

EMNİYET TEŞKİLATI SENDİKASI (ETS) (TURKISH POLICE FORCE UNION)

STATUTES - ENGLISH VERSION

CHAPTER ONE

GENERAL PROVISIONS

Name of the Union

Article 1. The name of the union is Emniyet Teşkilatı Sendikası (the “Union”).

Head Office and Address

Article 2. The head office of the Union is in Ankara. Its address is İstasyon Mahallesi, Türk Kızılayı Caddesi 19/5, Etimesgut/Ankara. Telephone: +90 506 265 01 55. The General Assembly is authorised to relocate the head office to another province. The Central Executive Board is authorised to change the address within the same province, provided that the relevant authorities are informed. Relocation of the Union to another address within the same city does not require an amendment to these Statutes.

Field of Activity of the Union

Article 3. The Union is established in Service Branch No. 1 referred to in Article 5 of the Law on Public Servants’ Trade Unions. It operates throughout Türkiye in public institutions and organisations falling within the Office, Banking and Insurance Services Branch and their affiliated workplaces, as well as within the Ministry of Interior, the General Directorate of Security, departments affiliated with the General Directorate of Security, training institutions, provincial and district police directorates, and district police chief offices.

Purpose of the Union

Article 4. The Union aims to protect and expand the economic and status-related rights and interests of its members in employment relations; contribute to the adoption and consolidation of democracy, social justice, the rule of law and the supremacy of law; promote social and industrial peace while respecting national and moral values; develop proposals for efficient and effective public administration; and protect and expand the freedoms of its members within the principles of free trade unionism, social justice and social security.

For the achievement of these purposes, the Union shall:

- a) seek to secure for its members fair remuneration appropriate to the work performed and compatible with human dignity, better working conditions and obligations, greater occupational safety and professional standing, and the right to trade union organisation supported by collective bargaining and the right to strike;
- b) take measures to protect and improve the physical and mental health of members and their family members;
- c) work for the development of a social security system that enables members to look to the future with confidence and to benefit fully from that system;
- d) give importance to social, cultural, economic and technical education and training designed to support members’ professional progress and development and thereby improve the quality of public services;
- e) work to ensure that members can benefit from fair and impartial appointment, transfer and career advancement, and that public-sector appointments are made in accordance with merit and career principles;
- f) work to increase national income and to enable members to receive a fair share of increased national income;
- g) work to develop a membership that understands the role and value of employees in social life and is aware of its rights and responsibilities, without discrimination on grounds of language, religion, race, sex, political opinion, philosophical belief, denomination or similar differences;
- h) work to prevent inequalities and injustices faced by members in the workplace and in the exercise of social rights; remove obstacles to the exercise of rights arising from the Constitution and/or international law; prevent practices contrary to those principles; and ensure working conditions and rules compatible with human dignity and the dignity of public service, under civil-law principles;
- i) provide legal, social and economic assistance where necessary and organise relevant activities; and
- j) ensure the special protection and support of members with disabilities and disabled veteran members and facilitate their access to rights provided under the social-state principle.

The Statutes and Their Amendment

Article 5. For an amendment to the Statutes, the quorum of the General Assembly is an absolute majority of the total number of members or delegates. If an absolute majority is not obtained, the quorum at the second meeting may not be less than one-third of the total number of members or delegates. The decision quorum is an absolute majority of the members or delegates attending the meeting; however, this number may not be less than one-quarter of the total number of members or delegates.

Duties and Powers of the Union

Article 6. In addition to exercising the rights and powers arising from law and other legislation, the Union shall have the following duties and powers:

- a) together with the confederation of which it is a member, to be a party to the conclusion of collective agreements on behalf of its members;
- b) to appoint representatives from among its members to administrative boards in order to monitor the implementation of agreed texts concerning the rights and duties, working conditions, obligations and health conditions of public personnel in general;
- c) together with the confederation of which it is a member, to determine the representative who will participate on behalf of the Union in institutional administrative boards, the High Administrative Board and the Public Employers' Board, and to ensure participation in those meetings;
- d) in collective-agreement disputes, together with the confederation of which it is a member, to apply to the conciliation board, submit views and proposals, and make requests;
- e) to appoint representatives to boards established under public-personnel legislation on which public servants are represented;
- f) to conduct productivity studies, prepare reports on the results, make proposals and conduct joint work with employers on such matters;
- g) to organise courses, seminars and social-purpose meetings aimed at improving members' professional competence, solving their problems and developing trade-union activities;
- h) to conduct or commission studies and submit proposals to relevant institutions and competent authorities on members' common economic and social rights and interests and matters concerning public-personnel law;
- i) where disputes arise between members and the administration, or where legal assistance is required in pursuing common rights and interests, to represent or arrange representation of members or their heirs before administrative and judicial bodies at every level, to bring proceedings and to become a party to proceedings brought for such purposes;
- j) for the benefit of members and their families, to establish and operate educational and health facilities, recreation areas, sports facilities, libraries, nurseries, childcare facilities, homes for the elderly and mutual-aid funds; to assist in establishing cooperatives for members provided that the Union itself does not make donations, and to extend credit to such cooperatives to the extent permitted by law;
- k) in the event of natural disasters such as fire, flood or earthquake, and where necessary without requiring union membership, to construct housing, health and education facilities in affected areas and provide in-kind or cash assistance to public institutions and organisations for such purposes, provided that such assistance does not exceed 10% of the Union's available cash;
- l) to acquire any property required for its purposes and duties;
- m) to establish, join or withdraw from national or international trade-union umbrella organisations; appoint delegates, representatives and members to organisations of which it is a member; invite representatives of such organisations to Türkiye; and organise any related events, visits, meetings and activities;
- n) to organise under the Union's umbrella public servants working in workplaces falling within the service branch in which the Union is established;
- o) to establish and operate libraries and printing facilities and publish books, journals, bulletins, brochures, newspapers and similar publications;
- p) by decision of the Executive Board and for the benefit of members, to establish, manage and participate in commercial enterprises and to provide credit to such enterprises from available cash to the extent permitted by law;
- r) to participate in, manage and become a partner in projects financed from domestic or international sources; and
- s) to conduct studies, prepare reports and carry out activities concerning all personnel within the Union's field of activity.

CHAPTER TWO

MEMBERSHIP

Persons Eligible for Membership

Article 7. Salaried and wage-earning servants and other public servants employed in public institutions and organisations falling within the service branch defined in Article 3 of these Statutes may become members of the Union.

Acquisition of Membership

Article 8. A public servant who wishes to become a member and meets the required conditions shall complete and sign the membership application form in three copies and submit it to the Union or a branch of the Union. Membership is acquired upon acceptance of the application by the competent body of the Union. If the Union does not reject the application within thirty days at the latest, the membership application is deemed accepted. A public servant whose application is rejected without just cause has the right to bring an action before the competent local court dealing with labour disputes within thirty days from notification of the decision. For an accepted member, one copy of the application form is given to the member, one remains with the Union, and one is sent to the institution where the member works for the purpose of membership-dues deductions and retention in the personnel file. A person whose membership is accepted agrees to comply with these Statutes and with regulations adopted by the general assemblies. Membership in more than one union is not permitted. In the event of multiple union memberships, subsequent memberships are invalid. Multiple membership notifications bearing the same date are disregarded, and the public employer shall notify the person concerned and the relevant unions in writing.

Withdrawal from Membership

Article 9. Every member may freely withdraw from membership. Withdrawal is effected by the public servant submitting to his or her institution a withdrawal notice completed and signed in three copies. The officer receiving the notice must immediately provide the member with one copy bearing the registration number and date. The public employer shall send one copy of the notice to the Union within fifteen days. Withdrawal becomes effective thirty days after the date of application to the public employer. If the withdrawing member joins another union during that period, membership of the new union is acquired on expiry of the thirty-day period.

Termination of Membership

Article 10. Union membership terminates in the following cases:

- a) withdrawal from Union membership;
- b) expulsion from Union membership;
- c) leaving public service due to retirement, resignation from the civil service or termination of public employment; or
- d) appointment to a different service branch.

Where membership terminates, any duties held by the person in a Union branch or Union body also terminate. However, persons who retire may, on a one-time basis, continue their duties in the Union branch or Union bodies from the date of retirement until the end of the term for which they were elected, but in no case beyond the date of the first ordinary General Assembly.

Continuation and Suspension of Membership

Article 11. Membership shall continue or be suspended as follows:

- a) membership of members called for military service while on unpaid leave shall be suspended until completion of that service;
- b) membership of a member taking unpaid leave shall be suspended until the leave ends; the member shall continue to benefit from trade-union rights;
- c) pursuant to Law No. 2839 on Parliamentary Elections, persons serving in Union or branch bodies may not stand as candidates or be nominated in general or by-elections unless they request leave from their duties one month before the start of the election period; where a decision is taken to renew an election, the request must be made within seven days from publication of the renewal decision; and

- d) where a member leaves office because his or her employment is terminated by the employer, membership shall continue, provided that membership dues are paid, until the proceedings brought by the member are finally concluded or until a court determines that the termination was lawful.

