

# BYLAW OF THE ASSOCIATION FOR EVALUATION AND ACCREDITATION OF NURSING EDUCATION PROGRAMS (HEPDAK)

**ARTICLE 1: Name and Headquarter of the Association**

The name of the association is “Association for Evaluation and Accreditation of Nursing Education Programs”. The acronym of the association is “HEPDAK (Hemşirelik Eğitim Programları Değerlendirme ve Akreditasyon Derneği)” and the association is referred to by its acronym in the following articles of the Bylaw. The headquarter of the association is located in Izmir and its branch will not be opened.

# ARTICLE 2: Aim of the Association and Its Areas of Activity Aim of the Association:

The essential aim of HEPDAK is to contribute to the enhancement of the quality of nursing education in Turkey by conducting accreditation, evaluation and information studies for national and international undergraduate and graduate nursing education programs, to the delivery of a safe and effective care and to promotion of the public health by training better educated and more qualified nurses.

# Topics and Forms of Works to be carried out by the Association

*\*Necessary permissions will be obtained from the relevant institutions in the works and transactions to be carried out and the transactions that require income will be carried out through the commercial enterprise to be opened.*

HEPDAK engages in the following activities to realize its purpose:

1. To evaluate and accredit nursing education programs upon the application of institutions,
2. To carry out the selection and training of evaluators who will take part in accreditation processes,
3. To inform and train nursing education program administrators and faculty members about program evaluation,
4. To ensure to determine program evaluation standards and to review and renew evaluation standards and processes, when necessary, by continuously monitoring the current and future needs of the stakeholders of nursing education programs,
5. To organize meetings such as courses, seminars, conferences, panels, and workshops at national and international level for realizing its objectives and to support activities within this scope,
6. To communicate, cooperate, and carry out joint projects with national and international associations, professional organizations and accreditation bodies related to education, evaluation, and accreditation,
7. To conclude international mutual and multilateral recognition agreements,
8. To be a member of relevant national and international organizations,
9. To conduct and have examinations and researches conducted for the activation and development of its activities,
10. To provide all kinds of necessary information, certificates, documents and publications, to create a documentation center, to create a web page, to publish publications such as magazines, books, etc. according to its objectives to announce its activities, to issue working and informative bulletins to be distributed to the members, to prepare printed and audio-visual materials related to its field of work, and to disseminate them via mail and e-mail for realizing its objectives,
11. To provide a healthy working environment and to provide all kinds of technical tools and equipment, fixtures and stationery materials for realizing its objectives,
12. To carry out aid collection activities and accept donations from within and outside the country in accordance with the procedures set out in the Law No. 2860 on Collection of Aid and provided that the necessary permissions are obtained,
13. To establish and operate commercial enterprises to provide the required revenues or to become a partner in enterprises with similar purposes for realizing its objectives,
14. To purchase, sell, rent, rent out, and establish incorporeal rights on movable and immovable properties needed for the activities,
15. To establish a federation or to join in an existing federation, to establish facilities which associations can establish upon permission by obtaining the necessary permission, and to establish foundation unions with some of their properties if deemed necessary for realizing its objectives,
16. To carry out joint projects with public institutions and organizations on issues within their fields of duty, without prejudice to the provisions of Law No. 5072 on the Relations of Associations and Foundations with Public Institutions and Organizations if deemed necessary for realizing its objectives,
17. To establish platforms to realize a common goal with other associations, foundations, trade unions, unions and similar non-governmental organizations in areas related to their objectives and not prohibited by law.

# Area of Activity of the Association: The Association operates in the fields of education and research in Turkey and abroad.

**ARTICLE 3: Terms & Conditions of Membership and Admission to Membership**

1. Real persons who have the capacity to act,
	1. Being a member of HEPDAK Board for Accreditation of Nursing Education Programs or its commissions or
	2. Provided that the person has taken part at least twice in the evaluation team in HEPDAK and similar national or international organizations that evaluate nursing programs,
	3. Having taken part in HEPDAK Commissions,
2. Public and private legal entities who will support the aims of HEPDAK by their purposes and activities
3. Nursing undergraduate/graduate students who are members of the commissions or have received evaluator training

can become HEPDAK members upon the decision of the Board of Directors.

