HABITAT ASSOCIATION STATUTE

Article 1: Association’s Name: Habitat Association
Article 2: Association’s Registered Center: It is located in Istanbul. The association may establish branches both in Turkey and abroad.
Article 3: Association’s Aim and Fields of Activity:

Nowadays, youngsters, women, disabled individuals and children make up an important part of the world’s population. The groups designated here live in rapidly changing, urbanizing and thriving regions and some members of these groups migrate to these regions to find job, education and shelter opportunities. The expectations of these special interest groups with regard to their lives, are transformed to hopelessness and social problems due to uncontrolled growth and misuse of the resources. This association aims to become a leading institution contributing to the resolution of the problems of primarily these special interest groups and all human beings with regard to settlement, employment, education and capacity-building both at a national and international scale.

The association aims to implement the principles and resolutions adopted during HABITAT - I Conference organized in Vancouver, Canada in 1976, 1993 Vienna Human Rights Conference, 1994 Cairo International Population and Development Conference, 1995 Copenhagen Social Development Summit and Beijing World Conference on Women as well as the Agenda 21 adopted during 1992 Rio Environment and Development Conference and the principles determined with Istanbul Declaration and HABITAT AGENDA adopted during HABITAT - II Istanbul Conference and additionally, it aims to continue and monitor the studies carried out by Youth for Habitat Group established with the purpose of ensuring the participation of special interest groups with regard to the issues related to HABITAT.

As part of Turkey’s accession process to the European Union, the association aims to develop bilateral and multilateral relations with European Council and European Union institutions working on issues related to youth, women, disabled groups, children and employment, European organizations concentrating on issues concerning youth, women, disabled groups, children and employment, build the capacities of youth, women, disabled and children’s organizations in Turkey during this process and implement the resolutions adopted by the European Union and European Council with regard to these special interest groups in Turkey.

The association aims to increase the personal knowledge and skills of these special interest groups by collaborating with private sector, public institutions, national and international civil society organizations and universities especially in Europe, Middle East and other regions with regard to the issues concerning youth, women, disabled groups and children.

The association’s objective is to implement the resolutions adopted by the United Nations on issues including human settlements, environment, participation and human rights and to build the capacities of youth, women, disabled groups and children.

The association supports sustainable development and entrepreneurship by enhancing collaborations with local, national and international civil society organizations, public bodies and institutions, universities and private sector working in this field for the aforementioned interest groups on sustainable development for everyone and entrepreneurship.

The association carries out studies on the following issues in order to fulfill its aims.

1- Developing activities and training programs that would contribute to the resolution of the problems experienced by homeless youngsters.

2- Ensuring that the individual and collective participation of youngsters in the society is a natural result of civic awareness. Ensuring their voluntary participation to urban management is based on a participatory, creative, responsible and service oriented approach and the collaboration with the Universities for this purpose.

3- Carrying out training studies on the development of the society, environmental protection, improvement and enhancement and combining these with the principles of establishing ecological
cities and ensuring that the cities reach a constant development order along with the significance of the close relationship between human beings and nature and establishing collaboration between the local administrations and universities and youngsters conscious about these issues.

4.- Conducting studies that would support state policies on the training of youngsters against social problems like addiction, intolerance and crime.

5.- Developing joint training programs with the business world so that unemployed youngsters can find jobs and acquire professional skills.

6.- Developing joint training programs with the business world with regard to the problems of street children and homeless youngsters.

7.- Assisting the evaluation of the study activity not only as a retroactive instrument but also as a norm that would ensure the development of the society and the youngsters have a meaningful work life and are satisfied with their job.

8.- Supporting the studies for making general health services in the cities more efficient, expanding these to a wider area and collaborating with other Civil Society Organizations.

9.- Without discriminating based on race, ethnicity, language, religion, gender, economic status, cultural structure and political views, acting in solidarity with State and Civil Society Organizations, Local Administrations and the business world in order to build a coherent and happy society.

10.- During the European Union accession process, implementing training and exchange programs for promotion, knowledge sharing and capacity-building of youth studies in European Union countries and European institutions.

11.- Supporting gender studies both on a national and international scale in order to ensure that women are granted equal rights and opportunities within the society, developing projects and partnerships and at the same time adopting positive discrimination in all of the studies conducted in order to raise awareness among the youth on gender equality.

