

BYLAWS OF THE TURKISH WOMEN'S LEAGUE OF AMERICA



821 UNITED NATIONS PLAZA
NEW YORK, N.Y. 10017

BYLAWS OF THE TURKISH WOMEN'S LEAGUE OF AMERICA

SECTION 1 – NAME OF THE ORGANIZATION, IT'S PLACE, GOALS AND REALIZATION

Article	1	Name of the Organization and It's Place
	2	Goals of the League
	3	Realization

SECTION II – MEMBERSHIP, ADMISSION, DETACHMENT AND DISMISSAL

Article	4	Membership
	5	Annual Fee
	6	Qualifications of the Voting Members
	7	Admission to Membership, Membership Card and Detachment from Membership
	8	Dismissal from Membership

SECTION III - ORGANS OF THE LEAGUE, THEIR DUTIES AND AUTHORITIES

Article	9	Organs of the League
	10	General Assembly
	11	Meeting of the General Assembly
	12	Call for the Meeting, Quorum, and Postponement
	13	Participating in Voting in the General Assembly
	14	Principles of the Meeting
	15	Extraordinary General Assembly Meeting
	16	Ordinary General Assembly Meeting, Duties, and Elections
	17	Board of Directors
	18	Duties and the Authorities of the Board of Directors
	18A	Extraordinary Meeting of the Board of Directors
	18B	Quorum of the Board of Directors
	19	Duties and Responsibilities of the Administrators
	20	Financial Provisions
	21	Amendments in the Bylaws
	22	General Provisions
	23	Dissolution

BYLAWS OF THE TURKISH WOMEN'S LEAGUE OF AMERICA

SECTION I - ORGANIZATIONS NAME, PLACE, GOALS AND REALIZATION

Article 1 - ORGANIZATION'S NAME AND PLACE:
 - It's founded as 'Turkish Women's League of America' with the permit number 12322 on the date of 17 September 1958 of the New York State Government and it's mentioned with the name as the 'League' in short. It's center is the city of New York in the State of New York. Its address is 821 United Nations Plaza, NY 10017. It can establish branches in other states and cities by the proposal of the Board of Directors and the approval of the general assembly. The League has all the rights stated in Article 202 and subject to all limitations of the 'the law of nonprofit organizations' of the same law or other laws of the State of New York while realizing its goals.

Article 2 THE GOALS OF THE LEAGUE:

The goals of the League

- a) - Arranging its activities, without political aims and nonprofit ways and bespreading
- b) - Promoting the Turkish language and culture and bespreading it
- c) - Coordinating the Ataturk School and providing financial support to it and applying an education program in line with Ataturk principles. Ataturk School belongs to the league and can't be transferred to any other institution or association
- d) - To enhance the social, cultural and economic conditions of the Turkish originated children and families and do the necessary work for supplying their needs
- e) - Do necessary activities to develop the friendship and understanding between the Turkish and American women and to support other such works
- f) - To publish and distribute reports, brochures and newsletters to transfer their such activities to the public and its members
- g) - To arrange meetings and seminars and other programs that will provide social and cultural benefits to its members

Article 3 -Realization

In order to actualize the goals stated in article two, the League;

- a) -Enroll members
- b) -Does all necessary agreements and legal disposals
- c) -Cannot borrow or lend Money.
- d) - Can't buy or sell real estate without the decision of the General Assembly. Can't establish all kinds of rights or remove them
- e) - Accepts donations and aids or can give donations and aids
- f) - Can establish institutions and organizations (such as summer camps and sports institutions)
- g) - Can be a member of voluntary organizations in line with its aims and work for the good of the public

SECTION II - TO BECOME A MEMBER, DETACHMENT OR DISMISSAL

Article 4 -MEMBERSHIP

There are two ways to become a member

- a) - PERMANENT MEMBER: Any Turkish woman or Turkish friend passed over the age of 18 can be a permanent member.
- b) HONORARY MEMBERSHIP: Can be given to anybody who contributes financially or morally to the League with the decision of the Board of Directors and is approved in the first meeting of the Organization. The Honorary Members are elected for one period as the other members of the Board of Directors and its possible that they are elected again. The

Honorary Members of the League of the Turkish Women's League of America who have served as presidents are naturally Honorary Members.

