



ZİDEK

*Association for Evaluation and Accreditation of Agricultural Engineering Educational Programs
Ziraat Fakülteleri Eğitim Programları Değerlendirme ve Akreditasyon Derneği*

ZİDEK CHARTER

2011

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ZİDEK CHARTER

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CHARTER OF THE ASSOCIATION FOR EVALUATION AND ACCREDITATION OF AGRICULTURAL ENGINEERING EDUCATIONAL PROGRAMS (ZİDEK)

ARTICLE 1-Name and Headquarters of the Association

(1) The name of the association is "Association for Evaluation and Accreditation of Agricultural Engineering Educational Programs." The abbreviated name is "ZİDEK"; hereafter, the association is referred to in the abbreviated form. The headquarters of the association are located in Ankara / Turkey, and the association has no branches elsewhere.

ARTICLE 2-Mission and Activities of the Association

(1) The mission of ZİDEK is to contribute to the enhancement of the quality of agriculture, forestry and aquaculture education in Turkey by means of accreditation, evaluation and education of Faculties of Agriculture, Forestry and Aquaculture and other agricultural education institutions.

(2) ZİDEK engages in the following activities in order to pursue its objectives:

- (a) Evaluating and accrediting agricultural, forestry and aquacultural engineering education programs and other agricultural education programs upon the request of institutions,
- (b) Selecting and training program evaluators who will participate in accreditation activities,
- (c) Providing information and training concerning program accreditation to program administrators and academic staff,
- (d) Continuously monitoring the current and future needs of the stakeholders of Faculties of Agriculture, Forestry and Aquaculture and other agricultural education programs and developing, reviewing and updating program accreditation criteria and procedures as necessary,
- (e) Organizing meetings such as courses, seminars, conferences, panels, workshops and the like on national and international levels and supporting such efforts in order to attain its objectives,
- (f) Communicating, cooperating, undertaking common projects, collaborating and making agreements with national and international associations, professional organizations and accreditation organizations that are recognized by legislations in regard to education, evaluation, and accreditation,
- (g) Conducting investigations and research and/or having them conducted to increase the efficiency of its activities and to improve them,
- (h) Obtaining all types of information, documents and publications needed for the achievement of its objectives; establishing a documentation center; creating a web page; issuing publications such as papers, periodicals and books to announce its efforts; publishing a newsletter for distribution to its members; preparing printed, visual and audio materials related to its activities; and distributing this material via mail and e-mail,
- (i) Creating an efficient working atmosphere for the fulfillment of its objectives, supplying any technical tools and equipment, furniture and stationary supplies,
- (j) Acquiring the necessary permits and engaging in fund-raising activities according to the procedures set by the Donation Collection Code No. 2860, and accepting both national and international donations,
- (k) Engaging in economic, commercial and industrial activities in accordance with legal regulations concerning associations in order to gain the revenues needed for the attainment of its objectives,
- (l) Purchasing, selling, leasing, and letting moveable assets and real estate and instituting right *in rem* on real estate needed for its activities in its field,
- (m) If considered necessary for attaining its objectives, establishing federations or joining an already established federation, having received the necessary permits, establishing facilities which associations are allowed to establish, establishing foundation unions with a portion of its property,

- (n) If considered necessary for the attainment of its objectives, engaging in common projects with public organizations and institutions related to matters within the scope of its activities, according to the Code on the Relations of Associations and Foundations with Public Institutions and Organizations No. 5072,
- (o) Creating common platforms with other associations, foundations, labor unions, unions and similar NGOs in order to attain common goals related to its objectives, in relevant fields which are not prohibited under the relevant law.

ARTICLE 3-Membership Terms and Admission

- (1) Upon the decision of the Executive Board, the following can be members of ZİDEK:
 - (a) Active faculty members or lecturers in faculties of agriculture, forestry and aquaculture or other agricultural education institutions who can contribute to ZİDEK's objectives,
 - (b) Any real person / public or private legal entity with objectives and activities supporting ZİDEK's objectives
- (2) Applications are conducted in written form.

ARTICLE 4-Inactive Membership

If a ZİDEK member becomes President or Vice President in a university or if a person in one of these positions becomes a member of ZİDEK, his/her ZİDEK membership shall be automatically inactivated throughout the period of such positions in order to prevent any conflict of interests. Any person whose membership is inactivated may not exercise any membership rights under ZİDEK, cannot serve at ZİDEK boards, and does not pay annual membership fee.

