



REGULATIONS FOR THE SITE MOTIVATIONAL ACTIVITIES TOURISM
MANAGERS ASSOCIATION

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Name and Headquarters of the Association

Article 1- The name of the association is “REGULATIONS FOR THE SITE MOTIVATIONAL ACTIVITIES TOURISM MANAGERS ASSOCIATION”.

The headquarters of the association is located in Istanbul. No branch will be opened for the association.

Purpose of the Association

Article 2- The association has been founded for the purpose of sharing the professional information and know-how possessed by and ensuring solidarity among the managers working in the area of Motivational Activities Tourism; activating and developing the civilian society activities in the area of Motivational Activities Tourism and supporting persons and organizations working in this area.

Subjects and Methods of Work to be conducted by the Association

Article 3- The Association shall pursue the following subjects of work with the following methods:

- (1) Making researches in order to firmly establish the position of the Motivational Activities Tourism in the tourism sector and develop such activities,
- (2) Organizing training studies in relation to the Motivational Activities Tourism such as courses, seminaries, conferences and panels,
- (3) Cooperating with the universities, schools and similar training institutions in the area of the Motivational Activities Tourism and organizing certification programs, expertise programs and similar training studies,
- (4) Obtaining any and all information, documents and publications in relation to the Motivational Activities Tourism and to the side-sectors affecting and contributing to the Motivational Activities Tourism; developing a documentation center; preparing and publishing newspapers, magazines, books etc in printed and/or virtual media for the purpose of announcing the studies performed by the association; and issuing working and information bulletins for distribution to its members,
- (5) Creating a healthy working environment for the realization of the association’s purposes and providing all kinds of technical equipments, devices, fixtures and stationery,
- (6) Carrying out activities to collect donations and accepting donations within and outside of the country provided that necessary consents are obtained,

- (7) Founding and operating economical, commercial and industrial enterprises in order to earn the revenues required for achievement of the purposes herein,
- (8) Opening local sites for the benefit of its members to allow them spend their spare times and establishing and decorating social and cultural facilities,
- (9) Organizing conferences, congresses, symposiums, meetings with dinner, concerts, balls, theatrical shows, exhibitions, sports activities, tours and other entertainment activities in order to develop and maintain social relations among its members or providing its members the opportunity to participate in such activities against a charge,
- (10) Buying, selling, leasing, hiring and establishing in-kind rights on movable and immovable assets as needed for its activities,
- (11) Establishing foundations and federations if needed for the realization of the purposes hereunder or participating into the federations already established and establishing those facilities allowed for the associations with prior consent,
- (12) Carrying out international activities and organizations; becoming member to the associations and organizations operating in the area of the Motivational Activities Tourism abroad and conducting common studies and cooperating with these organizations on project basis,
- (13) Carrying out common projects with the public agencies and organizations in connection with those matters relating to their tasks if so needed to achieve the purposes hereunder provided that the provisions of the Law on the Relations of the Associations and Foundations with the Public Agencies and Organizations numbered 5072 are reserved,
- (14) Opening representative offices in necessary locations in order to carry out the activities of the association,
- (15) Creating platforms with other associations or with the foundations, labor unions and similar non-governmental organizations in order to achieve a common purpose in those areas not restricted by law and related to the purposes of the association.

Association's Activity Area

Article 4- The association shall operate in the area of Motivational Activities Tourism.

Right to Become Member and Membership Procedures

Article 5- The managers and operators of any travel agency, accommodation facility, congress and meeting center who are providing services in the capacity of manager or operator and employed as manager, member or employee of any company or organization engaged in the planning, encouragement, sale, administration, execution or development of the motivational activities, travels and meetings as well as the managers of the airline companies or managers of those businesses providing goods and services to the Motivational Activities Tourism may become member to the association.

The travel agency managers who demand to become a member to the association shall have A Group Travel Agency Operation Certificate granted by the Ministry of Culture and Tourism of Republic of Turkey for the travel agency they are managing and the managers of the accommodation facility shall have 4 or 5 stars Hotel or Boutique Hotel Accommodation Facility Certificate granted by the Ministry of Culture and Tourism of Republic of Turkey.