12.- Supporting the participation of youth in decision-making mechanisms by building their capacities through the efficient use of information technologies and carrying out studies on the employment of youth within the informatics industry.

13.- It conducts studies in order to eliminate the challenges and problems encountered by disabled individuals ensuring that they can access equal rights and opportunities within the societies through the development of national and international projects or partnerships.

14.- In order to support the development of individuals within the fields of culture, tourism, art and sports, collaborating with public institution, universities, civil society organizations and private sector.

15.- It develops and implements collaborative activities or projects with National and International Civil Society Organizations, Private Sector, Public Bodies and Institutions and universities in Europe, Middle East and other regions on employment and entrepreneurship through capacity-building training sessions targeting youth, women, disabled individuals and children and on their rights.

16.- Conducting research studies for the development of the activities and enhancing their efficiency,

17.- Organizing training studies such as courses, seminars, conferences and panels,

18.- In order to fulfill its aim, procuring all kinds of necessary information, files, documents and publications, establishing documentation centers, publishing publications such as newspapers, journals, books and bulletins in line with its aims in order to announce its activities

19.- Establishing a healthy working environment to fulfill its aims, procuring all kinds of technical instruments and tools, inventory stocks and stationaries,

20.- Provided that the necessary permits are obtained, organizing charity activities and accepting donations both domestically and from abroad,

21.- Establishing and managing commercial, trade and industrial enterprises in order to generate the income required to actualize the objectives specified in the Statute,

22.- Establishing clubs, social and cultural facilities that its members can benefit from and spend time,

23.- Organizing activities such as dinner meetings, concerts, balls, theaters, exhibitions, sports activities, excursions and fun events in order to develop and enhance social relations among its members or ensuring that its members can benefit from these kinds of activities,

24.- When deemed necessary for the realization of its objective, establishing foundations, federations or participating in an already established federation both in Turkey and abroad and establishing the facilities that associations are allowed after the required permits are obtained,

25.- Carrying out international activities, becoming a member in the associations or institutions abroad and conducting joint studies with these institutions or cooperating with these,

26.- When deemed necessary to fulfill its objective, provided that the provisions of the law on the Relations of Associations and Foundations with Public Bodies and Institutions numbered 5017 are
reserved, implementing joint projects with public bodies and institutions on issues that fall within the scope of its fields of activity.

27- Opening branches and representation offices at those locations deemed necessary,

28- Establishing platforms with other associations or foundations, unions and similar civil society organizations in order to fulfill a common aim in those fields related to the objective of the association and are not banned by law.

29- Carrying out all kinds of activities that are required to fulfill its objective and are not banned by law.

Article - 4: Founders of the Association

Names and Surnames, Professions and Arts, Residential Addresses and Nationalities of the Founders of the Association are provided below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Father’s Name</th>
<th>Place and Date of Birth</th>
<th>Profession</th>
<th>Residential Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sezai Hazir</td>
<td>Ağa</td>
<td>Pertek - 1958</td>
<td>Civil Soc.</td>
<td>Istanbul</td>
</tr>
<tr>
<td>Ender Merter</td>
<td>Muhittin</td>
<td>İstanbul - 1960</td>
<td>Advertiser</td>
<td>İstanbul</td>
</tr>
<tr>
<td>Yağın İntepe</td>
<td>Ismail</td>
<td>İstanbul 1941</td>
<td>Attorney</td>
<td>İstanbul</td>
</tr>
<tr>
<td>M. Feridun Uzunyol</td>
<td>Ömer</td>
<td>İstanbul 1957</td>
<td>Industrialist</td>
<td>İstanbul</td>
</tr>
<tr>
<td>Pınar Yörük</td>
<td>Mahmut</td>
<td>Ankara 1977</td>
<td>Self-Employed</td>
<td>İstanbul</td>
</tr>
<tr>
<td>Gülsen Çetindamar</td>
<td>Salih</td>
<td>İstanbul 1975</td>
<td>Self-Employed</td>
<td>İstanbul</td>
</tr>
<tr>
<td>Zeynep Özbil</td>
<td>M. Doğan</td>
<td>Mersin 1975</td>
<td>Student</td>
<td>İstanbul</td>
</tr>
<tr>
<td>Füruzan Güyer</td>
<td>Yusuf</td>
<td>Niğde 1954</td>
<td>Guid. Expert</td>
<td>İstanbul</td>
</tr>
<tr>
<td>Serdar Eraslan</td>
<td>Mustafa</td>
<td>İstanbul 1956</td>
<td>Self-Employed</td>
<td>İstanbul</td>
</tr>
<tr>
<td>Nizamettin Eren</td>
<td>Ahmet</td>
<td>Çanakkale 1963</td>
<td>Press and Pub. Relat.</td>
<td>İstanbul</td>
</tr>
<tr>
<td>Mehmetcan Tarhan</td>
<td>İbrahim</td>
<td>İstanbul 1973</td>
<td>Attorney</td>
<td>İstanbul</td>
</tr>
<tr>
<td>Nüzhet Duru</td>
<td>Mahmut</td>
<td>İstanbul 1958</td>
<td>Tourism Professional</td>
<td>İstanbul</td>
</tr>
</tbody>
</table>

