

WELLBEING and HOLISTIC HEALTH ASSOCIATION

PART I.

ORGANISATIONAL PROVISIONS

ARTICLE-1: Name and Headquarters of the Association

The name of the Association shall be "**WELLBEING and HOLISTIC HEALTH ASSOCIATION**".

The centre of the association is Maden Mah. Akdemir Sok. No:42 D:6 Sarıyer ISTANBUL.

The Association may open branches in Turkey and abroad.

ARTICLE-2: Purpose of the Association

The objectives of the Association are as follows

- a) To monitor individual, corporate and public health; in business, private, social and digital life to raise the state of holistic health and awareness,
- b) Well-being practices (holistic health, public health, preventive medicine and medicine, ayurvedic medicine, homeopathy, aromatherapy, integrative medicine, energy medicine, breathing medicine, breathing, meditation, nutrition, wellbeing, wellaging, yoga, mindfulness, etc.) with Ministries, all relevant public institutions, private institutions/organisations and civil society to cooperate with organisations, to carry out joint studies, to make recommendations

ARTICLE-3: Activity Areas of the Association

In order to achieve the purpose of the Association as set out in Article 2, the Association may engage in any type of activity, including the following activities

1) BASIC ACTIVITIES:

- a) To provide consultancy and training in the fields of holistic health, public health, preventive medicine, ayurvedic medicine, homeopathy, aromatherapy, integrative medicine, energy medicine, breathing, meditation, nutrition, wellbeing, wellaging, yoga, mindfulness techniques, etc. in Turkey and abroad; to organise conferences, congresses, panels, camps, seminars, exhibitions.
- b) Inviting and employing experts, consultants and trainers from Turkey and abroad for the aforementioned consultancies, trainings and events.
- c) To conduct training and certification of health professionals in preventive medicine practices in coordination with the Ministry of Health, Medical Faculties, Medical Association and accredited institutions/organisations.

- d) Developing applications, producing publications, organising seminars, launching certificate programmes, providing individual and corporate training, disseminating holistic health (body, mind, spirit) and work-life balance and well-being practices in physical and all kinds of online platforms (websites, metaverse, social media channels, etc.) in Turkey and abroad.
- e) To provide counselling on balancing and protective protocols and wellbeing practices specific to the individual body type.
- f) To establish and operate all types of facilities for the realisation of individual health practices that enhance the holistic health of the individual (physical, mental and spiritual development).
- g) To provide rehabilitation and treatment services in facilities to be established by members of the Association who are graduates of the Faculty of Medicine.
- h) To organise training, camping, tours, excursions, tourist and excursion organisations with accommodation in the country and abroad related to its field of activity.
- i) To cooperate with companies, brands, individuals, public and private institutions / organisations, to develop projects, to make suggestions, to provide all kinds of consultancy on issues within the fields of activity of the Association
- j) To carry out social and scientific research, in collaboration with the members of the Association and the relevant health professionals, in order to activate and develop its activities, and to publish and disseminate the results of the research (nationally and internationally).
- k) To provide a healthy working environment for the realisation of the activities of the Association, to provide all kinds of technical tools and equipment, fixtures and stationery.
- l) To carry out fundraising activities, provided that the necessary permissions are obtained, to accept conditional or unconditional donations and bequests from individuals, institutions and organisations in Turkey and abroad, to carry out fundraising activities, to accept donations and bequests from private and public organisations, including those with public utility status, Chambers of Commerce and Industry, Stock Exchanges, Trade Unions, Professional Associations, Foundations, Associations, Cooperatives, to make donations in kind and in cash to associations or umbrella organisations, trade unions and similar organisations and to accept donations in kind and in cash from the aforementioned institutions and organisations.

- m) To establish and operate economic and commercial enterprises to provide the income required to achieve the objects of the Association,
- n) To open up areas of activity, to establish and equip health, social and cultural facilities for the benefit of its members and to make use of their leisure time.
- o) To carry out all kinds of activities to increase solidarity and cooperation among members (social activities such as dinners, camps, concerts, bazaars, balls, theatre, exhibitions, sports, trips, fun events, etc.) and/or to ensure that members benefit from such activities.
- p) To acquire, on behalf of the legal entity of the Association, the necessary movable and immovable property, to have all kinds of real rights, to establish all kinds of encumbrances, including mortgages, on the immovable property owned, if necessary, to release the encumbrances established, to obtain the right of use or operation, to rent, to rent out what it owns or will own, to open and operate local and other social facilities, to grant scholarships, to take out loans, to carry out all kinds of legal acts and transactions necessary for borrowing.
- r) Establish partnerships, commercial enterprises, foundations and charitable funds and/or cooperate with the aforementioned organisations for income-generating projects related to its purpose and service areas.
- s) To develop projects within the scope of its purpose and fields of activity, to establish cooperation with other non-governmental organisations in Turkey or abroad in order to realise the projects, to form joint working and project groups if necessary, to donate part of the income from joint projects to the non-governmental organisations concerned, to create funds for projects, to manage the funds concerned and to make all kinds of savings within the scope of the fund.
- ş) To establish foundations and associations in Turkey and abroad, if it is deemed necessary for the realisation of the purpose; to cooperate with existing and future national and international, private and public institutions, chambers of commerce and industry, stock exchanges, professional organisations, foundations, associations, cooperatives, federations, confederations or any kind of umbrella organisations, trade unions and similar organisations, directly or indirectly affiliated to them, to become a member of them and to leave them.
- t)

f deemed necessary by the Board of Directors, with the proposal of the Board of Directors and the decision of the General Meeting and the fulfilment of legal requirements, to open branches in the country and abroad where deemed necessary.