Expulsion from Membership

Article 12. A decision to expel a member from the Union is taken by the General Assembly upon a reasoned proposal of the Central Executive Board, the Central Supervisory Board and/or the Disciplinary Board. The expulsion decision shall be notified in writing to the person expelled and to the employer. The member may challenge the decision before the competent court within fifteen (15) days from notification. Membership continues until the expulsion decision becomes final. Members who commit acts requiring expulsion shall be expelled by decision of the General Assembly in accordance with the following procedures:

- a) for members of the Central Executive Board, Central Supervisory Board or Central Disciplinary Board, expulsion is decided by the General Assembly upon the proposal of the Central Disciplinary Board or Central Supervisory Board and the recommendation of the Central Executive Board; and
- b) for members of branch executive, supervisory or disciplinary boards, expulsion is decided by the General Assembly upon the proposal of the Branch Disciplinary Board and approval of the Central Disciplinary Board.

Grounds Requiring Expulsion from Membership

Article 13. The following acts require expulsion from Union membership:

- a) acting contrary to the aims and principles of the Union;
- b) acting contrary to these Statutes, regulations issued on their basis, or decisions of the competent bodies of the Union;
- c) engaging in actions or activities that obstruct the achievement or development of the Union's aims;
- d) holding office in, becoming a founder of, or supporting another union in the same service branch;
- e) using the Union for personal benefit;
- f) making unfounded reports or complaints, or insulting statements, concerning the Union's central or branch bodies or branch officers; or
- g) disclosing Union secrets or engaging in actions or activities that endanger the future of the Union.

CHAPTER THREE

UNION BODIES AND THEIR DUTIES

Bodies of the Union

Article 14. The mandatory and advisory bodies of the Union are as follows:

A - Mandatory bodies:

- General Assembly;
- Executive Board;
- Supervisory Board; and
- Disciplinary Board.

B - Advisory bodies:

- Council of Presidents;
- Research and Development Board (R&D Board);
- Economic and Financial Cooperation Board; and
- Auxiliary Services Class Board.

The mandatory bodies of the Union may establish new bodies, provided that they do not delegate their own duties, powers and responsibilities and that the duties of the new bodies are specified by the General Assembly. Duties of the Executive Board may not be delegated to advisory bodies. The Executive Board has full authority to establish advisory bodies, determine their organisational structures, appoint their chairs and members, close or merge them where necessary, and prepare and bring into force regulations governing their working procedures and principles.

Composition of the General Assembly

Article 15. The General Assembly is the highest and most authoritative body of the Union. Where the Union has up to 1,000 (one thousand) members, the General Assembly is composed of members; where membership exceeds 1,000 (one thousand), it is composed of delegates. In accordance with these Statutes and the principles of secret ballot and open counting and tabulation, 200 (two hundred) delegates are elected through branch general assemblies and allocated among branches or provincial, district or regional representative offices under the following rules. The General Assembly consists of the 200 elected delegates together with the full members of the Union Executive Board and Supervisory Board, who are ex officio delegates.

- a) One delegate shall first be allocated to each branch and representative office.
- b) After the allocation under paragraph (a), the total Union membership shall be divided by the number of remaining delegates in order to determine the number of members represented by one delegate, and delegates shall be allocated to branches or representative offices accordingly.
- c) If, at the end of the application and objection period for delegate candidacies, the number of candidates does not exceed the number of delegates to be elected in the relevant electoral constituency, those candidates shall be deemed elected without a further ballot and the result shall be recorded in minutes.

Any difference between the number of delegates allocated under paragraphs (a) and (b) and the total of 200 (two hundred) shall be completed by allocating one additional delegate at a time to branches or representative offices with the largest remaining numbers of members after the calculation under paragraph (b). Each branch or representative office shall notify the Union head office of the first name, surname, father's name and place of birth of elected delegates. Delegate status continues until the delegate election held for the next ordinary General Assembly. The most recently determined membership figures shall be taken into account for delegate allocation. Procedures and principles for the election of General Assembly delegates shall be determined by a regulation brought into force by the Executive Board. Elections of General Assembly delegates may also be conducted separately within the General Assembly/delegate election timetable determined by the Executive Board.

Convening and Working Procedures of the General Assembly

Article 16. The first General Assembly shall be held within six months after the Union acquires legal personality. The General Assembly shall meet every four years in the province and at the address determined by the Executive Board. Where it considers necessary, the Executive Board may decide to hold the ordinary General Assembly at an earlier date.

- a) The General Assembly is convened by the Executive Board. The place, date, time and agenda of the meeting shall be announced on the Union's website at least fifteen days in advance. The announcement shall also specify the place, date, time and agenda of the second meeting if the required majority is not obtained at the first meeting. The second meeting shall be held within fifteen days at the latest. Written notice shall also be given to the competent local administrative authority, the chair of the election board and other authorities prescribed by law.
- b) The quorum of the General Assembly is an absolute majority of the total number of members or delegates. If the absolute majority is not obtained, a second meeting is held. No absolute-majority requirement applies to the second meeting; however, the quorum may not be less than one-third of the delegates attending the General Assembly. The decision quorum may not be less than one-quarter of the members or delegates attending the meeting. Persons who are not members or delegates are not counted for quorum purposes and may not vote. The activity, accounts and supervisory reports for the period between two General Assemblies, any audit report prepared by an independent audit body, and the proposed budget for the next period shall be sent to the persons entitled to attend the General Assembly fifteen days before the meeting date.
- c) Each member/delegate has one vote. Delegates who will vote or submit motions must be present. Persons who are not members/delegates are not counted in the quorum and may not vote; unless nominated upon the proposal of one-fifth of the total number of General Assembly members/delegates, they may not stand for election to mandatory bodies. Proxy voting is not permitted. Only matters on the agenda may be discussed. An item may be added to the agenda upon the written proposal of one-tenth of the delegates attending the General Assembly. Where the required quorum is present, the General Assembly is opened by the President or an Executive Board member authorised by the President. One chair and two secretary members are elected to conduct the meeting. The presiding committee is elected by open vote. Upon the written request of one-fifth of members/delegates, the election may instead be conducted by secret ballot and open counting. Candidates for the presiding committee may be nominated from among founders or delegates, by officers of the affiliated

confederation, by members or officers of member unions, or by one-tenth of the General Assembly delegates. The participation of delegates or members in the General Assembly and their right to vote may not be obstructed.

Extraordinary General Assembly

Article 17. The General Assembly shall convene extraordinarily where the Executive Board or Supervisory Board considers it necessary, or upon the written request of one-fifth of the General Assembly delegates where a justified reason exists. A new membership list shall be used for the extraordinary General Assembly. The extraordinary General Assembly shall be convened, as in an ordinary General Assembly, by announcement or within sixty (60) days from receipt by the Union of the delegates' written request. Delegates requesting an extraordinary General Assembly must personally and individually submit their requests to the Executive Board, clearly stating the legal and compelling reasons and attaching evidence and other documents supporting their claims. The Executive Board shall issue the call where it considers the stated grounds justified. Each ground for an extraordinary meeting shall be assessed separately. At an extraordinary General Assembly, no matter outside the agenda announced by the Executive Board may be discussed; the agenda may not be supplemented or amended, and no proposal to that effect may be made. Before the General Assembly begins its business, the grounds for the extraordinary meeting shall be assessed and put to a vote of the members. The extraordinary General Assembly ends after the announced agenda has been considered.

Meeting and Decision Quorums

Article 18. The quorum of the General Assembly is an absolute majority of the total number of members/delegates. If the quorum is not obtained at the first meeting, the second meeting may be postponed for no more than fifteen days. No absolute majority is required at the second meeting; however, the quorum may not be less than one-third of the members or delegates attending the General Assembly. The decision quorum may not be less than one-quarter of the members or delegates attending the meeting. Delegates or members may not be prevented from attending the General Assembly or exercising their voting rights.

Principles Applicable to Elections

Article 19. Elections at general assemblies shall be conducted under judicial supervision on the basis of free and equal participation, secret ballot, and open counting and tabulation. With respect to objections concerning General Assembly elections and matters relating to the annulment and renewal of elections, the relevant provisions of Law No. 4688 shall apply, or the matter shall be regulated by a regulation issued under these Statutes.

