations with the use of a portion of its property,
18. If considered necessary, engaging in joint projects with public organizations and institutions related to matters within the scope of its activities without prejudice to the provisions of the Law No. 5072 on the Relations of Associations and Foundations with Public Institutions and Organizations,
19. Creating platforms with other associations, foundations, labor unions, unions and similar non-governmental organizations (NGOs) in order to attain common goals related to its objectives, which are not prohibited under the law.

Article 3: MEMBERSHIP TERMS AND ADMISSION

1. Any real person with legal capacity can become a member of FEDEK, provided that;
2. s/he has been a member of at least two (2) teams which evaluate the FEF programs or has participated in evaluator trainings, or
3. s/he has participated in the orientation program offered by FEDEK before becoming a member, or
4. s/he has served at least twice on an evaluation team of national or international agencies with the similar objectives of FEDEK.
5. Any real person with legal capacity can become a member of FEDEK upon the suggestion of two founding members unless his/her membership is forbidden.
6. Any real or legal person with objectives and activities supporting FEDEK's objectives can become a member of FEDEK.
7. Any real or legal person who offers free services to FEDEK can become an honorary member.

Membership applications in writing shall be resolved in the first Executive Board meeting as of the date of the application. The decision shall be communicated to the applicant in writing.

Article 4: TERMINATION OF MEMBERSHIP

The membership may be terminated in the following conditions:

1. A member may terminate his/her membership any time by resigning provided that the resignation is submitted in writing. As soon as the Executive Board receives the petition for resignation, the termination shall be considered final. However, the termination of membership shall not write off any accumulated debts of the member to the Association. No debt collection shall be pursued in case of termination due to death.
2. The membership of a FEDEK member may be cancelled in the following conditions:
3. Acting in violation of the Charter of FEDEK,
4. Persistently avoiding assigned tasks,
5. Failing to pay the membership fee within six months regardless of written warnings,
6. Violating the decisions rendered by the bodies of FEDEK,
7. Failing to abide by membership conditions.

In case any one of the above-mentioned conditions is met, the membership can be terminated upon the decision of the Executive Board. The records of the persons whose membership is terminated through decision of the Executive Board or resignation shall be erased from the membership register. Such persons cannot claim any right with regards to the assets of the Association.

Article 5: BODIES

FEDEK's bodies are as follows:

5.1 General Assembly,

5.2 Executive Board,

5.3 Auditing Board.

The Executive Board may establish sub-committees in order to perform FEDEK's activities.

Article 6: GENERAL ASSEMBLY

The General Assembly is the highest authority of FEDEK for decision making and consists of all members registered with FEDEK. The Ordinary General Assembly shall convene **once in three years by the end of June** at a date, place and time to be determined by the Executive Board.

In cases deemed necessary by the Executive Board or the Auditing Board, or upon the written request of one-fifth of FEDEK's members, the Extraordinary General Assembly shall convene within thirty days. The Executive Board shall convoke the members of the General Assembly.

If the Executive Board fails to convoke the General Assembly within thirty days, the justice of the peace upon an application filed by any of the members shall appoint three members to convoke the General Assembly.

Article 7: CALL FOR THE GENERAL ASSEMBLY AND QUORUM

1. The Executive Board shall issue a list of the members who are entitled to attend the General Assembly. The members entitled to attend the General Assembly shall be convoked by the Executive Board by announcing in printed, written or electronic form noting the date, time, place and agenda of the Assembly at least fifteen days before the Assembly. The call for the Assembly shall also specify the date, time and place for the second Assembly in case the quorum is not reached during the first assembly. The period between the first and the second assemblies cannot be less than seven days and more than sixty days. The quorum is one more than half the total number of members. Quorum shall not be sought in the second Assembly.
2. If the meeting is postponed for a reason other than failure to reach the quorum, the reason for postponement shall be announced to the members in accordance with the invitation procedures for the first assembly, and an invitation is issued for the second assembly. The second assembly should be held within six months as of the date of postponement. The General Assembly may not be postponed more than once.

