Policies and Procedures Manual

ITU MEZUNLARI DERNEGI, INC.

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PART I

INTRODUCTION

1 Preamble

The Istanbul Teknik Universitesi Mezunlari Dernegi Uluslararasi Kurulusu (ITUMD) is a non-profit, tax-exempt organization dedicated to promoting better relations between the ITU and Its members.

As an umbrella organization, ITUMD strives to achieve its objective through coordination of the activities of member ITUMD Associations and Individual Members which form The ITUMD Assembly of delegates.

2 Organization of ITUMD

The governing body of the ITUMD is the Assembly of Delegates. The executive powers are vested in the Board of Directors on behalf of the Assembly of Delegates. The Board of Trustees provides advice and guidance to the ITUMD and acts with the authority of the Assembly of Delegates on certain financial matters as provided by the Bylaws.

The ITUMD Office Personnel (Executive Director, Projects Coordinators, Communication Co-ordinators, and assistants) manage the day-to-day activities of the ITUMD under the direction of the President. The Standing, Other and Ad Hoc Committees operate under the direction of the Board of Directors to carry out their specific assignments and also assist the ITUMD Office Personnel in implementing the programs established by the ITUMD with the exception of the Central Fund Raising Committee which fulfills its charter under the guidance of the Board of Trustees.

The organizational chart of ITUMD is shown as Exhibit A.

3 Purpose

The purpose of this Policies and Procedures Manual (PPM) is twofold:

1. To provide procedural guidelines for effective management of the ITUMD by the Assembly of Delegates, the Board of Directors, the Board of Trustees and the ITUMD Office Personnel.

2. To provide a ready reference of past and current policies, procedures, rules, decisions, and practices that guide the ITUMD in its operations. As such, it complements the Bylaws in defining the functions and duties of each constituent element of the organization and provides broad policy guidelines that are intended to facilitate realization of the objectives of the ITUMD. This manual is based on the Articles of Incorporation, the Bylaws, and past years' experience.

4 Organization of the PPM

This document expands upon the provisions included in the Bylaws and provides guidance on areas that are not explicitly stated in the Bylaws. Component Associations and Individual Membership are discussed in **PART II**, the Assembly of Delegates in **PART III**, the Board of Directors in **PART IV**, the Board of Trustees in **PART V**, and the Qualifications for Nominees for the Board of Directors and Board of Trustees in **PART VI**. Policies and procedures regarding the operations of ITUMD are addressed in **PART VII**. Guidance for publications is provided in **PART VIII** and for Public Relations in **PART IX**. **PART X**, **PART XI**, and **PART XII** examine the formation, operation, powers and responsibilities of the Standing, Other and Ad Hoc committees, respectively.

5 Distribution

The PPM is distributed to all Board members, Officers, Trustees, ITUMD Office Personnel's office, Chairmen of Standing and Ad Hoc Committees and interested Component Associations and individuals. The ITUMD Office Personnel shall assure timely distribution of this document and its updates to the individuals and groups listed above.

6 Maintenance and Updates

This document shall be maintained and updated periodically by the Rules Committee of the Bylaws Committee. It may be revised from time to time in order to assure that the organization is effective in dealing with the changing conditions and requirements. All change to the PPM shall be consistent with the Bylaws and shall take effect upon approval by the Board of Directors. Revisions shall be collected by the Rules Committee and incorporated into the next revision of the document as directed by the Board of Directors.

PART II

COMPONENT ASSOCIATIONS AND INDIVIDUAL MEMBERSHIP

ITUMD is an assembly of its Component Associations. In addition, individuals can and do become members of ITUMD. Membership requirements and rules for both Component Associations and Individual Members are delineated in the following paragraphs.

1 COMPONENT ASSOCIATIONS

Eligibility for Membership

1. The Component Association shall have goals and aspirations consistent with those of ITUMD, as demonstrated by their Articles of Incorporation and Bylaws.

2. The Component Association shall apply, and must be accepted, for membership as discussed in the next section.

3. An applicant association and, upon approval to membership, a Component Association, shall not engage in activities that are at cross purposes with an existing ITUMD Component Association.

4. An applicant association must have been functional prior to mailing its application.

5. Upon approval, the Component Association shall fulfill the following annual requirements (the records listed below shall also be submitted as changes occur):

   - If required, pay membership dues set by the ITUMD Board of Directors.
   - Send the names, addresses, and telephone numbers of its Board of Directors.
   - Send a copy of the Association's current membership and address list.
   - Designate the delegates that will represent the association at ITUMD meetings.