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o bring together doctors, health professionals, wellbeing specialists, biointegrative breathing therapists, ayurvedic yoga therapists, wellbeing and exercise nutrition coaches and graduates of all the certificate programmes offered under the umbrella of the Rising Age Wellbeing Academy to discuss their problems and develop solutions.

Ü) To disseminate personalised holistic health practices in the diagnosis and treatment of diseases and to provide training to relevant health professionals in this regard. (This article applies only to members of our association who are graduates of the Faculty of Medicine with medical training)

v) To carry out all activities that are required to achieve the aims of the Association and that are not prohibited by law.

2. ACTIVITIES FOR PUBLIC BENEFIT:

a) To provide all kinds of information, documents and publications necessary for the realisation of the purpose of the Association, to create a printed and/or online certification centre,

b) To prepare, have prepared, shoot and broadcast films, documentaries and commercials that raise public health awareness.

c) Without prejudice to the provisions of Law No. 5072 on the Relations of Associations and Foundations with Public Institutions and Organisations, to carry out joint projects with public institutions and organisations on issues within their field of competence, if this is deemed necessary to achieve the purpose of the Association.

d) To make recommendations to all relevant ministries and public institutions in the areas of public health, financial wellbeing, professional wellbeing, social wellbeing, environmental wellbeing, physical & mental & spiritual wellbeing and digital wellbeing in order to ensure standardisation of current practices, conduct relevant negotiations, represent health professionals practising in this field and inform the public.

e) To create platforms and institutes to achieve a common goal with other associations or foundations, trade unions and similar non-governmental organisations, universities and

educational institutions in areas related to the purpose of the Association and not prohibited by law.

- f) To achieve individual and social equilibrium; to train health professionals and those interested in the subject in healthy living according to physical, mental, spiritual, biological, psychological, sociological, cultural, ecological, economic, genetic or medical data.
- g) Establishing living spaces and villages that encompass wellbeing and wellaging (ageing well).
- h) To make the success of wellbeing practices in the field of preventive medicine known to all doctors, health professionals and society, and to lead the way in explaining, clarifying and highlighting the scientific aspects of this subject in detail.
- i) To make recommendations to the competent authorities in order to ensure standardisation in our country with regard to the implementation of wellbeing practices, to negotiate, to represent health professionals working in this field and to inform the public.
- j) To support the development of legal arrangements for bringing tourists from abroad and from within the country to spas, medical spas, detoxification centres and centres applying panchakarma detoxification protocols and other treatment centres for the purpose of rest and accommodation, in cooperation with institutions and organisations providing health services in our country in the field of health tourism, to bring tourists and make related promotions, collaborations and organisations as necessary.
- k) To make preparations for research and management development in the field of health tourism by following the trends in the world, implementing, providing training to educational institutions and establishments such as hotels, motels, camps, villages, spas, health centres, nursing homes, etc. that will provide services.
- l) To advise and train health and homecare professionals working in health and related institutions.
- m) To provide professional training courses in order to train qualified personnel to provide services in the field of health tourism.
- n) Contribute to the opening of Holistic Health Life Centres and similar health institutions for the application of wellbeing methods, consultancy, and the establishment of training centres for the benefit of public health, clients, health professionals and the general public.

PART II
MEMBERSHIP PROVISIONS

ARTICLE-4: Right to Become a Member and Membership Procedures

Any natural or legal person who has the capacity to act, who accepts the aims and principles of the Association and who agrees to work in this direction and who fulfils the conditions stipulated by the law shall have the right to become a member of the Association. However, foreign physical persons must also have the right to reside in Turkey in order to become members. This condition is not required for honorary membership.

- The application for membership, which shall be made in writing to the President of the Association, shall be decided upon by the Board of Directors of the Association within a maximum of thirty days as to acceptance or rejection of the application, and the result shall be notified in writing to the applicant. The member whose application is accepted shall be entered in the register kept for this purpose.
- The main members of the Association are the founders of the Association and the persons accepted as members by the Board upon their application.
- Those who have given significant material and moral support to the Association may be accepted as "Honorary Members" by decision of the Board of Directors.
- Persons who have carried out appropriate activities in accordance with the objectives and service issues of the Association, who are loved and respected in society, who have served as President of the Board of Directors of the Association for two (2) terms, who have publications related to the purposes and activities of the Association, who are able to make material and moral contributions to the Association due to their social and community position, shall be elected as "Honorary President" upon proposal of the Board of Directors and decision of the Central General Assembly.
- If the number of branches of the Association is more than three (3), the membership records of those registered at the Head Office of the Association shall be transferred to the branches. Applications for new membership shall be made to the Branches. Acceptance and cancellation of membership shall be made by the Branch Councils and reported in writing to the Head Office within a maximum of thirty days.