Duties and Powers of the General Assembly

Article 20. The principal duties and powers of the General Assembly are:

- a) to elect the bodies of the Union;
- b) to amend the Statutes or authorise the Executive Board to amend provisions of the Statutes;
- c) to consider the reports of the Central Executive Board, Central Supervisory Board and Central Disciplinary Board and decide on their discharge;
- d) to consider and decide on the work programme and budget prepared by the Executive Board;
- e) to authorise the Executive Board on matters specified in the Statutes;
- f) to authorise the Executive Board to purchase motor vehicles for Union services; purchase and sell real estate; construct or have constructed real estate; design infrastructure and superstructure projects and tender such works; procure, purchase and import from Türkiye or abroad any machinery, equipment, vehicles, tools and other requirements; and lease or let real estate; and to determine the remuneration, allowances, travel expenses and compensation payable to officers serving in Union bodies, together with attendance fees and travel expenses of other officials;
- g) to establish, merge or close Union branches, or authorise the Executive Board to do so; determine the principles governing the establishment and operation of branches and their representation at the General Assembly; and change branch areas of activity or authorise the Executive Board to do so;
- h) to merge with or join another union, provided that it operates in the same service branch;
- i) to become a founder of a confederation, join or withdraw from confederations, and authorise the Executive Board in this respect;
- j) to join or withdraw from international organisations compatible with the Union's aims;

- k)** to decide on dissolution;
- l)** to carry out other acts which legislation or these Statutes require to be performed by the General Assembly and decide matters that do not fall within the remit of another body;
- m)** to elect delegates to the general assembly of an umbrella organisation of which the Union is a member;
- n)** branch general assemblies shall perform only the duties specified in subparagraphs (a), (c) and (m) above;
- o)** to authorise the Executive Board, in relation to private or public institutions and organisations, banks and financial institutions operating within the Republic of Türkiye, to obtain debts and loans; demand, collect and receive receivables; settle and grant releases; prepare and sign loan agreements, commitments, notices, notifications and other documents; submit documents to competent authorities and correct errors; apply to banks, bank branches, private finance institutions and other relevant institutions for loans; open and close credit facilities; obtain letters of guarantee; sign credit agreements, undertakings and their annexes requested by banks; make declarations and commitments regarding debt and credit; pledge assets and accounts held with the relevant bank as security for loans; sign pledge agreements; act as guarantor where necessary and sign guarantee agreements; mortgage immovable property in favour of banks in any rank and degree; pay debts at maturity and, where necessary, defer, restructure or instal debts; follow up, conclude and sign all acts and transactions relating to such loans and loan agreements; execute financial-leasing agreements; acquire and purchase movable and immovable property, rights and receivables and, where necessary, lease them by ordinary or financial leasing; represent and bind the Union; and where necessary authorise one or more Executive Board members to perform those transactions; and
- p)** to authorise the Executive Board, for the benefit of members, to establish, manage and participate in commercial enterprises and to use available cash to the extent and in the manner permitted by law.

Composition of the Executive Board

Article 21. The Executive Board consists of seven full members and seven substitute members elected from among Union members by secret ballot and open counting and tabulation. Full and substitute members of the Executive Board must be Union members. A member who is not a delegate may stand as a candidate for the Executive Board only upon the written nomination of one-fifth of the existing delegates.

- a)** President;
- b)** General Secretary / Deputy President;
- c)** Vice President for Administrative and Financial Affairs;
- d)** Vice President for Organisation;
- e)** Vice President for Legal Affairs and Legislation;
- f)** Vice President for Education, Health and Social Affairs; and
- g)** Vice President for Media and Corporate Communications.

The President and Executive Board members are elected by the General Assembly directly to the respective titled positions. If the President leaves membership of the Executive Board for any reason, the Deputy President shall perform the duties of President until the first meeting held with the participation of a substitute member. Vacancies on the Executive Board shall be filled successively by substitute members, beginning with the person who received the highest number of votes in the election, upon invitation by the Executive Board. At the first Executive Board meeting after a substitute member joins the Board, duties shall be redistributed. A person who retires while serving on the Executive Board continues in office until the end of the term for which he or she was elected. In the event of suspension from duty, compulsory retirement, termination of public employment, transfer or similar circumstances, if the office-holder applies to a court, his or her Union office continues until the court decision becomes final.

Duties and Powers of the Executive Board

Article 22. The Central Executive Board is the Union's highest decision-making and executive body after the General Assembly. Its duties and powers are as follows:

- a)** to implement and, where necessary, interpret the Statutes, and to amend them where authorised by the General Assembly;
- aa)** in relation to private or public institutions and organisations, banks and financial institutions operating within the Republic of Türkiye, to obtain debts and loans; demand, collect and receive receivables; settle and grant releases; prepare and sign loan agreements, commitments, notices, notifications and other documents; submit documents to competent authorities and correct errors; apply to banks, bank branches, private finance institutions and other relevant institutions for loans; open and close credit facilities; obtain letters of

guarantee; sign credit agreements, undertakings and their annexes requested by banks; make declarations and commitments regarding debt and credit; pledge assets and accounts held with the relevant bank as security for loans; sign pledge agreements; act as guarantor where necessary and sign guarantee agreements; mortgage immovable property in favour of banks in any rank and degree; pay debts at maturity and, where necessary, defer, restructure or instal debts; follow up, conclude and sign all acts and transactions relating to such loans and loan agreements; execute financial-leasing agreements; acquire and purchase movable and immovable property, rights and receivables and, where necessary, lease them by ordinary or financial leasing; and represent and bind the Union;

- b)** together with the confederation of which the Union is a member, to participate in the collective-bargaining process on behalf of members, sign the collective agreement and monitor its implementation; and to determine and send Union representatives to institutional administrative boards;
- bb)** to decide that branch officers may take unpaid leave;
- c)** to communicate to the confederation of which the Union is a member and to administrative boards established for this purpose the Union's views on improving members' working and health conditions; monitor implementation of collective agreements; and select and send members to boards convened on matters concerning public servants;
- cc)** to determine the procedures and principles governing the Union's representation and hospitality expenses;
- d)** to convene the General Assembly;
- dd)** to give statements to the press, issue press releases and make public statements through the internet or any other medium made possible by technology and science on matters concerning members' common economic and social rights and interests and public-personnel law;
- e)** to implement decisions of the executive board of the confederation of which the Union is a member, following an assessment within the Union's field of activity;
- ee)** to establish a Commission for Fallen Personnel and Veterans, a Women's Commission, a Commission for Disabled and Impaired Members, and a Retirees' Commission;
- f)** to prepare reports on activities and income/expenditure accounts and the proposed budget and submit them to the General Assembly;
- g)** to make transfers between budget chapters and annual budgets;
- h)** to decide whether applications for Union membership are accepted or rejected;
- i)** in disputes arising from trade-union activities, to apply to relevant authorities, administrative bodies and judicial bodies in accordance with law, express opinions and make requests; to conduct negotiations with competent persons and organisations concerning members' rights arising from working life and legislation; and to bring or cause proceedings to be brought before courts;
- j)** to establish offices necessary to achieve the Union's statutory aims; appoint personnel to positions provided for in the budget; determine their remuneration and working conditions; enter into contracts; and appoint attorneys or other authorised representatives;
- jj)** for the purpose of developing the Union's vision, strategic planning and obtaining technical support on legal, financial and organisational matters, to appoint an Adviser to the President, a Chief Adviser and specialist advisers; determine their working procedures, terms of office and remuneration/attendance fees; and enter into service-procurement contracts for this purpose;
- k)** to purchase motor vehicles for Union services; purchase and sell real estate; construct or have constructed real estate; design infrastructure and superstructure projects and tender such works; procure, purchase and import from Türkiye or abroad any machinery, equipment, vehicles, tools and other requirements; lease or let real estate; organise courses, seminars and social-purpose meetings to improve members' professional competence, solve their problems and develop trade-union activities; establish and operate health and social facilities and libraries; and publish books, journals, bulletins, brochures, newspapers and similar publications;
- l)** to prepare, bring into force, amend or repeal regulations required for Union activities and prepare proposed amendments to the Statutes for submission to the General Assembly;
- m)** on the authority granted by the General Assembly, to establish, close or merge branches and representative offices, change their areas of activity, and convene representatives and the Council of Presidents;
- n)** to establish Research and Development units;
- o)** to decide, in accordance with the Statutes, on writing off fixed assets or transferring them to branches;
- p)** to carry out administrative and financial supervision of branches;

- q) to appoint representatives to meetings of national or international umbrella organisations of which the Union is a member and other public or private organisations, and determine the persons who will participate in studies and visits organised in Türkiye or abroad;
- r) to take the measures necessary to elect new mandatory bodies where the number of members of the mandatory central bodies falls below the meeting quorum or where mandatory branch bodies have ceased to exist for any other reason;
- s) provided that the Union itself does not make donations, to establish funds for assistance and education of members in cases such as marriage, illness, old age and death, and enter into agreements with banks and insurance companies to secure rights and exemptions for members;
- t) provided that the Union itself does not make donations, to assist members in establishing cooperatives and extend credit to such cooperatives from available cash to the extent permitted by law; and, for the benefit of members, to establish, manage and participate in commercial enterprises and extend credit to such enterprises from available cash to the extent permitted by law;
- u) to perform all duties and activities and exercise all powers provided by law and these Statutes other than matters falling within the authority of the General Assembly;
- v) where branch executive boards or provincial, district or town representatives fail, despite warning, to perform or misuse the duties and powers conferred by these Statutes, to remove the Branch Executive Board from office, decide to hold an extraordinary meeting for the establishment of a new executive board, and decide on proposals of the Branch Executive Board concerning the appointment and removal of workplace and provincial representatives; and
- w) to perform any other duties assigned by the General Assembly.

Working Principles of the Executive Board

Article 23. The Executive Board shall ordinarily meet at least once a month under the chairmanship of the President and, in the President's absence, under the chairmanship of the General Secretary. The Board shall consider and decide the matters on the agenda prepared by the General Secretary and any other matters it deems necessary. The meeting quorum is an absolute majority of the total number of Board members. Decisions are taken by an absolute majority of the members present. In the event of a tie, the side supported by the chair of the meeting prevails. The Board decides whether voting will be secret or open. Board decisions shall be entered in the decision book and signed by the members present. If, after substitute members have been called to fill vacancies, the number of Board members falls below one-half of the full membership, the General Assembly shall be convened within one month by the remaining Executive Board members or Supervisory Board members.