The persons who will be admitted to membership should have reputation due to sound and good personal characteristics and should undertake that they will work in accordance with the Regulations of the Association and Ethical Rules. Any real person or legal entity possessing these qualities and having legal capacity may become member to the association. However foreign real persons should have residence permit in Turkey in order to become member to the association. This condition is not required for honorary membership.

The membership application to be filed in writing to the presidency of the association shall be finalized in not later than thirty days by the board of directors either as admission to membership or as rejection of membership and the result shall be notified to the applicant in writing. The member who is admitted to membership shall be recorded on the book to be kept for this purpose.

The documents confirming that the applicant possesses the necessary qualities and reference letters from minimum 2 members shall be enclosed to the application to be filed for membership.

The applicant shall have minimum 4 years of experience in the sector.

The permanent members of the association are its founders and the members who have been admitted to membership by the board of directors.

Persons who provided considerable support to the association in moral and material terms may be admitted as honorary member.

It is essential that minimum $\frac{3}{4}$ of the members comprises of the representatives of the travel agencies. The board of directors shall maintain this rule in the membership admissions.

Resigning from Membership

Article 6- Every member is entitled to resign from membership provided that the member serves a written resignation notice.

It shall be deemed that procedures for such member are finalized upon the receipt of the resignation petition from the member. Resigning from the membership shall not release such person from his/her outstanding liabilities to the association.

Dismissal from Membership

Article 7- Following circumstances shall be regarded as a reason for dismissal from membership:

- (1) Committing in behaviors that are breach with the association's regulations.
- (2) Avoiding from the performance of the tasks delegated by the association,
- (3) Failing to pay the membership subscription within six months in spite of written warning,

- (4) Failing to comply with the decisions rendered by the bodies of the association,
- (5) Disqualification from membership conditions.

The member shall be dismissed from membership with a board resolution if any of the above circumstances are determined about the member.

The person or persons who are dismissed from membership shall be deleted from the member registration book and may not claim any rights to the assets of the association.

The membership of those persons who are disqualified from membership specified in article 5 due to resignation shall not be terminated. the membership status of such persons shall be revised as honorary member upon their request.

Bodies of the Association

Article 8- Following are the bodies of the association:

- (1) General Assembly,
- (2) Board of Directors, and
- (3) Board of Auditors.

Organization and Meeting Times of the Association's General Assembly

Article 9- The general assembly is the most authorized decision making body of the association and shall comprise of the members registered with the association.

The general assembly:

- (1) shall meet within thirty days on ordinary basis at those times specified in the Regulations, and
- (2) shall meet on extraordinary basis in those circumstances as determined necessary by the members of board of directors and board of auditors or at the written request to be submitted by one-fourth of the association members.

The ordinary general assembly shall be convened to a meeting once in every 2 years and within January at such date and time to be determined by the board directors.

The general assembly shall be called to a meeting by the board of directors.

If the board of directors fails to call the general assembly to a meeting, the judge of the court of peace shall delegate three members to call the general assembly to a meeting.

Calling Method

Article 10- The board of directors shall develop a list of those members entitled to participate into the general assembly according to the Regulations. The members who are entitled to participate into the general assembly shall be called to the meeting with the announcement in a newspaper of the date, time, location and agenda of the meeting or with the service of a letter or e-mail to be notified to the member minimum fifteen days before the meeting. In this call, the date, time and location of the second meeting shall be also specified if the first meeting could not be held due to not achieving the necessary quorum for the meeting. The

period between the first meeting and second meeting may not be less than seven days and more than sixty days.

If the meeting has been postponed to a later date for a reason not relating to the achievement of the quorum, this fact shall be announced to the members according to the calling method employed for the first meeting and by specifying the reasons of postponement. In such a case, the second meeting should be held not later than six months from the date of postponement of the first meeting. The members shall be called to the second meeting in line with the principles specified in the first paragraph.

It is not allowed to postpone the general meeting for more than one time.

Meeting Procedure

Article 11- The general assembly shall be convened to a meeting with the participation simple majority of all members entitled to participate into the meeting and with the participation of two-thirds of all members in case of meetings relating to amendment to the Regulations and termination of the association. If the meeting is postponed due to failure in achieving this quorum, no quorum shall be required in the second meeting. However the number of member participating into that meeting may not be less than two times of the full number of the members to the board of directors and to the board of auditors.