ARTICLE-5: Resignation from membership

Any member has the right to resign from the Association, provided that he/she notifies the Association in writing. As soon as the resignation of a member is received by the Board of Directors, the resignation procedure shall be deemed to have been completed. Resignation shall not extinguish the member's accumulated debts to the Association.

ARTICLE-6: Removal from Membership

- Behaviour contrary to the rules of the association,
- Constant avoidance of assigned duties,
- Failure to pay membership fees within 1 year despite written reminders,
- Failure to comply with the decisions of the organs of the Association,
- Being accused of a dishonourable offence,
- Loss of eligibility for membership.

In the event of any of the above situations being established, the member may be expelled by decision of the Board. Any person who resigns or is expelled from the Association shall be removed from the register of members and shall not be entitled to any of the assets of the Association.

PART III

PROVISIONS ON ASSOCIATION ORGANS

ARTICLE 7: Provisions on association organs

The organs of the Association are listed below:

1. General Assembly
2. Board of Directors
3. Supervisory board

ARTICLE-8: Form, time, convening and procedure of the General Assembly of the Association

GENERAL ASSEMBLY

It is the most authoritative decision-making body of the Association and is composed of the members registered with the Association. In the event that a branch of the Association is opened, it shall be composed of the members registered in the Head Office and in the branches up to three branches; if the number of branches is more than three, it shall be composed of the delegates elected in the General Assemblies of the branches by transferring the registered

members of the Head Office to the branches.

GENERAL ASSEMBLY

1. Branches shall hold their Ordinary General Meetings at least 2 months prior to the Ordinary General Meeting of Headquarters.
2. The Ordinary General Meeting shall be held every third year in January at a day, place and time to be determined by the Board of Directors. The General Assembly shall be convened by the Board of Directors.
3. If the Board of Directors or the Supervisory Board deems it necessary, or at the written request of one-fifth of the members of the Association, an extraordinary General Assembly shall be held within thirty days.
4. If the Board of Directors fails to convene the General Assembly, the Justice of the Peace shall, at the request of any member, appoint three members to convene the General Assembly.

CALL PROCEDURE

The Board shall draw up the list of members entitled to attend the General Meeting in accordance with the Articles of Association. The members who have the right to attend the General Assembly shall be convened at least fifteen days in advance by publishing the date, time, place and agenda of the meeting in at least one newspaper or on the website of the Association, by written notice, by sending a message to the e-mail address or contact number provided by the member or by using local broadcasting facilities. If the meeting cannot be held for lack of a majority, the notice shall also specify the date, time and place of the second meeting. The period between the first and second meetings may not be less than seven days or more than sixty days.

If the meeting is postponed for any reason other than lack of a majority, the members shall be notified in accordance with the procedure for convening the first meeting, stating the reasons for the postponement. The second meeting shall be held no later than six months after the date of postponement. Members shall be summoned to the second meeting in accordance with the principles set out in the first paragraph.

The General Assembly may not be cancelled more than once.

MEETING PROCEDURE:

- The General Assembly shall be convened by an absolute majority of the members entitled to attend, to amend the Statutes and to dissolve the Association. If the meeting is postponed for lack of a majority, the majority shall not be sought at the second meeting. However, the number of members attending this meeting may not be less than twice the total number of members of the Board of Directors and the Supervisory Board.
- The list of members entitled to attend the General Meeting shall be available at the place of the meeting. The identity documents issued by the official authorities of the members entering the meeting place shall be checked by the members of the Board of Directors or the officers appointed by the Board of Directors. The members shall go to the meeting place by signing their names against the list drawn up by the Board of Directors.
- If the quorum is present, the Chairman of the Board of Directors or a member of the Board of Directors designated by the Chairman of the Board of Directors shall open the meeting. If the quorum is not present, the minutes shall be taken by the Board of Directors.
- After the opening, a council committee is formed by electing a chairman and a secretary to manage the meeting.
- In the case of voting for the election of the organs of the Association, the voting members shall be counted as members of the Council. present their identity cards to the Committee and sign their names against their names in the list of attendees.
- The Chairman of the Council shall be responsible for the conduct and security of the meeting.
- Only the items on the agenda may be discussed at the General Assembly. However, at the meeting It is obligatory to include in the agenda the issues requested to be discussed in writing by one tenth of the members present.
- Each member shall have one vote at General Meetings and shall vote in person. Honorary members may attend the General Assembly but may not vote. If a legal entity is a member, the chairman of the board of directors of the legal entity or the person authorised to represent the legal entity shall vote.
- Matters discussed and decisions taken at the meeting shall be recorded in minutes,

which shall be signed jointly by the Chairman of the Council and the Secretaries. At the end of the meeting, the minutes and other documents shall be handed over to the Chairman of the Board. The Chairman of the Board is responsible for safeguarding these documents and delivering them to the newly elected Board within seven days.

Organising general assembly and board of directors meetings electronically:

Meetings of the General Assembly and the Board of Directors of the Association may also be held electronically. Meetings of the General Assembly and the Board of Directors to be held electronically shall be held through electronic systems approved and authorised by the General Directorate of Information Technologies of the Ministry. The data to be processed in the said system shall be processed and stored in accordance with the relevant provisions of the Law on the Protection of Personal Data, dated 24/3/2016 and numbered 6698. The resolution of the Board of Directors to hold the General Meeting, as well as the notice of the General Meeting, shall specify the manner in which the General Meeting shall be held. The resolutions of the Board of Directors taken in the electronic environment shall be kept in the electronic environment, with date and serial number, separately from the book of resolutions of the Board of Directors kept in the physical environment.