- Article 5** - ANNUAL SUBSCRIPTION FEE
The annual subscription fee that the members need to pay for a financial year is 25.00 Dollars. The honorary members may not pay an annual subscription fee. For the new members, the beginning annual subscription fee is 30.00 Dollars. The subscription fee is paid in January for each year and is valid for the calendar year that it's paid for. The amount of the subscription fee can be changed with the decision of the Board of Directors.
- Article 6** -THE QUALIFICATION OF THE VOTING MEMBER:
The honorary members and other members who have paid their annual subscription fees have a right to vote in the General Assembly. New members who have not been members for three months as of the date of the meeting and honorary members who have not paid the subscription fee cannot participate in voting. For the old members to vote, it is necessary that they have paid their annual subscription fee 1 month before the annual general assembly.
- Article 7** -TO BECOME A MEMBER, THE MEMBERSHIP CARD AND DETACHMENT FROM MEMBERSHIP:
a) -The membership becomes valid with the proposal of two permanent members and the acceptance of the majority of the Board of Directors with the condition that the entrance fee is paid.
b) -The membership card documents the membership; is given by the League to the members whose memberships are valid and cannot be transferred.
c) The member can be detached from the membership with a written notice anytime she wants.
- Article 8** DISMISSAL FROM MEMBERSHIP:
a) -The membership of the members who have not paid their subscription fee for 3 years as of one month before the general assembly end automatically. They are notified with a letter. Applications again are subject to new membership rules.
b) - Members who act against the aims, decisions and unity of the league or use their rights as members against their duties, upon the written complaint of the Board of Directors or at least 3 members, are sent to the disciplinary committee. If approved by the disciplinary committee, with the majority of 2/3 of the Board of Directors are dismissed from membership and cannot apply for membership for two years.

SECTION III – THE LEAGUE’S ORGANS. DUTIES AND AUTHORITIES

- Article 9** -The organs of the League are as below:
a) -GENERAL ASSEMBLY
b) -BOARD OF DIRECTORS
c) -BOARD OF AUDITORS
d) -DISCIPLINARY COMMITTEE
e) -STANDING COMMITTEES
- Article 10** -GENERAL ASSEMBLY:
The general assembly consists of permanent members who have the right to vote. The honorary members who have paid their subscription fees are considered permanent members and have the right to vote.
- Article 11** - GENERAL ASSEMBLY MEETING:
The Annual General Assembly of the Turkish Women's League of America is held every year on the second week (Saturday or Sunday) of June of every year and is called to the meeting. Elections are made once every two years, the discussion of the financial report is made every year and is absolved.

Article 12 -CALL TO MEETING, QUORUM AND POSTPONEMENT:
The previous committees transfer their duties to newly elected committees at the meeting held within two weeks following the General Assembly. The date and the place of the General Assembly is presented to all members with a priority mail at least thirty and at the most fifty days in advance to all members.

The General Assembly meeting to be held needs quorum which is one more permanent member than the half members who have the right to vote. In case there is no quorum, the date of the meeting is postponed to another date decided by the Board of Directors with the condition that it is not more than two weeks. This meeting is held even though there is no quorum and the General Assembly starts working. But this second meeting consists of at least not less than twice the number of the total of members in administration, auditing and standing committees.

Article 13 - PARTICIPATING IN VOTING IN THE GENERAL ASSEMBLY:

a) - Every member who is stated to have the qualification to vote in Article 6 has the right to vote once in the General Assembly. The member can use this right to vote personally or can use his right to vote with a Proxy that he gives to another member. Each member have only one right to vote in the General Assembly.

b) -Voting by mail – As the amendment in bylaws, in the law of associations, in cases where General Assembly decision is not required and confidentiality is not necessary, our members who don't participate in the General Assembly can inform the General Assembly within the rules and notify the General Assembly of their choice on the subjects they are notified.

Article 14 -MEETING PRINCIPLES:
The members participating in the General Assembly can get in the General Assembly by signing their names at the place where their names are written, and they throw their closed votes in a box. If there is a member who will participate on their behalf and represent them in the meeting. If there is no quorum the situation is registered with an official report. The General Assembly opens by the President or the second president. In order to conduct the meeting, with the decision of the General Assembly, with implicit or open ballot, a President and two secretaries are elected. The duty of the President, with the assistance of the two secretaries, is to ensure that the meeting is held according to the bylaw and in line with laws.

When quorum is understood that it is present, the president presents the agenda of the Board of Directors and, if necessary and there are any offers of change puts them to vote and goes on with the application of the agenda. At the end of the meeting all official reports and documents are given to the newly elected Board of Directors at least within two months.

