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Association for Evaluation and Accreditation of Dentistry Education Programs Bylaw

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ASSOCIATION FOR EVALUATION AND ACCREDITATION OF DENTISTRY EDUCATION PROGRAMS BYLAW

ARTICLE 1: Name and Headquarters of the Association

The name of the association is "Association for Evaluation and Accreditation of Dentistry Education Programs". The abbreviated name of the association is "AEADEP" and it is mentioned with the abbreviation in the next articles of the bylaw. The headquarters of the association is in Istanbul.

ARTICLE 2: Objective and Fields of Activity of the Association

- a) The main objective of AEADEP is to contribute to the improvement of the quality of Dentistry education in Turkey by carrying out accreditation (evaluation and information) activities for Dentistry education programs.
- b) The fields of activity of AEADEP are as follows;
 - i. To evaluate PRE-GRADUATION DENTISTRY education programs upon the application of institutions,
 - ii. To accredit PRE-GRADUATION DENTISTRY education programs upon the application of institutions,
 - iii. To carry out the selection and training of the members and evaluators who will take part in the evaluation and accreditation activities,
 - iv. To inform and train all staff involved in the education program about program evaluation,
 - v. To ensure that the program evaluation criteria are determined and that the evaluation criteria and processes are reviewed and renewed when necessary, by constantly monitoring the current and future needs of the stakeholders related to dentistry education,
 - vi. To organize national and international courses, seminars, conferences, panels, workshops, etc. to achieve its goals and to support the studies within this scope.
 - vii. To communicate, cooperate, carry out joint projects, cooperate with national and international associations, professional organizations, and accreditation bodies related to education, evaluation, and accreditation,
 - viii. To conclude national and international mutual and multilateral recognition agreements,
 - ix. To be a member of relevant national and international organizations,
 - x. To do and publish research or have it done and published to activate and develop its activities,
 - xi. To obtain all kinds of information, documents, and publications necessary for the realization of its objectives, to establish a documentation center, to create a web page, to issue publications such as newspapers, magazines, and books in line with its objectives to announce its work and to issue study and information bulletins to distribute to its members, to prepare the relevant printed, audio-visual material, to disseminate it by mail and/or e-mail,
 - xii. To provide a healthy working environment, to provide all kinds of technical tools and equipment, assets, and stationery to realize its objectives,

- xiii. To carry out fundraising activities in accordance with the procedures specified in the Law No. 2860 on Fundraising and on the condition that necessary permits are obtained; accepting donations from domestic and abroad,
- xiv. To establish and operate economic, commercial, and industrial enterprises or to be a partner in enterprises with similar purposes to obtain the income needed to achieve its goals,
- xv. To purchase, sell, rent, lease movable and immovable property needed for activities and establish real rights on immovables,
- xvi. To establish a federation or joining an established federation if necessary for the realization of the purpose, by obtaining the necessary permission to establish facilities that associations can establish with permission, establishing foundation associations with some of their properties,
- xvii. If deemed necessary to achieve its objectives, without prejudice to the provisions of the Law No. 5072 on the Relationship of Associations and Foundations with Public Institutions and Organizations, to carry out joint projects with public institutions and organizations in their fields of activity,
- xviii. To carry out activities to achieve a common goal with other associations, foundations, unions, groups, and similar non-governmental organizations in areas related to their purpose and not prohibited by law,
- xix. To evaluate the officially defined national qualifications as minimum criteria at the program level and to provide quality assurance.

ARTICLE 3: Membership Conditions and Admission to Membership

To become a member of AEADEP, it is required to work in education administration for at least 1 year as a dean, vice-dean, education coordinator, education commission, and/or education coordinator member in Dentistry education programs.

AEADEP members must receive "Accreditation Evaluator" training and certification to become a member of the National Dentistry Education Accreditation Board (NDEAB).

ARTICLE 4: Participation of Members with Management Roles at Universities and Faculties in Program Evaluation and Accreditation Studies

Among the members of AEADEP, those who are rector, vice-rector and advisor to the rector at universities, and those who are deans and vice-deans in faculties that carry out dental education programs can become members of AEADEP while carrying out these duties. However, in order to avoid conflicts and/or conflicts of interest, they cannot be members of NDEAB during their duties, and those who are members of NDEAB are removed from NDEAB membership. All other membership rights continue as they are.

