



## CONSTITUTION

### ILAD Communication Research Association

#### PART I ESTABLISHMENT, PRINCIPLES OF OPERATION, AND PURPOSE

**Article 1-** A association has been established under the name of "Communication Research Association" with its headquarters in Istanbul. The short name of the association is ILAD.

#### FOUNDERS OF THE ASSOCIATION

**Article 2-** The founders of the association are as follows:

1. Mustafa Hıfzı Topuz, journalist, writer, communication specialist
2. Hüsamettin Ünsal, journalist, publicist, communication specialist
3. Ferruh Doğan Akyürek, journalist, cartoonist
4. Alaeddin Asna, public relations specialist
5. Mustafa Rasim Gürsel, TV specialist, journalist
6. Ahmet Oktay Börtecene, journalist, writer
7. Oktay Kurtböke, journalist
8. Aysel Aziz, communicator, researcher

#### OBJECTIVE AND SUBJECT OF THE ASSOCIATION AND AREAS OF ACTIVITY

**Article 3-** The objective of the association is to contribute to the development of sectors such as communication, media, advertising, public relations, to establish freedom of expression and press freedom, to conduct research alone or in cooperation with universities, associations, foundations, unions, civil society organizations, public institutions and organizations both domestically and internationally on these subjects, and to support the research conducted.

The association contributes to the improvement of the quality of communication education in Turkey and Northern Cyprus by accrediting, evaluating, and informing various communication education programs. Thus, the aim is to train qualified communicators who grasp current and developing technologies, thereby advancing communication within society and with the world.

The association conducts research and supports research in order to monitor technological developments and social and cultural changes and observe their effects on society. It contributes to the establishment and development of professional ethics and ethical values and supports it. The association collaborates with educational institutions operating in its field of activity, monitors and supports academic studies. It conducts research, commissions research, and publishes them with special agreements to provide services to institutions, professional organizations, publishing organs, and similar organizations. It awards research scholarships or incentive awards to encourage and support communication research and communicators. It establishes a documentation center. It produces all kinds of printed, visual, and audio works and studies related to the sector and publishes them in accordance with their techniques. For the realization of the association's objectives, it may acquire movable and immovable properties, purchase equipment. The association carries out the following tasks for accreditation evaluation and information activities for communication education programs:

1. Evaluate and accredit communication education programs upon the application of institutions,
2. Conduct the selection and training of evaluators to participate in accreditation activities,
3. Inform and train program managers and faculty members about program evaluation,
4. Organize and support courses, seminars, conferences, panels, workshops, etc. at national and international levels to achieve its objectives, and support such activities,
5. Establish communication and cooperation with national and international associations, professional organizations, and accreditation organizations related to education, evaluation, and accreditation, carry out joint projects, cooperate, and provide assistance,
6. Establish and operate economic enterprises or become partners in similar enterprises to raise the necessary funds to achieve its objectives,
7. If deemed necessary to achieve its objectives, carry out joint projects with public institutions and organizations in areas within their jurisdiction.

**Article 4-** The association may open representatives in places deemed appropriate by the Board of Directors within the country, become a member of federations, and participate in all kinds of platforms and similar formations. It may cooperate with associations, foundations, and civil society organizations abroad that operate for the same purpose.

## **PART II: MEMBERSHIP CONDITIONS**

**Article 5-** To become a member and maintain this qualification, the following conditions must be met: a) To work in fields of mass communication such as communication, media, advertising, public relations, to publish, or to be an educational staff member in educational institutions on this subject. b) To be over eighteen years old, c) Not to be restricted, d) Not to be convicted of offenses such as desertion, theft, fraud, extortion, fraudulent bankruptcy, or other shameful crimes, e) Not to be performing military service,

### **ADMISSION TO MEMBERSHIP**

**Article 6-** Candidates who want to become members apply to the board of directors by filling out the application form signed by two members and with a resume attached. Membership applications are evaluated by the board of directors at the first meeting following the application and are notified to the candidate in writing within 30 days at the latest.

### **DECISION TO ACCEPT AS A MEMBER**

**Article 7-** The decision of the board of directors regarding membership is final. The decision not to accept the membership application does not have to be explained.

