

## AOPA Turkiye – Constitution and Bylaws

**Article 1 - Name and Headquarters of the Association:** The name of the association is "AOPA-Turkey, Aircraft Owners and Pilots Association." The headquarters of the association is located at Postane mh.Çınarlı sk.no:61, Tuzla – İstanbul. The colors of AOPA-Turkey, Aircraft Owners and Pilots Association are Black-Red-White. The term "aircraft" in the association's name refers to any type of aircraft used by a pilot. The name of the association cannot be changed, and proposals for changes are not allowed.

**Article 2 - Purpose of the Association, Scope of Activities, and Areas and Methods of Work Pursued by the Association to Achieve this Purpose:** The association operates with the aim of promoting General Aviation flights at national and international levels, facilitating and popularizing aircraft ownership and General Aviation. The scope of activities includes aviation activities within the definition of General Aviation (excluding Commercial Aviation). In line with this purpose, the association carries out the following activities: A. Protecting, developing, and representing the rights of its members in the General Aviation sector, B. Encouraging the personal development and use of General Aviation aircraft for personal and business travel purposes, facilitating the international movement of aircraft for peaceful purposes, C. Participating in regional divisions, commissions, committees, and council meetings of the International Civil Aviation Organization (ICAO) to present views on General Aviation issues and protect interests, D. Promoting the development of airports, airparks, navigation systems, meteorological reporting, communication, and other facilities to support and benefit General Aviation use, E. Collaborating and coordinating with relevant public and private institutions and organizations to promote flight safety and flight economy in General Aviation, F. Undertaking activities to ensure that laws, regulations, directives, and rules of public authorities are regulated in a way that supports and benefits General Aviation, G. Providing support, advice, information, and facilities for flight planning, during flight and after flight to its members, and offering discounted goods and services related to aviation, H. Carrying out joint projects with public institutions and organizations in areas within their jurisdiction, as deemed necessary for the realization of the purpose, while reserving the provisions of Law No. 5072 on the Relations of Associations and Foundations with Public Institutions and Organizations, I. Opening representative offices in necessary locations, J. Establishing platforms with other associations or foundations, unions, and similar civil society organizations to achieve a common goal in areas related to the purpose of the association.

**Right to Membership and Membership Procedures:** Article 3 - Any person who has legal capacity, adopts the objectives and principles of the association, and is eligible under the legislation can become a member of the association if they meet one of the following conditions: A. Having a valid pilot license, B. Owning an aircraft. Foreign individuals must also have the right of residence in Turkey to become members. This condition does not apply to honorary membership. Membership application, made in writing to the association presidency, is decided upon acceptance or rejection within a maximum of thirty days by the association's board of directors, and the result is notified to the applicant in writing or by email. The accepted member is recorded in a register kept for this purpose. The regular members of the association are the founders of the association and individuals or legal entities admitted to membership by the board of directors upon application. Individuals who have provided significant financial and moral support to the association may be accepted as honorary members by the decision of the board of directors.

**Resignation Article 4 -** Each member has the right to resign from the association by notifying in writing. The process of leaving is considered completed as soon as the member's resignation letter

reaches the board of directors. Resignation from membership does not relieve the member of any accumulated debts to the association.

Expulsion from Membership Article 5 - Cases requiring expulsion from association membership:

1. Behaving contrary to the association's bylaws.
2. Failing to pay membership dues within three months despite written warnings.
3. Failing to comply with decisions made by association bodies.
4. Losing the qualifications for membership.

In case one of the mentioned situations is determined, expulsion from membership is carried out by a decision of the board of directors. Those who resign or are expelled from the association are removed from the membership registry and cannot claim any rights to the association's assets.