ARTICLE 5: Withdrawal from Membership

Each member can leave the AEADEP membership at any time by resigning. However, the resignation must be in writing and entered into the records of the association. Resignation from membership does not end the accumulated debts of the member to the association. Debt follow-up is not carried out in case the membership is dropped due to death.

ARTICLE 6: Dismissal from Membership

Members who lose the conditions required by the laws and this bylaw are dismissed from AEADEP membership by the decision of the Board of Directors. The situations that require dismissal from

AEADep membership are listed below:

- a) To act contrary to the AEADep bylaw,
- b) To fail to pay the membership fee within six months despite written notifications,
- c) To not comply with the decisions made by AEADep bodies,
- d) To have lost the conditions of being a member.

ARTICLE 7: Bodies

The bodies of AEADep are listed below:

- a) General Assembly,
- b) Board of Directors,
- c) Supervisory Board,
- d) National Dentistry Education Accreditation Board (NDEAB) and sub-committees
- e) Commissions and working groups

With the recommendation of the Board of Directors and the approval of the General Assembly, new boards may be formed to carry out the activities of AEADep.

ARTICLE 8: General Assembly

The General Assembly is the most authorized decision-making body of AEADep and consists of members registered with AEADep. The Ordinary General Assembly convenes every two years in April on the day, place and time to be determined by the Board of Directors.

ARTICLE 9: Call for the General Assembly and Quorum for the Meeting

- a) The Board of Directors organizes the list of members entitled to attend the General Assembly. Members who have been entitled to attend the General Assembly are invited to the meeting by the Board of Directors at least fifteen days in advance, by announcing the day, time, place, and agenda in print or by notifying them in writing or by e-mail. In this call, if the meeting cannot be held due to the lack of quorum, the day, time, and place of the second meeting shall also be stated. The period between the first meeting and the second meeting cannot be less than seven days and more than sixty days.
- b) If the meeting is postponed for any reason other than the reason that quorum cannot be obtained, this situation is announced to the members in accordance with the procedure for the first meeting, including the reasons for the postponement, and a call is made for the second meeting. The second meeting must be held within six months at the latest from the date of adjournment. The General Assembly meeting cannot be postponed more than once.
- c) The General Assembly convenes with the participation of one more than half of the members entitled to attend the first meeting, and two-thirds of them in the event of a bylaw change and the dissolution of AEADep. In case the meeting is postponed due to failure to reach the quorum, the quorum is not sought in the second meeting. However, the number of members attending this meeting cannot be less than twice the total number of principal members of the Board of Directors and Auditors.

ARTICLE 10: General Assembly Meeting Principles

- a) Members who will attend the General Assembly may enter the meeting by signing against their names in the "General Assembly Members Chart" prepared by the Board of Directors.
- b) If the meeting quorum is met, the situation is determined in a minute and the meeting is opened

by the Chairperson of the Board of Directors or one of the members of the Board of Directors to be assigned. If the meeting quorum is not met, a minute is drawn up by the Board of Directors.

- c) After the opening, a chairperson, a vice-chair, and a clerk are elected to manage the meeting, and a three-person board committee is formed.
- d) The management and security of the meeting belong to the chairperson of the board. The draft agenda of the General Assembly is prepared by the Board of Directors. The Board opens the draft agenda for discussion and votes and finalizes the amendment proposals received from the members of the General Assembly.
- e) Each member has one vote at the General Assembly; The member has to use the vote personally.
- f) In the General Assembly, the elections of the members of the Board of Directors and Auditors are made by secret ballot, and decisions on other issues are made by open voting unless a contrary decision has been taken. Secret ballots are the votes that are collected by the chairperson of the board by casting the sealed papers or ballot papers into an empty container or box after the necessary actions are taken by the members, and are determined by making an open list after the end of the voting. In open voting, the method determined by the chairperson of the board is applied.
- g) Matters discussed and decisions taken at the meeting are recorded in a minute and signed jointly by the board committee. At the end of the meeting, the minutes and other documents are delivered to the Chairperson of the Board of Directors. The Chairperson of the Board of Directors is responsible for preserving these documents and delivering them to the newly elected Board of Directors within seven days.

ARTICLE 11: Extraordinary General Assembly

- a) When deemed necessary by the Board of Directors or the Supervisory Board, or upon the written request of one-fifth of the AEADEP members, the General Assembly is called for an extraordinary meeting within thirty days.
- b) If the Board of Directors does not call the General Assembly for an extraordinary meeting within thirty days despite the written request of one-fifth of the AEADEP members, upon the application of one of the members, the judge of the magistrates assigns three members to convene the General Assembly.
- c) In the Extraordinary General Assembly meeting, only the issue that caused the meeting is discussed and a decision is taken; No suggestion can be made to add an item to the agenda during the meeting.