Article 8: GENERAL ASSEMBLY PRINCIPLES

1. Members wishing to attend the General Assembly may participate in the Assembly after signing next to their names on the *List of General Assembly Members* issued by the Executive Board.
2. If the assembly quorum is reached, this is recorded in a report, and the assembly is opened by the Chairperson of the Executive Board, or any member of the Executive Board appointed by the Chairperson. In the case quorum is not reached, the Executive Board shall note this in a report.
3. After opening the Assembly, a council of three persons composed of chairperson, vice chairperson and clerk shall be appointed in order to manage the meeting.
4. The chairperson of the committee shall be in charge of ensuring peace and order during the Assembly. The draft agenda of the General Assembly shall be prepared by the Executive Board. The council shall open the draft agenda for discussion and vote for and finalize the agenda by taking into account any suggestion for amendment from the members of the General Assembly.
5. Each member representing a real or legal person shall have one vote in the General Assembly which should be cast in person. Honorary members may attend the General Assembly but may not vote.
6. During the General Assembly, the election of the Executive Board and the Auditing Board should take place by secret ballot-open counting method. Where open ballot should be used, the chairperson of the council shall determine the method to be used.
7. Issues addressed and decisions rendered during the Assembly shall be recorded in the minutes, which shall be signed by all the members of the council. At the end of the Assembly, the minutes and other documents shall be handed over to the Chairperson of the Executive Board. The Chairperson of the Executive Board shall be responsible for safe-keeping such documents and delivering the same to the new Executive Board within seven days.

Article 9: DUTIES AND POWERS OF THE GENERAL ASSEMBLY

The following issues shall be discussed and resolved by the General Assembly:

1. Electing the bodies of FEDEK,
2. Amending the Charter of FEDEK,
3. Discussing the reports prepared by the Executive Board and the Auditing Board, and acquitting the Executive Board,
4. Discussing the budget prepared by the Executive Board and approving said budget as it is or by amendment,
5. Auditing other bodies of the Association, and discharging the same under valid grounds if necessary,
6. Evaluating and resolving objections against the decisions of the Executive Board regarding the rejection or cancellation of membership,
7. Authorizing the Executive Board to purchase real property required by the Association or to sell existing real property,
8. Evaluating regulations prepared by the Executive Board regarding the activities of the Association and approving the same as it is or by amendment,
9. Determining the remuneration, allowance, travelling allowance and compensations to be provided to the chairpersons and members of the Executive and Auditing Boards of FEDEK as well as daily and travel allowances to be provided to the members appointed to provide services for the Association,
10. Rendering decisions for joining or leaving federations as well as authorizing the Executive Board to act in this matter,
11. Rendering decisions regarding FEDEK's international activities as well as becoming a member of or leaving international associations and organizations,
12. Establishing foundations by FEDEK,
13. Dissolving FEDEK,
14. Evaluating and resolving any other suggestions by the Executive Board,
15. Executing other duties of the General Assembly set forth in the regulation.

Article 10: COMPOSITION OF THE EXECUTIVE BOARD

1. The General Assembly shall elect nine regular members and nine substitute members for the Executive Board by secret ballot for a period of three years.
2. The Executive Board shall elect a chairperson, vice chairperson, treasurer and secretary at its first meeting.
3. In case a chairperson leaves his/her duty before the end of term of office, no election shall be carried out, and the vice chairperson shall assume the chair by proxy. However, if this temporary assignment lasts for more than one (1) year, a new chairperson shall be elected.

In case the position of a regular member becomes vacant, the substitute members shall be called for duty by taking into account the number of votes of the substitute members as well as the vacant position.

The members of the Executive Board shall function on a voluntary basis and shall not receive any daily allowance for being a member of the Executive Board or for attending meetings of the Executive Board. However, any expenses made by the members for any activity to which the members are appointed in relation to the activities of the Association shall be covered by the budget of the Association.

Article 11: OPERATIONAL PRINCIPLES OF THE EXECUTIVE BOARD

1. The Executive Board shall meet at least three times annually and shall be convoked by the Chairperson of the Executive Board whenever necessary.
2. A meeting of the Executive Board shall require the absolute majority of the board members, and decisions shall be rendered by majority vote.
3. A member who fails to attend two successive meetings without excuse shall be considered as having resigned.
4. The Executive Board may convene via video- or teleconference.