All procedures and principles in the Law, the Turkish Civil Code, the Regulation on Associations and the Bylaws of the Association for the physical organisation of the General Assembly and Board of Directors meetings are also valid for the meetings to be held electronically. All kinds of information, documents and records regarding the meetings to be held electronically shall be kept by the Association. The members who will attend the General Assembly or Board of Directors meetings of the Association to be held electronically shall log in to the system using a secure electronic signature or two-factor authentication system. The electronic systems to be used must have the design, backup and archiving capacity in accordance with the legislation, and the necessary network and system security against unauthorised access and attacks. The sanctions imposed in case the meetings to be held in physical environment are held in violation of the legislation are also valid for the meetings held in electronic environment.

ARTICLE-9: Voting and Decision Making Procedures and Forms of the General Assembly

Unless the General Assembly decides otherwise, voting shall be open. In the case of an open

ballot, the method determined by the Chairman of the General Assembly shall be used. In the case of a secret ballot, the ballot papers sealed by the chairman of the meeting shall be thrown into an empty receptacle by the members after they have taken the necessary precautions, and the result shall be determined by an open count at the end of the voting.

Decisions of the General Assembly shall be taken by an absolute majority of the members present. However, decisions to amend the Statutes and to dissolve the Association may only be taken by a two-thirds majority of the members present.

Decisions To Be Taken

Decisions taken with the written participation of all the members without a meeting and decisions taken by all the members of the Association meeting without complying with the convening procedure laid down in these statutes shall be valid.

Such resolutions shall not replace the ordinary meeting.

ARTICLE- 10: Duties and Authorities of the General Assembly

The following matters shall be discussed and resolved by the General Assembly. 1. Election of the organs of the Association,

2. Amendment of the statutes of the association,

3. Discussion of the reports of the boards of directors and auditors and release of the board of directors,

4. Discussing the budget prepared by the Board of Directors and accepting it as is or with amendments,

5. Supervision of other organs of the Association and, if deemed necessary, their dismissal for justifiable reasons,

6. Examining and deciding on the appeals against the decisions of the Board of Directors regarding the refusal of membership or dismissal from membership,

7. To authorise the Committee to purchase the necessary immovable property for the Association or to sell the existing immovable property,

8. To examine the regulations to be drawn up by the Board of Directors concerning the activities

of the Association and to approve them as they are or with amendments,

9. To determine the amount of the remuneration and all kinds of allowances, travelling expenses and indemnities to be paid to the President and the members of the Board of Directors and the Supervisory Board of the Association who are not public officials, and the amount of the daily allowances and travelling expenses to be paid to the members to be appointed for the services of the Association,

10. To decide on the admission or withdrawal of the Association from the Federation,

11. To decide on the opening of branches of the Association and to authorise the Board to carry out the transactions related to the branch decided upon,

12. The Association may carry out international activities, join or leave foreign associations and organisations as a member,

13. Creation of a Foundation by the Association,

14. Dissolution of the Association,

15. To consider and decide upon other proposals of the Board,

16. To be the supreme body of the Association and to perform the functions and exercise the powers not delegated to any other body of the Association,

17. To perform such other duties as may be prescribed by the General Assembly in the legislation.

ARTICLE-11: Composition of the Board of Directors

The board of directors is elected by the general assembly as five (5) full and five (5) substitute members.

- The Board of Directors shall, at its first meeting after its election, appoint a Chairman, a Vice-Chairman, a Secretary, a Treasurer and a Member by resolution and by division of duties.
- The Board of Directors may be convened at any time, provided that all members are notified. The meeting is valid if more than half of the members are present. Decisions are taken by an absolute majority of the total number of members present.
- In the event of a vacancy in the original membership of the Board of Directors due to resignation or any other reason, the substitute members must be appointed in the order of the majority of votes received at the General Assembly.

ARTICLE-12: Duties and Authorities of the Board of Directors

The Board of Directors fulfils the following duties; 1. To represent the Association or to authorise one of its members or a third party to do so,

2. To carry out transactions related to the income and expenditure accounts and to prepare the budget for the next period and present it to the General Assembly,

3. To draw up the rules governing the activities of the Association and submit them to the General Assembly for approval,

4. With the authority granted by the General Assembly, to acquire immovable property, to sell movable and immovable property belonging to the Association, to have buildings or installations constructed, to enter into lease agreements, to establish pledges, mortgages or real rights in favour of the Association,

5. To carry out the procedures for opening a branch office with the authorisation of the General Assembly,

6. To ensure the supervision of the branches of the Association,

7. To ensure the opening of representative offices when deemed necessary,

8. To carry out the decisions of the General Assembly,

9. To draw up, at the end of each year of activity, the profit and loss account or the balance sheet and the profit and loss account of the Association, as well as the report explaining the activities of the Board of Directors, and to present them to the General Assembly when it meets,

10. To ensure the implementation of the budget,

11. To decide on the admission or dismissal of members of the Association,

12. To take and implement all kinds of decisions within its power to realise the purpose of the Association,

13. To carry out other duties and to exercise the powers conferred on it by law.

ARTICLE-13: Composition of the Board of Directors

The Board of Directors shall be elected by the General Meeting and shall consist of three regular members and three substitute members. In the event of a vacancy among the original members of the Board of Directors due to resignation or any other reason, the substitute members shall be appointed in the order of the majority of the votes received at the General Meeting.