Membership application to be made in writing to the head of association is finalized with an acceptance or rejection of membership within thirty days at the latest by the board of directors of the association and the applicant is informed about the decision in a written form. The member, whose application is accepted, is registered in the book to be kept for this purpose.

The original members of the Association are the founders of the association and the persons whose applications are accepted by the board of directors.

# ARTICLE 4: Termination and Suspension of Membership

#  Termination of Membership

Each member may terminate their HEPDAK membership at any time by resigning. However, it is compulsory to resign in writing. The termination procedures of the member is deemed to be finalized as soon as the resignation notification of the member is submitted to the board of directors. Leaving the membership does not cancel the accumulated debts of the members to the association. No debt follow-up will be carried out in case of termination of membership due to death.

# ARTICLE 5: Cancellation of Membership

HEPDAK membership of members who lose the terms and conditions required by laws and this bylaw are terminated upon the decision of the Board of Directors. Situations requiring cancellation of HEPDAK membership are listed below:

1. Acting contrary to the bylaw of HEPDAK,
2. Abstaining from the assigned tasks,
3. Failing to pay the membership fee within six months despite the written warnings,
4. Failing to comply with the decisions given by the bodies of HEPDAK.
5. Losing out the conditions of membership. **ARTICLE 6: Bodies of the Association** Bodies of HEPDAK are listed below:
	1. General assembly,
	2. Board of Directors,
	3. Supervisory Board,
	4. Board for Accreditation of Nursing Education Programs (HEAK) and its subcommittees,

Upon the recommendation of the Board of Directors and the approval of the General Assembly, new boards can be established in order to carry out the activities of HEPDAK.

# ARTICLE 7: Type of Foundation of the General Assembly of the Association, Meeting Time and Invitation and Meeting Procedure

**General assembly**

The General Assembly is the most authorized decision-making body of HEPDAK and consists of the registered members of HEPDAK. Ordinary General Assembly meets every three years in September on the day, place and time to be determined by the Board of Directors. Legal entities that are members of the Association shall notify the Board of Directors of the Association about the persons who will represent them, together with the necessary authorization documents, until the beginning of April of the year in which the General Assembly will be held.

# Invitation to the General Assembly and Quorum

1. The Board of Directors prepares the list of members entitled to attend the General Assembly. The members who have the right to participate in the General Assembly are called to the meeting by the Board of Directors at least fifteen days in advance by notifying the date, time, place and agenda in writing via website announcement, SMS, e-mail, newspaper announcement, and local announcements. If the meeting cannot be held due to the lack of quorum in this invitation, the date, time and place of the second meeting are specified. The period between the first meeting and the second meeting cannot be less than seven days and more than sixty days.
2. If the meeting is canceled for any reason other than the reason for the failure of holding the quorum, the members are informed about this situation according to the invitation procedure of the first meeting provided that the adjournment reasons are specified and a call for the second meeting is done. The second meeting must be held no later than six months after the date of adjournment. General Assembly meeting cannot be adjourned more than once.
3. General Assembly meets with the participation of half plus one of the members entitled to participate and two third of the members regarding the amendment of the bylaw and dissolution of HEPDAK; if the meeting is postponed due to the failure to meet the quorum, no quorum is sought in the second meeting. However, the number of members participating in this meeting cannot be less than two times the total number of original members of the Board of Directors and Supervisory Board.

# Meeting Principles of General Assembly

1. Members who will participate in the General Assembly may enter the meeting by signing on their names on the “Chart of the General Assembly Members” prepared by the Board of Directors.
2. If the quorum for the meeting is reached, the situation is determined by a minutes and the meeting is opened by the chairman of the board of directors or one of the members of the board of directors to be assigned. If the quorum for the meeting cannot be reached, a minutes is prepared by the board of directors.
3. After the opening, a council committee including three people is established by electing a chairman, a vice chairman, and a secretary to manage the meeting.
4. The management and security of the meeting belong to the chairman. The draft of the agenda of the General Assembly is prepared by the Board of Directors. The Council opens the draft agenda for discussion and puts to the vote and finalizes by considering the amendment offers received from the members of the General Assembly.

