

# CONSTITUTION OF THE TURKISH GREEN CRESCENT SOCIETY

## PART ONE

### Name, Seat, and Corporate Identity of the Society

#### Name, Seat, Corporate Identity of the Society, and Definitions

##### **Article 1:**

- (1) The name of the Society is the "Turkish Green Crescent Society." Its seat is in Istanbul.
- (2) The Society was founded as Hilâl-i Ahdar on March 1, 1920 with its seat in Istanbul and it was later named Yeşil Hilal and the Turkish Green Crescent Society.
- (3) Utilization of the word "Turkish" at the beginning of the Society's name was authorized by virtue of the Council of Ministers' decree numbered 7/7146 and dated 20.09.1973.
- (4) The Society acquired the status of public benefit Society with Council of Ministers' Decision No. 2/1288 of September 19, 1934, which was published in Official Gazette No. 2827 of October 13, 1934.

##### (5) DEFINITIONS

For the purposes of this Constitution:

**Society:** means the Turkish Green Crescent Society;

**General Assembly:** means the highest decision-making body of the Society;

**Branch:** means any sub-divisions that has been established by virtue of a decision of the General Assembly of the Head Office, has organs within its organizational structure, have no status as a legal entity, and is attached to the Head Office;

**Head Office:** means the management office in Istanbul from which the Society's works are managed;

**Board of Directors of the Head Office:** means the board which is composed of members elected by the General Assembly of the Head Office and manages and steers the Society's activities;

**Chairperson:** means the Chairperson of the Board of Directors of the Head Office, who is elected by the General Assembly of the Head Office;

**Secretary General:** means a member of the Board of Directors of the Head Office, who is responsible for managing all affairs of the Society in accordance with the resolutions of the Board of Directors of the Head Office and represents the Society in the absence of the Chairperson;

**Deputy Chairperson:** means a member of the Board of Directors of the Head Office, who performs tasks assigned by the Chairperson and represents the Society in the absence of the Chairperson and the Secretary General;

**Vice Chairperson:** means a member of the Board of Directors of the Head Office, who performs tasks assigned by the Chairperson and is responsible for such tasks;

**Assistant Secretary General:** means a member of the Board of Directors of the Head Office, who performs tasks assigned by the Secretary General;

**General Accountant:** means a member of the Board of Directors of the Head Office, who regularly determines and records the Society's revenues and expenditures, manages the Society's financial affairs, and keeps accounting books;

**General Cashier:** means a member of the Board of Directors who collects the Society's revenues and keeps the Society's negotiable instruments and fixtures and is in charge of handling the Society's revenues and cash expenditures;

**Member of the Board of Directors of the Head Office:** means a member who has been elected by the General Assembly of the Head Office and performs tasks assigned by the Chairperson and is responsible for such tasks;

**Supervisory Board of the Head Office:** means the board, which is composed of members elected by the General Assembly of the Head Office and responsible for supervising the branches if necessary;

**Disciplinary Board of the Head Office:** means the board, which is composed of members elected by the General Assembly of the Head Office and responsible for conducting disciplinary investigations;

**Branch General Assembly:** means the highest decision-making body of the Branch;

**Branch Board of Directors:** means the board which is composed of members elected by the General Assembly of the Branch and manages and steers the Branch's activities;

**Branch Chairperson:** means the Chairperson of the Branch's Board of Directors elected by the General Assembly of the Branch;

**Branch Secretary:** means a member of the Board of Directors in charge of all correspondence and affairs of the Branch;

**Branch Accountant:** means a member of the Branch's Board of Directors who regularly determines and records the Branch' revenues and expenditures, manages the Branch's financial affairs, and keeps accounting books;

**Branch Accountant:** means a member of the Branch's Board of Directors who collects the Branch's revenues and keeps the Branch's negotiable instruments and fixtures and is in charge of handling the Branch's revenues and cash expenditures;

**Delegate of the General Assembly:** means a member who is a member of the Head Office and elected by the Branch's General Assembly, who is entitled to cast a vote at the General Assembly of the Head Office;

**Branch Supervisory Board:** means the board composed of members elected by the Branch's General Assembly and is responsible for supervising the branch.

## Corporate Identity

### Article 2:

(1) The Society emblem is a green crescent on a white background with its tips extending toward right when looking at it from the opposite direction. The Regulation on Corporate Identity, which sets forth guidelines and procedures on the utilization of the emblem on objects such as banners and badges, shall be drawn up by the Board of Directors of the Head Office.

(2) *The Turkish Green Crescent Society may also use the shortened versions of its name, including "Turkish Green Crescent" and "Green Crescent."*

## PART TWO

### Society's Objectives, Functions, and Responsibilities

#### Society's Objective

##### Article 3:

(1) The Society was founded at a time when Turkey was witnessing rapid moral and cultural development, and took on the task of combatting addictions that were detrimental to the physical and mental health of society and young people, such as those related to tobacco, alcohol and other such substances. It has expanded its focus in time to address other harmful habits that threaten society and young people, such as gambling, prostitution, the Internet and technology addictions, while at the same time educating generations that are loyal to their national culture.

(2) In its struggle against addiction, the Green Crescent Society catalyses the public consciousness, power and resources; helps people in need, under any circumstances, in any place and at any time, in accordance with its goal of protecting human honor and dignity; and makes constant contributions to the development of public capacity to struggle against addictions.

(3) With this goal in mind, the Green Crescent Society cooperates and works hand-in-hand with both national and international institutions and non-governmental organizations, both public and private.

#### Society's Fundamental Values and Principles

##### Article 4:

(1) The Society's fundamental values and principles are defined below.

**Fight Against Addictions for the Human Dignity:** The Green Crescent aims to protect human health against the risk of addiction and to ensure that human dignity is respected. In all of its activities, the Green Crescent promotes mutual

understanding, brotherliness, amity, cooperation and sustainable peace among people. The Green Crescent tries to avert and ease addiction-induced suffering, wherever they may strike, using all of the assets of its national and international capacity.

**Non-Discrimination:** While providing services, the Green Crescent does not discriminate against people based on their nationality, race, faith, class or political ideology. It focuses on easing addiction-based suffering, using the most effective measures in its capacity and giving priority to the most urgent and essential needs.

**Independence:** The Turkish Green Crescent is an independent non-governmental organization. Assisting public authorities in humanitarian activities, the Green Crescent is subject to international agreements that have been duly put into effect by the Republic of Turkey, and to the laws of Republic of Turkey, and within this scope, the Society retains the authority to enter into relevant international agreements and to act accordingly.

**A Charity Organization;** The Green Crescent is a volunteer-based charitable foundation that does not seek personal or corporate benefits.

**A Public Health Entity:** The Green Crescent is a volunteer-based non-governmental organization that makes use of its corporate capacity to come up with preventive programs to tackle all kinds of addictions and processes, especially those related to tobacco, alcohol and substances, and that tries to make effective use of the currently available therapies and treatment services to tackle addictions that have already taken hold.

**Scientific Nature:** The Green Crescent adopts an evidence-based research, analysis and intervention approach in its efforts to protect people from and prevent addictions, and to reinforce and/or modify behaviors while fighting against addictions in therapy and treatment phases.

**Being Global:** Having equal status with the national societies of other countries engaged in the fight against addiction, and sharing responsibilities and tasks equally during mutual assistance studies, the Green Crescent's intention is to create a global organization to fight against addictions on a global scale, to work as part of this organization, to observe the issues on a global scale, to work globally, to function according to global standards, and to be effective and reputable.

**Society-Oriented:** According to the Green Crescent, being organized to raise public health awareness at all levels and in all settlements in the communities in which it serves, i.e. from the base to the representatives, and from the individuals to public institutions, and carrying out participatory studies at a public level are a requirement for sustainable success.

## **Works to Be Undertaken for Achieving the Objective and the Society's Area of Activity**

### **Article 5:**

(1) To achieve the objectives specified above, the Society shall undertake social works, including, but not limited to those specified below, within the country and abroad in order to attain the objectives specified above:

To provide all kinds of information, documents, and publications needed for achieving the objective; to set up a documentation center; to issue newspapers, magazines, and books in order to promote its works and to issue work-related and informational bulletins for distribution to its members;

To carry out fund-raising activities and to receive donations from donors within the country and abroad provided that required permissions are obtained;

To build and operate commercial and industrial facilities in order to obtain revenues needed for achieving the objectives set forth in this Constitution;

To purchase, sell, rent, and rent out movable and immovable goods needed for the Society's activities and to create rights in rem on such immovable property;

To found a Society or a federation or to join an existing federation in order to accomplish its objective and to build facilities that a Society can establish after obtaining necessary permissions;

To undertake international activities; to join associations or organizations based abroad; and to carry out joint or collaborative projects with such organizations;

To receive or extend aid in kind or in cash to and from individuals or private or public agencies and organizations to accomplish the Society's objectives.

Without prejudice to the provisions of the Law numbered 5072 on the Relations Between Associations and Foundations and Public Agencies and Institutions, to carry out joint projects with public agencies and institutions in areas covered by their areas of responsibility to the extent considered necessary for attaining the objective;

To undertake works aimed at rehabilitating people dependent on tobacco, alcohol, and narcotic substances, helping their families, and educating and protecting their children;

To open branches and representation offices in places if considered necessary;

To establish platforms with other associations or foundations, trade unions, and civil society organizations in order to achieve common objectives in areas that concern the Society and not prohibited by laws;

To make efforts at the level of governments and organizations to ensure that all kinds of measures and decisions are taken for the purpose of eliminating dependence on tobacco, alcohol, and narcotic substances as well as other harmful habits;

To set up Green Crescent clubs in primary, middle, and high schools and universities;

To establish libraries (mobile and stationary) regarding the Green Crescent;

To publish scientific articles;

To draw up Green Crescent Reports to enlighten government officials, media, and the public;

To establish rehabilitation centers;

To further the Green Crescent's relations with the public;

To employ permanent or temporary employees at the Head Office and Branches, who will cooperate and exchange assistance with treatment and rehabilitation centers for dependence on tobacco, alcohol, and narcotic substance and foundations and associations founded for the same purposes;

To acquire offices for branches which are operating from leased offices;

To provide the branches with financial assistance regarding their activities concerning the Green Crescent;

To involve scientists, artists, and people popular among the youth in activities concerning the Green Crescent;

To contact appropriate authorities to ensure continuous flow of funds to the Green Crescent Society;

To cooperate with health institutions regarding the Green Crescent's objective;

To open Green Crescent camps if considered necessary; to take part in and contribute to camps opened by the Ministry of Youth and Sports; municipalities, and the Scouts Federation;

As regards prevention of addictions, to grant research scholarships to students and researchers who will contribute to research and publication efforts.