Association Bodies Article 6 - The association's bodies are listed below:

1. General assembly.
2. Board of directors.
3. Audit committee.

Formation, Meeting Time, Notice, and Meeting Procedure of the General Assembly Article 7 - The general assembly is the most authoritative decision-making body of the association and consists of registered members of the association. The ordinary general assembly meets every three years within the last two months of the year, on a date, place, and time determined by the board of directors. The general assembly is called to the meeting by the board of directors. If the board of directors fails to call for the general assembly meeting, upon the application of one of the members, the reconciliation judge assigns three members to convene the general assembly. Extraordinary general assembly meetings are held within thirty days upon the request of the board of directors or the audit committee or upon the written request of one-fifth of the association members. Notice Procedure The board of directors prepares a list of members who have the right to attend the general assembly according to the association's bylaws. Members with the right to attend the general assembly are called to the meeting by being announced at least fifteen (15) days in advance in one newspaper or on the association's website, by written notification, by sending a message to the member's email address or contact number provided by the member, or by using local media. In this notice, if the meeting cannot be held due to a lack of quorum, the date, time, and place of the second meeting are also specified. The period between the first and second meetings cannot be less than seven days or more than sixty days. If the meeting is postponed for a reason other than the lack of quorum, this situation is announced to the members in accordance with the notice procedure for the first meeting, stating the reasons for the postponement. The second meeting must be held within a maximum of six months from the date of postponement. Members are called to the second meeting again in accordance with the principles specified in the first paragraph. The general assembly meeting cannot be postponed more than once. Meeting Procedure The general assembly is convened with the presence of a simple majority of members entitled to attend; however, for amendments to the bylaws and decisions regarding the dissolution of the association, the presence of two-thirds of the members is required, and no quorum is required for the second meeting in case the quorum cannot be achieved in the first 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 the audit committee. The list of members entitled to attend the general assembly is kept available at

the meeting place. The official identity documents of the members entering the meeting place are checked by the board of directors or the officials designated by the board of directors. Members enter the meeting place by signing their names next to their names in the list

If the quorum for the meeting is reached, the situation is recorded in a minutes document and the meeting is opened by the chairman of the board of directors or one of the designated board members. If the quorum for the meeting is not reached, a minutes document is prepared by the board of directors. After the opening, a presiding officer, an adequate number of vice-presidents, and a secretary are elected to form the presidium to manage the meeting.

In voting for the election of association bodies, members who cast their votes are required to show their identification to the presidium and sign their names next to their names on the attendance list.

The management and security of the meeting are the responsibility of the presiding officer. Only the agenda items are discussed at the general assembly. However, it is mandatory to include in the agenda the topics requested in writing by one-tenth of the members present at the meeting.

Each member has one voting right at the general assembly; the member can personally use the vote or delegate it to another person. A person can vote on behalf of only one person by proxy. Honorary members can attend general assembly meetings but cannot vote. In the case of a legal entity being a member, the chairman of the board of directors of the legal entity or the person authorized by representation exercises the voting right.

The matters discussed and the decisions taken at the meeting are recorded in a minutes document and co-signed by the presiding officer and the secretaries. At the end of the meeting, the minutes and other documents are handed over to the chairman of the board of directors. The chairman of the board of directors is responsible for the safekeeping of these documents and for delivering them to the newly elected board of directors within seven days.

Procedures for Voting and Decision Making at the General Assembly Article 8 - Unless otherwise decided, voting at the general assembly is conducted openly. In open voting, the method specified by the chairman of the general assembly is applied.

In the case of a secret ballot, sealed papers or ballot papers provided by the chairman of the meeting are placed in an empty container by the members, and after the voting is completed, the votes are counted openly to determine the result.

General assembly decisions are made by a simple majority of the members present at the meeting. However, amendments to the articles of association and decisions on the dissolution of the association can only be made with a two-thirds majority of the members present at the meeting.

Decisions Taken without a Meeting or a Call Decisions taken by the participation of all members in writing or electronically, as well as decisions taken by the entire members of the association without complying with the call procedure specified in this bylaw, are valid. However, such decision-making does not substitute for regular meetings. Annual financial general assemblies can be held in this manner and can determine the membership fees and annual dues to be applied from the following date.