The Executive Board consists of seven members elected by secret ballot by the General Assembly. The number of substitute members is equal to the number of full members of the Central Executive Board. The Board is composed of the President, General Secretary, Vice President for Legal Affairs and Legislation, Vice President for Organisation, Vice President for Administrative and Financial Affairs, Vice President for Education, Health and Social Affairs, and Vice President for Media and Corporate Communications. If the Central Executive Board has fewer than seven members, secretariats may be combined by decision of the Central Executive Board.

Members of the Central Executive Board are elected directly by the General Assembly. The candidate receiving the highest number of votes is elected to the office for which he or she stood. Where it considers necessary, the Central Executive Board may redistribute duties among its members; however, any such change requires the unanimous vote of all seven Board members, including the President. The meeting quorum for a Board meeting at which a redistribution of duties may be decided is all Executive Board members elected by the General Assembly who remain in office. If a seat on the Central Executive Board becomes vacant, duties shall be redistributed at a meeting attended by the substitute member who received the highest number of votes.

Persons elected to the Central Executive Board shall be deemed to be on unpaid leave from their institutions from the date of election for as long as they remain in office. Pension contributions of persons on unpaid leave shall be paid by the Union. Persons elected to the Executive Board shall notify their institutions in writing within thirty (30) days from the date of election and shall be deemed to be on unpaid leave for as long as they remain in office. If a person elected to the Central Executive Board does not take unpaid leave, he or she may perform Union duties on one (1) day of paid leave per week by notifying the institution in writing within thirty (30) days from election.

The Central Executive Board shall ordinarily meet at least once a month with the participation of more than half of its members. Extraordinary meetings are held upon the request of the President. Decisions are taken by an absolute majority of the members attending. In the event of a tie, the President's vote counts as two votes. In the President's absence, the General Secretary chairs the meeting. Board decisions shall be entered in the decision book and signed by the members present. If, after substitute members have been called due to vacancies, the number of members falls below one-half of the full membership, the General Assembly shall be convened by the remaining Executive Board members or Supervisory Board members.

Duties and Powers of the President

Article 24. The duties and powers of the President are as follows:

- a) to represent the legal personality of the Union in Türkiye and abroad and chair the Executive Board and the Council of Presidents;
- b) as the head of all Union offices, to supervise and inspect all activities, including those of branches;
- c) to hold press conferences and make statements on behalf of the Union;
- d) to sign all correspondence together with the General Secretary and all accounting and transaction documents together with the officer responsible for financial affairs;
- e) to place the Supervisory Board's report before the first Executive Board meeting;
- f) to incur documented expenditure within the representation allowance specified in the budget, or to delegate this power to another Executive Board member on the basis of this provision;
- g) to perform duties assigned by the Executive Board;
- h) to act as the proprietor of the Union's publication organ;
- i) to ensure coordination between the Union and the confederation to which it is affiliated, inform the Executive Board about completed and planned work, and ensure the necessary assignments for such work; and
- j) to appoint as many advisers to the Union as the President considers necessary. Advisers are not required to be public servants.

Duties and Powers of the General Secretary / Deputy President

Article 25. The duties and powers of the General Secretary are as follows:

- a) to conduct all Union correspondence in accordance with the Union's principles and aims and compile all information, documents and transactions received by the Union;
- b) to coordinate the activities of personnel employed within the Union and the administrative offices;
- c) to prepare the agenda of the Executive Board and submit it to the Board;
- d) on behalf of the Union, to organise social relations such as visits, celebrations, condolences and congratulations involving Union members, other persons and institutions;
- e) to ensure that statistics required for research and evaluation concerning the Union's aims and principles are compiled and, where necessary, submit relevant matters to the Executive Board;
- f) to ensure coordination between the Union, the confederation to which it is affiliated and affiliated unions, and inform the Executive Board about completed and planned work; and
- g) to implement decisions and perform duties assigned by the President and Union bodies.

Duties and Powers of the Vice President for Administrative and Financial Affairs

Article 26. The duties and powers of the Vice President for Administrative and Financial Affairs are as follows:

- a) to conduct the Union's accounting affairs in accordance with the law, these Statutes and regulations, and ensure implementation of periodic budgets;
- b) to submit income-expenditure statements and trial balances prepared by him or her to the Executive Board at the end of each month;
- c) to ensure collection of Union revenues, expenditure in accordance with budgetary principles, proper maintenance of accounting records, timely payment of taxes and insurance premiums, and management of the accounting office;
- d) to ensure that expenditure advances are sent to branches on time and to supervise and inspect expenditure;
- e) to ensure that documents and fixed-asset records concerning the Union's movable and immovable assets are properly maintained;

- f)** to ensure that the Union's accounts are at all times ready for internal and external audit;
- g)** pursuant to General Assembly decisions, in matters concerning expenditure and transfers between budget chapters;
- h)** to obtain decisions from the Executive Board and submit proposals;
- i)** to sign, together with the President, documents and correspondence concerning collections, payments, set-offs and other accounting transactions;
- j)** to prepare balance sheets and proposed budgets to be submitted to general assemblies and present them to the Executive Board;
- k)** to deposit Union revenues, within thirty days of receipt, with banks designated by the Executive Board;
- l)** to notify and submit, accurately and on time, information and documents that must be reported to the competent authorities by law;
- m)** to ensure that membership lists required for deduction of Union dues are sent by branches to employers on time, and to take all necessary action to ensure that dues are deducted and transferred to the Union on time;
- n)** to refer expenditure by the head office or branches that is considered inappropriate to the Executive Board for decision and propose economy measures concerning Union expenditure; and
- o)** to perform other duties assigned by the President and the Executive Board.

Duties and Powers of the Vice President for Organisation

Article 27. The duties and powers of the Vice President for Organisation are as follows:

- a)** to monitor the trade-union activities of branches and assist them in properly carrying out such activities;
- b)** to supervise membership-registration and withdrawal procedures, organise the membership archive, manage related work, prepare a membership inventory and ensure that confirmed memberships are communicated to the relevant authorities;
- c)** to carry out studies concerning the adjustment of branch areas of activity, the opening of new branches, and the closure or merger of existing branches, and prepare and submit reports to the Executive Board for the necessary decision by the competent body;
- d)** to ensure that branch delegate elections and branch general assemblies are held properly and on time;
- e)** to ensure the necessary organisation in workplaces falling within the Union's field of activity and service branch;
- f)** to consult branch presidents and make proposals to the Executive Board concerning the appointment of Union representatives;
- g)** to ensure the preparation and distribution of books, brochures, notices and similar publications explaining the benefits of organisation to public servants in organised workplaces, organise meetings for that purpose, ensure implementation of decisions on organisation, and work together with the President on such matters;
- h)** to organise activities relating to membership determination; and
- i)** to perform other duties assigned by the President and Executive Board.

Duties and Powers of the Vice President for Legal Affairs and Legislation

Article 28. The duties and powers of the Vice President for Legal Affairs and Legislation are as follows:

- a)** to collect and submit to the Executive Board information and documents concerning trade-union activities that will form the basis of collective bargaining, make the necessary preparations for collective bargaining and monitor the results;
- b)** to take the necessary steps, including mediation and similar processes, to resolve disputes that may arise, and prepare a report recommending judicial proceedings in matters where agreement cannot be reached;
- c)** to identify complaints and deficiencies reported by members concerning problems in the service branch and submit them to the Executive Board;
- d)** to undertake legislative work aimed at improving members' rights and interests and submit such work to the Executive Board for presentation to the relevant and competent authorities;
- e)** to prepare and submit to the Executive Board reports on adjustments required in Union activities as a result of changes and developments in legislation;
- f)** in line with the Union's aims, to cooperate with unions in Türkiye and abroad, organise meetings and represent the Union at such meetings;
- g)** to ensure the regular and efficient operation of offices under his or her responsibility; and

h) to perform other duties assigned by the President and Executive Board.

Duties and Powers of the Vice President for Education, Health and Social Affairs

Article 29. The duties and powers of the Vice President for Education, Health and Social Affairs are as follows:

- a) to prepare training programmes and submit them to the Executive Board;
- b) to ensure implementation of training programmes approved by the Executive Board;
- c) to provide education and training for members through journals, brochures, books and similar publications issued by the Union in the planning and conduct of educational activities;
- d) to manage the offices, personnel and specialists under his or her responsibility and ensure their regular operation;
- e) to undertake work for the establishment of social facilities such as health centres, libraries and nurseries and submit proposals to the Executive Board for approval;
- f) to evaluate views received from branches on matters within his or her area of responsibility and submit them to the Executive Board for approval;
- g) to research and identify members' social needs, including mutual-aid funds, housing cooperatives, consumer cooperatives, accommodation, travel and recreational activities, and submit proposals to the Executive Board for action;
- h) to plan the organisation, development and implementation of social activities within the Union and assume responsibility for their implementation in accordance with Executive Board decisions; and
- i) to perform other duties assigned by the President and Executive Board.