Application for Membership

1. A letter of application expressing interest to join ITUMD shall be forwarded to ITUMD.

2. The following documentation shall be included with the letter of application:

   - Articles of Incorporation of the association, If any.
   - Bylaws of the association.If different than ITUMD Bylaws
   - Names, addresses, and telephone numbers of its Board of Directors.
   - List of names and addresses of current membership.
   - A copy of the current approved annual budget.

Acceptance for Membership

1. The Membership Committee shall review the eligibility of the applicant association and submit its recommendations to the ITUMD Board of Directors. In reviewing the application, the Membership Committee shall consult with the cognizant Vice President and existing Component Associations (if any) in close proximity to the geographic location of the applicant association.

2. ITUMD Board of Directors shall review the Membership Committee recommendations and formulate their own recommendations to the Assembly of Delegates for their voting at the next annual meeting.

3. The President of ITUMD shall report the recommendations of the Board of Directors to the Assembly of Delegates.

4. The Assembly of Delegates shall vote on the recommendations of the Board of Directors. Affirmative vote by a simple majority of the Assembly of Delegates is sufficient for acceptance to membership.

Loss of Membership

1. The following shall constitute cause for suspension or loss of membership as provided in the Bylaws:

   - Engagement in activities that are in conflict with the goals and aspirations of ITUMD, as determined by the Board of Directors.
   - Engagement in activities that are detrimental to the reputation and well-being of ITUMD and its Component Associations, as determined by the Board of Directors.
   - Failure to fulfill the membership requirements as delineated above without cause and within a reasonable time. For example, failure to respond to ITUMD's written requests, within the Bylaws, three consecutive times over a time span of six months shall be considered cause for loss of membership.

2. Loss of membership shall take effect upon recommendation by the Board of Directors and subject to approval by two-thirds majority of the Assembly of Delegates at their next meeting during the Annual Convention. Such loss of membership shall take effect immediately after the vote.

2 AFFILIATED MEMBERS

Affiliated Members are the individual members of the component associations. These members maintain their status as Affiliated Members and thus possess all rights, privileges and obligations given to Assembly members, without having to qualify individually, so long as they are in good standing within their own Component Association. If a component association loses its membership status, then the members of that association are no longer considered Affiliated Members and must apply individually to become Full Members. Affiliated members shall receive certain mailings of ITUMD but not the ballot mails for elections. Affiliated members need not pay an annual ITUMD membership due.

3 ASSEMBLY MEMBERS

Eligibility for Membership

Full Members shall be individuals who concur with the goals and aspirations of ITUMD. They shall apply, and must be admitted, for membership as discussed in the next section.

Application for Membership

Application for Full Membership shall be with a letter or form expressing interest to join ITUMD.

Acceptance for Membership

Acceptance to Full Membership shall be upon approval by the Secretary who shall ascertain that the prospective member will uphold the ITUMD goals set forth in the Bylaws.

Rights and Obligations of Full Members

Each Assembly Member shall pay membership dues set by the Board of Directors. Full Members shall have the right to vote by mail ballot in the elections for Board of Directors and Board of Trustees. Full Members shall be entitled to receive certain mailings of the ITUMD, including those for elections.

Loss of Membership

Loss of Assembly Member status may result due the same reasons listed above for component associations. Loss of Full Membership takes effects immediately upon approval by the Board of Directors.

4 HONORARY MEMBERS

Honorary members shall be designated as provided in Article III, Section 4. They need not pay an annual due.

PART III

ASSEMBLY OF DELEGATES

The Assembly of Delegates is the governing body of the ITUMD. It is responsible for establishing the policy and defining the goals of the association. The Assembly of Delegates normally vests the executive powers in the Board of Directors to carry out its policies. Membership of the Assembly of Delegates consists of members of the Board of Directors, Board of Trustees and the representatives from the Component Associations as defined in the Bylaws. The Assembly of Delegates shall regularly meet once a year. Location and time of the meeting shall be determined by the Board of Directors. Special meetings may also be called as provided in the Bylaws.