ARTICLE-14: Duties and powers of the Auditors

The Board of Auditors shall examine whether the Association is operating in accordance with the purpose and the objects of its activities as laid down in its Statutes, whether the books, accounts and records are kept in accordance with the law and the Statutes of the Association, in accordance with the principles and procedures laid down in the Statutes of the Association and at intervals not exceeding one year, and shall present the results of its examination in a report to the Board of Directors and to the General Assembly when it is convened.

The Supervisory Board shall convene the General Assembly whenever necessary.

PART IV

ADMINISTRATIVE AND FINANCIAL PROVISIONS

ARTICLE-15: Income Sources of the Association

The sources of income of the Association are listed below.

1. Membership Fees: Members are required to pay an entrance fee of 1.000,-TL and a monthly fee of 83,33TL (1000,-TL per year). An admission fee of 30.000,-TL and an annual fee of 10.000,-TL shall be charged for legal persons. The General Assembly has the power to increase or decrease these amounts.
2. Branch Fees: To meet the general expenses of the Association, 50% of the subscriptions collected by Branches shall be remitted to Headquarters every six months.
3. Donations and contributions in cash and in kind made voluntarily to the Association by natural and legal persons,
4. Income from activities such as training, camps, tea and dinner meetings, trips and entertainment, representation, concerts, sports competitions, congresses, fairs and conferences organised by the Association,
5. Revenue from the assets of the Association,
6. Donations and contributions to be collected in accordance with the provisions of the legislation on fundraising,
7. Income from commercial activities carried out by the Association in order to obtain the necessary income to fulfil its purpose,
8. Other income.

ARTICLE-16: Bookkeeping Principles and Procedures of the Association and Books to be kept

- The association keeps its books on a commercial basis. However, the annual gross income
- If it exceeds the limit specified in the relevant article of the Regulation on Associations, the books shall be kept on a balance sheet basis from the following accounting period.
- In the case of conversion to the balance sheet basis, in two consecutive accounting periods
- If the amount falls below the specified limit, it may be reverted to the operating account basis as of the following year.
- By resolution of the Board of Directors, the accounts may be kept on the balance sheet basis without being bound by the above limit.
- In the event of the opening of a commercial enterprise of the Association, books shall also be kept for this commercial enterprise in accordance with the provisions of the Tax Procedure Act.

REGISTRATION PROCEDURES

The books and records of the Association shall be kept in accordance with the procedures and principles set out in the Associations Ordinance.

BOOKS TO BE KEPT

A) The Association shall keep the following books.

1. Decision Book: The decisions of the Board of Directors shall be recorded in this book in the order of date and number and shall be signed by the members present at the meeting,
2. Membership Registration Book: Identity details of those who join the Association as members, dates of joining and leaving the Association shall be recorded in this book. The amount of entrance and annual fees paid by members shall be recorded in this book.
3. Document Record Book: Incoming and outgoing documents are recorded in this book with date and serial number.
recorded. Originals of incoming documents and copies of outgoing documents are filed. Electronic Incoming or outgoing documents by mail are kept by printing them out.
4. Certificate of Receipt Record Book: The serial and sequential numbers of the certificates

of receipt, the names, surnames and signatures of those receiving and returning and the dates of receipt and return are recorded in this book.

5. Book of equipment: The date and manner of the acquisition of fixtures belonging to the Association and their use or the places where they are given and the deregistration of those who have expired their period of use shall be recorded in this book.

B) The books to be kept on the balance sheet basis and the principles to be followed are as follows:

1. The books referred to in paragraphs 1, 2, 3 and 6 of section A shall be kept even if the accounts are kept on the basis of the balance sheet.

2. Journal and general ledger: The method of keeping and recording these books shall be in accordance with the principles of the Tax Procedure Law and the General Communiqués on the Implementation of the Accounting System issued pursuant to the authorisation granted to the Ministry of Finance by this Law.

3. The journal and, in the case of keeping a general ledger, the inventory book, may be kept by electronic means in accordance with the procedures and principles established in the communiqués issued by the Ministry of Finance and the Ministry of Commerce regarding the electronic keeping of these books, provided that they do not contradict the provisions of the Regulation on Associations, and other books may be kept by electronic means using software created or approved by the Ministry.

BOOKS ATTESTATION

The books that must be kept in the association (except for the general ledger) must be certified by the Provincial Directorate of Associations or a notary public before they are used. The use of these books continues until the pages are completed and the books are not subject to interim certification. However, the journal kept on the basis of the balance sheet must be recertified each year in the last month preceding the year in which it is to be used.