Duties and Powers of the Vice President for Media and Corporate Communications

Article 30. The duties and powers of the Vice President for Media and Corporate Communications are as follows:

- a) to monitor all forms of written, visual and electronic media and systematically compile news, articles, statements and other information and documents concerning trade-union activities for the information of the Executive Board;
- b) to undertake the work necessary to publish newsletters, journals, brochures, newspapers and similar periodicals on behalf of the Union;
- c) to manage the Union's relations with media organisations;
- d) together with the President, to prepare or have prepared statements, press releases, news items and similar material to be provided to the media; and
- e) to perform duties assigned by the President and Executive Board.

Composition of the Supervisory Board

Article 31. The Supervisory Board consists of three full members and three substitute members elected by secret ballot from among the members/delegates attending the General Assembly. Its term of office is the same as that of the Executive Board. At their first meeting, the full members elect from among themselves a chair, a rapporteur and one member and commence their duties. Decisions are taken by majority vote. In the event of a tie, the side supported by the chair is deemed to have the majority. At least three auditors must be present for an audit. Since the Supervisory Board is composed of full members, if one or more full members leave the Board, substitute members shall be called in order beginning with the person who received the highest number of votes. If a majority still cannot be obtained after substitute members have been called and less than one year remains until completion of the ordinary General Assembly term, the existing members may carry out the supervisory function, provided that the statutory minimum membership requirement is met and at least one member remains. The Supervisory Board shall meet once a year at the Union head office and conduct its audits there. Union documents and books may not be removed from the head office.

Duties and Powers of the Supervisory Board

Article 32. The duties and powers of the Supervisory Board are as follows:

- a) to audit whether Executive Board activities comply with General Assembly decisions;
- b) to conduct administrative and financial audits in accordance with these Statutes, submit interim reports to the Union Presidency and submit the end-of-term report to the General Assembly;

- c) upon the request of the Executive Board, to carry out necessary audits of branches and, where it considers necessary, request the Executive Board to convene an extraordinary branch general assembly;
- d) to request the Executive Board to convene an extraordinary General Assembly;
- e) if, during audits or examinations, irregularity or corruption is identified in the Union's financial affairs, to report the matter to the chair of the Executive Board and, where necessary for a fuller investigation, request the temporary suspension from office of those alleged to have committed the acts; and
- f) if the Executive Board does not accept the Supervisory Board's request or does not suspend persons alleged to have committed corruption or irregularities, to request the Executive Board to convene an extraordinary General Assembly. Where the situation described in this subparagraph occurs, the Executive Board must convene the extraordinary General Assembly within sixty days at the latest.

Composition and Working Procedures of the Disciplinary Board

Article 33. The Disciplinary Board consists of three full members and three substitute members elected by secret ballot from among delegates attending the General Assembly. Its term of office is the same as that of the Executive Board. At their first meeting, the full members elect from among themselves a chair, a report writer and one member and commence their duties. If one or more full members leave the Board, substitute members are called in order beginning with the person who received the highest number of votes. The Disciplinary Board meets upon the call of the Executive Board. At least three members must be present for the Board to meet. Decisions are taken by majority vote. In the event of a tie, the side supported by the chair is deemed to have the majority. The Disciplinary Board takes its decision after obtaining the defence of the person concerned and submits the decision to the Union Presidency for implementation. If a majority cannot be obtained after substitute members have been called and less than one year remains until completion of the ordinary General Assembly term, the existing members may perform this duty, provided that the statutory minimum membership requirement is met and at least one member remains.

Duties and Powers of the Disciplinary Board

Article 34. The duties and powers of the Disciplinary Board are as follows:

- a) to investigate Union and branch officers and members alleged to have acted contrary to these Statutes or the Union's aims and principles and, where a breach is established, impose a warning or reprimand;
- b) to review, upon objection by the person concerned, decisions of branch disciplinary boards concerning Union members and send the result to the relevant branch presidency for implementation;
- c) to examine reports concerning acts requiring expulsion from the Union, determine its opinion and submit it to the General Assembly; and
- d) to notify the persons concerned and the General Assembly of all decisions taken.

Duties and Powers of Advisory Bodies

Article 35. The advisory bodies are as follows:

Council of Presidents: The Council of Presidents consists of the Executive Board, Supervisory Board, Disciplinary Board, Branch Executive Boards, and provincial, district, town and workplace representatives. In the President's absence, the General Secretary chairs the Council. The Council meets upon the call of the Executive Board. It raises local and general problems of branches and makes recommendations to the competent authorities; receives information on the work of Union bodies and proposes measures to make their work more effective; expresses views on laws, statutes and regulations, and draft legislation, concerning public servants; expresses views on matters concerning the future of the Union; makes proposals to maintain balance between branches in branch relations and common matters; and, where necessary, interprets provisions of these Statutes and states its opinion.

Research and Development Board (R&D Board): This Board is established to research and evaluate ways of increasing the efficiency of institutions and organisations within the Union's service branch, economic, social, political and technological developments in Türkiye and around the world, and the social rights of members. It works under the chairmanship of the Union President. Persons serving on the R&D Board are not required to be public personnel but shall be selected from persons with relevant expertise. The persons who will form the Board, its working procedures and principles, and the remuneration to be paid are determined by the Executive Board. The R&D Board meets at least once a month and submits reports to the Executive Board on the economic and social rights of public servants, national issues and the functioning of public administration.

The Executive Board forwards these reports to the relevant bodies and may make them public where considered necessary.

Economic and Financial Cooperation Board: This Board is established to conclude discount, benefit and cooperation agreements on behalf of the Union with public institutions, private-sector organisations and financial institutions; develop and implement projects that provide economic benefits to members and affiliated persons in relation to goods and services; ensure that agreement processes comply with law, these Statutes and General Assembly decisions; monitor and evaluate implementation of agreements and secure revisions where necessary; and report regularly to the Executive Board on its activities. Its working procedures and principles and the remuneration to be paid are determined by the Executive Board.

Auxiliary Services Class Commission: This Commission is established to organise members and affiliated personnel in the Auxiliary Services Class within the service branch, identify their problems, work on solutions and represent employees in the Auxiliary Services Class within the service branch. Its working procedures and principles and the remuneration to be paid are determined by the Executive Board.

Branch Bodies, Their Duties and Principles Governing the Establishment of Branches

Article 36. Union branches are established as units affiliated with the head office with at least 400 members, on the authority granted to the Executive Board by the General Assembly. Among members employed in public workplaces falling within the service branch in which the Union operates, persons wishing to become branch founders shall attach to the establishment application three copies each of identity documents, residence documents, documents proving that they are public servants and copies of identification. On the basis of a report prepared by the General Secretary, the Executive Board may decide to establish a branch and determine its area of activity. The specified area of activity may cover more than one province. More than one branch may be established in a province. Officers from other provinces may be appointed to branches. The Executive Board may readjust the scope of branch areas of activity where necessary.

The decision establishing a branch shall be notified in writing by the Executive Board within fifteen days to the highest local administrative authority at the Union head office and in the place where the branch is opened, together with copies of the required documents obtained from the founders. In the place where a branch is to be established, the branch is formed by authorising between three and seven persons by Executive Board decision to carry out its establishment and organisation and to administer it until the first ordinary General Assembly in accordance with these Statutes. Union representative offices may be established in provinces and districts where the number required for a branch is not reached. The operation of representative offices shall be governed by a regulation prepared by the Executive Board. Until such regulation is issued, these Statutes shall apply by analogy. If the regulation conflicts with these Statutes, the Statutes prevail. The branch acquires official status when its founders submit the necessary documents, the Statutes and the authorisation document to the provincial governor's office.

Existing branches may be merged, divided into separate branches or terminated by decision of the Executive Board on the basis of authority granted by the General Assembly. Where a decision is taken to open a branch, the Executive Board is authorised to appoint Founding Committees to serve until branch bodies are constituted and to determine the limits of their duties and powers.

Mandatory Bodies of Branches

Article 37. The mandatory bodies of branches are:

- A. Branch General Assembly;
- B. Branch Executive Board;
- C. Branch Supervisory Board; and
- D. Branch Disciplinary Board.

Composition of the Branch General Assembly

Article 38. A Branch General Assembly consists of members within the branch's area of activity. However, taking into account the number of branch members, their geographical distribution, the orderly conduct of the meeting, election security, election costs and organisational needs, the Executive Board may decide that a Branch General Assembly will be held with delegates.

Where the Branch General Assembly is to be held with delegates, the number of branch delegates to be elected by members is determined by the Executive Board. The number of Branch General Assembly delegates may not exceed twenty per cent of the branch membership and, in any event, may not be fewer than twenty or more than two hundred. The Executive Board is also authorised to treat the entire branch area as a single electoral constituency, establish electoral constituencies on the basis of province, district, institution, workplace or combined workplaces, and determine the number of delegates allocated to each constituency. Delegate numbers for electoral constituencies are determined by reference to the ratio between the branch membership and the designated number of delegates.

Full members of the Branch Executive Board and Branch Supervisory Board participate in their own Branch General Assembly as ex officio delegates. The total number of Branch General Assembly delegates is the sum of the number determined by the Executive Board and the number of ex officio delegates.