Article 12: DUTIES AND POWERS OF THE EXECUTIVE BOARD

The duties and powers of the Executive Board shall include:

1. Acting, and rendering and implementing decisions in accordance with the applicable law and the provisions of the Charter,
2. Implementing the decisions rendered by the General Assembly,
3. Representing FEDEK through the agency of the chairperson, or authorizing members to represent when needed,
4. Preparing, submitting for the approval of the General Assembly and implementing work schedules, budgets and income and expense statements,
5. Undertaking the necessary evaluations regarding the dismissal of members who are deemed not eligible for membership, and rendering decisions for the cancellation of memberships of real and legal persons when necessary,
6. Determining the time, date, place and agenda of the General Assembly and communicating the same to the members,
7. Preparing and submitting to the General Assembly the working report, balance sheet and income and expense statements,
8. Establishing the FEF Programs Accreditation Board (FEFAK), Evaluation Report Examination Board (DERİK), Evaluator Nomination Board (DABK) and other working boards, identifying the operational principles of such boards and rendering decisions on the suggestions of such boards,
9. Employing experts who are not members of FEDEK in the working boards to be established if necessary,
10. Appointing staff and consultants who will conduct the administrative and financial affairs of FEDEK, determining the remuneration for such persons, and dismissing them when required;
11. Cooperating with national and international organizations in accordance with the objectives of FEDEK,
12. Working for amending the Charter of FEDEK if necessary and submitting such amendments for the approval of the General Assembly.

Article 13: AUDITING BOARD

1. The Auditing Board shall be composed of three regular and three substitute members elected by secret ballot by the General Assembly for a period of three years.
2. A member who fails to attend two successive meetings without excuse shall be considered as having resigned.
3. In case the position of a regular member becomes vacant, the substitute members shall be called for duty by taking into account the number of votes received by the substitute members.
4. The Auditing Board shall elect a chairperson at the first meeting and communicate its decision to the Executive Board in writing.
5. The quorum for the Auditing Board is two.
6. The powers and duties of the Auditing Board shall include:
7. Inspecting at least once a year whether the Executive Board engages in activities in accordance with the objectives set out in the Charter and in the activity fields defined for attaining such objectives, and whether the books, accounts and records are kept in accordance with the law as well as reporting the results of the inspection to the Executive Board in writing,
8. Attending the meetings of the Executive Board without voting rights when considered necessary or when convoked in order to share opinions and thoughts,
9. Submitting inspection results to the General Assembly as a report signed by all members.

Article 14: REVENUES

The sources of revenue of FEDEK shall include:

1. Membership fee, which shall be set by the Executive Board,
2. Donations and aids provided by real and legal persons,
3. Aids in kind and financial aids provided for attaining the objectives of FEDEK,
4. Deposit interest, repo, treasury bonds, and revenues from similar instruments,
5. Lease and other types of income from moveable and immovable property,
6. Revenues from courses, seminars, trainings, program evaluation and accreditation activities, publications, etc. as well as other FEDEK activities,
7. Revenues from economic, commercial and industrial enterprises established by FEDEK or of which FEDEK becomes a shareholder in order to obtain revenues required for the activities,
8. Other revenues permitted under the applicable law.

The Executive Board shall be authorized to undertake any activities in order to generate revenue for FEDEK. Such revenues may only be collected against the receipts issued in accordance with the Law on Associations. The identity and signatures of persons who pay and collect shall be present on the receipt. The Executive Board may decide to authorize one or more of the members individually or jointly to collect income, make withdrawals from FEDEK's bank accounts, etc. In this case, the remaining members of the Executive Board shall not be released from legal liability.

Article 15: INTERNAL AUDITING OF THE ASSOCIATION

Internal auditing of FEDEK may be carried out by the General Assembly, the Executive Board or the Auditing Board, or by independent audit organizations. An audit undertaken by the General Assembly, the Executive Board or an independent audit organization shall not release the Auditing Board from its liability.

Article 16: BORROWING PROCEDURES OF THE ASSOCIATION

FEDEK may borrow money upon the decision of the Executive Board when required for attaining its objectives and performing its activities. Borrowing may be carried out by purchased goods and services on credit or cash. However, borrowing may not exceed the capacity of FEDEK's income sources and may not cause difficulty of payment for FEDEK. The borrowing may not exceed half of the revenue budget approved by the General Assembly or extend into new working periods. The Executive Board may borrow larger amounts for projects upon the decision of the General Assembly.