### **MEMBERSHIP TYPES**

**Article 8-** There are the following types of membership: a) Founding members b) Regular members c) Honorary members d) Corporate members

## **PART III ORGANS OF THE ASSOCIATION**

**Article 9-** The organs of the association are: a) General Assembly b) Board of Directors c) Audit Committee d) Honorary Board

### **GENERAL ASSEMBLY**

**Article 10-** The General Assembly is the highest decision-making body of the association. The General Assembly consists of the founding members and regular members who have the right to vote.

### **MEETINGS AND DECISION-MAKING OF THE GENERAL ASSEMBLY**

**Article 11-** The General Assembly meets once every two years. An extraordinary general assembly meeting may be held upon the decision of the board of directors or the request of the audit committee or one-fifth of the members. The agenda of the

General Assembly consists of the following items: a) Opening and election of the president and council, b) Verification of the convening of the General Assembly and the presence of a quorum, c) Reading and discussion of the annual activity report and balance sheet and the audit committee report by the president, d) Presentation and approval of the activity plan and budget for the next period, e) Discussion and decision on other matters on the agenda.

### **BOARD OF DIRECTORS**

**Article 12-** The Board of Directors consists of 7 members elected by the General Assembly for a term of 3 years.

### **Audit Committee**

**Article 13-** The audit committee consists of 3 members elected by the General Assembly for a term of 3 years.

### **HONORARY BOARD**

**Article 14-** The honorary board consists of members who have made a significant contribution to the association's purpose and have been deemed worthy of this title by the General Assembly.

This is a fairly comprehensive constitution covering everything from the establishment of the association to the structure of its organs, membership conditions, and the duties and powers of the organs. The constitution provides a framework for the management and regulation of the association's activities and specifies the rights, duties, and responsibilities of its members. Those wishing to become members must meet certain conditions, and procedures for expulsion from membership are also detailed in the constitution.

Among the organs are important structures such as the General Assembly, the Board of Directors, the Audit Committee, and the Honorary Board. The General Assembly, as the highest decision-making body of the association, has various powers ranging from amending the constitution to electing members to organs. The Board of Directors is responsible for the day-to-day affairs of the association and has extensive powers. The Audit Committee audits the association's financial affairs and accounts, while the Honorary Board acts as an arbitrator in disputes among members.

Such a detailed constitution ensures that the functioning of the association is fair and transparent and helps protect the rights of members while assisting the association in achieving its objectives.

## **DUTIES, AUTHORITIES, AND RESPONSIBILITIES OF THE GENERAL SECRETARY**

**Article 15-** The duties and authorities of the general secretary are as follows:

- Organizing the meetings of the Board of Directors, preparing the agenda for Board meetings, and taking minutes.
- Implementing the decisions of the Board of Directors and providing information about the outcomes.
- Organizing the daily activities of the association's management units, ensuring that all tasks are carried out properly, and overseeing them.
- Making preliminary preparations for the fulfillment of the tasks assigned to the Board of Directors.

The general secretary is accountable to the Board of Directors for their duties.

## **DUTIES AND AUTHORITIES OF THE GENERAL TREASURER**

**Article 16-** The duties and authorities of the treasurer are as follows:

- Managing the assets of the association in accordance with the decisions of the Board of Directors, handling financial transactions, collecting membership dues, and regulating the implementation of the budget.
- Recording financial transactions related to the association in the necessary books in accordance with the procedures, and regulating issues such as tax, insurance, and salary payments related to the association.

The general treasurer is accountable to the Board of Directors for their duties.

## **ACCREDITATION BOARD**

**Article 17-** The Communication Education Evaluation and Accreditation Board (İLEDAK) conducts the necessary work for the evaluation and accreditation of communication programs. It is referred to by the abbreviation "İLEDAK." The structure, members, and working principles of İLEDAK are determined by the regulations prepared by the ILAD Board of Directors and approved by the ILAD General Assembly. The same procedure is followed for any changes to be made in these regulations.

## **INTERNAL AUDIT METHODS - AUDIT COMMITTEE**

**Article 18-** The Audit Committee consists of three regular and three substitute members. The duties of the auditors are to inspect the transactions and accounts of the Association, examine budget books and records, and report the results to the Board of Directors. They prepare the audit report to be presented to the General

Assembly at the end of the term and provide all kinds of information to the General Assembly on this matter. Auditors may attend Board of Directors meetings as observers when deemed necessary by the Board of Directors. The Board of Directors must review and decide on audit reports at its first meeting. The Audit Committee meets with at least two members and makes decisions with two votes.