Delegate elections shall be conducted on the basis of free and equal participation, secret ballot, and open counting and tabulation. The Executive Board determines the delegate-election timetable in a manner that ensures that the final delegate list is submitted within the statutory period to the relevant election-board chair for elections to be held at the General Assembly. Members who will conduct ballot-box and counting procedures during the delegate-election process are designated by the Branch Executive Board with the knowledge of the Union Executive Board. If, at the end of the application and objection period for delegate candidacies, the number of candidates does not exceed the number of delegates to be elected from the relevant electoral constituency, those candidates are deemed elected without a further ballot and the result is recorded in minutes. The Branch President must send the first copy of those minutes and the prepared delegate list to the Union head office within three days at the latest.

This Article also applies to whether the first ordinary general assemblies of branches administered by a Founding Committee are held with members or delegates. For matters concerning Branch General Assemblies not regulated in this Article, the provisions of these Statutes governing the Union General Assembly shall apply. Other matters shall be regulated by an election regulation brought into force by the Executive Board, provided that it is not contrary to law or these Statutes.

Meeting Principles of Branch General Assemblies

Article 39. Branch General Assemblies meet every four years, with the agreement of the Executive Board, in a province determined by the Branch Executive Board and at the place, date and time determined by that Board, and must be completed at least thirty days before the Union General Assembly. A second meeting shall be held within fifteen days at the latest.

The agenda, place, date and time of the Branch General Assembly prepared by the Branch Executive Board shall be announced on the Union's website at least fifteen days in advance. Members or delegates shall be informed through electronic means of communication. Notifications required by law shall be made to the competent authorities within the applicable periods.

The procedures, meeting principles and decision quorums applicable to the Union General Assembly also apply to Branch General Assemblies. Where the Branch General Assembly is composed of delegates, members who are not delegates may not vote and may not be elected to mandatory bodies unless nominated by one-fifth of the delegates.

A Branch General Assembly shall convene extraordinarily where the Branch Executive Board or Branch Supervisory Board considers it necessary, or upon the written request of one-fifth of General Assembly members or delegates where a justified reason exists, subject to approval by the Union Executive Board. Where, under legislation and democratic principles, an extraordinary General Assembly decision is mandatory and necessary but the Branch Executive Board fails to take that decision, or where the Branch Executive Board cannot meet because of resignations, the Union Executive Board may decide to convene an extraordinary General Assembly. Where these Statutes contain no provision on convening an extraordinary Branch General Assembly, the procedures and principles governing an extraordinary Union General Assembly shall apply.

Duties and Powers of the Branch General Assembly

Article 40. The Branch General Assembly is the highest and most authoritative body of a branch. Its duties and powers are:

- a) to elect branch bodies;
- b) to consider reports of the Branch Executive Board and Branch Supervisory Board;
- c) to decide on discharge of the Branch Executive Board and Branch Supervisory Board;
- d) within the timetable of the Union General Assembly and in accordance with the principles set out in Article 15 of these Statutes, to elect upper-level delegates who will attend the Union General Assembly; and
- e) to perform other acts specified by legislation and these Statutes and decide matters not assigned to another body.

Branch General Assemblies do not have authority to grant financial discharge.

Composition of Branch Executive Boards

Article 41. A Branch Executive Board consists of seven full members elected by secret ballot by the Branch General Assembly from among the delegates forming the General Assembly or members nominated by those delegates. The same number of substitute members is also elected. At its first meeting, the Branch Executive Board elects from among its members a President, General Secretary, Vice President for Administrative and Financial Affairs, Vice President for Organisation, Vice President for Media and Corporate Communications, Vice President for Education, Health and Social Affairs, and Vice President for Legal Affairs and Legislation.

Branch officers approved by decision of the Central Executive Board may serve on a full-time professional basis; officers assigned to professional duty shall take unpaid leave. Branch Executive Board members other than those on unpaid leave are entitled to one day of leave from their workplace per week. The provisions of these Statutes governing the Union Executive Board apply to the working principles and decision quorums of Branch Executive Boards and to vacancies in membership. A member who, without stating a valid excuse, fails to attend three consecutive Executive Board meetings shall be referred to the Disciplinary Board by decision of the Branch Executive Board. In the event of suspension from duty, compulsory retirement, termination of public employment, transfer or similar circumstances, if an Executive Board member applies to a court, his or her Union office continues until the court decision becomes final.

Duties and Powers of the Branch Executive Board

Article 42. The authority to represent the branch is exercised by the Branch President on behalf of the Branch Executive Board. Administration of the branch, within the authority granted by law, these Statutes and the Union Executive Board, belongs to the Branch Executive Board. Its duties and powers are as follows:

- a) to carry out all transactions on behalf of the branch with public and private organisations within the branch area and take the necessary initiatives to resolve problems arising from trade-union activities;
- b) to forward to the Union head office, within five working days following the application date, membership applications submitted to the branch so that a decision may be taken on acceptance or rejection;
- c) to examine all applications of members working in institutions within the branch area, contact the relevant authorities, seek to resolve the matters, and refer matters that cannot be resolved through local contacts to the Union head office;
- d) in accordance with the relevant provision of the trade-union law, to send membership lists on time to the competent officials of institutions to ensure deduction and transfer of Union dues and send a certified copy of the list to the head office;
- e) to prepare the agenda of the Branch General Assembly and the report to be submitted to it;
- f) to ensure that income and expenditure transactions and expenditures within its spending authority are carried out properly and to decide on them; and to send to the Union head office, by the fifteenth day of the month following the month in which expenditure was incurred, a certified copy of the relevant decision together with expenditure documents for examination and necessary action;
- g) to notify the Union head office of persons whose membership has ended for various reasons and ensure that branch records are properly maintained;
- h) to request the Central Executive Board to create a position for personnel to be employed by the branch;
- i) to ensure careful use and protection of branch fixed assets and proper maintenance of their records;

- j) subject to approval of the Central Executive Board, to appoint and remove representatives at affiliated workplaces;
- k) to perform other duties assigned by the Branch General Assembly and competent Union bodies and report decisions and results to the Central Executive Board; and
- l) to give statements to the press, issue press releases and make statements through the internet or any other medium made possible by technology and science on matters concerning members' common economic and social rights and interests and public-personnel law.

Duties and Powers of the Branch President

Article 43. The duties and powers of the Branch President are as follows:

- a) to represent the branch and chair commissions established within the branch by the Branch Executive Board;
- b) as the head of all branch offices, to supervise and inspect all activities;
- c) to sign branch correspondence together with the Secretary and accounting and transaction documents together with the officer responsible for financial affairs. Where necessary, the Branch President may, without a prior decision and on the basis of supporting documentation, incur expenditure in accordance with the Union budget and applicable decisions, subject to approval at the first Executive Board meeting. Such expenditure may be incurred only by the Branch President;
- d) to take all measures necessary to coordinate branch activities; and
- e) to ensure proper protection of fixed assets.

Duties and Powers of the Branch Secretary

Article 44. The duties and powers of the Branch Secretary are as follows:

- a) to exercise the duties and powers of the Branch President in the President's absence;
- b) to be responsible for branch correspondence, the conduct of branch business, and archiving related information and documents;
- c) to be responsible for management of branch offices;
- d) after consulting other Executive Board members on matters requiring consideration, to prepare an agenda at least once every fifteen days and bring the related draft decisions and proposals before the Executive Board;
- e) to be responsible for personnel affairs of staff employed by the branch; and
- f) to perform other duties assigned by the Branch President and Executive Board.

Duties and Powers of the Branch Vice President for Organisation, Media and Corporate Communications

Article 45. The duties and powers of the Branch Officer for Organisation are as follows:

- a) to carry out the necessary organisation and activities in workplaces within the branch's trade-union field of activity and ensure implementation of head-office decisions;
- b) to monitor the activities of representative offices affiliated with the branch and inform the Executive Board;
- c) to take the necessary action to resolve trade-union disputes arising within the branch;
- d) to monitor all forms of media and systematically compile news, articles, statements and other information and documents concerning trade-union activities, submit them to the Executive Board and forward them to the Union head office;
- e) to organise the Branch President's press conferences and prepare press releases;
- f) on behalf of the Union, to organise social relations such as visits, celebrations, condolences and congratulations involving Union members, other persons and institutions; and
- g) to perform other duties assigned by the Branch President and Executive Board.

Duties and Powers of the Branch Vice President for Administrative and Financial Affairs

Article 46. The duties and powers of the Branch Officer for Financial Affairs are as follows:

- a) to conduct financial transactions in accordance with law, these Statutes and instructions of the competent Union bodies; and
- b) to perform other duties assigned by the Branch President and Executive Board.

Duties and Powers of the Branch Vice President for Education, Health and Social Affairs and for Legal Affairs and Legislation

Article 47. The duties and powers of the Branch Officer for Education are as follows:

- a) to carry out educational activities within the Union and publish educational journals and brochures required for the training of members;
- b) to cooperate with education officers of the Union and the confederation on educational activities;
- c) to collect and organise information, documents and publications concerning all legislation relevant to trade-union activities and monitor amendments;
- d) to compile members' general and local problems concerning legislation, prepare reports and submit them to the Branch Executive Board and Union head office;
- e) to prepare reports setting out members' demands and problems and submit them to the Union head office in order to contribute to the Union's collective-bargaining process; and
- f) to perform other duties assigned by the Branch President and Executive Board.