PROFIT AND LOSS ACCOUNT AND BALANCE SHEET

In case of keeping books on the basis of operating account, "Operating Account Statement" (specified in Annex-16 of the Regulation on Associations) is prepared at the end of the year (31

December). In case of keeping books on the basis of balance sheet, the balance sheet and profit and loss account are prepared at the end of the year (31 December) on the basis of the General Communiqués on the Implementation of the Accounting System issued by the Ministry of Finance.

ARTICLE 17: Income and Expense Documents

- The association's income is collected by means of a "receipt" (a sample of which can be found in Annex 17 to the Regulation on Associations). If the association's income is collected through banks, bank documents such as a receipt or bank statement issued will be accepted as receipts.
- Documents such as invoices, retail sales receipts, self-employment receipts, etc. are accepted as receipts for the association's expenses. However, for payments of the association within the scope of Article 94 of the Income Tax Act, an expense voucher in accordance with the provisions of the Tax Procedure Act shall be used as an expense voucher, and for payments that do not fall within this scope, documents such as "expense voucher" or "bank voucher" (in Annex 13 of the Regulation on Associations) shall be used as an expense voucher.
- Free goods and services to be provided by the Association to persons, institutions or organisations deliveries are made with the "In-Kind Aid Delivery Certificate" (sample in Annex-14 of the Regulation on Associations). Free goods and service deliveries to be made to the association by individuals, institutions or organisations are accepted with the "In-Kind Donation Receipt Certificate" (sample in Annex-15 of the Regulation on Associations).
- These documents consist of fifty self-carbonised original and fifty stub sheets bearing consecutive serial and sequence numbers in the form and size shown in Annex-13, Annex-14, and Annex-15. printed in binders or in the form of forms or continuous forms to be printed by means of electronic systems and writing machines. The documents to be printed in the form of forms or continuous forms must be of the specified quality.

DOCUMENTS OF RECEIPT

The "receipts" (in the format and size shown in Appendix 17 of the Regulations for Associations) to be used in the collection of the Association's income shall be printed by decision of the Board. The relevant provisions of the Associations Ordinance shall apply to the printing and checking of vouchers, their receipt by the printer, their entry in the register, their transfer between the

outgoing and incoming treasurers and their use by the person or persons who will collect income on behalf of the association using the voucher and the delivery of the collected income.

CERTIFICATE OF AUTHORISATION

Except for the full members of the Board of Directors, the person or persons who will collect income on behalf of the Association shall be determined by the decision of the Board of Directors, specifying the period of authorisation. The "Certificate of Authorisation" containing the clear identity, signature and photographs of the persons who will collect income (in Annex 19 of the Regulation on Associations) shall be issued in duplicate by the Association and approved by the Chairman of the Board of Directors of the Association. Full members of the board of directors may collect income without an authorisation certificate.

The Board of Directors shall determine the period of validity of the authorisation certificates, which shall not exceed one year. Expired powers of attorney shall be renewed in accordance with the first paragraph. In cases such as the expiry of the power of attorney or the resignation of the person to whom the power of attorney has been issued, his death, the termination of his employment or duties, the determination of the spontaneous dissolution or the dissolution of the association, the power of attorney must be surrendered to the board of directors of the association within one week. In addition, the power of attorney may be revoked at any time by resolution of the Board of Directors.

DELIVERY OF INCOME

Persons authorised to collect income on behalf of the Association shall deliver the money collected to the Treasurer of the Association or deposit it in the bank account of the Association within thirty days. However, those whose collections exceed 5,000 Turkish Liras shall deposit the money they have collected in the bank account of the Association within two working days at the latest, without waiting for the thirty-day period. The amount of money that can be kept in the Association's bank account shall be determined by the Board of Directors, taking into account the needs of the Association.

RETENTION PERIOD FOR RECEIPTS AND EXPENDITURE

With the exception of the books, the receipts, vouchers and other documents used by the Association shall be kept for a period of 5 years in accordance with the number and date order

of the books in which they are recorded, without prejudice to the periods laid down in special laws.

ARTICLE 18: Making a declaration

After the "Declaration of the Association" (presented in Appendix-21 of the Regulation on Associations) on the activities of the Association for the previous year and the results of the income and expenditure transactions as of the end of the year has been approved by the Board of Directors of the Association, it shall be submitted by the President of the Association to the competent local administrative authority within the first four months of each calendar year.

ARTICLE-19: Obligation to notify

The notifications to be made to the local authority are listed below.

GENERAL ASSEMBLY RESULT NOTIFICATION

Within thirty days after the ordinary or extraordinary general meeting, the result notification of the general meeting (in Appendix-3 of the Regulation on Associations) containing the original and substitute members elected to the board of directors, the supervisory board and other organs shall be notified to the local administrative authority. In case of amendment of the articles of association at the general meeting, the minutes of the general meeting, the old and new versions of the amended articles of association, the final version of the articles of association, each page of which is signed by the absolute majority of the members of the board of directors, shall be submitted to the local administrative authority within the time limit specified in this paragraph, accompanied by a letter.

The results of the General Assembly may also be communicated by a member of the Board of Directors authorised by the Board of Directors of the Association. The Chairman of the Board of Directors shall be responsible if the notification is not made.

The conformity of the final report of the general meeting and its annexes with the legislation is checked by the Civil Society Relations Department. If there are any shortcomings or errors, the associations concerned will be contacted. In the event that deficiencies and errors are not remedied, or acts constituting a criminal offence are discovered, the necessary legal action will be taken.