## **HONOR BOARD**

**Article 19-** The Honor Board consists of five regular and five substitute members. At its first meeting, the Board elects a chairman and a secretary from among themselves. The Board is convened by the Board of Directors or the Chairman of the Honor Board as needed and meets with a simple majority. It examines the issues presented to it by the General Assembly or the Board of Directors; it arbitrates in professional disputes among association members and matters related to professional dignity and honor.

**Article 20-** The Honor Board imposes warnings or expulsion penalties on members, depending on the severity of the incidents referred to it by the Board of Directors. Appeals against the decision of the Honor Board are resolved at the first general assembly, and the decision of the general assembly is final. This decision is implemented by the Board of Directors.

## **CHAPTER IV**

### **IV. SELECTION PROVISIONS, ELECTIONS**

**Article 21-** Members of the organs are elected by secret ballot at the General Assemblies. In case of a tie, the order is determined by drawing lots. In voting for the election of association organs, members casting votes must show their identity to the presiding board and sign next to their names on the attendance list. The lists of members are prepared by the Board of Directors based on the information in the membership register. They are posted in the General Assembly hall for announcement. Members can only serve in one organ during the same term.

### **V. FINANCIAL PROVISIONS AND BORROWING PROCEDURES REVENUES**

**Article 22-** The association's revenues are obtained from the following sources: Annual dues, donations, aid, and bequests; revenues from movable and immovable properties and the operation of rights; revenues from meetings, demonstrations, and similar activities; revenues obtained from research and publications; revenues from activities such as courses, seminars, training, program evaluation, program accreditation, publications, etc., and other ILAD activities; profits obtained from economic enterprises established, operated, and participated in by ILAD to provide the necessary funds to achieve its objectives. The borrowing of the association is decided unanimously by the Board of Directors.

**Article 23-** Members pay dues of 10 TL monthly, totaling 120 TL annually. Members can pay their dues either on a monthly basis or as an annual amount. The Board of Directors has

the authority to increase or decrease dues by 50 percent for each year. The rate of dues is announced by the Board of Directors at the beginning of the year.

## **RECORDS TO BE KEPT BY THE ASSOCIATION**

**Article 24-** The following books are kept in the association: Minute Book, Membership Register, Document Register, Operating Account Book. The mentioned books must be approved by a notary or the department of associations. Collections made on behalf of the association are made with receipt documents issued in accordance with the Regulations of Associations, and expenditures are made with expenditure documents. Cancelled receipts must be clearly marked with the reason for cancellation and signed by the treasurer. The association's accounting submits its monthly balances and annual final accounts and balances to the Board of Directors. After examining these balances and final accounts, the Board of Directors presents them to the General Assembly for approval at the end of the period. Any excess of association funds beyond daily needs is deposited in banks. To withdraw money from the bank, the signatures of two authorized members authorized by the Board of Directors are required. It is mandatory for the collection and disbursement receipts used in accounting to be signed by the authorized persons.

## **VI. AMENDMENT AND DISSOLUTION OF THE BYLAWS**

**Article 25-** The bylaws are amended by the General Assembly. In ordinary or extraordinary meetings of the association, by a vote of at least two-thirds of the attending members, amendments to the bylaws can be made. For the association to dissolve itself, the presence of at least two-thirds of the General Assembly Members is mandatory. If a quorum is not reached, members are called for a second meeting. At this call, the provision on dissolution may be discussed regardless of the number of members present. However, in such a meeting and at the end of the discussions, a decision on dissolution must be taken by a two-thirds majority vote of the members present at the meeting. Decisions regarding dissolution are reported to the governorship within five days by the General Assembly.

**Article 26-** In the event of the dissolution or liquidation of the association or its loss of legal personality in any way, all movable and immovable property, receivables, usufruct, benefit, and use rights are transferred to the Turkish Journalists Association located in Istanbul.

**Article 27-** In matters not specified in this bylaw, the provisions regarding associations in force, the Turkish Civil Code, the Regulations on Associations enacted with reference to these laws, and other relevant legislation regarding associations are applied.

**Article 28-** This bylaw, consisting of 28 articles adopted at the extraordinary bylaw congress held on May 9, 2015, enters into force immediately.