Composition and Duties of the Branch Supervisory Board

Article 48. The Branch Supervisory Board consists of three full members and three substitute members elected by the Branch General Assembly from among the delegates forming that General Assembly, under judicial supervision and on the basis of free and equal participation, secret ballot, and open counting and tabulation. The full members elect from among themselves a chair, a rapporteur and one member and commence their duties. The Branch Supervisory Board works in accordance with the provisions governing the working principles of the Union Supervisory Board. Since the Board is composed of full members, if one or more full members leave the Board, substitute members shall be called in order beginning with the person who received the highest number of votes. If a majority cannot be obtained after substitute members have been called and less than one year remains until completion of the ordinary General Assembly term, the existing members may carry out the supervisory function, provided that the statutory minimum membership requirement is met and at least one member remains.

The duties of the Branch Supervisory Board are:

- a) to audit whether the activities of the Branch Executive Board comply with General Assembly decisions;
- b) to submit to the Branch President an interim report on audits conducted in accordance with these Statutes and submit the end-of-term report to the Branch General Assembly; and
- c) where it considers necessary, to send the audit report to the Union President.

Composition and Duties of the Branch Disciplinary Board

Article 49. The Branch Disciplinary Board consists of three full members and three substitute members elected by the Branch General Assembly from among the delegates forming that General Assembly, under judicial supervision and on the basis of free and equal participation, secret ballot, and open counting and tabulation. The full members elect from among themselves a chair, a rapporteur and one member and commence their duties. Since the Board is composed of full members, if one or more full members leave the Board, substitute members shall be called in order beginning with the person who received the highest number of votes. If a majority cannot be obtained after substitute members have been called and less than one year remains until completion of the ordinary General Assembly term, the existing members may perform this duty, provided that the statutory minimum membership requirement is met and at least one member remains. The Branch Disciplinary Board works in accordance with the provisions governing the working principles of the Union Disciplinary Board.

The duties of the Branch Disciplinary Board are:

- a) to investigate members alleged to have acted contrary to these Statutes or the Union's aims and principles and impose a warning or reprimand. In certain cases it may also impose temporary expulsion for up to three months. It shall notify the Branch General Assembly, Branch Executive Board, Central Executive Board and other persons concerned of the result of the investigation and decision; and
- b) to submit to the Branch President, for transmission to the Union head office, reports concerning acts requiring expulsion from the Union.

Establishment, Qualifications, Duties and Removal of Representative Offices and Representatives

Article 50. Provincial, district and workplace representatives, and their duties, qualifications and procedures for removal from office, are governed as follows.

Establishment of Provincial, District and Town Representative Offices

In provincial and district centres and towns where Union membership exceeds 100 but the opening of a branch is not considered necessary or practicable, the Executive Board may establish Union representative offices affiliated with the head office. Union representatives are appointed by the Central Executive Board to perform the duties attributed to branches by these Statutes, listen to members' employer- or workplace-related problems, communicate those problems to the relevant bodies, and ensure communication between the Union and the employer. Provincial, district and town representative offices consist of at least three and no more than seven members. Duties are allocated in line with the secretariats of the head office, and one representative is appointed as chief representative. The Central Executive Board has authority to remove representative offices and representatives from office. It may also decide on removal upon the proposal of one-fifth of the members. The needs and expenses of provincial, district and town representative offices are met by the head office. A representative office is appointed for one General Assembly term and may not hold a congress.

Duties and Powers of Provincial, District and Town Representative Offices

Provincial or district representatives shall, within the authority granted by the Central Executive Board:

- a) act within the powers granted by the Central Executive Board;
- b) carry out trade-union activities on behalf of the head office;
- c) on behalf of the Union, cooperate with institutions and organisations in their locality to resolve members' problems and inform the head office of matters that cannot be resolved;
- d) forward membership forms of public employees applying to join the Union to the head office within seven days, and forward membership forms of members accepted by the head office to the relevant institutions and organisations within five days;
- e) organise and control expenditure incurred for the representative office, sign related documents and supporting records, and send them to the head office within fifteen days following the month in which the expenditure was incurred;
- f) cooperate with the relevant institutions and organisations to ensure that membership dues are deposited into Union accounts within the statutory period;
- g) ensure coordinated work with workplace representatives in institutions and organisations falling within the Union's service branch; and
- h) participate in membership-determination work and send reports to the head office.

Establishment of Workplace Union Representation and Appointment of Workplace Union Representatives

Union representatives are appointed by the Central Executive Board, upon the proposal of the Branch Presidency to which they will be affiliated, in order to listen to members' employer- or workplace-related problems, communicate those problems to the relevant bodies, and ensure communication between the Union and the employer. To be entitled to appoint workplace union representatives, the Union must have the highest number of public-servant members at the workplace according to the determination made under Article 30 of Law No. 4688.

Where the Union is authorised to elect workplace union representatives, one representative may be elected where the workplace has up to 200 public servants; no more than two where it has 201-600; no more than three where it has 601-1,000; no more than four where it has 1,001-2,000; and no more than five where it has more than 2,000. Where the Union is not authorised to elect a workplace union representative at a workplace, the Executive Board may appoint a workplace representative to carry out coordination duties for trade-union activities. Representatives are responsible to the Branch Executive Board for their activities, operate under the branch, and are taken into account in the branch quorum for elections. Where there is more than one workplace representative, one shall be appointed chief representative by the Central Executive Board.

The public employer shall, to the extent possible and without disrupting management or the operation of services, facilitate the performance by Union representatives of their duties during and outside working

hours. Representatives shall work to increase membership and reach the level required to establish a branch. Workplace representatives may be removed from office by decision of the Central Executive Board upon the proposal of the Branch Executive Board or one-fifth of the members at the duty location. A replacement shall be appointed by the Central Executive Board in accordance with the appointment procedure. The needs and expenses of workplace representative offices are met by the Union branch. Workplace representatives serve for one Branch General Assembly term.

Duties and Powers of Workplace Union Representatives

- a) to coordinate relations between the Union and its members and ensure that those relations are conducted regularly;
- b) to meet among themselves at least once a month to discuss workplace problems and submit proposals to the competent bodies;
- c) to seek to resolve complaints and proposals received from members and refer unresolved matters to the relevant bodies;
- d) to perform duties assigned to them by laws, regulations and these Statutes; and
- e) to participate in membership-determination work and send reports to the head office.

CHAPTER FOUR

FINANCIAL MATTERS

Income of the Union

Article 51. The income of the Union consists of:

- a) membership dues;
- b) income obtained from activities that the Union may lawfully conduct;
- c) donations and assistance;
- d) income from assets;
- e) publication income;
- f) income from commercial enterprises established, managed or participated in by the Union;
- g) income from projects financed from domestic or international sources; and
- h) other income.

Except for international organisations of which the Union itself or the Republic of Türkiye is also a member, the Union may not accept assistance or donations from foreign sources. The Union must deposit all cash income with banks. For compulsory expenditures, and with the knowledge of the Executive Board members, cash up to an amount calculated by multiplying the indicator figure of 30,000 by the base-salary coefficient applicable to the civil-service base-salary indicator may be kept in the Union cash office.

Membership Dues

Article 52. Union members shall pay monthly membership dues in order to meet expenditure required to achieve the purposes set out in the law, these Statutes and related regulations. The monthly membership due is six per thousand of the total monthly gross income, subject to stamp tax, regularly paid in connection with the public servant's cadre or position. The amount of the due may not be less than four per thousand, or more than one-thirtieth, of the total gross income subject to stamp tax of a civil servant paid at the first step of the fifteenth grade. Within those limits, the amount of the membership due is determined by the General Assembly. All dues are collected at the Union head office. Upon the written request of members and in accordance with the Union's request, dues are deducted by the public employer from the member's salary and deposited within five days into a bank account designated by the Union. Where membership terminates for any reason, the Union must notify the employer within five working days.

Expenditure of the Union

Article 53. For the purpose of achieving the aims set out in these Statutes and carrying out activities permitted by law, the Central Executive Board is authorised, within the budget adopted by the General Assembly, to decide expenditure by the Union's central and local units. Subject to use in accordance with an activity plan prepared by each branch at the beginning of the year and approved by the Central Executive

Board, the Central Executive Board shall transfer 10% of the dues collected from members to the account of the relevant branch or provincial, district or town representative office for use in its activities. Expenditure above this amount or changes to approved activities are subject to the proposal of the Branch Executive Board or the relevant provincial, district or town representative office, approval by the Central Executive Board, and allocation of sufficient funds.

The head office shall send advances to the bank accounts of branches and representative offices in an amount that is not less than 10% and not more than 50% of the total amount obtained from the monthly membership dues of branches and representative offices. No advance shall be sent to a branch or representative office that has not closed its previous advance. Requests exceeding the advance amount require approval of the Central Executive Board.

Union income may not be used or donated outside the purposes stated in these Statutes and the activities permitted by law. At least 10% (ten per cent) of Union income shall be used to improve the professional knowledge and experience of members. Except through Union mutual-aid funds, the Union may not lend money to other persons or organisations, including members, officers and employees, and may not distribute its income. Any item or material regarded as a fixed asset under the Tax Procedure Law shall be recorded in the fixed-assets register and may not be treated as an expense. The Union shall pay each month to the confederation to which it is affiliated the membership due at the rate specified in that confederation's statutes.