## **PART THREE**

### **Admission of Members, Termination of Membership, and Membership Procedures**

#### **Membership**

##### **Article 6:**

(1) Any natural person or legal entity, who adheres to the Society's principles and values, objectives, goals, and working principles and has not been prohibited from becoming a member of an Society by law and is committed not using tobacco, alcoholic beverages, and narcotic substances and fighting against them, may be admitted as a member after undertaking and swearing that "he/she will not use tobacco, alcoholic beverages, and substances causing dependence and promote the Society's objectives."

#### **Responsibilities of the Members of the Green Crescent**

##### **Article 7:**

- (1) The responsibilities of the members of the Green Crescent are as follows:
- a) A member shall pay a fee for membership and a membership contribution to the board of directors of the related branch.
  - b) The members shall primarily take part in the activities of the branch of which they are a member and carry out necessary works in line with the objectives of the Green Crescent.
  - c) A member shall take part in all kinds of promotional and fund-raising activities in accordance with the objectives and principles of the Green Crescent.
  - d) They may also participate in the meetings and works of various units of the branch and perform the duties assigned to them.

- e) The members shall perform tasks assigned to them by the Society or in connection with works undertaken by the Society and hand over related equipment upon completion of the task and may not decline to perform a task unless there is a compelling reason.
- f) Members shall share their opinions regarding national and local addiction-related issues falling within the ambit of the Green Crescent's area of responsibility with the competent organs of the Green Crescent. They strive in solidarity with the local people for the solution of local problems, in line with the program of the Green Crescent.
- g) They try to gain the support of the benevolent citizens, who are loved, trusted, and effective within their environment.
- h) They shall contribute to efforts aimed at bringing revenue to the Green Crescent.
- i) They shall take part in training programs organized by the Green Crescent upon invitation. They shall act prudently and carefully congruent with the Green Crescent's reputation and role. They shall be loyal to the Green Crescent and refrain from acting in a manner or making verbal or written statements conflicting with the Green Crescent's reputation.
- j) They shall participate in the activities of organizations and institutions, including Society, trade unions, co-operatives, and foundations, to the extent they are related to their works and professions. They shall inform competent boards about such works.
- k) A member shall pay his or her contribution within the related year.

## **Rights of the Members of the Green Crescent**

### **Article 8:**

- (1) The members of the Green Crescent:
  - a) may announce their candidacy for being elected as a member of the Green Crescent's and get elected; A member may be elected to the same organs other than the general assembly of a branch for three consecutive terms of the ordinary general assembly provided that it does not exceed nine years.
  - b) They shall vote and exercise their right to elect in elections held within the Society;
  - c) They may announce their candidacy for elections held by the Branches and the Head Office.
  - d) Any person who is on the payroll of the Turkish Green Crescent, Turkish Green Crescent Foundation, and the International Green Crescent Federation and enterprises which they own or have a minimum 50% interest may become a member of the Turkish Green Crescent Society. They may, however, not be appointed the organs of the Head Office and the Branches of the Turkish Green Crescent or elected as a delegate to the convention of the Head Office. Such persons may not be appointed to a board of the Society unless three years have elapsed since their resignation from their positions on payroll due to any reason.
  - e) They shall take part in the meetings and activities of the Society and the works of the unit to which they have been elected and share their opinions and wishes.
  - f) They seek information about the Society;
  - g) They may terminate their membership in the Green Crescent provided that they have notified the office of the chairman of board to which they report of their intent to resign in writing.

## **Application for Membership and Registration**

### **Article 9:**

- (1) A person who wishes to become a member of the Green Crescent shall directly apply to the branch where his or her residence is located by submitting three copies of the application document.
- (2) The applicant shall fully complete the application document and sign the deed of undertaking. Any document which has not been fully completed shall be filled out. Otherwise, the application shall be deemed to be invalid.
- (3) Information in the member application document shall be entered in the member application registry with a sequential number. The applicant and the official receiving the application shall sign the special sections in the registry. The director of the branch shall sign a copy of the "application document" and return it to the applicant in order to confirm the receipt of the application.
- (4) The board of directors of the branch shall examine the applications of the individuals included in the application

registry and make a decision within thirty days and inform the applicant.

(5) The boards of directors of the branches shall deliver one of the three copies of the application to the prospective member, whose application has been found acceptable under applicable laws and this Constitution and deliver another copy to the Stakeholder Relations Directorate in the Head Office and retain the last copy in the branch.

(6) The board of directors of the branch shall make the membership files and registers available to the members of that branch.

## **Prospective Member**

### **Article 10:**

(1) An individual who has filed an application for becoming a member of the Green Crescent shall be deemed to have become a member on the date of his or her application.

(2) The registration of membership applications received by the Stakeholder Relations Directorate in the Head Office of the Turkish Green Crescent Society shall be completed within ten days and the charts drawn up shall be sent to the branches. The branch shall make such charts available to members for their perusal.

(3) The period for prospective candidates is thirty days. The prospective candidate shall take part in training programs organized by the branch's board of directors during such period. The subjects and content of the training programs shall be drawn up by the Prevention Services Directorate in the Head Office of the Turkish Green Crescent Society.

(4) The board of directors of a branch may assign prospective members a task related to the Green Crescent at the provincial or county level.

(5) Any objection that may be filed by a member during the vetting process for membership shall be reviewed by the branch's board of directors.

(6) The branch's board of directors shall make a decision about any objection, if any, within fifteen days and enter it in the registry of resolutions and inform the Stakeholder Relations Directorate in the Head Office of the Turkish Green Crescent Society. The registry of the Stakeholder Relations Directorate in the Head Office of the Turkish Green Crescent Society shall be binding.

(7) The branch's board of directors shall inform any person who has not been found to be eligible for membership.

(8) A prospective member shall have the same obligations as a principal member. A prospective member may not exercise the right to elect and to be elected incidental to membership. The name of a prospective member shall not be included in the Society's members registry.

## **Applications for Membership Filed by Citizens Living Abroad**

### **Article 11:**

(1) Any citizen living abroad may lodge an application for membership, which shall also specify the branch which he or she intends to be a member of, with the Stakeholder Relations Directorate in the Head Office of the Turkish Green Crescent Society. The letter shall be accompanied by a full address of his or her place of residence abroad and the address of his or her permanent or temporary address in Turkey, if any, as well as a copy of the birth certificate.

(2) The Stakeholder Relations Directorate in the Head Office of the Turkish Green Crescent Society shall send the application letter to the designated branch within two weeks. Related reviews and formalities shall be completed by the management of the related branch.

## **Objection to Membership**

### **Article 12:**

(1) The branch's board of directors shall put up a list of the persons included in the application registry at the head office of the branch. The list shall be displayed for fifteen days.

(2) A member may lodge an objection with the branch's board of directors regarding applications within such display period. The branch's board of directors shall examine and make a decision regarding an objection within fifteen days and inform the parties concerned.

(3) Upon the completion of the examination of the status of individuals included in the application registry and when a decision is made, the branch's board of directors shall inform individuals who are not eligible for membership in the Green Crescent under the applicable laws and this Constitution of the reasoned decision of the branch's board of directors within fifteen days.

(4) The person concerned may appeal such notice to the branch's board of directors within ten days. If the appeal has

been lodged through the branch's board of directors, the file and the reasoned decision of the branch's board of directors shall be delivered to the Board of Directors of the Head Office within ten days.

(5) If the appeal has been directly lodged with the Board of Directors of the Head Office, the Board of Directors of the Head Office shall summon the reasoned decision of the branch's board of directors which shall send the file to the Board of Directors of the Head Office within ten days.

(6) The Board of Directors of the Head Office shall make a decision about the matter within thirty days and return the file to the branch's board of directors with a recommendation regarding the action to be taken.

(7) The branch's board of directors shall inform the person concerned within seven days from the date of receipt of the decision. Application documents shall be canceled and included in the file. Necessary information is entered in the special section of the application registry. The decision made by the Board of Directors of the Head Office may be appealed to the General Assembly of the Head Office. Any decision made by the General Assembly of the Head Office shall be final.

### ***Membership Based on a Decision of the Board of Directors of the Head Office***

#### ***Article 13:***

(1) The Board of Directors of the Head Office may resolve to register:

- a) any legal entity or a natural person who has served as a member of the Grand National Assembly of Turkey or an undersecretary in a public agency or institution, governor, head of department, mayor, a member of the municipal assembly or a provincial general assembly or served in an equivalent position in a similar agency or organization abroad;
- b) any person who has made a donation to the Green Crescent at least in a minimum amount fixed by the Board of Directors of the Head Office every year;
- c) any person who were not registered as a member of the Green Crescent because of restrictions in applicable restrictions after such restrictions have been lifted;
- d) any legal entity or a natural person nominated by the Chairperson; or
- e) any person who is deemed to be useful for the Green Crescent as a principal member.

### **Principal and Honorary Membership**

#### ***Article 14:***

- (1) The Turkish Green Crescent has two different types of membership. They are principal and honorary membership.
- (2) A principal member is admitted as a member by the board of directors of a branch after ending his or her status as a prospective candidacy or directly by the Board of Directors of the Head Office.
- (3) A natural person or a legal entity who has served and provided financial and moral support for the Green Crescent without getting any compensation in return may be admitted as a honorary member. An honorary member may take part in the General Assembly and speak, but may not cast a vote or be elected. Criteria for granting honorary membership shall be set forth by the Board of Directors of the Head Office in the Regulation for Membership Procedures.
- (4) The Board of Directors of the Head Office may grant a Green Crescent Decoration to any person, who may be a member of not, if he or she has provided important services for the Society's goals.

### **Registration of Members and Storing Data at the Head Office**

#### ***Article 15:***

- (1) Records related to registration of principal and associate members in accordance with the rules set forth in this Constitution shall be transferred by the Stakeholder Relations Directorate in the Head Office to a computer and kept in the head office.
- (2) The Stakeholder Relations Directorate in the Head Office of the Turkish Green Crescent shall create a general log for principal members and deliver required information, records, and documents to appropriate authorities.
- (3) If there is any discrepancy between the members registry of the Green Crescent kept by the Stakeholder Relations Directorate in the Head Office of the Turkish Green Crescent and the members registry of the board of directors of a branch, the Head Office's records shall prevail.
- (4) The Stakeholder Relations Directorate in the Head Office of the Turkish Green Crescent shall send to the branches concerned a quarterly list of the newly admitted principal members and the dates of their admission.