Article - 5: Members of the Association

The association has two kinds of members, regular and honorary members.

A) Regular members:
Individuals resident in Turkey, competent to use their civil rights, over the age of 18 and have not been prosecuted with a penal servitude or disgraceful offense, sensitive towards social, environmental and youth-related problems and who would like to carry out studies on this issue, can become regular members of the association. However, foreign real persons can only become members if they are residents of Turkey.

When the association has more than three branches, the membership records registered at the association’s headquarter shall be transferred to the branches. New membership applications will be submitted to the branches. Membership acceptance and cancellation procedures shall be carried out by the boards of the directors of the branches and they will be notified to the Head Office latest within thirty days in writing.

B) Honorary membership:
The individuals who would want to contribute to the development of this association and National, Environmental and Youth problems from a financial and intangible perspective, can become honorary members through the proposal of the board of directors or with a personal application. Honorary members shall pay monthly fees however they cannot vote.

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Article - 6: MEMBERS' RIGHTS
The individual who would want to become a member in the association may complete a membership form and submit an application to the association's board of directors. The board of directors shall decide on this application latest within 30 days. This resolution may be acceptance as well as denial. However, in both cases, the results of the decision has to be notified to the applicant in writing. The person approved by the board of directors shall be granted the right to become a member. The individual who was denied a membership may object to the decision at the first general assembly meeting. The decision adopted by the general assembly shall be final and conclusive. Applications for honorary membership shall be decided latest within 30 days by the board of directors and notified to the applicant. No one can be forced to become a member or remain as a member of the association. Members can resign whenever they desire. Each regular member shall have one voting right at the general assembly. Honorary members cannot vote.

Article - 7: TERMINATION OF MEMBERSHIP

Under the following circumstances, pursuant to the Board of Directors decision, regular member's name shall be deleted from the association's register and the membership shall be terminated.

A) Having lost the qualities and conditions written in article five.
B) Failing to pay the membership fees and other debts for more than two years and within the additional period of one month granted.
C) Adopting those attitudes that do not comply with the objective and principles of the association.
D) Each member has the right to terminate its membership at the association provided that it notifies this in writing.
E) The moment that the member's resignation petition is received by the board of directors, the termination procedures will be deemed concluded.
F) Leaving membership does not release the member from its debts to the association.

Article - 8: LOSING RIGHTS
Those members whose memberships have been terminated and who resigned, will be considered as having lost all of their rights. Those who left membership and those who resigned, are obligated to pay all kinds of debts incurred until the date of leaving.

Article - 9: FOUNDATION OF THE GENERAL ASSEMBLY OF THE ASSOCIATION
The general assembly is comprised of the members registered in the association and it is the most competent decision-making body. In the event that the association establishes a branch, if there are up to three branches, it will be comprised of the members registered at the head office and branches but if the number of branches is more than three, the members registered at the head office shall be transferred to the branches and the general assembly will be comprised of the delegations elected at the branches' general assemblies.

General assembly will convene;
1-Ordinarilily at any time designated in this statute,
2-Under those circumstances deemed necessary by the management or supervisory board or pursuant to the written request of one fifth of the members of the association, it will convene extraordinarily within thirty days.