# ARTICLE 8. Voting and Decision Making Procedures and Types of the General Assembly

1. Each representative of every real person or legal entity has one voting right in the General Assembly; the member has to use this vote personally.
2. At the General Assembly, election of the members of the Board of Directors and the Supervisory Board is carried out by secret voting and decisions on other issues are conducted via open voting unless otherwise decided. Secret votes are those collected by the council chairman by placing the sealed papers or voting papers into an empty container or box after they have been duly cast by the members and determined by open count of ballots after the end of voting. In open voting, the method to be specified by the council chairman is applied.
3. The issues discussed in the meeting and the decisions taken are written in a minutes and it is signed together by the council committee. At the end of the meeting, the minutes and other documents are delivered to the chairman of the Board of Directors. The chairman of the board of directors is responsible for maintaining these documents and delivering them to the newly elected board of directors within seven days.
4. In the general assembly, only the matters specified on the agenda are discussed. However, it is compulsory that the matters requested to be discussed in writing by one tenth of the members who are present at the meeting are included in the agenda.
5. Decisions of the general assembly are taken by the absolute majority of the members participating in the meeting. Decisions regarding the bylaw amendments and the dissolution of the association can be taken only with the two-thirds majority of the members participating in the meeting.

# ARTICLE 9: Duties and Authorities of General Assembly

Duties and authorities of General Assembly are listed below:

1. To take necessary decisions according to the provisions of the laws and the bylaw,
2. To discuss and approve the work program, budget, income, and expenditure schedules for the next operating period,
3. To discuss and approve the working report of Board of Directors, balance sheet, income and expense statements and the report of the Supervisory Board for the previous operating period; to acquit the Board of Directors,
4. To elect the original and substitute members of the Board of Directors and the Supervisory Board for the next operating term via secret voting,
5. To discuss and decide on the recommendation of the Board of Directors regarding the amendment of the Bylaw,
6. To decide on the regulations prepared and proposed by the Board of Directors and the boards to be established,
7. To authorize the Board of Directors in order to purchase immovable properties required for HEPDAK or to sell the existing immovable properties,
8. To take decisions on the proposals made by the Board of Directors for HEPDAK to carry out international activities, to become a member of national and international organizations or to cancel its membership in these organizations, and to cooperate with them; and to authorize the Board of Directors in these issues,
9. To decide on establishing partnerships, commercial enterprises, funds and foundations or participating in existing or future ones,
10. To determine the principles to be used by the Board of Directors in determining all kinds of allowances, travel allowances and compensations and the daily allowances and travel allowances to be paid to the members of the Board of Directors to be assigned for HEPDAK services,
11. To decide on the dissolution of HEPDAK and the distribution of its assets,
12. To examine and decide on other recommendations by the Board of Directors and to decide on necessary issues.

# ARTICLE 10: Extraordinary general assembly

1. In cases deemed necessary by the Board of Directors or the Supervisory Board or upon the written request of one fifth of the members of HEPDAK, the General Assembly is called for an extraordinary meeting by the Board of Directors within thirty days.
2. If the Board of Directors does not convene the General Assembly within thirty days despite the written request of one-fifth of the members of HEPDAK, the magistrate assigns three members to convene the General Assembly upon the application of one of the members.

# Notifications to be made to the local authority; Resolution Statement for the General Assembly

Within the thirty days following the ordinary or extraordinary general assembly meetings, the Resolution Statement of General Assembly (included in Annex 3 of the Regulation of Associations) including the original and substitute members elected for the board of directors and the supervisory board and other bodies is given to the local authority. In case of any amendments made in the bylaw at the General Assembly meeting; the minutes of the general assembly meeting, the old and new forms of the articles changed in the bylaw, the new form of the bylaw of the association as signed by the absolute majority of the members of the board of directors for each page, are given to the local authority as an annex with a notification within the period specified in this paragraph.

# Books to be Kept

Bookkeeping principles;

Books are kept at the association according to the operating account. However, in the case the annual gross income is overdue as stated in Article 31 of the Regulation of Associations, a book is kept according to the balance sheet principle starting from the subsequent accounting period.

If the balance sheet principle is applied and the income is deducted below the above mentioned limit in two consequent accounting periods, it can be converted to the operating account principles as of the subsequent year.

Notwithstanding the above mentioned limit, a book can be kept according to the balance sheet principle via the decision of the board of directors.