(5) The Stakeholder Relations Directorate in the Head Office of the Turkish Green Crescent shall enter the names of the principal members in the members registry of the Society as well as the members registry of the branch.

## **Location Requirement for Membership**

### **Article 16:**

(1) Membership in multiple branches is not permitted. A member may exercise his or her right to cast votes and be elected in the general assembly of the branch with which he or she has been registered and be elected as a delegate to represent the branch at the general assembly of the Head Office.

## **Transfer of a Member**

### **Article 17:**

(1) A member who has moved to another place from his habitual abode shall inform the board of directors of the branch about his or her new address. Upon receipt of such notice in writing, the Board of Directors of the Branch shall transfer the registration of the member to the board of directors of the branch in his or her new location and ensure that it is notified to the Stakeholder Relations Directorate in the Head Office of the Turkish Green Crescent.

## **Identity Document**

### **Article 18:**

(1) Green Crescent identity documents issued by the Stakeholder Relations Directorate in the Head Office of the Turkish Green Crescent shall be delivered to the members through the board of directors of the Head Office or the branch concerned. A member shall present the Green Crescent identity document for carrying out all kinds of formalities. A prospective member of the Board shall present a valid and renewed Green Crescent identity document.

## **Resignation**

### **Article 19:**

(1) The registrations of members who have notified in writing that they desire to end their membership in the Green Crescent shall, after the verification of their signatures, be notified by the board of directors of the branches concerned to the Stakeholder Relations Directorate in the Head Office of the Turkish Green Crescent so that they can be linked to the member registry of the Green Crescent Society kept at the Head Office. The Stakeholder Relations Directorate in the Head Office of the Turkish Green Crescent shall inform the person concerned and the board of directors of the branch of the action taken.

## **Expulsion of Members and Termination of Membership**

### **Article 20:**

(1) If a member:

- a) has provided wrong information in the application document;
- b) did not have the qualifications specified in the applicable laws and this Constitution during registration as a member;
- c) infringed the written commitment that he had made when registered as a member;
- d) has subsequently failed to meet qualifications for membership;
- e) has committed any act in breach of this Constitution;
- f) has undermined the Green Crescent's reputation;
- g) has infringed the fundamental principles and objectives and ethical rules of the Green Crescent;
- h) has caused the Green Crescent to assume an obligation and liability without authorization from the competent organs of the Green Crescent;
- i) has breached the Disciplinary Regulation;
- j) has failed to pay his annual contribution within 30 (thirty) days after receiving a written notice to that effect, then

the Board of Directors of the Head Office shall put together a file for conducting the required investigation about the member and send it to the Disciplinary Board in the Head Office.

The Disciplinary Board in the Head Office shall review the file in accordance with the procedures and guidelines set forth in the Disciplinary Regulation and notify the Board of Directors of the Head Office of its recommendation.

(2) If the Board of Directors in the Head Office has decided to terminate the membership, it shall be notified to the the



Stakeholder Relations Directorate in the Head Office of the Turkish Green Crescent Society. The Stakeholder Relations Directorate of the Turkish Green Crescent Society shall inform the branch and the member of the decision and records shall be mutually revised.

(3) The member may appeal the decision to the Board of Directors of the Head Office within fifteen days from the date of receipt of the decision to cancel registration. The decision made by the Board of Directors of the Head Office may also be appealed to the General Assembly of the Head Office.

(4) Once the decision to cancel registration becomes final, it shall be notified by the Board of Directors to the branch's board of directors, the Stakeholder Relations Directorate in the Head Office of the Turkish Green Crescent Society, and the person concerned.

(5) The Board of Directors of the Head Office shall take the same action regarding persons whose registrations have been canceled in accordance with decisions rendered by judicial organs.

(6) Membership of a natural person shall automatically be terminated upon death, placement under guardianship, or loss of capacity to take action and the membership of a legal entity shall automatically be terminated upon its liquidation, bankruptcy, or a composition with its creditors.

(7) Any person who has left or been expelled from the Society may not claim any right on the Society's property.

## **Breach of the Constitution in Registering Members**

### **Article 21:**

(1) A disciplinary action shall promptly be launched against any person who has drawn up an application for membership in the name of another person or imitated the signature of another person or made a misleading statement or issued a forged document or unduly canceled the registration of a member or forged documents to create the false impression that a member has resigned or infringed the applicable guidelines.

(2) A complaint shall be lodged with the office of the public prosecutor against any member or employee who has been found to have committed the offenses specified above as a result of a disciplinary investigation in addition to the implementation of a disciplinary action.

## **Procedure for Registration of Members**

### **Article 22:**

(1) Rules pertaining to submitting applications for membership, objection, and registration of members and provisions related to the establishment, functioning, positions, and working methods of the Stakeholder Relations Directorate in the Head Office of the Turkish Green Crescent Society, the form of the Green Crescent member ID cards, when and how they should be renewed, and how membership formalities should be completed shall be set forth in the Regulation on Membership Formalities.

(2) The Stakeholder Relations Directorate in the Head Office of the Turkish Green Crescent Society shall have the member application form and the member application registry printed and distribute it to branches in accordance with the guidelines set forth in the implementation regulations. The branch management shall enter the name of the branch, the number of pages in the registry, how many applications it can be used for, and when it will begin to be used.

## **Election of Delegates**

### **Article 23:**

(1) The delegation of the General Assembly of the Turkish Green Crescent Society is as follows:

- a) The delegates of the branch's general assembly shall be members who have paid their annual contributions to the branch in time and are eligible to elect and to be elected.
- b) The delegation of the General Assembly of the Head Office:
  - 1) As at the date of the General Assembly of the Head Office
    - a. the members of the Head Office who have acquired membership status by virtue of a resolution of the Board of Directors of the Head Office;
    - b. the chairpersons of branches;
    - c. Chairpersons of the Supervisory Boards of branches;
    - d. delegates to the General Assembly of the Head Office elected by the branches.

- 2) As regards the election of delegates to the General Assembly of the Head Office and excluding the Chairpersons of Branches and the Chairpersons of the Supervisory Boards of Branches, branches with an actual budget based on the total amount of their budgets consisting of its own revenues except for loans it has borrowed from the Head Office and donations received as at December 31 shall elect delegates as follows:
- a) A branch with a budget up to 20,000 Turkish Liras (TL) shall elect one delegate;
  - b) A branch with a budget between TL 20,001 and TL 100,000 shall elect two delegates;
  - c) A branch with a budget between TL 100,001 and TL 500,000 shall elect three delegates;
  - d) A branch with a budget between TL 500,001 and TL 1,000,000 shall elect four delegates;
  - e) A branch with a budget in excess of TL 1,000,001 shall elect one delegate for each TL 5,000,000 in excess of TL 1,000,001 and assign them to the General Assembly of the Head Office.

(2) Delegates shall be entitled to elect the members of the members of the branch's board of directors and supervisory board or be elected as members of the branch's board of directors and supervisory board at the branch's general assembly. A member may be elected as a member of the branch's board of directors or supervisory board for maximum three consecutive terms.

(3) If the chairperson of any branch or supervisory board of a branch, who is a natural delegate to the General Assembly of the Head Office, is absent, another delegate may not cast a vote on his or her behalf. Other delegates and their substitutes shall be elected.

(4) A honorary member may attend and address the General Assembly of the Head Office, but may not be appointed to any organ or be elected or elect others.

(5) A member may be elected as a delegate to the General Assembly of the Head Office for maximum three consecutive terms.

## PART FOUR

### Principles of Corporate Management

#### **Article 24:**

(1) The Green Crescent serves in accordance with ethical values, honoring the main principles of international corporate management as follows:

- a) **Transparency:** The Green Crescent presents adequate, accurate and comparable financial, real and economy-related information in a timely, tangible and comprehensible manner.
- b) **Accountability:** The Green Crescent clearly defines its management rules and responsibilities and adopts principles of transparency and openness in line with its sense of social responsibility.
- c) **Responsibility:** The Green Crescent ensures that its activities and services are in line with the core principles of the movement of which it is a member, the relevant national and international legislation, in-house regulations, and social and ethical values.
- d) **Justice and Equality:** The Green Crescent management team adopts an equal and unprejudiced approach in all of their activities with third persons.

(2) Ethical values shall be set forth in a Ethical Values Regulation to be issued by the Board of Directors of the Head Office and put into effect.

### Organizational Structure and Organizational Units

#### Organizational Structure

#### **Article 25:**

(1) The organizational structure of the Green Crescent shall be made up of units whose functions and powers are set forth in this Constitution and autonomously operates in line with the objectives and services provided by the Green Crescent. The organizational structure of the Turkish Green Crescent Society consists of the Head Office, branches, and representation offices. All organs, including those of the Head Office and the branches and mandatory organs, are listed in Article 27. The organization of the Head Office shall be specified in the Head Office Regulation approved by the Board of Directors of the Head Office.

## **Legal Status**

### **Article 26**

(1) Branches and attached representation offices are sub-units which are subordinated to the Green Crescent and form a part of the Green Crescent and responsible for carrying out activities within their respective areas of responsibility in accordance with the decisions of the organs and objectives and services of the Green Crescent and their relationships and powers to make decisions shall be set forth in the provisions of a Branches Regulation to be issued by the Board of Directors of the Head Office.

## **Organs and Units**

### **Article 27:**

(1) The Green Crescent's organs and their organizational units are listed below:

1. Head Office Organs;
  - a. General Assembly of the Head Office;
  - b. Board of Directors of the Head Office;
  - c. Supervisory Board of the Head Office.
  - d. Disciplinary Board of the Head Office,
2. Branch Organs;
  - a. Branch General Assembly,
  - b. Branch Board of Directors,
  - c. Branch Supervisory Board,
3. Ancillary Boards
  - a. Scientific Committee
  - b. Green Crescent Higher Consultative Committee,
  - c. Committees (Women, Youth, Children, Education, Culture and Arts, Sports, etc.)
  - d. Green Crescent Clubs,
  - e. Representation Offices,
  - f. Platforms.

(2) In addition, optional organizational units, including the Green Crescent Council, Higher Disciplinary Board, and similar units may be established by virtue of a resolution adopted by the Board of Directors of the Head Office.