Powers and responsibilities of the Assembly of Delegates are generally defined in the Bylaws. Specific duties of the Assembly of Delegates include:

- Acceptance of the applicant associations for membership.
- Review and approval of the annual Board of Directors' and Board of Trustees' reports.
- Holding discussions, voting, and acting as the final authority on any policy matter that may be brought to the Assembly of Delegates.
- Holding discussions and voting on any resolution that may be brought to the Assembly of Delegates.
- Election by secret ballot of an officer or trustee in case of a tie in the mail or e-mail balloting.
- Maintenance of the Bylaws of ITUMD, consistent with the Articles of Incorporation and aspirations of the membership at large.
- Revision of the Bylaws as the need arises in order to better serve the needs of the membership and cope with changing conditions.

Annual Meetings

The annual meetings shall be held on the Friday, Saturday, or Sunday during the annual convention.

PART IV

BOARD OF DIRECTORS

The Board of Directors (BOD) is the Executive branch of ITUMD and implements the policies articulated by the Assembly of Delegates and in the Bylaws. The BOD consists of the President, the President-Elect, the immediate Past-President, the regional Vice Presidents (board of presidents), the Secretary General, the Treasurer, and Committee Chairpersons and Vice Chairpersons as described in the Bylaws. The formation, nomination, election, duties, and powers of the Board of Directors are described in appropriate Articles of the Bylaws.

Specific powers and responsibilities of the Board of Directors include:

- Implementation of the policies mandated by the Assembly of Delegates.
- Preparation of policy proposals for approval by the Assembly of Delegates in keeping with the needs of the organization.
- Insuring that any decisions made by the BOD are consistent with the Bylaws and policies of ITUMD.
- Acting promptly and effectively on any issue that may come up at any time.
- Calling a meeting of the Assembly of Delegates when needed.
- Approval of an annual budget and implementation of the same subsequent to endorsement by the Board of Trustees.
- Requesting additional funds from the Board of Trustees in case of emergencies.
- Establishment of committees to carry out the daily operations and specific tasks of the ITUMD, including Ad Hoc Committees.
- Providing guidance and direction to the Standing and Ad Hoc Committees.
- Approval of all Standing and Ad Hoc Committee chairpersons with the exception of the chairperson of the Central Fund Raising Committee who is appointed by the Board of Trustees.
- Assuring that all the assets of ITUMD are properly maintained.

Meetings

The BOD shall normally meet monthly or bi-monthly at the headquarters office, or on dates and times set by the BOD. All BOD members are encouraged to attend these meetings; those who may not be able to come to headquarters office, shall participate in the deliberations through telephone hookups, or e-mail hookups. Quorum is established if more than one-half the number of directors residing in the state where headquarters located are available to participate in the meeting.

The material for BOD meetings, including the agenda, shall be mailed or e-mailed to members of the BOD 7 days prior to the meeting. Reports from BOD members and any other input shall be received by the headquarters office, for mailing to the BOD members, at least 10 days prior to the meeting.

BOD meetings shall be conducted following a set format to optimize efficiency and save time. An example of a standard BOD format is attached as Exhibit B. Chairman or Vice Chairman of various committees if they have no voting rights may leave the meeting after presenting their reports if there are no other items related to their work for the subsequent part of the meeting. The President or the member of the Board presiding over the meeting in President's absence may excuse the non-voting participants from the meeting.

During the BOD meetings any duly made motion is considered accepted unless opposed by a member of the BOD in which case a roll call shall be taken by the Secretary. Motions are accepted or rejected by a majority of those present. Ties shall be broken by the presiding officer.

Implementation of Board Decisions

The BOD may assign implementation of the BOD decisions to the Executive Committee. formation, operation, powers, and responsibilities of the Executive Committee is included in Part X.

Specific Duties of the President

- Representing the ITUMD in official matters and in any forum.
- Forming an Executive Committee with the approval of the BOD.
- Appointment of the ITUMD Office Personnel.
- Overseeing the operations of the central office.
- Assuring that all the records of the ITUMD are maintained in an auditable form.
- Communicating with the Board of Trustees regarding the financial status of the ITUMD.

Specific Duties of the Vice Presidents

- Establishing and maintaining good relations with the Component Associations.
- Coordinating the activities of Component Associations on major issues.
- Maintaining close communications with the Component Associations.
- Providing input to the Membership Committee regarding any organization applying for membership.
- Ensuring that Component Associations fulfill their obligations.
- Encouraging and promoting participation in annual conventions.
- Keeping the BOD informed about significant changes in the Component Associations.
- Keeping the Publications Committee and the PETEK E-DERGI informed about significant Component Association activities.
- Conducting periodic Individual Membership drives.
- Conducting periodic fund-raising drives in coordination with the Central Fundraising Committee of the BOT.