ARTICLE 12: Roles and Authorities of the General Assembly

The roles and authorities of the General Assembly are listed below:

- a) To take the necessary decisions in line with the laws and bylaw provisions,
- b) To discuss and approve the work program for the next working period and the budget, income and expense charts,
- c) To determine the amount of entry fee and annual fee to be collected from the members,
- d) To discuss and approve the work report of the Board of Directors, the balance sheet and income and expense charts, and the Supervisory Board report regarding the previous working period; to acquit the Board of Directors,
- e) To elect the principal and alternate members of the Boards of Directors and Auditors for the next working period, by secret ballot.

- f) To discuss and decide on the proposal of the Board of Directors regarding the amendment of the bylaw,
- g) To authorize the Board of Directors to prepare guidelines, guides, documents related to the operation of AEADEP, and to establish committees, commissions and working groups,
- h) To authorize the Board of Directors to purchase immovable properties required for AEADEP or to sell existing immovable properties,
- i) To authorize the Board of Directors for AEADEP to carry out international studies, become a member of national and international organizations or resign from these organizations and cooperate with them.
- j) To take decisions on these topics to establish partnerships, economic, commercial and industrial enterprises, funds and foundations or to participate in those established or to be established,
- k) To determine the principles to be used in the determination of all kinds of allowances, travel allowances and compensations, and the service fees to be paid to real and legal persons to be assigned for AEADEP services, and the daily and travel allowance amounts to be given by the Board of Directors,
- l) To decide on the dissolution of AEADEP and the distribution of its assets,
- m) To examine and decide on other proposals proposed by the Board of Directors and to decide on the necessary issues.

ARTICLE 13: Board of Directors

The Board of Directors consists of seven (7) principal and seven (7) alternate members elected by the General Assembly by secret ballot for a period of two years. Members of the Board of Directors cannot be in position for more than two consecutive terms. No more than four members of the Board of Directors, including the chairperson, can be replaced at once. In the next election, the previous Chairperson of the Board of Directors is accepted as a natural member and 6 permanent members are elected. In the event of a vacancy from the principal memberships, the alternate members are called to duty in the order of votes they received in the elections in the General Assembly. Members of the Board of Directors work on a voluntary basis; They cannot receive attendance fees for their membership of the Board of Directors or for the meetings of the Board of Directors they attend. However, they do not pay dues as long as they are on duty, and their expenses to carry out an activity for which they are assigned to the Association are covered by the Association's budget.

ARTICLE 14: Working Principles of the Board of Directors

- a) At the first meeting following the election, the Board of Directors elects a chairperson, a vice-chair, a treasurer and a secretary, and starts working.
- b) The previous chairperson of the Board of Directors becomes a natural member of the next Board of Directors. The remaining 6 persons are elected by secret ballot.
- c) The Board of Directors convenes at least four times a year, and when necessary, an extraordinary meeting may be called by the Chairperson of the Board of Directors.
- d) Meetings of the Board of Directors are opened and continued with the absolute majority of its members; Decisions are taken by the majority of those present at the meeting.
- e) A member who does not attend two meetings within the term of membership without an excuse is deemed to have withdrawn.
- f) The Board of Directors may also convene via video conference or teleconference.

ARTICLE 15: Roles and Powers of the Board of Directors

The roles and powers of the Board of Directors are listed below:

- a) To carry out the necessary works and operations, to take and implement the decisions in line with the provisions of the laws and bylaws,
- b) To implement the decisions taken by the General Assembly,
- c) To represent AEADEP through its chairperson or to give representation to other members when necessary,
- d) To prepare the work program during the working period, budget, income-expenditure charts, to submit them to the approval of the General Assembly and apply them,
- e) To determine the costs of activities such as courses, seminars, training, program evaluation, program accreditation, publication, etc.,
- f) To carry out the necessary examinations regarding the dismissal of the members when required, to make the decision for dismissal of real and legal persons from membership,
- g) To determine the date, time, place, and agenda of the General Assembly meetings and to announce them to the members,
- h) To prepare the work report, balance sheet, and income-expenditure charts of the last working period and to present them to the General Assembly,
- i) To prepare guidelines, guides, documents for the operation of AEADEP and quality process management; to update the documents prepared and to provide information/presentation to the General Assembly on these issues,
- j) When deemed necessary, to establish boards, commissions and working groups to carry out AEADEP activities, and inform/present information to the General Assembly on this matter,
- k) When deemed necessary, to establish advisory boards, committees, working groups that will work in AEADEP's fields of activity, and to examine the reports to be prepared by them and take decisions,
- l) To appoint the personnel and consultants who will carry out the administrative and financial affairs of AEADEP, to determine the fees to be paid to them and to terminate their employment when necessary,
- m) To create proposals for cooperation with national and international organizations in accordance with the purposes of AEADEP, to submit them to the approval of the General Assembly, to plan and carry out such activities based on the authority given by the General Assembly,
- n) When deemed necessary, to carry out studies on the amendment of the AEADEP bylaw and submit it to the approval of the General Assembly,
- o) To determine and pay all kinds of allowances, travel allowances, compensation, and service purchase fees within the scope of the principles determined by the General Assembly,
- p) To decide on objections regarding the procedures of AEADEP bodies.

ARTICLE 16: Supervisory Board

- a) The Supervisory Board consists of three principal and three alternate members elected by the General Assembly by secret ballot for a period of two years.
- b) It convenes at least once a year.
- c) A member who does not attend two meetings during his/her term of membership without an excuse

is deemed to have withdrawn.

d) In case of vacancy from the principal memberships, alternate members are called to duty in the order of votes they received in the elections in the General Assembly.

e) The Supervisory Board elects its chairperson at its first meeting and notifies the Board of Directors in writing.

f) The Supervisory Board convenes with an absolute majority.

g) The roles and powers of the Supervisory Board are listed below:

i. To audit at least once a year whether AEADEP operates in line with the goals set out in its bylaw and the areas of work to be pursued to achieve these goals, whether the books, accounts, and records are kept in accordance with the legislation, and to submit the audit results to the Board of Directors in the form of a written report,

ii. To participate in the Board of Directors meetings without the right to vote when deemed necessary or called upon, and share their views and opinions

iii. To present the audit results to the General Assembly in the form of a jointly signed report.

ARTICLE 17: National Dentistry Education Accreditation Board and Sub-Commissions

NDEAB and its sub-commissions carry out the necessary activities for the evaluation and accreditation of AEADEP's dentistry education programs. The structure of the NDEAB commissions, the determination of the members and their working principles are determined by the directives prepared by NDEAB and the relevant commission, approved by the AEADEP Board and submitted to the General Assembly. When deemed necessary, NDEAB and commissions make updates to these guidelines and submit them to the AEADEP Board of Directors for approval, and these updates are submitted to the General Assembly.

The structure, determination of the members and working principles of NDEAB commissions are determined by the directive prepared by NDEAB and approved by the General Assembly. The same method is followed for the changes to be made in this directive.

ARTICLE 18: Income

AEADEP's sources of income are listed below:

a) Entry fee and annual dues to be collected from real and legal members,

b) Donations (donations to AEADEP in terms of goods and money for the realization of its objectives),

c) Income from deposit interest, repo, treasury bills, and similar movable income,

d) Income, such as rent, to be obtained from movable and immovable property,

e) Income from activities such as courses, seminars, education, program evaluation, program accreditation, publication, etc. and other AEADEP activities,

f) Earnings from economic, commercial, and industrial enterprises established, operated, and partnered by AEADEP to provide the income it needs to achieve its objectives.

g) Other income permitted by applicable law.

The Board of Directors is authorized for activities to generate income for AEADEP. These incomes are only collected with receipts prepared in accordance with the principles specified in the Associations

Law. There is a clear identity and signature of the money giver and the collector on the receipt. The Board of Directors may authorize one or more of its members, individually or jointly, with a decision to collect revenues, make expenditures, withdraw money from the bank, etc. This situation does not remove the legal responsibility of other members of the Board of Directors.

ARTICLE 19: Internal Audit of the Association

The internal audit of AEADEP can be carried out by the General Assembly, the Board of Directors, or the Supervisory Board, as well as by independent audit firms. Auditing carried out by the General Assembly, the Board of Directors, or independent audit firms does not remove the obligation of the Supervisory Board.

ARTICLE 20: Borrowing Procedures of the Association

To realize its purpose and carry out its activities, AEADEP may borrow money upon the decision of the Board of Directors, if needed. This borrowing can be done in the purchase of goods and services on credit or in cash. However, this borrowing cannot be made in amounts that cannot be met by AEADEP's income sources and in a way that will make AEADEP insolvent, it cannot exceed half of the incomes budget approved by the General Assembly for that year, or it cannot extend to new working periods. The Board of Directors may borrow larger amounts on a project basis, with the decision of the General Assembly.