General assembly shall be called to convene by the board of directors. If the board of directors does not call the general assembly for a meeting, pursuant to one of the members submitting an application, the civil court judge shall assign three members to call the general assembly for a meeting.

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Article - 10: GENERAL ASSEMBLY MEETING TIMES
General Assembly convenes for an ordinary meeting once every two years in September. Apart from the ordinary meeting, under those circumstances deemed necessary by the management or supervisory board or pursuant to the written request of one fifth of the members of the association, it will convene ordinarily. General assembly shall be called to convene by the board of directors. Pursuant to the written request of the board of supervisors or one fifth of the members, if the board of directors does not call the general assembly for a meeting within one month, pursuant to the application submitted by the board of supervisors or one of the members asking for a meeting, the local civil court judge shall hold a trial and it will assign a delegation of 3 selected among the members of the association for calling the general assembly to a meeting.

Article - 11: GENERAL ASSEMBLY CALLING PROCEDURE:
Board of Directors shall issue the list of members entitled to participate in the general assembly according to the statute of the association. It will call the members who will attend the general assembly minimum 15 days before the meeting date by means of publishing the date, time, place and agenda of the meeting in a local newspaper or via electronic mail or in writing or via sms. If pursuant to this call, a meeting cannot be held due to the inability to obtain the majority, the day on which the second meeting will be organized, shall be specified. The time left between the first meeting day and the second meeting specified cannot be less than one week. If the meeting is postponed for another reason, this situation will be announced to the members through the publication of a second announcement in the newspaper where the meeting announcement was made provided that the postponement reasons are notified. As of the postponement date of the second meeting, it has to be made within two months. 15 days prior to the meeting date, honorary members shall be invited to the general assembly via returned certified mail.

Article - 12: MEETING VENUE:
General assembly meetings cannot be held anywhere else other than the city where the Association's head office is situated.

Article - 13: MEETING QUORUM:
General Assembly convenes with the participation of the members one more than half of the total number of members who are entitled to participate in the general assembly according to the statute of the association. If the quorum cannot be provided during the first meeting, majority shall not be sought during the second meeting. However, the number of members who participate in this meeting cannot be less than twice the total number of members of the supervisory boards and the association's management.

Article 14: MEETING ORGANIZATION PROCEDURE:
The association general assembly meetings shall be held on the date, time and venue specified in the announcement. Members who will participate in the general assembly shall sign the space left across their names written in the list issued by the board of directors and enter the meeting venue. If the quorum specified in Article 14 of the Statute cannot be obtained, this situation will be determined with a report. Meeting shall be opened by the board of directors chairperson or one of the members of the board of directors to be assigned by the chairperson. After the opening, a chair, a deputy chair and a clerk will be elected to chair the meeting. The management of the meeting shall be carried out by the general assembly chairperson. Clerks shall prepare the meeting minutes and sign it together with the chairperson. At the end of the meeting, all of the minutes and documents shall be given to the board of directors.

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Article - 15: ISSUES TO BE DISCUSSED DURING THE MEETING:
During the general assembly meeting, only the issues included in the agenda will be discussed. However, the issues demanded to be discussed by at least one tenth of the members present at the meeting, have to be included on the agenda.

Article - 16: GENERAL ASSEMBLY’S DUTIES AND POWERS:
The Issues written below shall be discussed and resolved by the general assembly.

1- Election of the members of the Board of Directors and Supervisors together with their substitutes.
2- Amendment of the association's statute.
3- Discussion of the reports issued by the board of directors and supervisor boards and submission of these to the board of directors.
4- Discussion of the budgets prepared by the board of directors and their acceptance ex verbatim or as amended.
5- Authorizing the board of directors to lease and purchase the immovable properties required for the association.
6- Association joining or leaving a federation.
7- Association carrying out activities at an international scale, joining foreign associations or institutions as a member or leaving these.
8- Termination of the Association.
9- Conducting other tasks specified within the legislation and association's statute to be carried out by the general assembly.
10- When deemed necessary, establishing new organs and determining their tasks.
11- Examining and resolving other suggestions of the board of directors.
12- Resolving for the association to establish branches and authorizing the board of directors with regard to the execution of the procedures related to the branch that will be opened,
13- Determining the wages to be paid to the chairpersons and members assigned to the association's management and supervisory boards who are not public officials and all kind of allowances, per diem and indemnifications and the per diem and allowance amounts to be given to the members assigned for association services.
14- Examining the regulations to be prepared with regard to the association's studies by the board of directors and approving these ex verbatim or as amended,
15- Supervising the other organs of the association and when deemed necessary, dismissing these for justified reasons,
16- Examining the objections regarding the denial of membership or board of directors decisions regarding the dismissed members and adopting decisions in this regard,