- Helping the Nominating Committee with input on candidates for elections.
- Organizing ITUMD activities in conjunction with Component Associations.

PART V

BOARD OF TRUSTEES

The Board of Trustees (BOT) is responsible for the financial well-being of the ITUMD and operates within the rules articulated by the Assembly of Delegates and in the Bylaws. The formation, nomination, election, duties, and powers of the Board of Trustees are described in Articles of the Bylaws. Specific duties of the Board of Trustees include:

- Assurance of financial well-being of ITUMD by keeping informed about the fiscal status of ITUMD and by developing and implementing a long term fiscal plan.
- Acting as the final arbiter in major financial matters of the ITUMD.
- Appointing members and chair to the Central Fund Raising Committee.
- Overseeing the activities of the Central Fund Raising Committee.
- Managing the Endowment Fund and assuring its continued growth to the level at which the income from the Endowment Fund can meet the fixed expenses of the ITUMD.
- Allocating budgeted and unbudgeted funds from the Endowment Fund earnings.
- Endorsing the annual budget proposed by the Board of Directors.

Meetings

The BOT shall normally meet quarterly at the headquarters office, on dates and times set by the BOT. The Chairman of the BOT is responsible for calling the meeting. All BOT members are encouraged to attend these meetings; those who may not be able to come to BOT Headquarters, shall participate in the deliberations through telephone hookups, or e-mail. Quorum is established if more than one-half the number of Trustees residing in the state where BOD headquarter located are available to participate in the meeting.

The material for BOT meetings, including the agenda, shall be mailed to members of the BOT 7 days prior to the meeting. Reports from the President, Treasurer or the Executive Committee and any other input shall be received by the BOT headquarters office, for mailing to the BOT members, at least 10 days prior to the meeting.

During the BOT meetings any duly made motion is considered accepted unless opposed by a member of the BOT in which case a roll call shall be taken by the presiding officer. Motions are accepted or rejected by a majority of those present. Ties shall be broken by the presiding officer.

Implementation of the BOT Decisions

The Chairman shall forward the decisions and recommendations of the BOT to the President for implementation. The BOT shall monitor the implementation of BOT decisions and recommendations. When necessary, the Chairman of the BOT may ask the President to provide a written report on matters that are within the jurisdiction of the BOT.

PART VI

QUALIFICATIONS FOR NOMINEES FOR BOARD OF DIRECTORS AND BOARD OF TRUSTEES

The nominees for the Board of Directors, the President and Board of Trustees should generally be outstanding members of the community and should possess the following specific attributes:

- **BOD Members**
  - Nominees for BOD membership must have the necessary communication skills to be able to perform their duties.
  - The nominees must have resided at least five (5) years as legal residents or citizens in the country they are working.
  - The nominees must have served in ITUMD or local and regional organizations and must have demonstrated leadership skills.

- **President**

  In addition to the qualifications for BOD membership, nominees for the office of President shall have the following attributes:

  - The President must be a citizen of the country he/she residing.
  - The President must speak English and Turkish fluently and the language of the country he/she residing, since he/she is the highest authority representing ITUMD and is frequently in touch with the members, media and government officials, and since ITUMD is incorporated in the USA.
  - The President must not represent any government in an official capacity and must not be a paid lobbyist for any government at the time of nomination.
  - He/she must have the ability to travel to the central office in headquarters (if living outside) several times a year and with little advance notice.
  - He/she must possess other general attributes to be able to represent the ITUMD adequately.

- **BOT Members**
  - Nominees for the BOT shall be corporate executives, successful businessmen/women, professional and other prominent individuals.
  - Nominees shall be individuals who are knowledgeable about financial matters.
  - Nominees shall be residents of USA, Turkey or Canada, or any other country which ITUMD has regional office, or Regional or Component Association.

- Nominees shall have the ability to lead and support fund raising activities.

PART VII

OPERATIONS

1 ITUMD OFFICE PERSONNEL

Appointment

The office personnel shall be appointed by the President from among the available candidates and in consultation with the BOD. A Search Committee may be established to identify suitable candidates for some positions. Formation and operation of the Search Committee shall be defined in writing by the President.

Employee Handbook

The ITUMD Office Personnel conduct their duties in accordance with the ITUMD Bylaws, the Policies and Procedures Manual, directions by the President, the ITUMD Employee Handbook and their employee agreements. The Employee Agreement contains information on salaries and job descriptions for each position. The Employee Handbook includes general job descriptions, duties, benefits and rights of the personnel.