## **Head Office Organs**

### **Article 28:**

(1) Mandatory organs of the Head Office are as follows:

1. General Assembly of the Head Office.
2. Board of Directors of the Head Office;
3. Supervisory Board of the Head Office.
4. Disciplinary Board of the Head Office.

(2) Optional Organizational Units of the Head Office include the Green Crescent Council and the Higher Disciplinary Board and similar organs set up by the Board of Directors.

## **General Assembly of the Head Office**

### **Article 29:**

(1) The General Assembly of the Head Office is the highest organ of the Green Crescent and regularly convenes in Istanbul in May in every three years.

(2) General Assembly shall be composed of:

- a) the members of the Head Office who have acquired membership status by virtue of a resolution of the Board of Directors of the Head Office;
- b) Branch Chairperson,
- c) Chairperson of the Supervisory Board of the Branch,
- d) delegates to the General Assembly of the Head Office who have been elected in the general assemblies of the branches in accordance with this Constitution

(3) The quorum for the General Assembly of the Head Office shall be achieved by absolute majority of the total number of delegates specified in Article 23/1-b.

(4) If the quorum has not been achieved in the first meeting, the second meeting shall be opened with the delegates who are present without requiring a quorum and the General Assembly of the Head Office shall start its deliberations. The total number of the delegates present may not be less than twice the total number of the principal members of the Board of Directors and the Supervisory Board of the Head Office.

### **Methods To Be Employed by the General Assembly of the Head Office for Sending Invitations**

#### **Article 30**

(1) The Board of Directors of the Head Office shall determine the date, time, agenda, and location of the General Assembly of the Head Office and the procedures and methods to be followed and the date, time, agenda, and location of the adjourned meeting if quorum cannot be achieved and announce them by mail or electronic mail, SMS, or by posting them on the website of the Society at least fifteen days in advance.

### **Principles Applicable to the General Assembly of the Head Office**

#### **Article 31**

(1) Delegates who will attend the meeting of the General Assembly of the Head Office shall append their signatures opposite to their names in the "chart of delegates" drawn up by the Board of Directors of the Head Office and attend the meeting by presenting the Green Crescent identity document and the badge used for attending the General Assembly of the Head Office issued to them. The number of the members and delegates attending the General Assembly of the Head Office and the quorums required for holding meetings and adopting resolutions shall be specified in a minute signed by the Vice Chairperson of the Board of Directors and the Secretary General of the Head Office.

(2) The General Assembly of the Head Office shall be opened by the Chairperson of the Board of Directors of the Head Office or any member of the Board of Directors of the Head Office to be authorized by the Chairperson after the Secretary General reads out the minutes stating that the quorum has been achieved and one chairperson, two deputy chairpersons, and two secretaries shall be elected as the members of a presiding committee to oversee the General Assembly of the Head Office.

(3) Items on the agenda shall be discussed at a meeting of the General Assembly of the Head Office. Any item proposed by minimum 1/10 of the members attending the meeting in writing shall be included in the agenda.

(4) The representatives of natural persons and natural persons shall be entitled to one vote at the General Assembly of the Head Office and they shall directly cast their votes.

(5) The members of the Board of Directors of the Head Office may not cast a vote in favor of or against a resolution giving them discharge from liability at the General Assembly of the Head Office.

(6) The foregoing provisions shall also be applicable to the general assemblies of the branch.

(7) An adjourned meeting shall be held within two months from the date of adjournment. A meeting of the Board of Directors of the Head Office may not be adjourned more than once.

### **Extraordinary General Assembly of the Head Office**

#### **Article 32:**

(1) If the number of the members of the Board of Directors of the Head Office has fallen below the total number of the members, including substitute members, the General Assembly shall be convened within one month by the members of the Board of Directors or the Supervisory Board of the Head Office. If no invitation is issued, a justice of the peace shall appoint three members of the General Assembly to convene a meeting of the General Assembly upon the request of any member.

(2) The Board of Directors of the Head Office shall convene an extraordinary meeting of the General Assembly where it is considered to be necessary by the board of directors or the supervisory board or upon a written application bearing the notarized signatures of 1/5 of the delegates entitled to elect and be elected in the General Assembly of the Head Office. The agenda shall be drawn up by the members who have called for an extraordinary meeting.

(3) An extraordinary meeting of the General Assembly of the Head Office shall be held in accordance with the procedures and guidelines applicable to an ordinary meeting of the General Assembly of the Head Office.

(4) The Chairperson, members of the Board of Directors, Supervisory Board, and the Disciplinary Board elected at an extraordinary General Meeting shall serve until the first ordinary meeting when the term of the members elected at an ordinary General Assembly will expire.

(5) Only issues that have warranted the meeting shall be discussed at an extraordinary meeting and no other item shall be added to the agenda.

## **Quorums for Passing Resolutions at a General Assembly of the Green Crescent**

### **Article 33:**

(1) The quorum for adopting a resolution at the General Assembly of the Head Office and all other general assemblies of the General Assembly shall be achieved by the absolute majority of delegates attending the meeting. Any resolution intended to modify this Constitution shall be passed by at least 2/3 majority of the members attending the meeting.

## **Working Methods To Be Employed by the General Assembly of the Head Office**

### **Article 34:**

(1) The operating reports of the Board of Directors of the Head Office and the audit reports of the Supervisory Board of the Head Office shall be read out before opening the general deliberations and balance sheets, income and expense statements and final accounts shall be approved and the working program and the draft budget for the next period shall be debated and put to vote. The general debate shall be opened and suggestions regarding the Green Crescent's general policies, consisting of its missions, prospects, and strategic plans shall be discussed.

(2) 20 (twenty) delegates of the general assembly shall be nominated in the same list for elections of the Chairperson of the Green Crescent and the members of the Board of Directors, Supervisory Board, and Disciplinary Board of the Head Office, and the Board of Trustees of the Turkish Green Crescent Foundation.

A list shall include:

- a) 1 (one) Chairperson,
- b) 12 (twelve) Members of the Board of Directors of the Head Office,
- c) 7 (seven) Substitute Members of the Board of Directors of the Head Office,
- d) 5 (five) Members of the Supervisory Board of the Head Office,
- e) 3 (three) Substitute Members of the Supervisory Board of the Head Office,
- f) 5 (five) members of the Disciplinary Board of the Head Office,
- g) 3 (three) Substitute Members of the Supervisory Board of the Head Office,
- h) 20 (twenty) members of the Board of Trustees of the Turkish Green Crescent Foundation who shall be elected from among the members of the General Assembly, who shall be university graduates.

(3) The General Assembly of the Head Office shall elect the Chairperson, principal and substitute members of the Board of Directors of the Head Office, and the principal and substitute members of the Supervisory and Disciplinary Boards of the Head Office named in a list as a result of a secret ballot.

(4) A person may be nominated for Chairperson if 1/5 of the delegates attending the General Assembly of the Head Office have submitted a motion to the supervising committee. The Chairperson shall draw up a list of nominees, which will include 20 (twenty) candidates proposed to be elected to the Board of Directors, Supervisory Board, Disciplinary Board, and the Board of Trustees of the Turkish Green Crescent Foundation and be elected as a result of a secret ballot at the General Assembly of the Head Office. Candidates named in the Chairperson's list of candidates shall be elected as the members of the organs for which they have been nominated without taking another vote.

(5) Distribution of responsibilities among the Board of Directors of the Head Office shall be done by the Chairperson.

(6) The supervisory committee elected by the General Assembly shall supervise voting and vote counting after a secret ballot taken at a General Assembly meeting.

(7) The minutes of the deliberations and resolutions passed at the General Assembly shall be kept and signed by the members of the Supervisory Committee of the General Assembly. The minutes of elections shall be signed by the Supervising Committee after the election and announced at the General Assembly of the Head Office.

## **Responsibilities and Powers of the General Assembly of the Head Office**

### **Article 35:**

(1) The General Assembly of the Head Office is the highest management organ responsible for and authorized to perform duties related to the formulation of management and operating policies of the Green Crescent.

Responsibilities of the General Assembly:

- a) Electing the Society's organs,
- b) Amending the Society's Constitution,
- c) Debating the reports drawn up by the board of directors and the supervisory board and discharging the board of directors and the supervisory board from liability,
- d) To debate and approve the budget drawn up by the Board of Directors with or without any revision,
- e) To authorize the General Assembly of the Head Office to open new branches and to close any branch which has become dysfunctional due to any reason,
- f) To authorize the Board of Directors of the Head Office to take any final action regarding the Green Crescent's immovable property in accordance with its objectives and policies,
- g) To discuss and make decisions on any appeal against the resolutions of the board of directors regarding rejection or termination of membership,
- h) To authorize the board of directors to found a foundation to be run by the Society,
- i) To liquidate the Society,
- j) To fix the annual contributions to be paid to the Society,
- k) To discuss tasks not assigned to another organ of the Society and to exercise its powers as the Society's top decision-making body,
- l) To perform other tasks assigned to the general assembly by the applicable legislation,
- m) To discuss and make decisions on the other proposals of the board of directors,
- n) To identify 20 (twenty) members of the Board of Trustees of the Turkish Green Crescent Foundation who shall be elected from among the members of the General Assembly, who shall be university graduates.

## **Responsibilities of the Chairperson**

### **Article 36:**

(1) The Chairperson is the highest-ranking representative of the Green Crescent and his responsibilities and powers are listed hereinafter.

- a) He shall represent and bind the Green Crescent at the level of public agencies, courts, international relations, and all operational issues and formalities. The term of office of the Chairperson is three years and may be elected for maximum three terms.
- b) The Chairperson shall ensure the Green Crescent's unity, independence, and neutrality.
- c) He shall perform tasks assigned to him by the General Assembly of the Head Office and the Board of Directors of the Head Office.
- d) The Chairperson may delegate his powers to other members of the Board of Directors of the Head Office in which case the authorized member shall be responsible for his actions.
- e) He shall chair the Board of Directors of the Head Office.
- f) The Chairperson shall have works undertaken by the entire Green Crescent organization and service units inspected and audited, and launch an investigation if he considers it necessary. The outcome of the investigation shall be discussed by the Board of Directors which shall make related decisions.
- g) He shall appoint the Secretary General or the Vice Chairperson to deputize for him when he is absent. The Secretary General or Vice Chairperson so appointed shall perform the tasks assigned to him with full powers and assume responsibility.

h) The Chairperson, Secretary General, and the Acting Chairperson are the top financial officers of the Green Crescent. Second-degree financial officers shall be identified by the Board of Directors of the Head Office.