In case that a commercial enterprise of the association is established, for this commercial enterprise, the book is also kept according to the provisions of Tax Procedure Law.

## Registration Procedure

The books and records of the association are kept in accordance with the procedure and principles specified in the Regulation of Associations.

## Books to be Kept

Below mentioned books are kept at the association.

* 1. The books to be kept according to the operating account principles and the principles to be followed are as follows:
		1. Minute Book: The resolutions of the board of directors are written in this book in the order of date and number and the decisions are signed by the members participating in the meetings.
		2. Member Registration Book: The identity information of the people who are the members of the association and their dates of entry and exit to the association are recorded in this book. Entrance and yearly contribution fees paid by the members can be recorded in this book.
		3. Document Registration Book: The incoming and outgoing documents are recorded in this book with the date and the order number. The originals of the incoming documents and the copies of the outgoing documents are filed. Incoming or outgoing documents via electronic mail are stored by printing.
		4. Operating Account Book: Incomes collected and expenses incurred on behalf of the association are clearly and regularly registered in this book.
		5. Receipt Record Book: The serial and sequence numbers of the receipts, the names and surnames of the recipients and those who return them and the dates they receive and return such receipts through their signatures are recorded in this book.
		6. Inventory ledger: The date and manner of acquisition of the fixtures belonging to the Association, the places where they are used or given, and the disenrollment of those who have expired are recorded in this book.

It is not compulsory to keep the Receipt Record Book and the Inventory Ledger.

* 1. The books to be kept on the basis of balance and the principles to be followed are as follows:

The books recorded in the sub-clauses of 1, 2 and 3 of paragraph (a) are also kept in case that the books are recorded on the basis of balance.

2-Journal and Ledger: These books are kept in accordance with the principles of the Tax Procedure Law and the General Communiqués on Accounting System Implementation published pursuant to the authorization granted to the Ministry of Finance by this Law.

## Approval of the Books

The books that are obliged to be kept (except for the Ledger) at the Association are approved by the provincial directorate of associations or the notary public before starting to use. The use of these books is continued until their pages are finished and no interim approval of the books is done. However, it is obligatory to have the Journal kept on the basis of balance reapproved every year in the last month before the year in which it will be used.

# ARTICLE 11: Organization, Duties, and Powers of the Board of Directors Board of Directors

The Board of Directors consists of five original members and five substitute members elected by the General Assembly for three years via secret voting. The board of directors, upon decision taken at the first meeting after the election, determines the chairman, vice chairman, secretary, accountant and the member by duty distribution.

The board of directors can be invited to the meeting at any time provided that all the members are informed. They meet by the presence of the half plus one of the total number of members. Decisions are taken with the absolute majority of the total number of members participating in the meeting.

If there is a vacancy in the original membership of the board of directors due to resignation or other reasons, it is mandatory for the substitute members to be called for duty according to the order of votes they received in the general assembly.

# Working Principles of Board of Directors

1. The Board of Directors elects a chairman, a vice chairman, an accountant, and a secretary at the first meeting after its election.
2. The Board of Directors meets at least four times a year and may be called for an extraordinary meeting by the Chairman of the Board of Directors when necessary.
3. Meetings of the Board of Directors is opened and continued with the presence of at least three of the members; decisions are taken by the majority of those present at the meeting.
4. A member who is absent from three consecutive meetings without expressing any excuse is deemed to have withdrawn.

# Duties and Powers of the Board of Directors

Duties and powers of Board of Directors are listed below:

1. To carry out necessary works and transactions, to take and implement decisions according to the provisions of the laws and the bylaw,
2. To execute the decisions taken by the general assembly,
3. To represent HEPDAK via the chairman or to authorize other members to represent HEPDAK when necessary,
4. To prepare the work program of the operating term, the budget, income and expense statements, to submit them for the approval of the General Assembly and implement them,
5. To make the necessary examinations regarding the membership cancellation of the members in the situations requiring the cancellation of membership, to decide on the membership cancellation of real persons and legal entities,
6. To determine the date, time, place and agenda of the meetings of General Assembly and to announce them to the members,
7. To prepare the working report, balance sheet and income-expenditure statements of the previous term of operation and to submit them to the General Assembly,
8. To prepare the regulation on the structure, members and working principles of the Board for Accreditation of Nursing Education Programs (HEAK) and, when necessary, amendments in this regulation by taking the opinions of HEAK and to submit them to the General Assembly for approval,
9. To prepare, amend, and cancel the directives stipulated by the HEPDAK regulations by taking the opinions of HEAK and relevant parties when necessary,
10. When deemed necessary, to offer suggestions for the establishment of new committees that will work as a body of HEPDAK in order to fulfill the activities of HEPDAK and to submit them to the General Assembly for approval,
11. When deemed necessary, to establish advisory boards, committees and working groups to work in the area of activity of HEPDAK, and to review and decide on the reports to be prepared by them,
12. To appoint the personnel and consultants who will carry out the administrative and financial affairs of HEPDAK, to determine the wages to be paid to them and to terminate their employment when necessary,
13. To develop suggestions for collaborations with national and international organizations according to the aims of HEPDAK, to submit them for the approval of the General Assembly, and to plan and carry out such activities based on the authority granted by the General Assembly,
14. When deemed necessary, to carry out works for amending the bylaw of HEPDAK and to submit them for the approval of the General Assembly,
15. To conclude the objections regarding the transactions of the bodies of HEPDAK.
16. To determine the amount of entrance fee and yearly contribution fees to be collected from the members.

# ARTICLE 12: Organization, Duties, and Powers of the Supervisory Board

#  Supervisory Board

1. The supervisory board consists of three original members and three substitute members elected by the General Assembly for three years via secret voting.
2. A member who is absent from three consecutive meetings without expressing any excuse is deemed to have withdrawn.
3. In the event of a vacancy in the original membership, the substitute members shall be called for duty based on the order of the votes they received in the election at the General Assembly.
4. The Supervisory Board elects a chairman at the first meeting and notifies it to the Board of Directors in writing.
5. Quorum of the Supervisory Board is two.

# Duties and powers of the Supervisory Board:

1. To supervise at least once a year whether or not HEPDAK operates in line with the objectives given in its bylaw and the areas of activity specified to be carried out in order to realize these objectives, whether or not the books, accounts and records are kept according to the legislation, and to submit the results of the supervision to the Board of Directors in the form of a written report,
2. To attend the meetings of the Board of Directors without any voting right, when deemed necessary or when called upon, and to share its recommendations and opinions,
3. To submit the results of the supervision to the General Assembly in the form of a co-signed report.

# ARTICLE 13: Board for Accreditation of Nursing Education Programs

Board for Accreditation of Nursing Education Programs carries out necessary works for the evaluation and accreditation of nursing programs. Its acronym is “HEAK”. The structure, members, and working principles of HEAK are determined by a regulation prepared by the Board of Directors.

# ARTICLE 14: Income of the Association

The income sources of HEPDAK are listed below:

1. Membership (entrance) fees and yearly contribution fees are collected from the members. The Board of Directors is authorized to determine such amounts.
2. Donations (donations of goods and money for the realization of the aims of HEPDAK),
3. Interest on deposits, repo, treasury bills and similar securities,
4. Revenues from rent etc. to be obtained from movable and immovable assets,
5. Revenues from courses, seminars, training, program evaluation, program accreditation, publications, etc. and other HEPDAK activities,
6. Earnings from commercial and industrial enterprises established, operated and participated by HEPDAK in order to provide the income required to realize its objectives.

Other revenues permitted by the relevant laws.

The Board of Directors is authorized for the activities to be carried out to obtain income for HEPDAK. Such revenues are only collected against receipts that are issued according to the principles specified in the Law of Associations. The identity information and signature of the payer and the collector should be available on the receipt. The Board of Directors may authorize one or several of its members individually or jointly to collect revenues, make the expenditures, withdraw money from the bank, etc. upon the decision to be taken. This does not rule out the legal responsibility of other members of the Board of Directors.

**Income and Expense Transactions of the Association\***

 **Article 15-**Income and expense certificates;

The revenues of the association are collected by a “Receipt” (with a sample given in the Regulation on Associations, ANNEX 17). In case the revenues of the association are collected via banks, the documents such as the bank receipt or account statement issued by the bank are regarded as the receipt.