NOTIFICATION OF IMMOVABLE PROPERTY

The immovable properties acquired by the association shall be notified to the local administrative

authority by completing the "Immovable Property Notification Form" (presented in Annex-26 of the Regulations on Associations) within thirty days of the registration of the title deed.

NOTIFICATION OF RECEIVING AID FROM ABROAD

NOTIFICATION OF JOINT PROJECTS WITH PUBLIC INSTITUTIONS AND ORGANISATIONS

The association may cooperate with public institutions and organisations in matters related to its field of activity, in the form of carrying out a joint project. However, the provisions of Law 5072 on the relations of associations and foundations with public institutions and organisations are reserved. The projects must be of a nature that provides solutions to the needs and problems of society and contributes to social development. Within the framework of the protocol to be signed, a project management group will be formed, which will be responsible for the execution of the project and which will be composed of an equal number of representatives of the public institution and organisation and of the association, preferably coordinated by one of the representatives of the association. The minutes must include the treasurer of the association as the project treasurer of the project management group. If deemed necessary, a copy of the minutes, the project and other documents shall be submitted to the Civil Society Relations Unit.

Public institutions and organisations and associations shall block their cash contributions to the project costs in a joint account within the framework of the partnership agreement, unless otherwise stipulated in their respective laws. Public institutions and organisations may contribute a maximum of 50% (fifty percent) in cash or in kind to the projects. Public institutions and organisations may allocate land to the joint project, provided that it does not exceed the duration of the project. Expenditures to be made within the framework of the project shall be made from a joint account to be opened in a bank.

The state of implementation of the projects carried out in this way, as well as the expenditures made for this project, can be audited by the relevant public institution and organisation, or by the local administrative authority.

NOTIFICATION OF CHANGE

Associations are obliged to notify the local administrative authority within forty-five days of the change by filling in the Notification of Change in Place of Settlement, Annex-24 for changes in the place of settlement and Annex-25 for changes in the association's organs outside the general assembly meetings.

Amendments to the articles of association are also notified to the local administrative authority in the annex to the notification of the results of the general meeting within forty-five days after the general meeting at which the amendment to the articles of association is made.

The obligation under Article 23 of the Law to notify changes in the membership of associations within forty-five days is fulfilled by completing the Notification of Changes in Membership form (Annex-27) and notifying the Civil Society Relations Unit where the association's registered office is located.

ARTICLE-20: Internal Audit of the Association

- The General Assembly, the Board of Directors or the Supervisory Board of the Association may commission an internal audit. or by independent audit institutions. The fact that an audit has been carried out by the General Assembly, the Board of Directors or independent audit institutions does not relieve the Supervisory Board of its obligations.

- The Auditors shall audit the Association at least once a year. The General Meeting or the Board of Directors may, if they deem it necessary, carry out audits or have audits carried out by independent auditing institutions.

ARTICLE-21: Borrowing by the Association

In order to fulfil its purpose and carry out its activities, the Association may, if necessary, borrow money by decision of the Board of Directors. This borrowing may take the form of the purchase of goods and services on credit or in cash. However, such borrowing may not be in amounts covered by the Association's sources of income and may not be of a nature to cause the Association to become insolvent.

ARTICLE-22: Establishment of Branches of the Association

The Association may establish branches if the General Assembly deems it necessary. For this purpose, the Board of Founders, consisting of at least three persons authorised by the Board of Directors of the Association, shall submit to the highest local authority of the place where the branch is to be opened the notification of the establishment of the branch and the necessary documents specified in the Regulation on Associations.

ARTICLE-23: Functions and powers of branches

Branches are internal organisations of the Association, without legal personality, which are empowered to carry out autonomous activities in accordance with the purpose and service subjects of the Association, and for which the Association is responsible for its claims and debts arising from all its transactions.

ARTICLE-24: Bodies of Branches and Provisions Applicable to Branches

The organs of the Branch are the General Assembly, the Board of Directors and the Supervisory Board. The General Meeting consists of the registered members of the Branch. The Board of Directors shall be elected by the General Meeting of the Branch as five original and five substitute members, and the Supervisory Board as three original and three substitute members.

The duties and powers of these bodies and other provisions of these Articles relating to the Association shall also apply to the Branch within the framework of the law.

ARTICLE 25: Meeting Time of Branch General Assemblies and Mode of Representation at the Headquarters General Assembly

- Branches are obliged to conclude their ordinary General Assemblies at least 2 months before the ordinary General Assembly of the Headquarters.
- Branches shall hold an Ordinary General Meeting every three years on a date, place and time to be determined by the Branch Executive Committee.
- Branches are obliged to notify the local administrative authority and the Head Office of the Association within thirty days of the date of the General Assembly.
- Branches shall have the right to participate in the General Assembly with the direct participation of all members in the General Assembly of the Headquarters up to the number of branches of three; if the number of branches is more than three, one (1) for every thirty (30) members registered in the branch, and if the number of remaining members is more than 10, one (1) for each of these members, through the delegates to be elected in the General Assembly of the branch.
- Delegates elected at the last Branch General Meeting shall attend the General Meeting of Headquarters. Members of the Executive Committee and the Supervisory Committee of the Branch shall attend the General Assembly of the Branch, but shall not be entitled to vote unless elected as delegates on behalf of the Branch.
- Those who serve on the Board of Directors or Supervisory Board of branches shall resign from

their positions in the branch when they are elected to the Board of Directors or Supervisory Board of Headquarters.