The list of the members entitled to participate into the general assembly shall be made available in the meeting site. The identity cards of the members issued by the competent authorities and to be shown by the members who are entitled to participate into the general assembly shall be checked by the board members or by those persons to be delegated by the board of directors. The members shall get into the meeting place after signing across their names indicated on the list that was issued by the board of directors.

If the quorum for the meeting has been achieved, this fact shall be recorded with a minutes and the meeting shall be opened by the chairman or by a board member to be delegated by the chairman. If the quorum for the meeting could not be achieved, this fact shall be recorded on a minutes to be issued by the board of directors.

Following the opening procedure, the meeting council shall be created with the election of a chairman and sufficient number of deputy chairmen, including a Bookkeeper.

In the voting process to be completed for the election of the meeting council, it is statutory for the members to show their identity cards to the meeting council and sign their names across their names indicated on the attendance list.

The meeting chairman shall be responsible for the administration and safety of the meeting.

The items included in the agenda shall be discussed in the general assembly. However matters proposed to be discussed in writing by one-tenth of the members attending to the meeting must also be discussed in the general assembly.

Each member is entitled to cast one vote in the general assembly and the member should cast his/her vote directly. The honorary members may participate into the general assembly but may not cast any votes. If the member is a legal entity, the vote of such legal entity shall be cast by the chairman or by the person authorized by him as representative.

The matters discussed and decisions taken in the meeting shall be recorded on a minutes and signed by the chairman and Bookkeepers. At the end of the meeting, the minutes as well as other documentation shall be delivered to the chairman. The chairman is responsible for safely keeping these documents and for delivering them to the new board of directors that had been elected within seven days.

Voting and decision-making procedures in the general assembly

Article 12- The election of the members for the board of directors and board of auditors shall be made by secret voting but the decisions in other matters shall be taken by open voting procedure. The secret votes are those votes collected after the papers approved by the meeting chairman or ballots are put into an empty container following the necessary process to be completed by the members and determined after being listed openly at the end of the voting process.

In case of open voting, the method to be determined by the meeting chairman shall be employed.

The general assembly decisions shall be rendered with the votes of the simple majority of the members attending to the general assembly. However decisions regarding an amendment to the Regulations and termination of the association shall be taken by the two-thirds of the members attending to the meeting.

Decisions taken without Meeting or Call to Meeting

Article 13- The decisions taken with the written participation of all members without being convened to a meeting and the decisions taken by all members without complying with the written call method specified in these Regulations shall be also accepted as valid. But taking of the decision on that basis does not mean that an ordinary general assembly has been made.

Tasks and Authorities of the General Assembly

Article 14- The matters listed below shall be discussed and decided by the general assembly:

- (1) Election of the association's bodies,
- (2) Amendment to the association's Regulations,
- (3) Discussion of the reports issued by the board of directors and by the board of auditors and release of the board members from their previous activities,
- (4) Discussion of the budget prepared by the board of directors and adoption of the budget with or without revisions,
- (5) Authorization of the board of directors for buying or selling the immovable assets needed by the association,
- (6) Review of the regulations to be prepared by the board of directors in connection with the works to be conducted by the association and approval of the same with or without revisions,

- (7) Determination of the remuneration and all kinds of allowance, travel money and compensations to be paid to the members and chairmen of the board of directors and of the board of auditors who shall not be public officials and determination of the daily allowance and travel monies to be paid to the members for the services of the association,
- (8) Deciding on the participation into and leaving the federation,
- (9) Participation of the association into the international activities and participation into or leaving the foreign associations and organizations,
- (10) Establishment of a foundation by the association,
- (11) Termination of the association,
- (12) Reviewing and deciding about other proposals to be made by the board of directors,
- (13) Performance of other tasks determined for the board of directors in the applicable legislation.

The general assembly shall be further entitled to inspect other bodies of the association and may always dismiss them for fair reasons.

The final decisions about the admission to and dismissal from membership shall be taken by the general assembly. As the most authorized body of the association, the general assembly performs the works and exercises those authorities not delegated to the other bodies of the association

Formation, Tasks and Authorities of the Board of Directors

Article 15- The board of directors shall be elected by the general assembly as seven permanent members and seven spare members for an office term of 2 years.