Article 17: DISSOLUTION OF THE ASSOCIATION AND LIQUIDATION

The General Assembly of FEDEK may decide the dissolution of FEDEK at any time. The quorum for discussing the dissolution at a General Assembly is two-thirds (2/3) majority of the number of members holding the right to attend the General Assembly. In case the assembly is postponed due to failure to reach the quorum, the majority shall not be sought in the second assembly. However, the number of members attending such an assembly may not be lower than twice the number of the regular members of the Executive Board and the Auditing Board.

The majority required for rendering the decision of dissolution is two-thirds (2/3) of the votes of the attending members. The vote for the decision of dissolution at the General Assembly shall be carried out by open ballot method. Where the General Assembly renders the decision to dissolve FEDEK, the dissolution shall be implemented by the Dissolution Committee composed of the members of the last Executive Board. Dissolution shall begin at the date of the General Assembly's decision regarding dissolution, or the date of the automatic termination. During the dissolution process, all the actions shall bear the statement “Association for Evaluation and Accreditation of FEF Programs in the process of dissolution” instead of FEDEK.

The Dissolution Committee shall be responsible for completing the dissolution of FEDEK's financial assets, properties and rights in accordance with the applicable law. This Board shall first audit the account of the Association. During the audit, the Association's books, receipts, documents for expenses, title deeds, bank records and other documents shall be identified and the assets and liabilities of the Association shall be recorded in a report. During the dissolution, the creditors of the Association shall be called upon and the assets, if any, shall be cashed and paid out to the creditors. If the Association has receivables, then such receivables shall be collected. The money, assets and rights remaining after the collection of receivables and the payment of liabilities shall be transferred as determined by the General Assembly. If the transferee is not specified by the General Assembly, then the transfer shall be made to an association (with headquarters in Istanbul) which has a purpose closest to that of FEDEK and which has the most number of members on the date of the dissolution of FEDEK. All actions related to the dissolution shall be recorded in the dissolution report; the dissolution process shall be completed within three months, excluding any additional period provided by the local authorities based on valid grounds.

After the dissolution and transfer of the assets, properties and rights of the Association have been completed, the Dissolution Committee shall, in the form of a letter, inform the local authority at the location of the Association headquarters about FEDEK's dissolution within seven days. The dissolution report shall be attached to this letter.

The last Executive Board acting as the Dissolution Board shall be responsible for safe-keeping the Association's books and documents. This task can also be assigned to a member of the Executive Board. The period for keeping the books and documentation is five years.

**Article 18: ABSENCE OF PROVISIONS**

Any matters not stipulated in this Charter shall be subject to the provisions of the Law on Associations, the Turkish Civil Code, the Associations Regulations based on said laws, and the provisions of any other applicable law regarding associations.

Article 19: AMENDMENTS TO THE CHARTER

1. Amendments to this Charter shall require the decision of the General Assembly. Amendment proposals may be added to the agenda of the General Assembly either by the decision of the Executive Board, or, at ordinary General Assembly meetings by the yes vote of one more than half of the attending members upon the written petition of at least one-fifth (1/5) of the total number of members.
2. In order to make any amendments to this Charter in the General Assembly, the quorum required for the General Assembly should be met.
3. The number of votes required to make an amendment to the Charter is two-thirds of the attending members who hold voting rights.

FEDEK's Founding Members and Provisional Executive Board

1. Sermin ÖRNEKTEKİN (Member of Provisional Executive Board)
2. Osman Yavuz ATAMAN (Member of Provisional Executive Board)
3. Ahmet Turan İNCE (Member of Provisional Executive Board)
4. Talat ÖZPOZAN (Member of Provisional Executive Board)
5. Figen KADIRGAN (Member of Provisional Executive Board)
6. Ayşe KARA HANSEN (Member of Provisional Executive Board)
7. Sadullah SAKALLIOĞLU(Member of Provisional Executive Board)
8. Kenan İNAN (Member of Provisional Executive Board)
9. Z. Gökay KAYNAK (Member of Provisional Executive Board)