Responsibilities of Office Personnel

1. **Routine Activities**

   The routine duties and activities of the office personnel include:

   - Keeping this Policy and Procedures Manual current.
   - Distribution of BOD and BOT meeting notices and notes.
   - Arranging for BOD and BOT teleconferences.
   - Assuring effective flow of information among the different entities of the ITUMD.
   - Keeping the President informed on any issues requiring policy decisions.
   - Keeping an up-to-date database on members.
   - Responding to requests from members of ITUMD.
   - Sending notices for annual dues to both individuals and Component Associations.
   - Following up on annual submittals.
   - Sending acknowledgments and thank you notes to members and donors.
   - Making all the arrangements for the conventions and other events sponsored by the ITUMD.
   - Preparing necessary documentation for procurement of goods and services.
   - Acting as the custodian of all ITUMD property.
   - Maintaining the files and records of the Organization.

- Safeguarding ITUMD mailing list in accordance with Part VII.2.

2. **Election Related Activities**
   - Preparing the necessary documents under the direction of the Nominating Committee.
   - Assuring that biographies of the nominees are of the same format and length, arranged in alphabetical order for each position. Names in the slates shall also be in alphabetical order.
   - Mailing the ballots in a timely manner.

3. **Interaction with other Individuals and Other Entities**

   The Office Personnel shall maintain good relations with the Component Associations, Individual Members and any other individuals and entities which may contact ITUMD. They should always be cordial, sensitive and responsive to the needs of others.

2 USE OF ITUMD MAILING LIST

Office personnel should safeguard ITUMD address list. Removal of any part of this list from the ITUMD offices for any reason other than authorized by ITUMD business may be cause for termination of an employee. In addition, legal action may be taken against such an employee. As a general policy, ITUMD does not actively offer or provide its mailing list to any party, regardless of their intent.

However, ITUMD is the only multi-national organization that provides service to the Alumni and friends of ITU in the world and we recognize the need for other commercial and cultural organizations to reach the Alumni. For this purpose, on a case-by-case basis, ITUMD's mailing lists are made available for direct mailing through professional mailing facilities designated by the ITUMD. All expenses borne out of such mailings are to be paid by the party requesting the service. The following guidelines are provided for those interested parties willing to comply with the rules of our organization for mailing services.

Preparation for Mass Mailing

The most common and cost-effective mailing is the Third Class Bulk Mailing service provided by the US Post Office[1]. This kind of mailing is given deferred service by the Post Office. Delivery of the Third Class mail within a specific time is not guaranteed. Consequently, up to six weeks must be allowed for the recipients to receive the bulk mail. In addition, up to ten days should be allowed for the items to be actually mailed by the processing facility. To speed up the delivery time, one may choose to use the First Class mail delivery service.

Cost of Mailing

Postal rates are increased from time to time. Those who wish to use this service of the ITUMD should contact the headquarters office for the current rates and cost estimate of their mailing. E-mail distribution charges will be set by the BOD.

[1] Although essential information on mass mailing is provided below, more detailed information can be obtained from your local Post Office.

Available Addresses

As of April 1996, the following mail or e-mail lists are available:

Primary:

- Due paying membership
- Major US companies doing business with Turkey
- US Congress
- MIM
- Turk American Associations

Secondary:

- Universities/Colleges
- Television Stations
- AM Stations
- FM Stations
- Newspapers
- Trade Associations
- News Services

Steps for Bulk Mailing:

1. Interested party sends a request, on the letterhead of the organization, signed by the most senior officer. The request must clearly indicate the purpose of mailing.

2. The request must also include two samples of the proposed mailing item.

3. The request must be mailed to ITUMD Headquarters.

4. ITUMD will review the request and make a decision on the request. The requesting party will be informed of the decision.

5. If the request is approved, the requesting party must call the ITUMD office to receive specific instructions for forwarding the mailing materials to the processing facility. ITUMD office will also quote the processing fees and mailing costs.

6. The requester will send a check for the total cost of mailing. Only the pre-paid requests will be processed.

3 BUDGETING

At the end of the fiscal year, the President and the Treasurer prepare a draft budget for the coming year. The proposed budget is reviewed at a BOD meeting. Upon approval by the BOD, the proposed budget is presented at a BOT meeting by the President and the Treasurer. Upon endorsement by the BOT, the proposed budget becomes the budget. Any revisions to the budget must be subjected to the same process.