Article - 17: VOTING AND DECISION-MAKING PROCEDURES AND FORMS
Votes shall be determined as secret or open ballot. Secret ballots are those votes determined by the papers sealed by the Board of Directors or voting ballots after the members do what is necessary and collected by means of throwing these inside a sealed or empty container or determined by an open breakdown after the end of the voting procedure. During open ballot on the other hand, the method to be specified by the general assembly chairperson will be applied. If a different majority is not shown in the statute, the candidate or suggestion having reached one more than the half of the valid votes shall be considered as having won or adopted. Amendments to the statute or termination of the association requires the participation of two thirds.

Article - 18: BOARD OF DIRECTORS’ FORM OF INCORPORATION
Board of Directors shall divide the tasks and determine 1 chairperson, two deputy chairpersons, 1 treasurer and 1 general secretary from among those elected and the board of directors shall be comprised of 5 Original and 5 Substitute members. Board of Directors Chairperson shall be elected among the experienced members who have taken part in at least 3 (three) years of the studies of Habitat Association and are experienced about youth studies. Board of Directors shall convene at least once a month at the association's trade center on a pre-determined day and time without any call. Board of Directors shall convene with the presence of one more than half of the total number of members. Resolutions will be adopted with the majority. When the votes are equal, the chairperson's
vote will determine the majority. Chairperson represents the association and coordinates the studies carried out by the association.

Number of members of the board of directors falls under half of the total number of members after the substitutes being brought due to those members leaving, general assembly shall be called for a meeting by the existing board of directors members and supervisory board. In case the call is not made, pursuant to the application of one of the members of the association, local civil court judge shall hold a trial and assign three people to be elected among the members of the association to call the general assembly for a meeting within one month.

**Duties and Powers of the Board of Directors**

Board of Directors shall carry out the following issues.

1- Representing the association or authorizing one or more than one of its members in this regard,
2- Carrying out the transactions related to income and expense accounts and preparing the budget for the coming period and submitting these to the general assembly,
3- Preparing the regulations related to the activities of the association and submitting these for the approval of the general assembly
4- Based on the authority granted by the general assembly, purchasing movable and immovable goods to the association, constructing buildings or facilities, executing tenancy agreements, establishing liens, pledges or real rights in favor of the association,
5- Opening branches at those locations deemed necessary,
6- Executing the decisions adopted at the general assembly,
7- At the end of each activity year, issuing the report that explains the association's operation account table or balance sheet and income statement and the activities of the board of directors and submitting these to the general assembly when it convenes,
8- Ensuring that the budget is implemented,
9- Adopting a resolution for accepting members to the association or having members dismissed.
10- Adopting and implementing all kinds of decisions to realize the association's objective,
11- Performing the tasks and exercising the powers granted to it with the legislation.
12- In case those who are not Turkish citizens are accepted to the association as members, notifying these to the highest local official at the place where it is situated within 10 days.
13- Ensuring that the procedures regarding new branches are implemented with the power granted by the general assembly,
14- Ensuring that the association's branches are supervised.

**Article - 19: ASSOCIATION'S BOARD OF ADVISORS:**

This is a board following the resolutions adopted by the United Nations with regard to Youth which would prepare projects in accordance with the views and strategy of the association while implementing these resolutions and preparing reports for the board of directors in order to execute the projects. Board of Advisors is a committee comprised of 2 people to be assigned among the members of the Board of Directors and the Association's president and at least three people to be determined outside the Association. The individual to be assigned from outside the association by the Board of Directors shall be notified to the closest local authority.

**Article - 20: BOARD OF SUPERVISORS:**

Board of Supervisors shall be comprised of 3 original and 3 substitute members and they will be elected by the general assembly. The Board shall carry out its supervisory duties in accordance with the procedures and principles specified in the association's statute and at 6 month intervals and the results of the audit shall be submitted to the board of directors and the general assembly convened in the form of a report.