(2) If the Chairperson has resigned or his office has become vacant because of any reason, the Board of Directors of the Head Office shall convene an extraordinary General Assembly within two months. Only the Chairperson of the Green Crescent shall be elected at that meeting. The Acting Chairperson shall act as the Chairperson until the election of the Chairperson.

## **Board of Directors of the Head Office**

### **Article 37:**

(1) The Board of Directors of the Head Office shall consist of thirteen members including the Chairperson. The members of the Board of Directors of the Head Office shall be elected for a three-year term. A member of the Board of Directors may be nominated and elected for not more than three consecutive ordinary terms.

(2) After the completion of the meeting of the General Assembly of the Head Office, the Chairperson shall ensure that the Board of Directors of the Head Office is convened within the next three days. The Chairperson shall appoint a Secretary General, Acting Chairperson, Vice Chairpersons, Deputy Secretaries General, General Accountant and a Deputy General Accountant, and a General Cashier.

(3) The Secretary General shall designate the substitute member who had received the higher number of votes to succeed a member of the Board of Directors of the Head Office who has resigned or been dismissed. Such persons shall retain their rights and positions as the principal members until the next general assembly. Any change in the Board of Directors shall be notified to competent authorities within one month.

(4) The Board of Directors of the Head Office shall hold a meeting to be chaired by the Chairperson or, if he is absent, Secretary General or the Acting Chairperson appointed by the Chairperson at least once a month.

(5) The Board of Directors of the Head Office shall meet if the absolute majority of the members are present and adopt resolutions by the absolute majority of the members present.

(6) If any person, who has been elected as a member of the Board of Directors of the Head Office, while he was a member of a board of a branch, he shall cease to serve as the Branch Chairperson and/or a member of the Branch's Board of Directors.

(7) The members of the Board of Directors of the Head Office shall assume responsibility for their respective positions.

(8) The affairs of the Board of Directors of the Head Office shall be managed by the Secretary General.

(9) It shall make decisions regarding the Society's international activities and its membership in any society or organization abroad and termination of its memberships.

## **Responsibilities and Powers of the Board of Directors of the Head Office**

### **Article 38:**

(1) The Board of Directors of the Head Office reports to the General Assembly of the Head Office of the Green Crescent. In such capacity, it shall ensure that all actions related to the Green Crescent's objectives and management are duly regulated, taken, and supervised in accordance with applicable international treaties, laws, this Constitution, and the implementation guidelines.

(2) It shall plan and prepare all kinds of projects congruent with the Green Crescent's objective and carries them out in accordance with the resolutions of the General Assembly.

(3) It shall ensure that the Green Crescent's activities are carried out by the General Directorate.

(4) It shall carry out operations aimed at providing national and international funds needed for services and activities pertaining to the goals and objectives of the Green Crescent.

(5) It shall perform tasks as defined in this Regulation in order to expel members who have committed acts detrimental to Green Crescent's reputation and capabilities.

(6) It shall convene ordinary and extraordinary meetings of the General Assembly of the Head Office and draws up the agenda.

(7) If it considers it necessary, it may set up ad hoc or permanent commissions made up of Green Crescent employees or volunteers to assist works undertaken in line with plans and strategies.

(8) It shall follow up on and supervise the General Assemblies and budgets of branches.

(9) It shall admit honorary members.

- (10) It shall review the budget of the Green Crescent's general budget and approve the budget and the budget application guidelines based on the power granted by the General Assembly of the Head Office and this Constitution and authorize the General Directorate for releasing funds within the year.
- (11) It shall draw up procedures and guidelines pertaining to the execution of the Green Crescent's activities.
- (12) It shall review all kinds of conditional donations and wills and take necessary actions.
- (13) Exercising authorization granted by the General Assembly of the Head Office, it shall take any final action regarding the Green Crescent's immovable property in accordance with the Green Crescent's objectives and policies.
- (14) It shall review and supervise works undertaken by the entire organization and service units of the Green Crescent, take action required for improving them, and launch an investigation if necessary.
- (15) It shall appoint the General Manager of the Green Crescent, employees of the General Directorate, and the employees of commercial enterprises.
- (16) Exercising authorization granted by the General Assembly of the Head Office, it shall decide to open new branches and to close any branch which has become dysfunctional due to any reason.
- (17) Without prejudice to special arrangements in the laws, it shall decide to establish businesses, academic and educational institutions, and subsidiaries and to open health facilities, rehabilitation centers, and social and commercial facilities congruent with its objectives. It shall authorize branches to provide such services in accordance with applicable legislation and established procedures.
- (18) It shall decide to establish new divisions within the General Directorate's organization and to create and cancel positions in branches based on the budgetary performance of the General Directorate and branches.
- (19) It shall review the operating report, balance sheet, and final accounts of the Head Office for the preceding financial year and examine motions to amend the Constitution, make necessary assessment and regulation, and submit it to the General Assembly of the Head Office.

## **Supervisory Board of the Head Office**

### **Article 39:**

- (1) The Supervisory Board of the Head Office shall report to the General Assembly of the Head Office in respect of its works.
- (2) The Supervisory Board of the Head Office shall consist of five principal and three substitute members elected by the General Assembly of the Head Office from among members, who are university graduates experienced in financial, administrative, and legal issues for a term of three years.
- (3) If any principal member of the Supervisory Board of the Head Office has left due to any reason, the Chairperson of the Supervisory Board of the Head Office shall appoint the next substitute member within seven days.
- (4) The Supervisory Board of the Head Office shall convene within seven days from the date of their election and elect a chairperson, a vice chairperson, and a rapporteur and allocate responsibilities among them.
- (5) The Supervisory Board of the Head Office shall perform its audits at the Head Office or in the related premises. All kinds of letters, files, books, and documents and negotiable instruments which may be required for audit purposes shall be presented or delivered to the members of the Supervisory Board of the Head Office.

## **Responsibilities and Powers of the Supervisory Board of the Head Office**

### **Article 40:**

- (1) The Supervisory Board of the Head Office shall be responsible for performing audits within the Society. It shall review and assess works carried out by the Green Crescent management in terms of efficiency and effectiveness of functions, reliability of the financial reporting system, and compliance with the laws and regulations and reports the findings of the audit to the Board of Directors of the Head Office and the General Assembly of the Head Office.
- (2) The Supervisory Board of the Head Office shall inform the Board of Directors of the Head Office about the findings of its annual audits on the Green Crescent's budget, accounts, and transactions and related books and documents as well as its suggestions and submit them to the General Assembly of the Head Office when it convenes. They shall attend the meeting of the Board of Directors of the Head Office convened for discussing the program for the operating period and the budget and the guidelines and procedures for the implementation of the budget drawn up by the Board of Directors of the Head Office and make suggestions. It shall draw up a report comprising the findings of its audit on the report for the preceding operating period and the balance sheet and income-expense statements, final account statements drawn up by the Board of Directors of the Head Office and submit it to the Board of Directors of the Head Office no later than one month prior to the meeting of the General Assembly of the Head Office.



(3) If the audit has shown that an investigation is necessary, the members of the Supervisory Board of the Head Office shall promptly inform the Office of the Chairperson in writing for taking necessary action.

## **Disciplinary Board of the Head Office**

### **Article 41:**

(1) The Disciplinary Board of the Head Office shall report to the General Assembly of the Head Office in respect of its works.

(2) The Disciplinary Board of the Head Office shall consist of five principal and three substitute members elected by the General Assembly of the Head Office from among members, who are university graduates experienced in legal and administrative issues for a term of three years.

(3) If any principal member of the Disciplinary Board of the Head Office has left due to any reason, the Chairperson of the Disciplinary Board of the Head Office shall appoint the next substitute member within seven days.

(4) The Disciplinary Board of the Head Office shall convene within seven days from the date of their election and elect a chairperson, a vice chairperson, and a rapporteur and allocate responsibilities among them.

## **Responsibilities and Powers of the Disciplinary Board of the Head Office**

### **Article 42:**

(1) It shall review proceedings related to investigations launched against a member or employee pursuant to a resolution adopted by the Board of Directors of the Head Office as well as taking their statements, hearing witnesses, and examining evidence in accordance with the rules and procedures set forth in the Disciplinary Regulation and inform the Board of Directors of the Head Office about its recommendation.

(2) The Disciplinary Board of the Head Office adopts resolutions shall convene with absolute majority upon the Chairperson's call and adopts resolutions with the affirmative votes of the majority of the members present.

(3) Written defense of the member or employee concerned shall be obtained.

(4) Type of disciplinary actions, which sanctions will be applicable to specific actions, and topics of investigations and defense shall be set forth in detail in the Disciplinary Regulation.

## **Establishment of Branches**

### **Article 43:**

(1) Exercising powers granted by the General Assembly of the Head Office, the Board of Directors of the Head Office shall authorize the founding committee for opening the Green Crescent's branches in the centers of provinces and counties and other places within the country or abroad, which are important to the Green Crescent's activities. A branch shall be established when documents are delivered to the civil authority.

(2) A declaration of foundation signed by the founders authorized to open a branch, a certificate of authorization granted by the Board of Directors of the Head Office to the founders for opening the branch, and a list comprising the first and last names, places of residence, and signatures of people authorized to receive notices and exchange correspondence with the members of the provisional board of directors shall be lodged with the civil authority in the place where the branch is to be established.

(3) Care shall be taken to ensure that the founders of a branch are reputable people with knowledge and experience regarding their work and profession as well as social and cultural fields and are committed to providing services and assistance free of charge and adhere to the Green Crescent's objectives and fundamental principles.

(4) A total of five entrepreneurs, made up of the branch chairperson, vice chairperson, and three members authorized by the Board of Directors of the Head Office shall manage the branch until the first ordinary general assembly of the branch.

(5) The first ordinary general assembly of the branch shall be held within three months from the date of the notification of the outcome of the review of the branch's foundation declaration by the civil authority to the founders.

(6) The working principles of the Green Crescent branch organs are regulated by the By-law on Branches issued by the Board of Directors of the Head Office.

(7) Any branch decided to be opened shall be subject to the legislation applicable to the Green Crescent and procedures for attending the General Assembly of the Head Office shall be set forth by the Board of Directors of the Head Office and their general assemblies shall be held in accordance with the guidelines and procedures specified in this Constitution.

## **Organs of Branches**

### **Article 44:**

(1) The organs of branches shall consist of the General Assembly, Board of Directors, and Supervisory board of the Branch.