ARTICLE 5-Termination of Membership

- (1) Members may terminate their ZİDEK membership any time by resigning in writing. As soon as the Executive Board receives the petition for resignation, the termination shall be considered final.
- (2) Membership termination does not terminate any accumulated debts of the member to the association
- (3) No debt collection shall be pursued in case of termination due to death

ARTICLE 6-Dismissal from Membership

- (1) The ZİDEK membership of persons no longer eligible under the terms of law and this charter shall be terminated upon the decision of the Executive Board. Cases for membership dismissal are as follows:
 - (a) Acting in conflict with the ZİDEK Charter,
 - (b) Not paying the membership fee within one year regardless of written warnings,
 - (c) Not acting in concert with the decisions made by ZİDEK's bodies,
 - (d) Losing the conditions of membership stated in Article 3.

ARTICLE 7-Governing Bodies

- (1) ZİDEK's governing bodies are as follows:
 - (a) General Assembly
 - (b) Executive Board,
 - (c) Auditing Board,
- (2) New bodies can be created in order to perform ZİDEK's activities upon the suggestion of the Executive Board and the approval of the General Assembly

ARTICLE 8-General Assembly

- (1) The General Assembly is the highest authorized decision-making body of ZIDEK and consists of all members registered with ZIDEK.
- (2) Ordinary General Assembly meeting usually takes place every June, at a date, place and time to be determined by the Executive Board
- (3) Corporate members inform the Chair of the Executive Board about their representatives to the General Assembly no later than the beginning of May of the same year of the General Assembly, by submitting the necessary letters of authorization.

ARTICLE 9-Call and Quorum for the General Assembly

- (1) The Executive Board issues a list of the members who are entitled to attend the General Assembly. Members entitled to attend the General Assembly are invited to the assembly by the Executive Board, by announcing in printed, written or electronic form the date, time, place and agenda, not later than fifteen days in advance. This invitation also specifies the date, time and place for the second assembly in case the quorum is not reached during the first assembly. The period between the first and the second assembly cannot be less than seven days and more than sixty days.
- (2) If the meeting is postponed for a reason other than failure to reach the quorum, the reason for postponement is also announced to the members in accordance with the invitation procedures for the first assembly, and an invitation is issued for the second assembly. The second assembly should be held no later than six months as of the date of postponement. The General Assembly may not be postponed more than once.
- (3) General Assembly is held if one plus half the number of members entitled to attend are present, and in case of charter changes or the dissolution of ZIDEK if two-thirds of the members are present; in case the assembly is postponed due to failure to reach the quorum, quorum shall not be sought in the second assembly. However, the number of members attending the second assembly may not be less than twice the number of the principal members of the Executive Board and the Auditing Board.

ARTICLE 10-Meeting Principles for the General Assembly

- (1) Members wishing to attend the General Assembly may access the assembly after signing next to their names on the "List of General Assembly Members" issued by the Executive Board.
- (2) If the assembly quorum is reached, this is recorded in the minutes, and the assembly is opened by the Chair of the Executive Board, or any member of the Executive Board appointed by the chair. In the case quorum is not reached, the Executive Board shall note this in the minutes.
- (3) After opening the assembly, a chairing committee consisting of chair, vice chair and clerk is appointed from members outside of the Executive Board and the Auditing Board in order to manage the meeting
- (4) The chair of the committee is in charge of ensuring peace and order during the assembly meeting. The draft agenda of the General Assembly is issued by the Executive Board. The chairing committee opens the draft agenda to discussions and finalizes it through voting by taking into consideration the suggestions for amendments received from the attending members.
- (5) Each member representing herself/himself or a corporate member has one vote in the General Assembly; this vote has to be cast in person.
- (6) During the General Assembly, the election of the Executive Board and the Auditing Board should take place by secret ballot; other resolutions shall be made by open ballot unless a decision is made otherwise. Members cast secret votes on a sealed paper or ballot, which are collected in an empty container. The chair of the committee ensures that ballots are counted openly after the voting process is completed. In a vote by open ballot, the chair of the committee shall determine the method to be used.