Remuneration, attendance fees and travel allowances payable to persons elected to the mandatory bodies of the Union and their chairs shall be determined by Executive Board members, using the minimum wage determined by the Minimum Wage Determination Commission as the basis, at an amount not lower than one-twentieth of one net minimum wage and not higher than ten net minimum wages per month. If the budget does not contain sufficient resources, the Executive Board may decide to reduce payment of attendance fees and remuneration to as little as once per year. This provision also applies to persons temporarily assigned by the Union.

Branches shall account for all expenditure in accordance with the budgetary principles adopted by the Union General Assembly, document such expenditure in compliance with legislation and procedure, and send the documentation to the Union head office every month. Appropriations provided in the Union budget shall be transferred as advances, in an amount sufficient to meet branch expenses, to an account opened in the name of the relevant branch at a bank located where the branch operates. The books to be kept by the Union, the manner of certification, and the procedures and principles governing records shall be determined by regulation.

Union Budget

Article 54. The budget is prepared by the Executive Board, submitted to the General Assembly for approval and becomes final upon approval. It is prepared in detail for a four-year period, with each year shown separately, for the Union head office and branches and for provincial, district and town representative offices. The accounting period is the calendar year.

The budget shall state:

- the Union's income and sources of income;
- expenditure and the purposes for which funds will be used;
- remuneration, social benefits, travel expenses, per diems and allowances payable to officers and officials at every level of the Union;
- remuneration and social benefits payable to personnel employed at the Union head office and branches; and
- the Union's cash, securities and assets, with fixed assets and immovable property stated separately.

Remuneration, Allowances, Social Assistance and Rights

Article 55. Remuneration, allowances, social funds and rights are governed as follows:

- a) The ceilings for remuneration, all allowances and social assistance payable to members and chairs of the Union and branch executive boards; remuneration, per diems and travel expenses payable to members of Union and branch supervisory and disciplinary boards, officials serving in advisory bodies, provincial, district and town representative offices, and members temporarily assigned to Union duties, shall be determined by the Union Central General Assembly. Among the founding members serving on the provisional executive board, those

who take unpaid leave shall, provided that the Union budget has sufficient income, receive until the Executive Board is constituted at the first General Assembly a bonus payment equal to their workplace remuneration increased by a 25% welfare allowance, without interest or escalation. If membership-dues income is insufficient, the payment shall be made when sufficient income becomes available;

- b) The Central Executive Board is authorised to enter into and terminate employment contracts of persons employed by the Union, Union branches and provincial, district and town representative offices, and to determine their remuneration, allowances, travel expenses, compensation and other social rights;
- c) The General Assembly shall determine the subsistence, travel and daily allowances payable to officers, representatives and officials at all levels of Union branches and provincial, district and town representative offices, as well as Union members, Union personnel and persons temporarily assigned to Union service, where they are temporarily assigned away from their normal location or participate in courses, seminars, meetings and similar activities elsewhere;
- d) Members of the Union Executive Board and Branch Executive Boards who receive remuneration from the Union are entitled to thirty days of leave for each completed year. Paid annual leave must be used within the relevant activity year; unused leave does not carry over to the following year. After an ordinary General Assembly, leave may not be used and payment in lieu of leave may not be claimed. Irrespective of whether leave has been requested, the Central Executive Board shall take the necessary steps at year-end in relation to persons who have not used their leave so that they are treated as officially on leave; and
- e) Personnel employed by the Union and its branches and by provincial, district and town representative offices are subject to Law No. 4857 on Labour. In addition, they are entitled to ten days of leave in the event of marriage, seven days in the event of the death of a person for whose care they are responsible, and five days where their spouse gives birth.

Compensation

Article 56. Compensation is governed as follows.

Service compensation: Executive Board members elected to full-time professional office in the Union or its branches shall, at the end of their term, receive service compensation equal to one month's salary for each year of service in office, including periods of continued service following re-election. Taxes legally payable on service compensation shall be borne by the Union. Bonuses and social benefits are included in remuneration for the calculation of service compensation. If a person who has received service compensation is re-elected, periods for which payment was previously made shall not be taken into account when service compensation is calculated at the end of the new term. Service compensation of persons who die while in office shall be paid to their heirs.

Accident, disability and death compensation: Where an officer, representative member or person working within the organisation who has been assigned by the Union or a Branch Executive Board, other than by the General Assembly, suffers an occupational accident while carrying out a Union-related duty, the Union shall, during treatment and authorised rest, pay the difference between payments made by social-security institutions and the remuneration received from the person's principal workplace. Persons who, as a result of the occupational accident, become disabled but remain able to work shall, by decision of the Executive Board, receive compensation proportionate to the degree of disability up to a maximum of five times their net monthly remuneration. Persons who become unable to work shall receive eight times their net monthly remuneration, and the heirs of persons who die shall receive ten times their net monthly remuneration. Financial assistance may be provided to compensate monetary losses suffered by Union members because of their employment relationship or trade-union activities. If the member's loss is subsequently paid by the opposing party, the member shall repay the assistance provided by the Union.

Administrative and Financial Supervision

Article 57. In addition to supervision by their own internal supervisory bodies, all administrative and financial activities of the Union and its branches at the Union head office are open to inspection by the confederation of which the Union is a member. Administrative and financial supervision concerning whether the management and operation of the Union and its branches, their income and expenditure, and all related transactions comply with law, these Statutes and General Assembly decisions shall be carried out by supervisory boards or auditors. The annual accounts of the Union shall be audited by the Supervisory Board and, where considered necessary, independent audit reports may also be obtained; such reports shall be submitted to the General Assembly. The Union shall maintain the following books, files and records and prepare the relevant vouchers:

- a) membership registration forms and membership register, together with withdrawal/termination notification forms;
- b) decision books in which decisions of the General Assembly, Executive Board, Supervisory Board and Disciplinary Board are entered in numerical and chronological order;
- c) incoming and outgoing correspondence register recording the date and number of incoming and outgoing documents;
- d) incoming and outgoing correspondence files in which originals of incoming documents and copies of outgoing documents are retained;
- e) dues register, journal, inventory register and general ledger;
- f) income receipts, custody/entrustment register, expenditure documents and files for their retention; and
- g) fixed-assets register.

In addition to the books and records that it is legally required to keep, the Union may maintain auxiliary books. Branches are required to keep the records referred to in subparagraphs (b), (c) and (d), together with an operating ledger.

Fixed Assets

Article 58. The Union may acquire movable and immovable property required by its aims and duties. A report shall be prepared for fixed assets that must be withdrawn from service, and they shall be written off following approval of the Executive Board. Fixed assets that have been written off may be sold by negotiated sale or tender by decision of the Executive Board.

CHAPTER FIVE

MISCELLANEOUS PROVISIONS

Dissolution and Liquidation

Article 59. At an ordinary or extraordinary congress convened for dissolution of the Union, the meeting quorum is an absolute majority of the total number of members or delegates. If an absolute majority is not obtained, the quorum may not be less than one-third of the members or delegates attending the General Assembly. The decision quorum may not be less than one-quarter of the members or delegates attending the meeting. In the event of dissolution, automatic termination or closure, the Union's assets and funds shall be transferred to a union or confederation with the same purpose as determined by the General Assembly. If the General Assembly cannot convene, they shall be transferred to the confederation to which the Union is affiliated.

Regulations

Article 60. Regulations referred to in these Statutes, and regulations considered necessary on matters not explained in the Statutes, shall be prepared and brought into force by the Executive Board.

Founders of the Union

Article 61. The Union was established, on the basis of the Office, Banking and Insurance Services Branch, by the founders whose names, positions and addresses are stated in the attached list.

Provisional Executive Board

Article 62. Until the mandatory bodies of the Union are constituted at the first General Assembly, the Provisional Executive Board is authorised to conduct the Union's affairs, exercise the powers granted to the Executive Board by these Statutes and represent the Union. The names, institutions, positions and addresses of the members of the Provisional Executive Board are set out below.

NAME	INSTITUTION	POSITION	ADDRESS
İsmail OKUMUŞ	General Directorate of Security	President	Ayaş District Police Directorate, Ankara
Bülent ARSLAN	General Directorate of Security	General Secretary / Deputy President	Tekkeköy District Police Directorate, Samsun
Hayrettin UĞUR	General Directorate of	Vice President / Organisation	Baltalımanı Police House Branch

NAME	INSTITUTION	POSITION	ADDRESS
	Security		Directorate, Istanbul
İmran BAĞLİCAK	General Directorate of Security	Vice President / Financial Affairs	Etimesgut District Police Directorate, Ankara
Ahmet ÖZ	General Directorate of Security	Vice President / Press and Public Relations	Osmangazi District Police Directorate, Bursa
Akif DEMİRCİOĞLU	General Directorate of Security	Vice President / Education and Social Affairs	Karapınar District Police Directorate, Konya
Erdoğan SEVGİLİ	General Directorate of Security	Vice President / Legislation and Collective Bargaining	Çekerek District Police Directorate, Yozgat

Execution

Article 63. Until the first General Assembly, these Statutes shall be implemented on behalf of the founders by the Provisional Executive Board; after the first General Assembly, they shall be implemented by the elected Central Executive Board of the Union.

Entry into Force

Article 64. These Statutes enter into force on the date on which the founders submit the establishment application. Unless a different date is specified, subsequent amendments enter into force after approval by the ordinary General Assembly.