In its first board meeting after the election, the board of directors shall delegate the tasks among the board members with a relevant board resolution and shall determine the chairman, vice chairman, general secretary, bookkeeper, membership development responsible, training responsible and communication responsible.

The board of directors may be convened to a board meeting at any time with the proposal of the chairman or of minimum two board members provided that all members shall be informed prior to the meeting. The meeting of the board of directors shall be made with the participation of those members whose number shall be one more than the half of all members. The board resolutions shall be taken by the absolute majority of the full number of the board members. In case of a vacancy in the board of directors because of the resignation of a permanent board member or due to other reasons, it is statutory that spare board members are called to duty according to the number of votes cast for them in the general assembly.

The board of directors shall be responsible for the following tasks and has the following authorities:

- (1) Representation of the association or authorization of one or multiple board members for representation,
- (2) Performing the procedures relating to the income and expense accounts and preparing the budget for the next period and submitting the same to the approval of the general assembly,
- (3) Preparing the regulations relating to the works to be conducted by the association and submitting the same to the approval of the general assembly,

- (4) Buying immovable assets with the authority granted by the general assembly; selling the movable and immovable assets of the association; procuring the construction of building and facilities; entering into lease contracts and establishment of mortgage, pledge and other in-kind rights in favor of the association,
- (5) Ensuring opening of representative offices at necessary locations,
- (6) Implementing the decisions taken by the general assembly,
- (7) Issuing operational accounts or balance sheet and income statement of the association as well as the report explaining the works performed by the board of directors at the end of every activity year and submitting the same to the approval of the general assembly,
- (8) Ensuring realization of the budget,
- (9) Deciding about admission to or dismissal from membership,
- (10) Taking and implementing all kinds of decisions in order to achieve the purposes of the association,
- (11) Performing other tasks and exercising other authorities conferred by the applicable legislation, and
- (12) Deciding about honorary members.

Formation, Tasks and Authorities of the Board of Auditors

Article 16- The board of auditors shall be elected by the general assembly as three permanent members and three spare members for an office term of 2 years.

In case of a vacancy in the board of auditors because of the resignation of a permanent member or due to other reasons, it is statutory that spare members are called to duty according to the number of votes cast for them in the general assembly.

In intervals less than one year, the board of auditors shall audit in line with the principles and methods determined under the Regulations whether the association carries out those activities in the areas of work that have been specified for the achievement of the association's purpose set under the Regulations and whether the accounts and records are kept in accordance with the applicable legislation and Regulations of the association and shall submit the results of this audit in a report to the board of directors and to the general assembly.

The board of auditors shall be further entitled to call the general assembly to a meeting.

Sources of Revenue for the Association

Article 17- The sources of revenue for the association have been listed below:

- 1- Admission Subscription: Admission subscription shall be paid in the amount of TL 500.00. The general assembly is entitled to increase the admission subscription.
- 2- Membership Subscription: A subscription in the amount of TL 500.00 shall be collected from the members once in every year. The general assembly shall be entitled to increase or reduce these amounts.

- 3- The donations and aids granted by the real persons and legal entities on their own wish to the association,
- 4- Revenues earned in the meetings made with tea or meal offer or in the tours and entertainments, representations, concerts, sports contests and conferences organized by the association,
- 5- Revenues earned by operating the assets of the association,
- 6- Donations and aids to be collected in accordance with the provisions of the legislation on the collection of donations and aids,
- 7- Revenues earned from the commercial activities organized by the association to obtain income needed for its purposes,
- 8- Revenues earned in the training activities, and
- 9- Other revenues.

Methods and Principles for Book-Keeping and Books to be kept

Article 18- The main principles for book-keeping are detailed below:

The association shall keep its books according to the operational account basis. But if the gross annual income exceeds TL 700.000 during 2009, the books shall be kept according to balance sheet basis starting with the succeeding account period.

If the association adopts the balance sheet basis and if the gross income remains below the above mentioned limit for two successive years, it shall be allowed for the association to convert back to the operational account basis starting with the succeeding year.

The books may be also kept according to the balance sheet basis without complying with the above mentioned limit if the board of directors takes a relevant board resolution.