Association expenses are made by expense documents such as invoices, retail sales receipts, self-employment invoice. However, a note of expenses in accordance with the provisions of the Tax Procedure Law is used for the payments of the association within the scope of Article 94 of the Income Tax Law, and documents such as “Note of Expenses” or “Bank Receipt” (a sample can be found in Annex-13 of the Regulation of Associations) for payments that are not within this scope are used as expenditure documents.

Deliveries of free of charge goods and services for the individuals, institutions or organizations by the Association are made with an “In-kind Aid Delivery Certificate” (a sample can be found in Annex-14 of the Regulation of Associations). Free of charge goods and service deliveries to be made by persons, institutions or organizations to the Association are accepted with the “In-kind Donation Receipt Certificate” (a sample can be found in Annex-15 of the Regulation of Associations).

These documents are printed as a continuous form or a form to be printed by means of binders or electronic systems and writing machines which are composed of carbon fifty original and fifty counterstock sheets bearing successive series and sequence numbers with the format and size shown in Annex-13, Annex-14 and Annex-15. The documents to be printed as a form or a continuous form must be of the specified qualities.

## Receipt Documents

The “Receipt Documents” (in the form and size shown in Annex-17 of the Regulation of Associations) to be used in the collection of the revenues of the association are printed by a printing house upon the decision of the board of directors.

The relevant provisions of the Regulation on Associations are followed in the issues related to printing and control of the receipt documents, receiving them from the printing house, registering them in the book, handing over them from the old accountant to new one, the use of these receipts by the person or persons who will collect the revenue with this receipt on behalf of the association, and the delivery of the collected revenues.

## Authorization Certificate

Except for the original members of the board of directors, the person or persons collecting the revenue on behalf of the association is determined by the decision of the board of directors by specifying the period of authorization. “Authorization Certificate” (included in Annex-19 of the Legislation of Associations) containing the identity information, signature and photographs of the persons, who will collect the revenue, is issued by the association in two copies and be approved by the chairman of the board of directors. Original members of the board of directors may collect the revenue without any authorization certificate.

The period of the authorization certificates are determined by the board of directors for a maximum period of one year. The expired authorization certificates are renewed according to the first paragraph. In the event of the expiration of the period of the authorization certificate or the resignation, death, or termination of duty for the person to whom a certificate of authorization is given, it is obligatory to deliver the issued authorization certificate to the board of directors of the association within one week. In addition, the income collection authority can be canceled at any time with the decision of the board of directors.”

## Preservation Period of Income and Expense Documents:

Except for the books, the receipt documents, expense documents and other documents used by the association are kept for 5 years in accordance with the number and date order in the books they are registered, provided that the periods specified in special laws are reserved.

# Submission of a Declaration\*

**Article 16-**After the “Association Declaration” regarding the activities of the association related to the previous year and the results of the income and expense transactions by the end of the year (given in Annex-21 of the Regulation of Associations) are filled out by the board of directors of the Association, the chairman of the association submits them to the relevant local authority within the first four months of each calendar year.

# ARTICLE 17: Internal Audit of the Association

At HEPDAK, internal audits may be performed by the General Assembly, Board of Directors or the Supervisory Board, or the audits can be done by independent audit institutions. The fact that the audits are performed by the General Assembly, the Board of Directors or independent audit institutions does not cancel the obligation of the supervisory board.

# ARTICLE 18: Borrowing Procedures of the Association

HEPDAK may take loan with the decision of the Board of Directors if it is needed in order to carry out its purpose and execute its activities. This borrowing may be in cash or in the purchase of goods and services on credit. However, this borrowing cannot be made in amounts that cannot be covered by the income sources of HEPDAK and in a way that will make HEPDAK insolvent and this borrowing also cannot exceed half of the revenue budget approved by the General Assembly for that year, or extend to new operating periods.

The Board of Directors may take loans of larger amounts based on projects with the decision of the General Assembly.

# ARTICLE 19: Bylaw Amendments

Bylaw amendments can be done upon the decision of the general assembly.

In order to make amendments in the bylaw at the general assembly, 2/3 majority of the members who are entitled to attend at the general assembly is sought. If the meeting is postponed due to the failure to meet the majority, no majority is sought in the second meeting. However, the number of members participating in this meeting cannot be less than two times the total number of members of the board of directors and supervisory board.