In case the original members of the board of supervisors resign or leave membership due to other reasons, the substitute members shall be called for duty depending on the number of votes received at the general assembly.

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Board of Supervisors, shall audit whether the association conducts business in accordance with its objective and the fields of activity specified as continuing for the realization of the objective, whether the books, accounts and records are kept in accordance with the legislation and the association's statute in line with the principles and procedures determined in the association's statute with intervals not exceeding one year and the results of the audit shall be presented to the board of directors and the general assembly, when it convenes, in the form of a report. Board of Supervisors may call the general assembly for a meeting if deemed necessary.

**Article - 21: OTHER ORGANS:**

Other organs may be established at the association. However these organs cannot be transferred with the duties, authorities and liabilities of the general assembly and the board of supervisors.

**Article - 22: NOTIFICATION OF THOSE ELECTED FOR THE ORGANS TO THE ADMINISTRATION:**

Within 30 days following the election made by the General assembly, the names/surnames, father's names, places of birth, dates of birth and professions and residential addresses of the original and substitute members elected for the board of directors and supervisors and other organs shall be notified to the highest local official at the place where the association's head office is situated by the board of directors chairperson.

**Article - 23: ASSOCIATION'S SOURCES OF INCOME:**

*The association's sources of income are as the following.*

1- Members' fees
2- Income yielded by the publications made by the association and the organization of activities such as lotteries, panels, seminars, balls, fairs, entertainments, representations, concerts, contests and conferences,
3- Income to be acquired from the foreign and domestic promotion of the association,
4- Income yielded by the assets of the association,
5- Donations and grants,
6- Donations and grants to be collected in accordance with the provisions of the legislation on charities.
7- Income generated by the projects executed by the association
8- Branch fees: 50% of the member fees collected by the branches in order to cover the general expenses of the association shall be sent to the head office once every six months,
9- Revenues generated from the commercial activities carried out to yield the income required to actualize the objectives of the Association,
10- Donations and funds provided by real and legal entities for the association upon their own will,
11- Bank interests and income.

*In order for the Association to obtain grants from real and legal entities abroad or other institutions, a permit as to be obtained from the Ministry of Interior Affairs.*

**Article - 24: AMOUNT OF ANNUAL FEES:**

The amount of annual fees to be paid by the members of the association is TRY 100.00. Amount of fees shall be redetermined for the coming period during each general assembly meeting. This amount shall be paid in monthly installments or annually as a lump sum.

**Article - 25: INSTITUTIONS FROM WHICH GRANTS SHALL NOT BE ACCEPTED:**

Association cannot accept financial grants from political parties, workers or employers unions under any circumstances and it cannot provide grants for the aforementioned institutions.
Article - 26: BOOKS and RECORDS:

The association shall keep the following books:

Association shall keep the books in accordance with the operation account principle. However, if the annual gross income exceeds the amount specified in Article 31 of the Regulation on Associations, then starting with the following fiscal period, the books will be kept according to the balance sheet principle. If the balance sheet principle is preferred and in case it is below the aforementioned limit for two consecutive fiscal periods, then as of the following year, operation account principle may be applied.

Regardless of the aforementioned limit, the books can be kept according to the balance sheet principle pursuant to the board of directors resolution. If the association establishes a commercial enterprise, books will be separately kept for this commercial enterprise in accordance with the provisions of the Tax Procedure Law.

The books that have to be kept at the association (except the Large Ledger), prior to being used, they will be certified by the provincial directorate of associations or the public notary. These books shall be used until the pages are finished and the books shall not be notarized at interim periods. However, the General Journal kept according to the balance sheet principle has to be certified each year on the last month prior to the year when it will be used.

1- Member Registry: The identification information of the members of the association and dates of entry and leaving shall be recorded in this book. The membership fees paid by the members will also be written in this book.

2- Minute book: Board of Directors resolutions shall be recorded in this book on the order of their dates and numbers and the resolutions are signed by the board of directors members who participated in six meetings.

3- Document logbook: Incoming and outgoing documents are recorded in this logbook based on their dates and serial numbers. The original copies of the incoming documents and the copies of the outgoing documents shall be filed. The documents received and sent via electronic mail shall be kept after they are printed.