If the association opens commercial enterprises, books shall be also kept in accordance with the provisions of the Tax Procedure Law in respect to such commercial enterprises.

The books and records of the association shall be kept in line with the principles and methods specified in the Regulation on Associations.

The association shall keep and maintain the books listed below.

(a) The books to be kept according to the operational account basis and the principles to be followed are as follows:

(1) Resolution Book: The board resolutions shall be written on this book according to date and row number and the resolutions shall be signed by the members attending to the board meeting.

(2) Member Registration Book: The identity details of the persons admitted to membership and dates of entry into and exit from the association shall written on this book. The admission subscription and membership subscription paid by the members may be also recorded on this book.

(3) Document Registration Book: The incoming and outgoing documents are recorded on this book according to date and row number. The original copies of the incoming documents and copies of the outgoing documents are maintained and filed. Print-outs shall be taken from the incoming and outgoing documents sent by Employer-mail.

(4) Fixture Book: The date and method of purchase and locations used or locations given to in respect to the association's fixtures shall be recorded on this book and the records relating to the obsolete fixtures shall be deleted.

(5) Operational Account Book: The revenues earned and expenses spent on the behalf of the association shall be recorded on this book clearly and orderly.

(6) Receipt Registration Book: The serial and row number of the receipts and names, surnames and signatures of these persons accepting and returning these documents, including dates of return shall be recorded on this book.

(b) The books to be kept according to the balance sheet basis and the principles to be followed are as follows:

(1) The books mentioned in sub-paragraphs of 1, 2, 3 and 6 of clause (a) shall be also kept if the books are ordinarily kept according to the balance sheet basis.

(2) General Journal, General Ledger and Stock Book: These books shall be kept according to the method and registration manner as stipulated in the Tax Procedure Law and principles of the General Communiqués on the Implementation of the Accounting System as published under the authority conferred to the Ministry of Finance by this Law.

Before using any of the books that must be kept by the association, approval shall be obtained for them from the urban association directorate or notary public. These books shall be consumed until all pages are used and no interim approval shall be obtained for the books. However the books kept according to balance sheet basis and books having form or continuous form format must be approved every year again in the last month preceding the year of use.

Issue of the Statement of Income and Balance Sheet

If the records are kept according to the operational account basis, the "Operational Account Statement" shall be issued at the year ends (31 December) (as specified in ANNEX-16 to the Regulation on Associations). If the records are kept according to the balance sheet basis, the balance sheet and statement of income shall be issued in line with the principles of the General Communiqués on the Implementation of the Accounting System as published by the Ministry of Finance at the year ends (31 December).

Revenue and Expense Procedures of the Association

Article 19- Revenue and expense documents are as follows:

The revenues of the association shall be collected against a "Receipt" (whose sample is given in ANNE-17 to the Regulation on Associations). If the association elects to collect its revenues via the banks, the bank statement or account extract issued by the bank shall be accepted as receipt.

The expenses incurred by the association shall be made against certain expense documents such as invoice, retail sale slip, self-employer's receipt. However note of expenses shall be issued according to the provisions of the Tax Procedure Law in respect to its payments subject to the provisions of article 94 of the Income Tax Law and "Expense Receipt" shall be issued for its payment not in this scope (whose sample is given in ANNEX-13 to the Regulation on Associations).

The free of charge deliveries of goods and services to be provided by the association to the persons, agencies and organizations shall be made with "In-Kind Aid Delivery Document" (whose sample is given in ANNEX-14 of the Regulation on Associations). And the free of charge deliveries of goods and services to be provided by the persons, agencies and organizations to the association shall be made with "In-Kind Donations Receipt" (whose sample is given in ANNEX-15 of the Regulation on Associations).

Receipts

The "Receipts" to be used in the collection of the revenues by the association (to be issued in the dimensions and format indicated in ANNEX-17 of the Regulation on Associations) shall be given to a printing office for printing following a board resolution.

The association shall act in accordance with the relevant provisions of the Regulation on Associations regarding printing, control and taking delivery from the printing office of the receipts; registration of the same on the book; their transfer and acceptance between the new and old cashiers; person or persons who will collect the revenues against receipt on behalf of the association; using method for the receipts and delivery of the revenues so collected.