## **Branch General Assembly**

### **Article 45:**

(1) The Branch General Assembly shall be the top decision-making organ of the branch and composed of members who are registered with the branch and have the qualifications specified in the related articles of this Constitution.

(2) The branch general assembly shall be convened at times specified in this Constitution. Members who have paid their contributions may attend the general assembly of the Branch.

(3) The branch board of directors shall determine the date, time, agenda, and the place of the branch general assembly, procedures and methods to be announced, the date, time, agenda, and the place of the adjourned meeting to be held if quorum is not achieved and send it to the Stakeholder Management Directorate in the Head Office in writing for submitting it to the Board of Directors of the Head Office for approval until December 20 prior to January when the meeting is to be held. The Board of Directors of the Head Office shall inform the branch of its decision within 10 days.

After obtaining an approval from the Board of Directors of the Head Office, the Board of Directors of the Branch shall determine the date, time, agenda, and location of the General Assembly of the Branch and the procedures and methods to be followed and the date, time, agenda, and location of the adjourned meeting if quorum cannot be achieved and announce them by mail or electronic mail, SMS, or by posting them on the website of the Society at least fifteen days in advance.

(4) An extraordinary General Meeting may be held based on a written approval to be obtained from the Board of Directors of the Head Office. The Board of Directors of the Branch shall send to the Stakeholder Management Directorate in the Head Office a letter specifying the reasons warranting an Extraordinary General Assembly and related documents for obtaining approval from the Board of Directors of the Head Office. The Board of Directors of the Head Office shall inform the branch of its decision within 10 days.

Procedures applicable to Extraordinary General Assemblies of the Head Office shall also be applicable to extraordinary assemblies of branches.

(5) Firstly, majority shall not be sought in the second meeting unless absolute majority cannot be achieved in the first meeting. The second meeting shall be held only if the number of members who are present is twice the total number of the Board of Directors and Supervisory Board of the Branch. The period between the first meeting and the second meeting may not be shorter than one week or longer than two months.

(6) An Ordinary General Assembly of the Branch shall be held in January in every three years upon the invitation of the board of directors of the branch. The members of the Board of Directors of the Head Office may chair the General Assembly if considered necessary.

(7) If the board of directors of the branch has failed to fix the date of the ordinary general assembly of the branch 15 (fifteen) days prior to the last of January, the Board of Directors of the Head Office shall ex officio convene an ordinary meeting of the general assembly of the branch concerned and ensure that the meeting is held in accordance with this Constitution by the end of February.

(8) Responsibilities and powers of the general assembly of a branch are as follows:

- a) The general assembly of the branch shall make assessments and make decisions regarding the branch's action plan formulated in line with the strategic goals set by the board of directors of the head office and approve the branch's action plans.
- b) It shall discuss and make decisions regarding the branch's operating report for the preceding period, income-expense and final account statements and the operating program and draft budget for the next operating period and discharge the board of directors of the branch from liability.
- c) It shall approve the operating report for the preceding period of the branch, income-expense and final account statements and the operating program and draft budget for the next operating period.
- ç) The Chairperson and the principal/substitute members of the Board of Directors, Supervisory Board of the Branch and the General Assembly of the Head Office shall compete in the election in the same list. A list shall include:

1 (one) Branch Chairperson,

- 4 (Four) Members of the Branch's Board of Directors,
- 5 (Five) Substitute Members of the Branch's Board of Directors,
- 3 (three) Members of the Branch's Supervisory Board,
- 3 (three) Members of the Branch's Board of Directors,

shall be listed as principal and substitute delegates based on the number of delegates determined according to actual spending ratios in point (2) of subparagraph (b) of paragraph (1) of Article 23 of the Constitution

and elected for a three-year term in a single list. Candidates shall be listed separately. The chairperson of the branch members of the board of directors and the supervisory board may be nominated and elected for maximum three ordinary terms.

## **Branch Chairperson**

### ***Article 46:***

(1) The chairperson and the members of the board of directors of the branch shall be elected by the general assembly of the branch by secret ballot. He shall represent the Branch in the place where it is situated. He shall chair the Board of Directors of the Branch. (2) The chairperson of the branch shall ensure that the board of directors of the branch and working groups established at the level of branch in its surroundings successfully perform tasks as defined in this Constitution and assigned by the Chairperson and the organs of the Head Office and efficiently work in harmony. It shall take necessary actions in accordance with this Constitution and implementation guidelines.

(3) The chairperson of the branch shall remain in touch with all institutions and agencies in the vicinity of the branch in accordance with applicable legislation in order to achieve effectiveness and success in the Society's operations.

## **Branch Board of Directors**

### ***Article 47:***

(1) It shall be composed of five principal and five substitute members elected by the general assembly of the branch by secret ballot for a term of three years.

(2) A candidate for chairperson of the branch shall be nominated by 1/5 of the members in a written motion personally delivered to the chairperson of the meeting.

(3) After the conclusion of the branch's general assembly, the branch chairperson shall convene the board of directors within three days. The Branch Chairperson shall allocate responsibilities.

(4) The board of directors of the branch shall be made up of five persons. The Branch Chairperson shall appoint the Vice Chairperson, Secretary, Accountant, and Cashier of the Branch.

(5) The branch shall send to the Stakeholder Management Directorate in the Head Office the documents related to the General Assembly of the Branch (attendance list, signed list of motions, minutes drawn up by the Supervising Committee, and all attachments) within 15 days from the date of the General Assembly of the Branch.

(6) The branch chairperson shall invite substitute members, who have received the highest number of votes, to fill vacant seats in the board of directors of the branch which have been vacated due to resignation or any other reason. If any substitute member has failed to respond within fifteen days from the date of receipt of the invitation shall be deprived of their rights to become a member of the board of directors of the branch. A substitute member shall serve for the remaining term of the principal member which he has succeeded and preserve his rights and title as a member of the board of directors of the branch until the date of the general assembly of the branch held for holding elections.

(7) The board of directors of a branch shall convene at least once a month for a meeting to be chaired by the Branch Chairperson or a Vice Chairperson to be authorized by the Branch Chairperson.

(8) The Board of Directors of the Branch shall meet if the absolute majority of the members are present and adopt resolutions by the absolute majority of the members present.

(9) If the chairperson of the board of directors of the branch has resigned, the board of directors shall elect the branch chairperson from among their members and the chairperson so elected shall serve until the next ordinary general assembly.

(10) If the number of the members of the Board of Directors of the Branch has fallen below the total number of the members, including substitute members, an extraordinary General Assembly shall be convened within one month by the remaining members of the Board of Directors or the Supervisory Board of the Branch. If no invitation is issued, a justice of the peace shall appoint three registered members of the Branch to convene a meeting of the General Assembly upon the request of any member.

(11) A branch management which has failed to discharge his financial and legal obligations toward the Head Office in a timely fashion or attempted to circumvent the legislation or used similar methods or any branch official who has breached the Green Crescent's objectives and policies or acted in a manner detrimental to the Green Crescent's interests, reputation, and property shall be dismissed by the Board of Directors of the Head Office exercising powers granted by the General Assembly of the Head Office and a temporary board shall be set up with registered members. If a temporary board cannot be set up, the Board of Directors of the Head Office may decide to close down the branch until it can be reopened in accordance with the provisions of this Constitution. All remaining monies, property, and fixtures of a liquidated branch shall be handed over to the Head Office.

(12) The branches shall carry out tasks to be assigned by the Board of Directors of the Head Office with regard to national or international activities and projects. National and international activities and relations, excluding local activities, shall be subject to approval by the Head Office.

(13) A branch may seek assistance for projects to be devised by them for it regarding the Green Crescent's activities from the Head Office only if a technical team has drawn up a feasibility report with regard to such projects and minimum 75% of the project budget is available in its own funds in cash or in kind and/or the funds needed for the project have been locally received in the form of a promised in kind or cash donation and included in its annual budget.

(14) The members of the board of directors of the branch shall be severally and personally liable for the branch's obligations.

(15) The members of the board of directors of the branch shall be personally liable for any loss and damage which the branch may incur as a result of negligence, fault or a deliberate act.

(16) The board of directors of the branch shall be liable to the general assembly of the branch and the Board of Directors of the Head Office in respect of its actions and decisions.

(17) The duties, powers, and responsibilities of the board of directors of a branch are as follows:

- a) To carry out activities in line with the Green Crescent's objectives, to spread its principles to promote the Green Crescent, and to protect its reputation in the eyes of the public.
- b) To approve the operating report and balance sheet, income-expense charts, final accounts for the preceding operating period and the draft budget for the upcoming operating period and to submit it to the general assembly of the branch for its approval.
- c) To carry out its activities in accordance with this Constitution, Branches Regulation, and other regulations and implementation guidelines issued by the Board of Directors of the Head Office.
- d) To ensure that the operating plan approved by the General Assembly of the Branch in line with Strategic Goals established by the General Assembly of the Head Office is implemented by the members of the Branch and its board of directors and volunteers; to achieve the branch's periodic goals and objectives; and to contribute to the attainment of the Green Crescent's general objectives and goals.
- e) To ensure that plans are devised and put into effect for enlisting volunteers working for the branch based on the Volunteers Regulation.
- f) To manage service units attached to the branch.
- g) To train and organize volunteers in fields related to the Green Crescent's activities.
- h) To make efforts to increase the number of members and volunteers working for the branch.
- i) To submit to the Board of Directors of the Head Office quarterly operating reports and monthly budget spending reports in the following month.
- j) To take part in activities carried out by the Head Office within or outside of its area of responsibility subject to approval by the Board of Directors of the Head Office.
- k) To safeguard and manage the Green Crescent's all movable and immovable property and assets in kind and cash prudently and meticulously.
- l) To mobilize the public's capabilities in its area of responsibility and ensure that sufficient local resources are used for activities and to undertake works required for increasing donations.
- m) To safeguard, use, and protect the Green Crescent's all negotiable instruments, receipts, books, records, and fixtures.
- n) To convene an ordinary or extraordinary meeting of the general assembly of the Branch after obtaining the approval of the Board of Directors of the Head Office and to draw up the agenda of the meeting.
- o) To determine positions needed by the branches and to make efforts to meet those needs based on a resolution passed by the Board of Directors of the Head Office.