The majority of decisions required for making amendments in the bylaw is two-thirds of votes of the members attending the meeting and having the voting right. In the general assembly, voting for the amendment of the bylaw is open-ballot voting.

# ARTICLE 20: Dissolution of the Association and Type of Liquidation of the Assets

The general assembly can always decide on dissolution of the association.

In order to discuss the dissolution matter at the general assembly, 2/3 majority of the members who are entitled to attend at the general assembly is sought. If the meeting is postponed due to the failure to meet the majority, no majority is sought in the second meeting. However, the number of members participating in this meeting cannot be less than two times the total number of members of the board of directors and supervisory board.

The majority of decisions required for taking the dissolution decision is two-thirds of the votes of the members attending the meeting and having the voting right. In the general assembly, voting for the dissolution decision is open-ballot voting.

## Liquidation Transactions

When a dissolution decision is given by the general assembly, the liquidation of the money, property and rights of the association is made by the liquidation board that is composed of the members of the last board of directors. Such transactions start on the date of the decision of the General Assembly regarding dissolution or on the date when automatic termination is concluded. In all the transactions within the liquidation period, the expression “Association for Evaluation and Accreditation of Nursing Education Programs in Liquidation” is used.

The liquidation board is responsible and authorized to complete the liquidation of the money, property and rights of the association from the beginning to the end in accordance with the legislation. This board first examines the accounts of the association. During the examination, the books, receipts, expense documents, title deeds and bank records and other documents belonging to the association are determined and their assets and liabilities are written on a minutes. During the liquidation transactions, the creditors of the association are invited and if any, the properties are converted into cash and paid to the creditors. In the event that the association is the creditor, the receivables are collected. All the money, properties and rights remaining after the collection of receivables and the payment of debts are transferred to the place determined at the general assembly. If no place for transfer is determined at the general assembly, it is transferred to the association with the highest number of members on the dissolution date which has a similar purpose is located in the province where the association is located.

All the transactions relating to liquidation are indicated in the liquidation minutes and the liquidation transactions are completed within three months, excluding the additional periods granted based on a justifiable reason for the local authorities.

After the completion of liquidation and transfer transactions of the money, properties and rights of the association, it is obligatory that the liquidation board notify the situation in writing to the local authority of the place where the headquarter of the association is located within seven days and also the liquidation minutes must be added to this letter.

It is the responsibility of the members of the last board of directors for keeping the books and documents of the association under the title of liquidation board. This duty can be assigned to a member of the board of directors. These books and documents must be kept for five years.

# ARTICLE 21: Lack of Provision

The related provisions of the Law of Associations, Turkish Civil Code and Regulation of Associations issued referring to these laws and other relevant legislations are applied to the matters that are not specified in this bylaw.

# ARTICLE 22: Relations with the Nursing Education Association (HEMED) during the Transition Period and Transfer Rules

At the date when the “Association for Evaluation and Accreditation of Nursing Education Programs” becomes a legal entity, it is deemed to have undertaken the following obligations carried out by the Nursing Education Association (HEMED) since 2011.

* 1. Regarding the accreditation of nursing education programs, all the activities previously carried out as HEMED activities are deemed to have been carried out by HEPDAK.
	2. All the preparation activities for accreditation that are carried out by HEMED are deemed to be taken over by HEPDAK.
	3. Members, who have served and have been serving in HEAK, and commissions before the establishment of HEPDAK continue their duty in the relevant boards and commissions of HEPDAK. At the time of the establishment of HEPDAK, all the members of HEMED-HEAK carry out their duties according to the current

HEAK Regulation on Working until the relevant regulation (HEPDAK Regulation on Working) is adopted at the first General Assembly of HEPDAK.

* 1. All documents received by HEMED are deemed to be received by HEPDAK and all correspondence made by HEMED are deemed to be made by HEPDAK.

# Current Board of Directors

**Name Signature**

1. Prof. Dr. Gülseren KOCAMAN
2. Prof. Dr. Ayla BAYIK TEMEL
3. Assoc. Prof. Dr. Dilek ÖZMEN
4. Assoc. Prof. Dr. Şenay ÜNSAL ATAN
5. Prof. Dr. Ayten ZAYBAK :

**This bylaw consists of 22 (twenty two) articles.**