ARTICLE-26: Opening of a Representative Office

The Association may, by decision of the Board, open a representative office to carry out the activities of the Association wherever it deems necessary. The address of the representative office shall be notified in writing to the local administrative authority by the person or persons appointed as representative by decision of the Board of Directors. The Representative Office shall not be represented at the General Assembly of the Association. Branches may not open representative offices.

ARTICLE-27: Conditions for Amending the Statutes

- Amendments to the Constitution may be made by a resolution of the General Assembly.,
- In order to amend the Statutes in the General Assembly, it is necessary to attend and vote in the General Assembly.
- A 2/3 majority of the members entitled to vote is required. If the meeting is postponed for lack of a majority, the majority will not be sought at the second meeting. However, the number of members attending this meeting may not be less than twice the number of members of the Board of Directors and the Supervisory Board.
- The majority required to amend the Articles of Association shall be obtained by attending the meeting and voting.
- 2/3 of the votes of the members entitled to vote. Voting on amendments to the Articles of Association shall be open at the General Meeting.

ARTICLE-28: Dissolution of the Association and liquidation of assets

- The General Assembly may at any time decide to dissolve the Association.
- In order for the dissolution to be discussed in the General Assembly, a 2/3 majority of the members who have the right to attend and vote in the General Assembly is required. If the meeting is postponed for lack of a majority, the majority will not be

sought at the second meeting. However, the number of members attending this meeting may not be less than twice the total number of members of the Board of Directors and the Supervisory Board.

- The majority of the votes of the members present and entitled to vote shall be 2/3 of the votes required to pass the resolution of dissolution. Voting on the dissolution resolution in the General Assembly shall be open.

LIQUIDATION PROCEDURE

- If the General Assembly decides to dissolve the Association, the liquidation of the funds, property and rights of the Association shall be carried out by the liquidation committee consisting of the members of the last Board of Directors. These procedures start from the date of the decision of the General Assembly on the dissolution or the date of the end of the spontaneous dissolution. In all transactions during the liquidation period, the phrase "Wellbeing and Holistic Health Association" shall be used in the name of the Association in case of liquidation.
- The liquidation board is responsible and authorised to complete the liquidation of the funds, property and rights of the Association from start to finish in accordance with the law. This Board shall first examine the accounts of the Association. During the audit, the books, receipts, disbursements, title deeds, bank records and other documents of the Association are examined and its assets and liabilities are recorded in a minute. During the liquidation process, the creditors of the association are called and the assets, if any, are converted into money and paid to the creditors.
- If the association has creditors, the claims are collected. All money, property and rights remaining after the collection of claims and payment of debts shall be transferred to the place determined by the general meeting. If the place to be transferred is not determined by the General Assembly, it shall be transferred to the association which comes closest to the purpose of the Association in the province where the Association is located and which has the highest number of members at the time of dissolution.
- All transactions related to the dissolution shall be recorded in the dissolution minutes, and the dissolution procedures shall be completed within three months, except for additional periods granted by the local administrative authorities on the basis of justified reasons.

- After the liquidation has been completed and the funds, property and rights of the association have been transferred, the liquidation committee shall, within seven days, send a letter to the local administrative authority of the place where the association has its registered office, enclosing the minutes of the liquidation.

The last members of the board of directors as liquidation board are responsible for keeping the books and documents of the association. This duty may be delegated to a member of the board of directors. These books and documents must be kept for five years.

ARTICLE-29: Omission of provisions

The provisions of the Law on Associations, the Turkish Civil Code and the Regulation on Associations issued with reference to these laws, as well as the provisions of other relevant legislation on associations, shall apply to the matters not specified in these Statutes.

PROVISIONAL ARTICLE 1- The members of the Board of Directors and the Board of Auditors, who will represent the Association and carry out the business and transactions relating to

the Association, determined by the first General Assembly held on 11.02.2023, are as follows

Members of the Board:

<u>Name and Surname</u> :	<u>Position Title</u> :
Necibe Ebru Şinik	Chairman of the Administrative Board
Dr. Özdal Ersoy	Deputy Chairman of the Board
Bedrettin Cemal Andıç	Accountant
Pelin Bilgiç	Board Member
Prof. Dr. Pelin Arıbal Ayrıl	Board Member
Prof. Dr. Nuray Yazıhan	Board Member
Dr. Murat Buğra Öktem	Board Member
Prof. Dr. Özge Çelik	Board Member
Didem Şinik Arıkan	Board Member

Denetim Kurulu Üyeleri:

Prof. Dr. Burcu Aslantaş Ateş	Audit Board Member
Dilek Karaca Bali	Audit Board Member
Ayyüce Özdemir Ökten	Audit Board Member
Dr. Elif Bengü	Audit Board Member
Oya Atabay	Audit Board Member
Dr. İrem Ergün	Audit Board Member

This regulation consists of 29 (twenty-nine) articles and 1 (one) temporary article.