4- Day book, General ledger, Inventory: The association's income and expenses will be recorded in these books.

5- Plant ledger: The dates on which inventory stocks that belong to the association are acquired and the form by which they are acquired and the places where they are used or given and the removal of those whose lifetime expired shall be recorded in this ledger.

6- Receipt documents ledger: The serial and item numbers of the receipt documents and the names, surnames and signatures of those who receive and return these documents and the dates on which they are returned shall be recorded in this ledger.

These books have to be certified by the provincial directorate of associations or notary public.

Article - 27: PROCEDURES REGARDING INCOME and EXPENSES:

Association's revenues shall be collected via a receipt document (as exemplified in ANNEX-17 of the Associations Regulation). If the association's revenue are collected via banks, the account document issued by the bank or documents such as account statements shall be considered as receipt documents.

Expenses will be made against expenditure documents. These documents shall be kept for five years provided that the provisions regarding longer terms shown in special laws are reserved. The open identification and signature of those making a payment and donation shall be present on the receipt document. Association's board of directors shall determine the person and people who will collect the donations and monthly fees through a resolution and this resolution will be registered by the highest public official at that location.

Apart from the ledgers, the receipt documents used by the association, expense documents and other documents shall be kept for a period of 5 years in accordance with the number and date order in the ledgers where they are recorded provided that the terms specified in special laws are reserved.

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If the records shall be kept in accordance with the operation account method, "Operation Account Table" will be issued at the end of the year (31st December) (specified in ANNEX-16 of the Regulation on Associations). If the books are kept in accordance with the balance sheet method, balance sheet and income statements will be issued based on the General Decrees on the Application of Accounting System published by the Ministry of Finance at the end of the year (31st December).

Article - 28: ASSOCIATION'S INTERNAL AUDITING PROCEDURES:
The association can be internally audited by the general assembly, board of directors or the board of supervisors and auditing can be carried out by independent auditing institutions. The audits carried out by the general assembly, board of directors or independent auditing institutions, shall not release the board of supervisors from its obligations.

The association will be audited latest once a year by the board of supervisors. General Assembly or board of directors may conduct an audit if deemed necessary or they may have the independent auditing institutions conduct the audit.

Article -29: ACQUISITION OF IMMOVABLE PROPERTIES:
Association may acquire the immovable properties required for its residential address and objective and activities or it may lease these properties. The immovable properties acquired by the association shall be notified to the local authority within thirty days after their deed registry (as presented in ANNEX-26 of the Regulation on Associations) by completing the "Immovable Property Notification".

Article -30: AMENDMENTS TO THE STATUTE:
Statute can be amended with a general assembly resolution.

In order to amend the statute at the general assembly, 2/3 majority of the members who are entitled to participating in the general assembly and voting, shall be sought. If the quorum cannot be obtained and the meeting is postponed, majority shall not be sought during the second meeting. However, the number of members who participate in this meeting cannot be less than twice the total number of members of the supervisory boards and the association's management. The quorum required to amend the statute is 2/3 of the members who participate in the meeting and have the right to vote. Open ballot shall be held for amending the statute at the general assembly.

Article -31: ASSOCIATION'S TERMINATION:
Association's general assembly may decide for the termination of the association at any time. In order for the general assembly to decide for the termination of the association, at least 2/3 of the members of the association who have the right to attend the general assembly according to the statute have to be present at the meeting. If the quorum cannot be obtained during the first meeting, according to Article 12 of the association's statute, the 2nd meeting shall be called. Regardless of the number of members attending the 2nd meeting, the issue of termination may be discussed.

In order to decide for the termination, the consent of 2/3 majority of the members present at the meeting is sufficient. Association's termination shall be notified to the highest local authority within 5 days by the board of directors in writing.

Article -32: FORM OF LIQUIDATION:
When a termination decision is adopted by the general assembly, the liquidation of the monies, goods and rights of the association shall be made by the liquidation board comprised of the members of the last board of directors. These procedures shall be initiated as of the date when the general assembly resolution regarding the termination is adopted or when it is finalized that it automatically expires. For all of the procedures within the liquidation period, the association's name shall be used as "Habitat Association Under Liquidation".