- p) To determine employment rights in accordance with the budget and positions approved by the Board of Directors of the Head Office and the provisions of the Human Resources Regulation.
- q) To send to the Head Office the summary minutes of the meeting approved by the general assembly of the branch and the minutes of election, operating report, balance sheet, income-expense and final account charts for the preceding period and the draft budget for the next period within fifteen days.
- r) To propose to the Board of Directors of the Head Office to grant honorary membership, medal, and a letter of appreciation to any person or organization who has provided financial and moral benefit for the Green Crescent and contributed to the development of the branch.
- s) To ensure that membership contributions are fully and punctually paid to the branch and to take appropriate action against any member who has failed to pay his contribution within one month in accordance with the provisions of this Constitution.
- t) To include the 10% of the gross revenues, which is required to be paid to the Head Office, in the estimated budget for the same year and to pay it to the Head Office as four equal installments in March, June, September, and December,
- u) To perform all other duties related to the Green Crescent's objectives and activities to be assigned by the Head Office.

## **Supervisory Board of the Branch**

### **Article 48:**

- (1) The Supervisory Board of the Branch shall report to the General Assembly of the Branch in respect of its works.
- (2) The Supervisory Board of the Branch shall consist of three principal and three substitute members elected by the General Assembly of the Branch from among members, who are university graduates experienced in financial, administrative, and legal issues for a term of three years.
- (3) If any principal member of the Supervisory Board of the Branch has left due to any reason, the Chairperson of the Supervisory Board of the Branch shall appoint the next substitute member within seven days.
- (4) The Supervisory Board of the Branch shall convene within seven days from the date of their election and elect a chairperson, a vice chairperson, and a rapporteur and allocate responsibilities among them.
- (5) All kinds of letters, files, books, and documents and negotiable instruments which may be required for audit purposes shall be presented to the members of the Supervisory Board of the Branch.

## **Responsibilities and Powers of the Supervisory Board of the Branch**

### **Article 49:**

- (1) The Supervisory Board of the Branch shall be responsible for performing audits within the Branch. It shall review and assess works carried out by the Green Crescent Branch management in terms of efficiency and effectiveness of functions, reliability of the financial reporting system, and compliance with the laws and regulations and reports the findings of the audit to the Board of Directors of the Branch Office and the General Assembly of the Branch.
- (2) The Supervisory Board of the Branch shall inform the Board of Directors of the Branch about the findings of its annual audits on the Green Crescent's budget, accounts, and transactions and related books and documents as well as its suggestions and submit them to the General Assembly of the Branch when it convenes. It shall draw up a report comprising the findings of its audit on the report for the preceding operating period and the balance sheet and income-expense statements, final account statements drawn up by the Board of Directors of the Branch and submit it to the Board of Directors of the Branch no later than one month prior to the meeting of the General Assembly of the Branch.
- (3) If the audit has shown that an investigation is necessary, the members of the Supervisory Board of the Branch shall promptly inform the Board of Directors of the Branch in writing for taking necessary action.

## **Ancillary Boards**

### **Article 50:**

- (1) The Boards and Committees listed below shall be set up pursuant to a resolution of the Board of Directors of the Head Office if necessary.

### **A. Scientific Committee**

- (1) It shall consist of academics who are renowned for their studies and works in the fields of tobacco, alcohol, and substance independence in line with the Green Crescent's objectives and activities and who can contribute to the

Green Crescent's works regarding independence. It shall provide an opinion for determining and steering scientific works and related events to be organized in line with the Society's objectives upon the request of the Board of Directors of the Head Office and the Chairperson. The Scientific Committee shall convene at the Head Office and elect its chairperson, vice chairperson, and secretary within seven days from the date of its formation.

(2) The Scientific Committee shall contribute to and support works in that field and increases the influence of the Society through its suggestions by taking account of the reasons for the establishment of the Society and its objectives.

(3) The members of the Scientific Committee may take part and express their opinions at the General Assembly but may not vote.

## **B. Green Crescent Higher Consultative Committee**

(1) The Green Crescent Higher Consultative Committee shall convene in every December to debate an agenda to be drafted by the Board of Directors of the Head Office. The Green Crescent Higher Consultative Committee shall be composed of the Board of Directors of the Head Office, Members of the Supervisory Board of the Head Office, Members of the Disciplinary Board of the Head Office, members of the Scientific Committee, and the Branch chairpersons. The members of the Green Crescent Higher Consultative Committee shall be elected from among the members attending the meeting. It adopts decisions in the form of recommendations.

## **C. Committees (Women, Youth, Children, Education, Culture and Arts, Sports, etc.)**

(1) The Board of Directors of the Head Office may set up women, youth, children, education, culture, and arts, sports, and other committees in the Head Office and the Board of Directors may set up such committees in branches. Such committees shall operate under the supervision of the board of directors of the branch concerned and the Board of Directors of the Head Office in line with the Green Crescent's objectives. Working procedures and guidelines for the committees shall be set forth in a Regulation to be drawn up by the Board of Directors of the Head Office.

## **D. Green Crescent Clubs**

(1) Green Crescent clubs may be founded in primary, middle, and high schools and universities to allow students to get to know the Green Crescent and to raise their awareness on dependencies.

(2) Procedures and guidelines pertaining to the activities of Green Crescent clubs shall be laid down in a Regulation for Green Crescent Clubs to be drawn up by the Board of Directors of the Head Office.

## **E. Representation Offices**

(1) A representation office is the Green Crescent's lowest sub-unit which does not have the status of a legal entity or sub-divisions and works to facilitate the Green Crescent's activities in coordination with the nearest branch in its vicinity.

(2) A representation office shall be established within the country or abroad depending on the decision to be made by the Board of Directors of the Head Office.

(3) The address of the representation office shall be notified by the authorized person(s) to the civil authority in that locality in writing within fifteen days.

(4) Any representation office which has been found to have infringed the Law No. 5253 on Associations or is unable to function as a representation office or to mobilize local sources or has failed to carry out orders given by the Head Office or carried out activities conflicting with the Green Crescent's objectives and policies shall be closed down and its assets shall be transferred to the branch to which it is attached pursuant to a decision of the Board of Directors of the Head Office.

(5) Rules and procedures pertaining to a representation office shall be set forth in a regulation to be drawn up by the Board of Directors of the Head Office.

## **F. Formation of Platforms**

(1) The Board of Directors of the Head Office of the Green Crescent Society may decide to form common platforms to cooperate and join forces with national and international civil society associations and public institutions that combat addictions in line with the Green Crescent's objectives and policies.

## **Rights of Members Assigned to all Elected Boards and Green Crescent Employees and Rules That They Need to Observe**

### **Article 51:**

- (1) Members assigned to boards and the Green Crescent employees shall perform their duties in accordance with applicable legislation and resolutions adopted by the board of directors of the Head Office and branches.
- (2) Green Crescent employees are protected by Green Crescent authorities and organs set forth in this Constitution in connection with their tasks within the country and abroad and shall be eligible for all rights, protections, and privileges granted under international agreements, international law, domestic law, and this Regulation.
- (3) The members of the mandatory and optional organs of the Head Office and branches, Green Crescent employees, and their relatives by blood and marriage, and dependent members of their families may not rent or purchase the Green Crescent's property or be engaged in commercial relations with the Green Crescent.
- (4) If any member assigned to a Green Crescent board has failed to attend three consecutive meetings, which have been scheduled or notified to him, without a plausible excuse, he shall be deemed to have withdrawn from the board in question.

## **Internal Audit**

### ***Article 52:***

- (1) The Internal Audit Office shall conduct audits and inspections in branches, representation offices, enterprises, and the units of the Head Office. Working procedures and guidelines for the Internal Audit Office shall be set forth in a Regulation to be drawn up by the Board of Directors of the Head Office.

## **Legal Adviser's Office**

### ***Article 53:***

Working procedures and guidelines for the Legal Adviser's Office shall be set forth in a Regulation to be drawn up by the Board of Directors of the Head Office.

## **General Directorate of Green Crescent**

### ***Article 54:***

- (1) General Directorate of Turkish Green Crescent Society shall function in accordance with the working rules and procedures set forth in this Regulation and implementation guidelines.
- (2) Tasks assigned by the Office of Secretary-General on behalf of the Board of Directors of the Head Office shall be carried out by the General Directorate of Green Crescent.
- (3) The Director-General shall represent the Green Crescent at the level of national and international agencies and organizations in accordance with tasks and authorization granted by the Chairperson.
- (4) The organizational structure, functions, powers, representatives, and sub-divisions of the General Directorate of Green Crescent shall be set forth in a Regulation drawn up by the Board of Directors of the Head Office.

# **PART FIVE**

## **Financial Provisions**

### **Budget**

#### ***Article 55:***

- (1) The Green Crescent's operating period shall commence on January 1 and end on December 31. The Green Crescent's budget shall consist of the Budget Regulation and revenue and expense charts. Guidelines for the implementation of the annual budget shall be set forth in the Budget Regulation.
- (2) Provisions pertaining to the annual budgets of the Head Office and the branches are as follows:
  - a) The budget of the Head Office shall be drawn up by the Board of Directors of the Head Office for a period of three years and submitted to the General Assembly of the Head Office for approval. Following the approval, the annual budget shall be implemented by the Board of Directors of the Head Office in accordance with the guidelines for the implementation of the annual budget.
  - b) Branch budgets shall be drawn up by their boards of directors. Upon its ratification by the general assembly of the branch, the budget shall be sent to the Board of Directors of the Head Office.
  - c) The branch shall send the draft budget to the Head Office for its perusal before submitting it to its General Assembly. It shall be reviewed by the unit responsible for financial affairs within 30 (thirty) days. The branch

may be advised to revise or remove some items composing the budget as a result of the review.

- d) The Board of Directors of the Head Office shall be authorized to spend funds or revise the budget without being bound by the budgetary allowances if such spending is necessary because of an event of Force Majeure or an emergency. Actions to be taken under such circumstances shall be submitted to the first General Assembly of the Head Office for approval.

## **Budgetary Procedures**

### **Article 56:**

(1) The Board of Directors of the Head Office shall annually draw up an operating report, balance sheet, revenue-expense and final account charts for the operating period and a working program and draft budget for the next operating period by the end of December and submit them to the next General Assembly of the Head Office.

(2) The branches shall send 10 % of their gross revenues received in a calendar year to the Head Office as its share of the revenues. The Head Office's share of the revenues shall be shown in the budget. It shall be paid to the Head Office in four equal installments during the year. Revenues reaped from products sold on behalf of the Head Office shall not be included in the share of revenue. The Board of Directors of the Head Office may require a part of the revenues resulting from sales to be performed on behalf of the Head Office.

(3) The branches shall be responsible for recording, collecting, and transferring the Head Office's share of the revenues.