Authorization Certificate

The person or persons who will collect the revenues on behalf of the association shall be determined by the board of directors, including the authorization period. The "Authorization Certificate" containing the identity details, signature and photos of the person who will collect the revenues (whose sample is given in ANNEX-19 to the Regulation on Associations) shall be issued by the association in three copies and shall be approved by the chairman of the association. One copy of the authorization certificates shall be given to the associations division. Any changes to the authorization certificates shall be notified by the chairman of the association to the associations division within fifteen days.

The persons who will collect the revenues on behalf of the association may start to collect the revenues only after one copy of their authorization certificate is submitted to the associations divisions.

The association shall act according to the relevant provisions of the Regulation on Associations in connection with the use, renewal, return of the authorization certificates and similar issues.

Time for Keeping the Revenue and Expense Documents

The receipts, expenses documents and other documents used by the association shall be kept for a period of 5 years by maintaining the original number and dating order except for the books provided that the time periods stipulated under the special laws shall be reserved.

Submission of Declarations

Article 20- The "Association's Declaration" (whose sample is given in ANNEX-21 of the Regulation on Associations) shall be completed by the board of directors in respect to its activities in the previous year and the results as of the year's end of its revenue and expense transactions and shall be submitted by the chairman to the local civilian administration within the four months of each calendar year.

Notification Obligation

Article 21- The notifications to be made to the civilian administration is as follows:

Notification of the General Assembly Results

Within thirty days following the ordinary and extraordinary general assemblies, the Notification of General Assembly Results” (whose sample is given in ANNEX-3 of the Regulation on Associations) containing the permanent and spare members elected to the board of directors, board of auditors and other bodies as well any annexes enclosed thereto shall be given by the chairman to the local civilian administration.

Following documents shall be enclosed to this notification:

- (1) The copy of the minutes of general assembly signed by the meeting chairman, deputy chairman and bookkeeper.
- (2) The new and previous versions of any articles amended in the Regulations, if any and all pages of the final version of the Regulations

Notification of Immovable Assets

The immovable assets acquired by the association shall be notified to the local civilian administration by completing the “Immovable Assets Notification” (whose sample is given in ANNEX-26 of the Regulation on Associations) within thirty days following date of registration of the same by the land registry office.

Notification on Foreign Donations

If the association intends to obtain donations from abroad, two copies of the “Notification of Foreign Donations” (whose sample is given in ANNEX-4 of the Regulation on Associations) shall be completed before the acceptance of donations and given to the local civilian administration.

The copy of the board resolution confirming acceptance of foreign donations as well as any protocol, contract and similar documents issued in that respect and final a copy of the bank statement, extract or similar document confirming that the donation was transferred shall be enclosed to the notification form.

It is statutory that cash donations are received via bank and the notification obligation is fulfilled before they are used.

Notification of the Common Projects continued with Public Agencies and Organizations

A copy of the protocol or project agreement entered into in connection the common projects continued by the association in cooperation with other public agencies and organizations shall be enclosed to the “Project Notification” (whose sample is given in ANNEX-33 of the Regulation on Associations) and given to the governor’s office for the location where the association’s headquarters are located within one month following the protocol date.

Notification of Changes

Any change in the residence address of the association shall be notified to the local civilian administration within thirty days following the change by completing “Notification of Change in Residence Address” (whose sample is given in ANNEX-24 of the Regulation on Associations) and any change in the association’s bodies shall be notified as above by completing the “Notification of Changes in Association’s Bodies” (whose sample is given in ANNEX-25 of the Regulation on Associations).

Any amendments made to the Regulations of the association shall be notified to the local civilian administration as an enclosure to the notification of general assembly results and within thirty days after the date of the general assembly in which the amendment was made.

Internal Audit of the Association

Article 22- The general assembly, board of directors and the board of auditors shall be entitled to conduct internal audits in the association and such audit may be also performed by the independent audit firms. The fact that an audit was performed by the general assembly, board of directors or independent audit firm shall not release the board of auditors from its responsibility to audit.

The board of auditors shall conduct the audit of the association for minimum once a year. The general assembly or the board of directors may also conduct in necessary cases or may procure the services of an independent audit firm.