Liquidation Board is responsible and authorized to complete the liquidation procedures for the association's monies, goods and rights in accordance with the legislation from the beginning till the end. This committee will first examine the association's accounts.

During the examination, the books, receipt documents, expense documents, title deeds and bank records and other documents that belong to the association shall be determined and its assets and

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liabilities will be reported. During the liquidation procedures, a call will be made to the creditors of the association and if there are any, the goods will be converted to funds and paid to the creditors. If the association itself is a creditor, the debts owed to it shall be collected. All of the remaining monies, goods and rights after the credits are collected and debts are paid, shall be transferred to the transferee determined during the general assembly. If the general assembly did not determine a transferee, they will be transferred to the association at the city where the association is located with the closest objective to the association's and with the highest number of members on the date it was terminated.

All of the procedures regarding liquidation shall be shown on the liquidation report and these procedures will be completed within three months except additional periods granted by the local authorities on justified grounds.

Following the completion of the liquidation and transition procedures of the association's funds, properties and interests, the liquidation board has to notify the situation in writing within seven days to the local authority where the association's head office is situated and this letter has to be accompanied with the liquidation report.

The members of the last board of directors are required to keep the books and documents of the association in their capacity as the liquidation board. This duty may be assigned to a single board of directors member. These books and documents shall be kept for a period of five years.

Article 33: Establishing Branches for the Association
Association may open branches at those locations deemed necessary through a general assembly decision. Board of founders comprised of at least three people authorized by the association's board of directors for this purpose, shall submit the branch establishment notification specified in the Regulation on Associations and the required documents to the highest local authority at the place where the branch will be opened.

Duties and Powers of the Branches
Branches are the association's internal organizations without any legal entity, appointed and authorized to carry out autonomous activities in accordance with the association's purpose and service areas and will be responsible due to its debts and credits arising from all of the procedures.

Provisions to be applied to the Organs of the Branches and the Branches

a. The organs of the branches include the general assembly, board of directors and the board of supervisors.

b. General assembly will be comprised of the registered members of the branch. Board of directors shall be elected by the general assembly of the branch comprised of five original and five substitute members and the board of supervisors will be comprised of three original and three substitute members.

c. The duties and authorities of these organs and all other provisions related to the association as mentioned in this statute shall be applied at the branch within the framework envisaged by the legislation.

d. General Assembly Meeting Times of Branches and Form of Representation of the Head Office at the General Assembly

e. Branches are obligated to finish general assembly ordinary meetings at least two months prior to the head office general assembly meeting.

f. Ordinary general assembly meetings of the branches shall convene once in 2 years within June, on the date, at the place and time to be determined by the branch board of directors.

g. Branches are obligated to notify a copy of the general assembly final declaration within thirty days after the date of the meeting to the local authority and the association's head office.

h. Branches, are entitled to participate in the general assembly meeting of the head office through the direct participation of all members if the number of branches is up to three and if the number of branches is more than three, through delegations to be elected by the general assembly of the branch one (1) for twenty (20) members registered at the branch and one among the members remaining if they are more than 10.

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i. Delegations elected during the most recent branch general assembly attend the head office general assembly meeting. Members of the head office board of directors and supervisors shall attend the head office general assembly however they cannot vote unless they are elected as the delegates on behalf of the branch.

j. Those assigned to the board of directors or supervisors of the branches shall leave their posts at the branch when they are elected for the board of directors or supervisors at the head office.

Article - 34: Scholarships:
Association may grant scholarships to highschool and university students carrying out Youth studies and who have participated in youth studies with a Board of Directors resolution.

Article - 35: Loan Procedures for the Association
The association may obtain loans when deemed necessary in order to fulfill the objective of the association and carry out its activities based on a board of directors decision. This loan may be obtained in cash or in the form of purchasing credited goods and services. However, this borrowing procedure cannot be carried out at the amounts that the association cannot cover with its own sources of income and in a manner that would force the association into a financial difficulty.

Article -36: ACTIVITIES BANNED and DEPEND ON A PERMIT:
For those issues not specified in this statute, the provisions of the Associations Law, Turkish Civil Code and the Associations Regulation adopted in reference to these Laws and the provisions of other relevant legislation on associations shall be applied.

This statute is comprised of 36 articles.