Duties and Powers of the General Assembly Article 9 - The following matters are discussed and decided upon by the general assembly:

1. Election of association organs,
2. Amendment of the association's bylaws,
3. Discussion of the reports of the management and supervisory boards and discharge of the management board,
4. Discussion and approval, either as is or with modifications, of the budget prepared by the management board,
5. Granting authority to the management board regarding the purchase or sale of immovable properties required for the association,
6. Examination and approval, either as is or with modifications, of the regulations prepared by the management board concerning the activities of the association,
7. Determination of the salaries of the non-public officials serving as the president and members of the association's management and supervisory boards, as well as allowances, travel expenses, and compensation of any kind, and determination of the daily allowances and travel amounts to be given to members assigned for association services,
8. Deciding on the association's participation in or withdrawal from a federation,
9. Participation in international activities, becoming a member of or withdrawing from associations and organizations abroad,
10. Establishment of a foundation by the association,
11. Dissolution of the association,
12. Examination and decision-making on other proposals of the management board,
13. Fulfillment of other duties stipulated by the legislation to be carried out by the general assembly.

The general assembly supervises other organs of the association and can dismiss them for justifiable reasons. The general assembly makes the final decision on membership acceptance and termination. As the highest authority of the association, it performs tasks and exercises powers that have not been delegated to any other organ of the association.

Composition, Duties, and Powers of the Management Board Article 10 - The management board is elected by the general assembly with seven principal members and five alternate members. The management board, in its first meeting following the election, determines the division of tasks by a decision and appoints the president, vice president, general secretary, accounting member, and member responsible for social and cultural affairs. The management board can be convened at any time, provided that all members are notified. The management board meets with the presence of at least four members. Decisions are made by a simple majority of the members attending the meeting. In case of resignation or other reasons causing a vacancy in the principal membership of the management board, the alternate members are called upon to serve in order of the votes received in the general assembly. Duties and Powers of the Management Board The management board fulfills the following matters:

1. Representing the association or authorizing one or more of its members for this purpose,

2. Managing income and expenditure accounts, preparing and presenting the annual or upcoming budget to the general assembly,
3. Preparing instructions for the establishment of general principles regarding the association's general aviation activities,
4. Preparing regulations regarding the association's activities and submitting them for approval by the general assembly,
5. Purchasing immovable properties, selling movable and immovable properties owned by the association, constructing buildings or facilities, entering into lease agreements, establishing mortgages, liens, or other rights in favor of the association, within the authority granted by the general assembly,
6. Ensuring the establishment of representative offices in necessary locations,
7. Implementing decisions taken by the general assembly,
8. Preparing the financial statements or balance sheet and income statement of the association at the end of each fiscal year, along with a report explaining the activities of the management board, and presenting them to the general assembly when convened,
9. Ensuring the implementation of the budget,
10. Making decisions on the admission or termination of membership and handling objections,

#### Article 11 - President of the Board of Directors

Duties and Authorities: As the President of the Board of Directors, they represent the AOPA-TURKEY, Aircraft Owners and Pilots Association. a) The President of the Board of Directors represents the legal personality of the association and presides over the Board of Directors. b) They establish and regulate relationships with government agencies, organizations, institutions, and the federation to which the association is affiliated. c) They regulate relationships among association members, resolve disputes, and promote unity and solidarity. d) They ensure the organization, supervision, and direction of all services and activities within the scope of the association's field of operation. e) They co-sign correspondence related to the implementation of Board of Directors decisions, together with the Secretary-General or other Board Members. They represent and bind the association in accordance with the decisions, using the powers granted by the bylaws. f) They ensure that proposals, decisions, implementations, and completion information regarding all activities within the scope of the association's activities and responsibilities are carried out in accordance with the bylaws. g) They provide a copy of the documents related to their work to the member responsible for social, cultural affairs, and archives. h) In necessary cases, within the limits of the bylaws and primary responsibilities, they may assign new tasks to the Board of Directors members to ensure the continuity of the association's operations.