Article 15 EXTRAORDINARY GENERAL ASSEMBLY MEETING:
With the 1/4 of the members of the General Assembly's request, 2/3 majority of the Board of Directors or the unanimous vote of the auditing committee, the General Assembly is called for a meeting. No subject other than the article of the agenda that has caused the meeting of the General assembly can be discussed in the Extraordinary General Assembly meeting.

Article 16 - THE DUTIES AND AUTHORITIES OF THE GENERAL ASSEMBLY
The General Assembly is the most authorized organ of the league and decides on the items of the agenda to be discussed by examining them. It advises the Administrators on their activities within the next working year.

- a) Every two years, the President chooses the Board of Directors, the Audit Committee and Discipline Committee members
 -ELECTION OF THE PRESIDENT: Before voting is made, roll calling is made with a a sealed vote thrown in a closed box. If there is one nominee. The voting can be done openly. If there are more than two nominees and no nominee gets unanimous vote in the first two runs, a new run is made is made between two nominees and the one who gets most of the votes is elected as the President.
- THE ELECTION OF THE BOARD OF DIRECTORS: The President presents the nominees of the Board of Directors to the General Assembly. If the General Assembly doesn't approve the nominees then for each duty, an election is made separately. This election is made openly or closely, according to the wish of the General Assembly. After that, the election of the Inspection Committee and the Discipline Committee are made in the same way.
- b) -The General Assembly examines the financial reports of the League every year and absolves them.
- c) -The General Assembly discusses the proposals, complaints and ideas that are presented to General Assembly by various committees and makes decisions on them.
- d) -Discusses the amendments to be made in the bylaw of the League and decides on them.
- e) -In extraordinary situations, discusses the proposed subject and makes a decision on them.
- e) -With the condition that 2/3 unanimous votes are provided, decides on the closing of the League.

Article 17 -THE BOARD OF DIRECTORS

The Board of Directors of the League that are elected for two years consists of the following eleven members:

President, Assistant President, General Secretary, Treasurer, Registration Secretary and six permanent members. In addition, four substitute members are elected by the General Assembly. The members of the Board of Directors cannot take more than one duty. If the permanent members of the Board of Directors don't participate consecutively more than three times, then their substitute members are called.

Article 18 -THE DUTIES AND THE AUTHORITIES OF THE BOARD OF DIRECTORS:

The Board of Directors have the full authority in determining the change in the fundamental and main rules in the bylaw of the League and in addition of new ones. The Board of Directors will never give permission and make possible that any member or a private person benefit from the income of the League. The Board of Directors has the full authority in managing and controlling the activities and the goods of the League and from time to time in spending and making payments.

The Board of Directors is the executive organ,

- a) -Does the duty is given in the bylaw of the League.
- b) -Applies the decisions of the General Assembly
- c) - Prepares the agenda items that will be presented to the General Assembly
- d) - Prepares the coming period's working program and the budget and the previous period's working program and the balance sheet.
- e) - Adds the income of the League and pays the expenses
- f) - Financially supports the Ataturk School which belong to the League, manages the school programs with the aid of the school manager. Hires the School Manager and the teachers and dismisses them.
- g) - Forms committees on various subjects and chooses their members
- h) - Determines the honorary members of the League and presents them to the General Assembly for its approval.
- i) - Chooses the representatives to be sent to Turkish American Associations' Federation and Turkish American Associations. These representatives are responsible to the Board of Directors.
- j) - Hires paid persons, if it sees is necessary to execute the usual daily works of the League.
- k) - During the time of its service, completes the General Assembly members from the substitute

- members
- l) - Can be member of the institutions which are appropriate to its aims and working for the benefit of the public and can end its such membership
- m) - Can prepare a bylaw in order to execute the inner jobs of the League.

Article 18/A - THE EXTRAORDINARY MEETING AND NOTIFYING THE MEMBERS:
The Board of Directors meets upon the call of the President or two members. The date, time and the subject of the meeting is notified to the all the members of the Board of Directors at least three days in advance of the meeting.

Article 18/B - QUORUM:
The Quorum of the Board of Directors is one more than the half of the members. If there is no quorum, the meeting is postponed.