(4) The members and employees shall receive an allowance to cover their travel, accommodation, and other expenses during an assignment in another place. The amount of such allowance and how it shall be paid shall be set forth in the Regulation on Spending and Allowances issued by the Board of Directors of the Head Office.

(5) Travel and accommodation allowance shall be paid to delegates who will attend an ordinary or extraordinary meeting of the General Assembly of the Head Office in accordance with a decision to be made by the Board of Directors of the Head Office.

(6) All kinds of premises and commodities to be rent out and revenues to be reaped from them and expense sharing rules shall be set forth in the Lease Regulation.

(7) The branches shall carry out their works and transactions under their respective budgets approved by their Board of Directors and submitted to the Board of Directors of the Head Office and additional requests shall be processed by the Board of Directors of the Head Office.

(8) Quarterly budgets shall be submitted to the Head Office no later than the tenth day of the succeeding month. The branch shall provide an explanation for any deviation and movements in the budget and prove their sources. The budget shall be drawn up and followed up on according to a form sent by the Head Office.

(9) Accounts for each financial period may be audited by the Supervisory Board of the Head Office or by an independent audit firm.

(10) The working procedures of the branches and their accounting and other records shall be defined in the Regulation on the Branches.

(11) The branches shall keep funds in amounts specified by the Board of Directors of the Head Office in their implementation guidelines and negotiable instruments in their safes and keep surplus funds in bank accounts to be designated by the Board of Directors of the Head Office.

(12) Transactions that will create a monetary obligation for the Green Crescent and related documents shall be defined in the regulation on authorizations issued by the Board of Directors of the Head Office. Procurement and spending limits and authorized officers shall also be defined in the same Regulation.

(13) It may acquire and sell an unlimited quantity of goods and movable property through procurement, will, donation, or otherwise pursuant to a resolution adopted by the Board of Directors of the Head Office authorized by the General Assembly of Green Crescent Head Office. It may accept conditional donations and discharge related obligations if considered necessary.

(14) All rights and property in the Head Office and branches shall belong to the Green Crescent as a legal entity. All kinds of rights, property, and assets acquired by the branches may not be sold or transferred unless approved by the Board of Directors of the Head Office.

(15) Share of revenues earmarked for the branches by the Board of Directors of the Head Office and immovable property jointly acquired through aid by the Board of Directors of the Head Office or donations shall be registered in the name of the Green Crescent and the original copies of the title deeds shall be kept in the Head Office. Procedures and guidelines for the management, utilization, construction, leasing, maintenance, repair, and insurance costs and sale of the Green Crescent's immovable property shall be set forth in a Regulation on Immovable Property to be



issued by the Board of Directors of the Head Office.

(16) The Board of Directors of the Head Office may establish Head Office accountant's offices in critical places and provisions to monitor budgetary spending of the branches and representation offices and to ensure that their records comply with this Constitution, implementation guidelines, and the provisions of applicable legislation. Working procedures and guidelines for the accountant's offices to be set up shall be set forth in a Regulation.

## **Green Crescent's Revenues**

### **Article 57:**

(1) The Green Crescent's revenues shall consist of the following items:

- 1) Membership contribution and fee for admission as a member; annual membership contribution is TL 60.00. Fee for admission as a member is TL 60.00 and paid upfront on the date of commencement of membership.
- 2) Revenues derived from the operation or leasing of movable and immovable property and trademark and rights of the Green Crescent and revenues earned from movable assets.
- 3) Revenues derived from the sale of all kinds of publications and revenues derived from meetings, entertainment, festivals, fairs, contests, shows, conventions, conferences, symposia, panel discussions, projects, workshops, training, social functions, and similar events.
- 4) Revenues to be derived from stationary or portable donation boxes and services in appropriate places.
- 5) Donations and aid to be received from the government, foundations, special administrations, municipalities, and village budgets and other entities.
- 6) Other donations, property willed to the Society, and aids.
- 7) Revenues earned by businesses owned by the Green Crescent.
- 8) Revenues allocated by the government, special administrations, municipalities, and other public and private entities.
- 9) Revenues to be derived from partnerships, companies, academic institutions, clubs, and enterprises to be formed by the Green Crescent or with with companies that will contribute to the Green Crescent's objectives and activities.
- 10) Revenues to be raised in accordance with the provisions of the Law No.2860 on Collecting Donations.
- 11) External aid and donations.
- 12) Head Office shares to be received from the branches.
- 13) Donations in cash or in kind.
- 14) Other revenues

## **Methods for Management of Revenues and Expenditures**

### **Article 58:**

(1) The Green Crescent's revenues that are directly collected shall be received by issuing a receipt. Employees authorized to collect donations, aid, and contributions shall be identified in resolutions adopted by the boards of directors of the Head Office and the branches. The full name and Turkish identity number of the person paying the contribution or the donation and the type and amount of revenue shall be written down in the receipt. A bank statement shall be received in respect of donations paid to bank branches and a donation receipt shall be subsequently issued and recorded.

(2) An invoice, cash register receipt, and an expense voucher shall be issued in respect of expenditures. If the specified documents are not available, an expense document shall be drawn up and signed by the payee. The format of the expense document shall be specified in the applicable implementation guidelines.

(3) Without prejudice to provisions of special laws pertaining to terms, receipts, invoices, cash register receipts, expense vouchers and expense documents shall be kept for five years.

## **Books**

### **Article 59:**

(1) Books as defined in the Regulation on Associations, which was promulgated in the 25772nd issue of the Official

Gazette on 31.3.2005, shall be kept by the Head Office and branches of the Green Crescent in accordance with the provisions of the same Regulation. Other books may also be kept if approved by the boards of directors.

## **PART SIX**

### **Miscellaneous and Final Provisions**

#### **Modifications to the Constitution**

##### **Article 60:**

- (1) The Constitution of the Turkish Green Crescent Society may be modified by a resolution passed by the General Assembly of the Head Office.
- (2) The Constitution may be amended by at least 2/3 majority of the delegates entitled to attend and vote at a General Assembly of the Head Office. If the meeting has been adjourned on account of lack of majority in the first meeting, no majority shall be sought in the second meeting. The number of the members attending the adjourned meeting may not be less than twice the number of all members of the Board of Directors and the Supervisory Board.
- (3) The quorum for adopting a resolution to amend the Constitution shall be achieved if at least 2/3 of the delegates attending the meeting and entitled to vote. Voting on a resolution intended to amend the Constitution shall be conducted by open ballot at the general assembly.
- (4) The Constitution shall take effect in accordance with the applicable procedures.

#### **Implementation Guidelines and Regulations**

##### **Article 61:**

- (1) Regulations stipulated in the Constitution or others to be issued depending on need and implementation guidelines shall be drawn up by the Board of Directors of the Head Office.

#### **Borrowing Procedures**

##### **Article 62:**

- (1) Loans may be borrowed to carry out activities congruent with the Society's objectives subject to a resolution to be passed by the Board of Directors of the Head Office. Such borrowing may be related to procurement of goods and services on credit or in cash. A borrowing may not be in an amount that cannot be funded through the Society's revenues and may cause the Society to experience payment difficulties.
- (2) Procedures and guidelines pertaining to borrowing shall be set forth in the borrowing regulation.

#### **Termination**

##### **Article 63:**

- (1) The General Assembly of the Head Office may decide to dissolve the Society.
- (2) Dissolution of the Society may be debated by at least 2/3 majority of the delegates entitled to attend and vote at a General Assembly of the Head Office. If the meeting has been adjourned on account of lack of majority in the first meeting, no majority shall be sought in the second meeting. The number of the members attending the adjourned meeting may not be less than twice the number of all members of the Board of Directors and the Supervisory Board.
- (3) The quorum for adopting a resolution for dissolution shall be achieved if at least 2/3 of the delegates attending the meeting and entitled to vote. Voting on dissolution shall be conducted by open ballot at the general assembly.

#### **Dissolution Procedures and Method of Liquidation of Property**

##### **Article 64:**

- (1) When the General Assembly of the Head Office decides to dissolve the Society, its funds, property, and rights shall be liquidated by the liquidation committee composed of the members of the last board of directors. Such processes shall be performed on or after the day when the General Assembly of the Head Office passed a resolution for dissolution or automatic dissolution becomes effective. The phrase "Turkish Green Crescent Society in the Process of Dissolution" shall be used as the name of the Society in all actions during the process of dissolution.
- (2) The liquidation committee shall be authorized and empowered to complete the liquidation of the Society's funds, property, and rights in accordance with the legislation. The committee shall first review the Society's accounts and

determine its books, receipts, expense documents, title deed and bank records and other documents and list its assets and liabilities in a signed report. The Society's creditors shall be informed during the liquidation process and its property, if any, shall be sold and the proceeds shall be paid to the creditors. If the Society has receivables, they shall be collected. All remaining funds, property, and rights after the collection of receivables and payment of debts shall be transferred to a place designed by the General Assembly of the Head Office. If no place has been determined for such transfer at the General Assembly of the Head Office, it shall be transferred to the society, which is located in the same province and has the closest objectives and has the highest number of members on the date of dissolution.

(3) All actions related to the liquidation shall be described in the liquidation report and the liquidation process shall be completed within three months except for additional periods granted by civil authorities for a justifiable reason.

## **Issues Not Specified**

### **Article 65:**

(1) Provisions of the international conventions duly put into effect as well as the Law No. 5253 on Associations and the Turkish Civil Law No. 4721 and the Associations Regulation shall be applicable to any issue not specified in this Regulation.

## **Renewal of member records**

### **Provisional Article 1:**

(1) All Green Crescent branches shall renew all membership records by using the forms for Corporate Identity Regulation and send one copy of each form to the Head Office within one year from the effective date of this Constitution. Member records shall be kept and tracked in an electronic medium.

## **Entry into force**

### **Article 66:**

(1) This Constitution shall enter into force on the date of its promulgation.

## **Execution**

### **Article 67:**

(1) Provisions of this Constitution shall be executed by the Board of Directors of the Head Office.

Ömer Mücahit ÖZTÜRK

Osman Baturhan DURSUN

Mehmet DİNÇ

Esra ALBAYRAK

Ahmet KAAAN

Hatice Saadet KALYONCU

Çetin DÖNMEZ

Hakan ERTİN

Azize Nilgün CANEL

Mahmud Esad ARAR

Mahmut GÜMÜŞ

Emine AHMETOĞLU

Müşerref Pervin

Tuba DURGUT