Article 12 - Vice President of the Board of Directors a) In the absence of the President of the Board, they represent the association in that capacity. They prepare the agenda for Board of Directors meetings and inform the President and Board Members. b) With the approval of the President of the Board, they follow current news and activities in social, cultural, economic, and other areas related to the association, as well as joint activities with other associations. They make decisions regarding

participation and inform the President of the Board. They ensure their publication and follow-up by the Secretary-General. c) They receive, review, and control information, documents, and materials related to activities carried out by the Secretary-General and inform the President of the Board. d) After the General Secretary's preparation and submission of decisions taken by the Board, they ensure that they are communicated to the members. e) They present new membership applications to the Board of Directors for decision-making. f) They obtain the necessary permissions from the federation or official institutions regarding correspondence documents received from the General Secretary. g) They prepare contracts related to commercial relations with legal and private institutions and organizations concerning activities carried out on behalf of the association, while taking into account the legal regulations and the interests of the association. They submit these contracts to the Board of Directors. h) They ensure that ordinary and extraordinary General Assembly meetings are held in accordance with the Legal Regulations and Bylaws, and carry out related activities on behalf of the Board of Directors. i) They provide a copy of the documents related to their work to the member responsible for social and cultural affairs. j) Within the scope of their duties and responsibilities, as required, they perform similar tasks assigned by the President of the Board.

Article 13 - Secretary a) The Secretary records the decisions made by the Board of Directors in the minute book, follows up on their implementation, prepares the decisions that need to be announced, and forwards them to the Vice President for communication to the members. If necessary, the Secretary carries out information sharing based on the authority granted to the Vice President. b) The Secretary registers the membership applications approved by the Board of Directors in the membership register. They prepare the acceptance letters for membership applications in accordance with Article 3 of the Association Bylaws and deliver them to the relevant individuals. c) In accordance with the rules determined by relevant ministries, directorates-general, and specifically the Directorate General of Civil Aviation for social, cultural, or aviation-related activities, the Secretary prepares the annual or special activity program and presents it to the Board of Directors. They prepare correspondence related to obtaining necessary permits from official institutions and transmit it to the Vice President. d) The Secretary announces the activities specified in the activity program, ensures that participants are informed, coordinates the necessary arrangements, and disseminates the information. They keep the President of the Board of Directors and the Vice President informed. e) The Secretary handles the tracking and record-keeping of pilot licenses. f) They organize the aviation arrangements for the activities, prepare participation forms, gather participant information, process payments, and share the information and documents with the Chief Accountant member. g) They share the inventory of all information generated after the completion of the event with the Vice President. h) The Secretary manages social media platforms such as Twitter, Instagram, Facebook, and similar accounts, ensuring the publication of appropriate news and photos, and removing them when necessary. They share the information with the Vice President. i) They manage the Association's email account, create participation lists for activities, establish communication with initial participants, record necessary phone and email addresses in the system to ensure healthy and centralized information sharing. They share the information with the Vice President and the Board of Directors. j) Within the scope of their duties and responsibilities, the Secretary performs other similar tasks assigned by the President of the Board of Directors as needed.

Article 14 - Treasurer a) The Treasurer is responsible for the financial affairs of the Association, keeping accounting records in accordance with legal principles, implementing and monitoring the budget. b) They manage the income and expenses related to all activities of the Association, including weekly activities, athlete licenses, membership registration and monthly payments, and