Indebtedness Methods of the Association

Article 23- The association may borrow money if needed for the realization of its purposes and performance of its activities with a board resolution. Such indebtedness may be based on credited purchase of goods and services or cash money may be borrowed. However such borrowing shall not be made in an amount exceeding the revenue sources of the association or in such manner resulting with an insolvency problem for the association.

Amendments to the Regulations

Article 24- Any amendment to the Regulations requires the decision of the general assembly.

The quorum required for the general assembly to be used for making an amendment to the Regulations shall be achieved with the majority of 2/3 of all members entitled to participate into the general assembly. If the meeting is postponed due to failure in achieving this quorum, this quorum shall not be required in the second meeting.

The decision quorum required for an amendment to the Regulations shall be achieved by 2/3 of the votes cast by the members entitled to participate into and cast votes in the meeting. The voting for such amendments shall be made with open procedure.

Termination of the Association and Liquidation of the Assets

Article 25- The general assembly shall be entitled to terminate the association at any time.

The quorum required to discuss the termination in the general assembly shall be achieved with the participation of 2/3 of all members entitled to participate into and cast votes in the meeting. If the meeting is postponed due to failure in achieving this quorum, this quorum shall not be required in the second meeting. However the number of members participating into this

meeting may not be less than two times of the full members of the board of directors and board of auditors.

The decision quorum required for termination of the association shall be achieved by 2/3 of the votes cast by the members entitled to participate into and cast votes in the meeting. The voting for termination shall be made with open procedure.

Liquidation Procedures

If a termination decision has been rendered in the general assembly, the procedures for the liquidation of money, goods and rights shall be completed by the board of liquidators to be comprised of the final board members. These procedures shall be started after the date on which the general assembly decision for termination was rendered or after the date of finalization of the automatic termination. The following phrase shall be used under the name of the association in all procedures relating to the termination process: "In Liquidation SITE Motivational Activities Tourism Managers Association".

The board of liquidators shall be obliged and authorized to complete from beginning to end all liquidation procedures for the money, goods and rights of the association in line with the applicable legislation. The board initially reviews the accounts of the association. During such review, its books, receipts, expense documents, title deeds and other documents of the association are determined and its assets and liabilities are recorded on a minutes. An invitation is made to the creditors of the association during the liquidation procedures and their goods, if any, are converted into money and paid to the relevant creditors. If the association has outstanding receivables, such receivables are collected. Following collection of the receivables and payment of the debts, the remaining money, goods and rights are transferred to party determined in the general assembly. If the general assembly has not determined such party, the same shall be transferred to an association that has most similar purposes and operates in the same city and that has the most number of members as of the date of termination.

All procedures relating to the liquidation shall be recorded on the minutes and the liquidation procedures shall then be completed by the local civilian administrations within three months except for the case that additional time periods were granted due to a fair reason.

Following completion of the liquidation and transfer procedures for the money, goods and rights of the association, the board of liquidators shall notify the local civilian administration operating in the area where the association's headquarters is located in writing of such completion within seven days and shall enclose the minutes liquidation to this letter.

The final board members acting as the board of liquidators shall be obliged to maintain the books and documents of the association. This task may be also fulfilled by one board member. The time period for keeping these books and documents is five years.

No Provisions

Article 26- For the issues that are not provided for in these Regulations, the provisions of the Association Law, Turkish Civil Code and the Regulation on Associations issued under these laws and provisions of the other applicable legislation regarding the associations shall be applied.

Temporary Article 1- You may find below the details of the temporary board members who will be entitled to represent the association and execute the operations and activities until the formation of the association's bodies in the first general assembly.

Details of the Temporary Board Members

<u>Name and Surname</u>	<u>Position</u> :
İlknur ÇAMAŞ	Association's Chairman
Ali Ethem KESKİN	Deputy Chairman
Serap Naciye OĞUZTAŞ	General Secretary
Ersan ATSÜR	Bookkeeper
Mehmet BİNATLI	Membership Development Responsible
Feyhan KAPRALI	Training Responsible
Gülşah BASTIYALI	Communication Responsible

These Regulations comprise of 26 (twenty six) articles and 1 (one) temporary article.

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