ARTICLE 21: Dissolution of the Association and Liquidation of Assets

AEADEP General Assembly can decide to dissolve AEADEP anytime. To discuss the dissolution issue at the General Assembly, 2/3 majority of the members who have the right to attend the General Assembly is required. In case the meeting is postponed due to lack of majority, the majority is not sought in the second meeting. However, the number of members attending this meeting cannot be less than twice the total number of members of the Board of Directors and Auditors. The majority of the decisions required for the dissolution decision to be taken is 2/3 of the votes of the members attending the meeting. The decision of dissolution is given by open voting in the General Assembly. When the dissolution decision is made by the General Assembly, the liquidation is carried out by the liquidation board, which consists of the members of the last Board of Directors. These processes start from the date of the General Assembly decision regarding the dissolution or when the automatic dissolution becomes final. The phrase "Association for Evaluation and Accreditation of Dentistry Education Programs in Liquidation" is used in the name of AEADEP in all transactions during the liquidation period.

The liquidation board is in charge and authorized to complete the liquidation of AEADEP's money, property and rights from beginning to end in accordance with the legislation. This board first examines the accounts of the association. During the examination, the books, receipts, expenditure documents, title deed, bank records and other documents belonging to the association are determined and their assets and liabilities are recorded in a report. During the liquidation proceedings, the creditors of the association are called and their assets, if any, are converted into cash and paid to the creditors. In case the association is a creditor, the receivables are collected. All money, property, and rights remaining after the collection of receivables and payment of debts are transferred to the place determined in the General Assembly. If the place to be transferred is not determined in the General Assembly, it is transferred to the association that is closest to the purpose of AEADEP and that has the most members at the time of its dissolution.

All processes regarding liquidation are shown in the liquidation report and the liquidation processes are completed within three months, except for the additional periods given by the local authorities based on a justified reason.

Following the completion of the liquidation and transfer procedures of the money, property and rights of the association, the situation must be notified to the civil authority of the place where the headquarters of the association is located by the liquidation board within seven days, and the liquidation report must be attached to this letter.

As the liquidation board, the last members of the Board of Directors are responsible for keeping the books and documents of the association. This role can be conferred to a board of member too. These books and records must be kept for five years.

ARTICLE 22: Lack of Provisions

AEADEP Board of Directors is authorized to make necessary changes until the next General Assembly on matters not included in the bylaw.

The provisions of the Law on Associations in force, the Turkish Civil Code, the Regulation on Associations issued with reference to these Laws, and other relevant legislation on associations are applied for matters not specified in this charter.

ARTICLE 23: Bylaw Amendment

a) Bylaw can be changed by the decision of the General Assembly. Suggestions for amendments to the bylaw may be added to the agenda of the General Assembly with the decision of the Board of Directors or with the written application of at least 1/5 of the members at the ordinary General Assembly meetings, with the affirmative vote of more than half of the attendees.

b) To amend the bylaw in the General Assembly, the quorum required for participation in the General Assembly meeting must be met.

c) The majority of the decisions required for the bylaw amendment is 2/3 of the votes of the members who attended the meeting and have the right to vote

TEMPORARY ARTICLE 1: Temporary Entry Fee and Annual Fee

The entry fee for all members is 50 TL and the annual membership fee is 150 TL.

This bylaw consists of 23 articles and 1 temporary article.

Founders of AEADEP

1. Firdevs SENEL
2. Cansu ALPASLAN
3. Ceyda OZCAKIR TOMRUK
4. Didem OZDEMIR OZENEN
5. Jale TANALP
6. Dogan DOLANMAZ
7. Sule BAYRAK
8. Hatice Ebru Olgun ERDEMIR
9. İsmail Doruk KOCYIGIT
10. Nurullah KEKLIKOGLU
11. Sabire ISLER
12. Huseyin Emir YUZBASIOGLU
13. Sirin NEVZATOGLU
14. Dilek Ozge YILMAZ

Interim Board of Directors of AEADEP

1. Firdevs SENEL - Chairperson
2. Cansu ALPASLAN
3. Ceyda OZCAKIR TOMRUK
4. Didem OZDEMIR OZENEN
5. Jale TANALP
6. Dogan DOLANMAZ