donations made to the Association. They obtain existing records and documents from the individuals responsible for the activities. c) The Treasurer ensures the collection and monitoring of membership fees. Regarding unpaid fees within the specified period, they issue necessary warnings and carry out the necessary follow-up according to the decisions of the Board of Directors. They inform the President of the Board of Directors and the Vice President. d) They manage the relations with individuals granted the "Authorization Certificate" as stated in Annex-19 of the Regulations on Associations. e) They monitor the creation of documents, receipts, forms, and continuous forms mentioned in Annex-17, Annex-13, and Annex-15 of the Regulations on Associations. f) At the end of each fiscal year, they prepare the balance sheet and income-expense statement and present them to the Audit Committee. g) They are responsible for the management of all commercial transactions approved by the General Assembly on behalf of the Board of Directors. h) They provide a copy of the documents related to their work to the member responsible for social, cultural affairs, and archives. i) Within the scope of their duties and responsibilities, the Treasurer performs other similar tasks assigned by the President of the Board of Directors as needed.

#### Article 15 - Member in Charge of Social and Cultural Affairs

a) Carries out the necessary work for the successful implementation of aviation activities and presents relevant reports to the Board of Directors. b) Determines the members who will participate in the activities, prepares programs, and monitors their implementation, reporting to the board of directors. c) Supervises the licensing procedures of pilots and monitors the renewal processes, sharing them with the treasurer. d) Ensures the maintenance of detailed records of all participating pilots' information, reports related to the activities, participant schedules, and summaries. e) Plans and presents social, cultural, and flight safety training activities for association members, ensuring their follow-up. f) Is responsible for the preservation and monitoring of all materials and equipment related to association activities. Maintains inventory records of the association's real estate and other assets, reporting to both the treasurer and the general secretary. g) Organizes activities such as tea and dinner meetings, trips and entertainment, representations, concerts, sports competitions, and conferences organized by the association. h) Ensures the preservation and continuity of all written, visual, and digital materials and records related to association activities. Is responsible on behalf of the board of directors for transferring the association's memory to future generations. i) Carries out the documentation, monitoring, and sharing, when requested, of any documents and information received from the chairman of the board, vice chairman, general secretary, and treasurer. j) Performs other similar tasks assigned by the chairman of the board, as necessary and within the scope of responsibilities.

Formation, Duties, and Authorities of the Audit Board Article 16 - The audit board is elected by the general assembly with three principal and three alternate members. In the event of a vacancy in the principal membership of the audit board due to resignation or other reasons, the alternate members shall be called to duty in the order of their votes received in the general assembly. Duties and Authorities of the Audit Board The audit board examines whether the association operates in accordance with the working areas specified in its bylaws and intended for the realization of its purpose, whether the books, accounts, and records are kept in accordance with the legislation and the association's bylaws, and carries out periodic audits, not exceeding one year, in accordance with the principles and procedures determined in the association's bylaws, and submits the audit results as a report to the board of directors and, when convened, to the general assembly. The audit board convenes the general assembly when necessary.

Sources of Income for the Association Article 17 - The income sources of the association are listed below:

1. Membership Fees: Entrance fees are calculated and collected as four (4) grams of gold in Turkish Lira, and annual fees are calculated as two (2) grams of gold in Turkish Lira. The board of directors may double the entrance and annual fees or reduce them by half in accordance with the general economic conditions. The fees can be changed as part of the bylaw amendment in financial general assemblies or regular general assemblies.
2. Donations and contributions made by individuals and legal entities to the association at their own will.
3. Income from activities organized by the association such as tea and dinner meetings, trips and entertainment, representation, concerts, sports competitions, and conferences.
4. Income derived from the association's assets.
5. Donations and contributions collected in accordance with the legislation on fundraising.
6. Profits obtained from commercial activities undertaken by the association to generate the necessary income to achieve its objectives.
7. Other income.

Principles and Procedures for Keeping Records and Required Books of the Association Article 18 - The principles of record-keeping are as follows: The association keeps records based on the commercial account principle. However, if the annual gross income exceeds the threshold specified in Article 31 of the Associations Regulation, starting from the following accounting period, records are kept based on the balance sheet principle. If the threshold is not reached for two consecutive accounting periods, the association may revert to keeping records based on the commercial account principle from the following year, regardless of the mentioned threshold. Records can also be kept based on the balance sheet principle with a decision of the board of directors without being bound by the mentioned threshold.