(7) Issues addressed and resolutions made during the assembly are recorded in the minutes, which shall be signed by the committee. At the end of the assembly, the minutes and other documents are delivered to the Chair of the Executive Board. The Chair of the Executive Board is responsible for safe-keeping this documentation and delivering it to the new Executive Board within seven days.

ARTICLE 11-Extraordinary General Assembly

(1) In cases deemed necessary by the Executive Board or the Auditing Board, or upon the demand of one-fifth of ZİDEK's members in writing, the Executive Board shall call for a General Assembly within thirty days.

(2) If the Executive Board fails to call for General Assembly within thirty days in spite of the written demand of one-fifth of ZİDEK's members, the magistrate judge upon the demand of any member shall appoint three members to call for General Assembly.

ARTICLE 12-Duties and Powers of the General Assembly

(1) The duties and powers of the General Assembly are as follows:

- (a) Making necessary decisions within the purview of the laws and provisions of the charter,
- (b) Discussing and approving the task schedule, budget, income and expense schedules of the following period,
- (c) Determining the admission fee and annual membership fee to be paid by the members,
- (d) Discussing and approving the activity report of the Executive Board, the balance sheet, income and expense statements, and the report of the Auditing Board of the previous period, as well as acquitting the Executive Board of its responsibilities,
- (e) Electing the principal and substitute members of the Executive Board and the Auditing Board for the following task period in a vote by secret ballot,
- (f) Discussing and resolving the suggestions of the Executive Board for amendments to the charter,
- (g) Making decisions about the regulations and new board suggestions prepared and submitted by the Executive Board,
- (h) Authorizing the Executive Board to purchase real estate needed by ZİDEK or to sell existing real estate,
- (i) Making decisions regarding the suggestions of the Executive Board related to ZİDEK's international activities, the entering into or termination of membership to national or international organizations and the cooperation with such institutions, as well as authorizing the Executive Board to act in this matter,
- (j) Making decisions regarding the establishment of partnerships, economic, commercial or industrial enterprises, funds or foundations, or joining those already established or to be established,
- (k) Determining the principles to be followed by the Executive Board when deciding on any payments, travel allowances and compensations for services to ZİDEK as well as authorizing the Executive Board for these purposes.
- (l) Making decisions regarding the dissolution of ZİDEK and the distribution of its property,
- (m) Examining and making due decisions about any other suggestions by the Executive Board on any other relevant issue.

ARTICLE 13-Executive Board

(1) The Executive Board consists of five principal and five substitute members elected in a vote by secret ballot in the General Assembly, for a period of two years. In case the position of a principal member becomes vacant, the substitute members are asked to replace them in the order of the highest number of votes they received in the vote by secret ballot in the General Assembly.

(2) The Executive Board works on a voluntary basis. Members do not receive any compensation for their membership to the Executive Board, or for attending meetings of the Executive Board. However, any expenses which members make for any activity related to the association, to which they have been appointed, shall be covered from the budget of the association as long as the expenses are submitted.

ARTICLE 14-Operational Principles of the Executive Board

(1) A meeting of the Executive Board begins and continues with the attendance of a minimum of three members; decisions are made by majority vote.

(2) The Executive Board meets at least twice annually and may also be called by the Chair of the Executive Board to meet whenever necessary.

(3) The Executive Board begins to operate by electing a chair, vice chair, treasurer and secretary during the first meeting following the election of the board members.

(4) A member who fails to attend three successive meetings without excuse shall be considered as having resigned.

ARTICLE 15-Duties and Powers of the Executive Board

(1) The duties and powers of the Executive Board are as follows:

- (a) Transparently acting, making and implementing decisions as required by law and the provisions of the charter,
- (b) Implementing the decisions made by the General Assembly,;
- (c) Representing MÜDEK through the chair, or authorizing members to represent when needed,
- (d) Preparing, submitting for the approval of the General Assembly and implementing task schedules, budgets and income and expense schedules for specific task periods,
- (e) Undertaking the necessary examinations and making decisions regarding the dismissal of individual and corporate members from membership,;
- (f) Determining the time, date, place and agenda for the General Assembly and informing members about these,
- (g) Preparing and submitting to the General Assembly the task report, income and expense schedules of the past task period,
- (h) Making suggestions on and submitting for the approval of the General Assembly the creation of new consulting boards, committees and task groups and their work principles and legislations, to operate in ZİDEK activities whenever considered necessary,
- (i) Preparing and submitting for the approval of the General Assembly the regulations that define the operational principles of ZİDEK and the structure, members and operational principles of the Agricultural Engineering Programs Accreditation Board (ZAK), and, when needed, the amendments to these regulations, by taking due action after collecting the opinions of ZAK and other relevant parties,
- (j) Preparing, amending, and cancelling the directives considered necessary by ZİDEK regulations after collecting the opinions of ZAK and other relevant parties as necessary,
- (k) Appointing staff and consultants who will conduct the managerial and financial affairs of ZİDEK, determining the remuneration for such persons, and dismissing them when required,
- (l) Preparing and submitting for the approval of the General Assembly suggestions for cooperation with national and international organizations pursuing purposes parallel to MÜDEK's, and planning and performing such activities after the General Assembly grants authorization,

- (m) Taking actions for the amendment of the ZIDEK charter and submitting these amendments for the approval of the General Assembly, whenever considered necessary,
- (n) Making decisions regarding objections to the transactions of ZIDEK's bodies,
- (o) Determining candidates for the creation of necessary bodies and supervising their election.

ARTICLE 16-Auditing Board

- (1) Auditing Board consists of three principal and three substitute members elected in a vote by secret ballot in the General Assembly, for a period of two years.
- (2) A member who fails to attend three successive meetings without excuse shall be considered as having resigned.
- (3) In case the position of a principal member becomes vacant, the substitute members are asked to replace them in the order of the highest number of votes they received in the General Assembly.
- (4) The Auditing Board appoints a chair during the initial meeting and informs the Executive Board to this effect in writing.
- (5) The Auditing Board meets with all members present and makes decisions by majority vote.
- (6) The powers and duties of the Auditing Board are as follows:
 - (a) Inspecting at least once a year and reporting to the Executive Board in writing whether ZIDEK engages in activities according to the purposes set out in the charter and in the activity fields defined for attaining such purposes, and whether the books, accounts and records are kept in accordance with the law and legislation,
 - (b) Attending the meetings of the Executive Board, without voting rights, whenever considered necessary or whenever called in order to share opinions and thoughts ,
 - (c) Submitting inspection results to the General Assembly as a report signed by all members.

ARTICLE 17-Agricultural Engineering Programs Accreditation Board (ZAK)

The Agricultural Engineering Programs Accreditation Board takes the necessary actions for the evaluation and accreditation of agricultural, forestry and aquacultural engineering programs in Faculties of Agriculture, Forestry and Aquaculture. Its abbreviated name is "ZAK". ZAK's structure, members and operational principles are determined by the regulations issued by the Executive Board, which will be approved by the General Assembly. Any amendments to these regulations shall also be subject to the same procedure.

ARTICLE 18-Revenues

- (1) ZIDEK's sources of revenue are as follows:
 - (a) Admission fees and annual subscription fees to be collected from individual and corporate members (determined by the General Assembly each year),
 - (b) Donations of goods and money,
 - (c) Savings interests, repos, treasury bonds, and revenues on similar assets,
 - (d) Lease and other types of income from moveable assets and real estate,
 - (e) Revenues from activities such as courses, seminars, trainings, program evaluation, program accreditation, publications, projects, consulting etc. and other ZIDEK activities.
 - (f) Revenues from economic, commercial and industrial enterprises that ZIDEK establishes or of which it becomes a shareholder in order to attain its objectives.
 - (g) Other revenues permitted under the relevant law.
- (2) The Executive Board is authorized to undertake any activities to be organized in order to generate revenue for ZIDEK. Such revenue may only be collected against the receipts issued according to the Income Code. Persons who pay and collect shall have their identification and signatures specified on the receipt. The Executive Board may decide to authorize one or more of the members individually or jointly to collect income, make withdrawals from ZIDEK's bank accounts and the like. In this case, the remaining members of the Executive Board shall not be released from legal liability.

ARTICLE 19-Internal Auditing

(1) Internal auditing may be provided either by the General Assembly, the Executive Board or the Auditing Board of ZİDEK, or by independent audit organizations employed for this purpose.