Article 19 - ADMINATORS AND THE DUTIES AND AUTHORITIES OF THE COMMITEES

THE PRESIDENT

The President of the League who personally is present in the General Assembly and must be a member who knows English well. She is the President of all the meetings. With the condition that she abides by the rules of the Board of Directors, the President is responsible of managing the activities of the League in general. The President continuously informs the Board of Directors and cooperates with the Board of Directors in every subject. The President carries out the duties given to him by the Board of Directors. The President has the right to one vote in the meetings of the Board of Directors. But in the cases where the number of votes which are in favor and not are equal, she has a right of two votes.

ASISSTANT PRESIDENT

Must be somebody who knows English well. In the meetings where the President is not present carries out her duties. If for any reason the President withdraws, she carries out the duties of the President until the following General Assembly.

TREASURER

Keeps all the funds and the securities that is owned by the League. Collects the members subscription fees and the donations, informs the Board of Directors the list of the ones who don't pay. According to the decisions of the Board of Directors, signs the League's checks besides the president or assistant president's signatures; prepares the reports and the books that will go to the certified accountant (CPA). With the assistance of the president, presents to the General Assembly the budget of the following working period; follows the tax works and carries them out.

REGISTRATION SECRETARY

Keeps the minutes of the meetings of the Board of Directors; distributes them to the members of the Board of Directors by taking copies of the minutes.

SCHOOL MANAGER

Is chosen by the Board of Directors. Must be a licensed educator. He is responsible of the application the management of Ataturk school and the duties given to him by the Board of Directors. Is ready in all the meetings of the Board of Directors which are related to the school.

PERMANENT MEMBERS:

Participates in all the meetings of the Board of Directors. Gets duties in activities given to them by the Board of Directors.

SUBSTITUTE MEMBERS:

Vote on behalf of the members who cannot participate in the meetings with an excuse in extraordinary meetings of the Board of Directors.

AUDIT COMMISSION

Consists of three members. Controls all the minutes and the accounts of the Board of Directors every three months and informs the Board of Directors with an official report at the end of the year. During the activity year, if seen necessary, can apply to the Board of Directors and inspects the official reports and the account registrations. Can ask for a General Assembly meeting from the Board of Directors.

DISCIPLINE COMMISSION

Consists of three members. Examines the complaints brought in by the Board of Directors or signed by more than two members. Examines the complaints which are brought in due to the League's actions which are contrary to the aims and bylaw. If the complaint is due to a member, with the information it gets from the Board of Directors, if necessary, can suspend the membership until the first General Assembly. If the complaint is about the Board of Directors, as determined in other sections of the bylaw, if necessary, can propose to go to General Assembly immediately. In both situations the final decision organ is the General Assembly.

PERMANENT COMMITTEES

The Board of Directors ,related to the activity program, can form permanent committees related to education, promotion, social aid, increase in income or related to subjects it feels it needs and in these committees, at least one member of the Board of Directors takes on duty and the other members of the committee who are members or not consists of talented persons.

Article 20**-GENERAL PROVISIONS:**

The work period of fiscal year starts from June 1st and ends on May 31st.

The funds of the League could be kept in cash partially or totally or could be used as growth stocks, bonds, or other means of investment by the decision and discretion of the Board of Directors. The final decision maker on this matter is the General Assembly.

Article 21**-CHANGE IN THE BYLAW**

The change in the bylaw could be made with ordinary or extraordinary meetings of the General Assembly by the majority's decision. But the change proposal should be sent to General Assembly members 30 days prior to meetings by Board of Directors.

Article 22**-GENERAL PROVISIONS**

- a) -In the management of the League, if it's not contrary to the bylaw, the rules in 'Robert's Rules' book which consists of general parliamentary rules are applied.
- b) The seal of the Association gotten from the state of New York is kept by the President.
- c) The League is not responsible from the Board of Directors, personnel or voluntary workers that serve voluntarily persons' legal proceeding originating from their activities.

Article 23**-CANCELLATION**

- a) -In case there is a need for cancellation, the laws of the State of New York are valid.
- b) - Immovables and Money with the 2/3's of the votes of the registered members are transferred through the New York Consulate to the most appropriate institution in Turkey.
- c) -The decision about the cancellation of the League shall be informed to the highest Turkish office in the region.

THIS BYLAWS IS ACCEPTED IN THE GENERAL ASSEMBLY HELD ON THE 8TH JUNE OF 1997 BY THE WOMEN'S LEAGUE IN AMERICA AND IS PUT TO EXECUTION.