Recording Method The association's records and registrations are kept in accordance with the procedures and principles specified in the Associations Regulation.

Required Books The following books are kept in the association: a) Books to be kept based on the commercial account principle and the principles to be followed are as follows:

1. Decision Book: Decisions of the board of directors are recorded in this book in chronological order and signed by the members attending the meeting.
2. Member Registry Book: The identity information of individuals joining the association as members, as well as their entry and exit dates, are recorded in this book. The amounts of entrance and annual fees paid by members can be recorded in this book.
3. Document Registry Book: Incoming and outgoing documents are recorded in this book with their dates and serial numbers. Originals of incoming documents and copies of outgoing documents are filed. Documents received or sent via email are stored by taking a printout.
4. Commercial Account Book: Incomes received and expenses made on behalf of the association are recorded in this book clearly and systematically.



5. Receipt Book Registry: Serial and sequence numbers of receipt documents, names and signatures of the recipients and returners, as well as the dates of receipt and return, are recorded in this book.

6. Fixed Asset Register: The acquisition date and method, as well as the locations where the assets owned by the association are used or provided, and the removal of assets whose usage period has expired, are recorded in this book. The Receipt Book Registry and Fixed Asset Register are not mandatory.

b) Books to be kept based on the balance sheet principle and the principles to be followed are as follows:

1. In the case of keeping records based on the balance sheet principle, the Decision Book, Member Registry Book, and Document Registry Book are also maintained.

2. Journal and Ledger: The procedures for keeping these books and recording methods are carried out in accordance with the Accounting System Implementation General Communiqués published based on the Tax Procedure Law and the authority given to the Ministry of Finance by this Law.

#### Certification of the Books

In the association, the books that are mandatory to be kept (excluding the General Ledger) must be certified by the provincial directorate of associations or a notary before they are used. These books are used until their pages are exhausted, and intermediate certification is not performed. However, the Daily Journal, which is kept according to the balance sheet basis, must be re-certified in the last month before the year of using the Journal.

Preparation of Income Statement and Balance Sheet If the records are maintained based on the income statement method, an "Income Statement" (specified in Annex-16 of the Associations Regulation) is prepared at the end of each year (December 31st). In the case of bookkeeping based on the balance sheet method, a balance sheet and income statement are prepared at the end of each year (December 31st) based on the General Communiqués of Application of the Accounting System published by the Ministry of Finance.

Income and Expense Transactions of the Association Article 19: Income and expense documents; Association revenues are collected using an "Receipt" (sampled in Annex-17 of the Associations Regulation). In case of collection of association revenues through banks, documents such as bank receipts or account statements issued by the bank are accepted as substitutes for the receipt.

Association expenses are made using documents such as invoices, retail sales receipts, freelance receipts. However, for payments of the association that fall within the scope of Article 94 of the Income Tax Law, expense vouchers are used in accordance with the provisions of the Tax Procedure Law, and for payments not falling within this scope, documents such as "Expense Receipt" or "Bank Receipt" (sampled in Annex-13 of the Associations Regulation) are used as expense documents.

Deliveries of goods and services without charge by the association to individuals, institutions, or organizations are made using an "In-Kind Aid Delivery Document" (sampled in Annex-14 of the Associations Regulation). Deliveries of goods and services without charge to the association by individuals, institutions, or organizations are accepted using an "In-Kind Donation Receipt" (sampled in Annex-15 of the Associations Regulation).

Receipt Documents "Receipt Documents" to be used for the collection of association revenues are printed by a decision of the board of directors in the form and size shown in Annex-17 of the Associations Regulation.

The printing and control of receipt documents, their delivery from the printing house, their registration in the books, the transfer of duties between outgoing and incoming treasurers, and the use and delivery of these receipt documents for the collection of income in the name of the association by individuals are carried out in accordance with the relevant provisions of the Associations Regulation.