(2) The fact that an audit was undertaken by the General Assembly, the Executive Board or an independent audit organization does not release the Auditing Board from its liability.

ARTICLE 20-Principles for Assuming Debt for the Association

(1) ZİDEK may assume debts upon the decision of the Executive Board when required for attaining its purposes or performing its activities. Debt may be assumed for purchasing goods and services for credit or cash. However, this debt may not be of an amount beyond the capacity of ZİDEK's income sources and may not cause difficulty of payment for ZİDEK; also, the debt assumed may not exceed half of the revenue budget approved by the General Assembly or extend into new task periods.

(2) The Executive Board may assume larger debts for a project upon the General Assembly's decision.

ARTICLE 21-Dissolution of the Association and Its Properties

(1) ZİDEK's General Assembly may decide the dissolution of ZİDEK at any time. The majority needed for dissolution to be discussed during a General Assembly is two-thirds of ZİDEK's members holding the right to vote in the General Assembly. In case the assembly is postponed due to failure to reach this number of members, this number shall not be sought in the second assembly. However, the number of members attending such an assembly may not be smaller than twice the number of the principal members of the Executive Board and the Auditing Board.

(2) The majority needed to decide the dissolution is two-thirds of the votes of the attending members.

(3) The vote to decide ZİDEK's dissolution is based on an open ballot in the General Assembly.

(4) When the General Assembly reaches the decision to dissolve ZİDEK, the dissolution shall be implemented by the dissolution committee consisting of the members of the last Executive Board. Dissolution shall begin after the date of the General Assembly's decision regarding dissolution, or the date when the automatic expiration is finalized.

(4) During the dissolution process, all the actions shall include the phrase "Association for Evaluation and Accreditation of Agricultural Engineering Educational Programs in the process of dissolution" in ZİDEK's title.

(5) The dissolution board shall be charged with and authorized to complete all actions for the dissolution of ZİDEK's financial assets, properties and rights according to the relevant laws. This board shall first audit the association's accounts. During the audit, the association's books, receipts, expense documentation, title deeds, bank records and other documentation are determined and its assets and liabilities recorded in the minutes. During the dissolution, the association's creditors are called upon and the properties, if any, cashed and paid out to the creditors.

(6) If the association has receivables, then such receivables are collected. The money remaining after the receivables have been collected and the liabilities paid shall be transferred as determined by the General Assembly.

(7) If the transfer address has not been specified by the General Assembly, then the transfer should be made to an association with headquarters in Ankara which has a purpose closest to that of ZİDEK and which has the most number of members on ZİDEK's date of dissolution.

(8) All actions related to the dissolution shall be recorded in the dissolution minutes; dissolution actions are to be completed within three months, excluding any additional period provided by the local authorities based on valid grounds.

(9) After the dissolution and transfer of the assets, properties and rights of the association have been completed, the dissolution committee shall, in the form of a letter, inform the local authority of the association headquarters' location about ZİDEK's dissolution within seven days; the dissolution minutes shall be attached to this letter.

(10) The last Executive Board acting as dissolution board has the obligation to safe-keep the association's books and documentation. This task can also be assigned to a member of the Executive Board. The period for keeping the books and documentation is five years.

ARTICLE 22-Lack of Provisions

(1) Any matters not stipulated herein shall be subject to the provisions of the Associations Code, the Turkish Civil Code, the Associations Regulations based thereupon, and the provisions regarding associations found in any other relevant law.

ARTICLE 23-Amendments to the Charter

(1) Amendments to this charter can be made with the approval of the General Assembly. Amendment proposals may be made either by decision of the Executive Board, or in ordinary General Assembly meetings, they may be added to the meeting agenda upon the written petition of one-fifth of the total number of members and with one more than half of the votes of members in attendance.

(2) In order to make any amendments to this charter in the General Assembly, the number of members necessary to make an amendment must be present at the meeting.

(3) The number of votes needed to make an amendment to the charter is two-thirds of the attending members who hold voting rights.

PROVISIONAL ARTICLE 1-

(1) The provisional admission fee is 100 TL and the annual membership fee is 100 TL for all individual and corporate members until the first General Assembly is convened. This charter consists of 23 articles and 1 provisional article