Authorization Document Except for the members of the board of directors, individuals authorized to collect income on behalf of the association are determined by a board of directors' decision, indicating the duration of authorization. An "Authorization Document" (included in Annex-19 of the Associations Regulation) containing the clear identity, signature, and photographs of the persons authorized to collect income is prepared by the association in duplicate and approved by the president of the association's board of directors. Board members can collect income without an authorization document.

The duration of the authorization documents is determined by the board of directors, but it cannot exceed one year. Expired authorization documents are renewed according to the first paragraph. When the duration of the authorization document expires or in case of termination of the person's duty or employment for whom the authorization document is issued due to death, resignation, or dismissal, the authorized person must deliver the issued authorization documents to the board of directors of the association within one week. Additionally, the authority to collect income can be revoked at any time by a decision of the board of directors.

Retention Period of Income and Expense Documents;

Except for notebooks, receipt documents, expense documents, and other documents used by the association are stored for a period of 5 years in accordance with the numbering and date order in the books they are recorded, subject to the specified periods in special laws.

Declaration Submission Article 20 - The "Association Declaration" (included in Annex-21 of the Association Regulation) regarding the activities of the previous year and the results of income and expense transactions as of the end of the year are filled out by the association board and submitted to the local administrative authority by the association president within the first four months of each calendar year.

Notification Obligation Article 21 - The notifications to be made to the administrative authority are submitted to the local administrative authority within thirty days following the ordinary or extraordinary general assembly meetings and include the elected principal and substitute members of the management and supervisory boards and other organs, as specified in Annex-3 of the Association Regulation. In case of an amendment to the bylaws during the general assembly meeting, the minutes of the general assembly meeting, the old and new versions of the amended articles of the bylaws, the final version of the association bylaws signed by a majority of the board of directors on each page, are submitted to the administrative authority with a letter within the specified period stated in this paragraph.

Declaration of Immovable Properties The immovable properties acquired by the association are notified to the local administrative authority by filling out the "Declaration of Immovable Property"

(provided in Annex-26 of the Association Regulation) within thirty days from the date of registration with the land registry.

**Declaration of Receiving Assistance from Abroad** In case the association receives assistance from abroad, the "Declaration of Receiving Assistance from Abroad" (specified in Annex-4 of the Association Regulation) is filled out and submitted to the local administrative authority before receiving the assistance. It is mandatory to fulfill the notification requirement before receiving and using cash donations through banks.

**Notification of Changes** In case of a change in the registered address of the association (specified in Annex-24 of the Association Regulation), the "Notification of Change of Registered Address" is submitted to the local administrative authority within thirty days following the change. Changes in the association organs other than the general assembly meetings (specified in Annex-25 of the Association Regulation) are also notified to the administrative authority within thirty days following the change by filling out the "Notification of Changes in Association Organs". Changes made to the association bylaws are also notified to the local administrative authority within thirty days following the general assembly meeting where the bylaw amendment was made, along with the general assembly result notification.

**Opening of Representative Office Article 22** - The association may open representative offices in places it deems necessary to carry out its activities, upon the decision of the board of directors. The address of the representative office is notified in writing to the local administrative authority of that place by the person or persons appointed as representatives by the decision of the board of directors. The representative office is not represented in the association general assembly.

**Internal Audit of the Association Article 23-** Within the association, internal audits can be conducted by the general assembly, the board of directors, or the audit committee, and external audit firms can also be appointed for auditing purposes. The fact that the audit has been conducted by the general assembly, the board of directors, or an independent audit firm does not relieve the audit committee of its responsibilities. The association's audit is carried out by the audit committee at least once a year. The general assembly or the board of directors may conduct audits or appoint independent audit firms for auditing when deemed necessary.

**Borrowing Procedures of the Association Article 24-** The board of directors may decide to borrow funds in order to achieve the goals of the association and carry out its activities. This borrowing may be in the form of credit for the purchase of goods and services or in cash. However, this borrowing cannot exceed the amounts that cannot be covered by the association's sources of income and lead to financial difficulties for the association.

**Procedure for Amending the Articles of Association Article 25-** Amendments to the articles of association can be made by a decision of the general assembly. In order to make amendments to the articles of association at the general assembly, a majority of 2/3 of the members who have the right to attend the general assembly is required. If the required majority cannot be achieved, a second meeting can be held without requiring a majority. However, the number of members attending this meeting cannot be less than twice the total number of members of the board of directors and the audit committee. The required majority for amending the articles of association is 2/3 of the votes of the members attending the meeting and having the right to vote. Voting for the amendment of the articles of association at the general assembly is conducted openly.

Regulations Article 26- Regulations, whether included in this Articles of Association or prepared according to future needs, are prepared by the Board of Directors. Regulations that are related to each other in terms of subject matter can be combined into a single Regulation. The regulations prepared by the Board of Directors come into effect after being discussed and approved at the General Assembly of the Association.

Dissolution of the Association and Liquidation Procedure Article 27- The general assembly can decide to dissolve the association at any time. In order to discuss the issue of dissolution at the general assembly, a majority of 2/3 of the members who have the right to attend the general assembly is required. If the required majority cannot be achieved, a second meeting can be held without requiring a majority. However, the number of members attending this meeting cannot be less than twice the total number of members of the board of directors and the audit committee. The required majority for the decision of dissolution is 2/3 of the votes of the members attending the meeting and having the right to vote. Voting for the dissolution decision at the general assembly is conducted openly. Liquidation Procedures When the general assembly decides on dissolution, the liquidation of the association's funds, assets, and rights is carried out by a liquidation committee consisting of the last members of the board of directors. These procedures begin from the date on which the general assembly decision on dissolution is taken or the date of automatic termination. During the liquidation period, all transactions are conducted under the name of the association as "AOPA-TURKEY, Aircraft Owners and Pilots Association in Liquidation". The liquidation committee is responsible and authorized to complete the liquidation procedures of the association's funds, assets, and rights in accordance with the relevant legislation. During the examination, the association's books, receipts, expense documents, title deeds, bank records, and other documents are identified, and its assets and liabilities are recorded in a report.

During the liquidation process, the creditors of the association are called upon, and if there are any assets, they are converted into cash and paid to the creditors. If the association itself is a creditor, its receivables are collected. After the collection of receivables and payment of debts, any remaining money, property, and rights are transferred to the designated location determined by the general assembly. If no designated location is determined, they are transferred to the association in the province where the association is located, which has the closest purpose and the highest number of members at the time of dissolution.

All transactions related to the liquidation are documented in a liquidation report, and the liquidation process is completed within three months, except for additional periods granted by the local administrative authorities for justifiable reasons. After the completion of the liquidation and transfer procedures for the association's money, property, and rights, the liquidation board is required to inform the local administrative authority where the association's headquarters is located within seven days, by submitting a written notification along with the liquidation report.

The last board members of the association, acting as the liquidation board, are responsible for keeping the association's books and documents. This duty can also be assigned to one of the board members. The retention period for these books and documents is five years.

In matters not specified in this bylaw, the provisions of the Association Law, Turkish Civil Code, Associations Regulation issued with reference to these laws, and relevant legislation regarding associations shall apply.

Temporary Article 1: Until the association organs are formed at the first general assembly, the current board members who will represent and conduct the affairs and transactions related to the association are specified as follows:

Name and Surname

Chairman

Turgut KULAÇOĞLU

Board Members

Mustafa YAVUZ Deputy Board Chairman

Sarp YELKENÇİOĞLU Activities Coordinator

Hatice Nur GÜNDOĞDU General Secretary

Fatih TOPUZ Financial Affairs Officer

Volkan ÇAKMAKÇI Social and Cultural Activities Officer

Bülent EMEKÇİ International Relations Officer