Current year's budget must be approved by the BOD by the end of January and concurred by the BOT by the end of March.

4 ELECTIONS

The requirements for election of the members of the BOD and BOT are given in the Bylaws. In the following, the processes by which the requirements of the Bylaws are implemented are described.

1. The BOD forms a Nominating Committee at least 90 days prior to the annual meeting, consisting of three former presidents of the ITUMD and two Full Members. One of the Full Members should preferably be the current President-Elect.
2. The Nominating Committee determines the offices which will become vacant for the following year.
3. In preparing the slate of candidates, the Nominating Committee: O
   (a) seeks input from the Component Associations, assembly members and other individuals and organizations,
   (b) reviews all the input in light of the required candidate qualifications listed in Part VI and,
   (c) takes into account other special circumstances that may exist at the time.
4. After determining the list of candidates, the Nominating Committee communicates with the candidates and obtains biographical data, and prepares the slate of candidates that will be placed on the ballot.
5. The Nominating Committee forwards the slate of candidates to the ITUMD office 70 days prior to the annual meeting.
6. The ITUMD Office sends the ballots to Full Members 60 days prior to the annual meeting. The ballots are e-mailed or mailed with two envelopes, one for inserting the marked up ballot anonymously and the other (containing the ballot envelope) which will be used to verify the eligibility of the voter, e-mail verification is the recorded address in data base.
7. Full Members are requested to return their ballots or e-mail 30 days prior to the annual meeting (to be received by the headquarters office no later than 15 days prior to the annual meeting).
8. The ITUMD Office Personnel verifies the identity of the voter, opens the return envelop, and places the ballot envelope in a collection box (one for each region in order to track proper voting), without opening the ballot envelope.
9. About ten days before the annual meeting, one board member not up for election and at least one member of the Nominating Committee together with the ITUMD Office Personnel together open the ballot envelopes, review e-mail messages and tabulate the results. Winners of elections are recorded along with the number of votes received.
10. Tabulated election results are forwarded to the President.
11. The results are announced by the President at the annual meeting. In case of ties, the President calls for voting by the Assembly of Delegates between the tied candidates.

5 PROCUREMENT OF GOODS AND SERVICES

Goods and services are procured where possible through local businesses with whom ITUMD has established credit. Outside sources with lower rates are utilized when economically feasible. Petty cash may be maintained in central office and disbursed on an "as needed" basis for miscellaneous expenses. Receipts for such expenses are provided following the instructions of ITUMD's public accountant. For any single purchase in excess of \$500 the Treasurer's approval shall be obtained. If the Treasurer is not available, the President's approval shall be sought. Any single purchase in excess of \$1000 shall be authorized by both the President and the Treasurer.

Whenever practical, at least two quotations shall be obtained for purchases.

6 ACCOUNTING AND AUDITS

Accounting Periods and Reports

ITUMD maintains its books and records on a calendar year basis. Reports of payroll, income and expenses are sent to local and federal tax authorities on a quarterly and annual basis. Official records of the accounting information system is kept by the accountant to assure internal control.

Accounting Method

The accounting method chosen for the ITUMD, the method that shows clearly the actual income and expenses, is a "Cash Basis" method of accounting. Under this method revenues are recognized when received rather than when earned, and expenses are recognized when cash is disbursed rather than when the obligation is incurred.

Accounting Format and Tools

Books and records of annual budgets and subsequent revenue and expenditures are kept on a commonly used and accepted accounting software. Monthly balance sheet and income statements are presented to the BOD. Additionally, supporting documentation, journal entries and records are provided to the Treasurer. The Treasurer, as the custodian of ITUMD funds, reviews all supporting documentation and final financial statements to ensure that consistent, transparent accounting system information is maintained.

Audits of Books and Records

Annual audit of books and records is performed by a Certified Public Accountant (CPA) who is not an officer of the ITUMD. Since it is common practice, and it secures monetary savings, the audit of ITUMD's books is carried out by its own CPA. This audit is performed in accordance with generally accepted auditing standards and includes the activities of all ITUMD funds. The audit report is customarily presented to the BOD during ITUMD's annual convention.

7 CONVENTIONS

Conventions are the annual events of ITUMD where policy matters are discussed, Component Associations' interface with each other, and subjects important to the Alumni are addressed.

Location

Conventions are generally held in USA upon approval by the Board of Directors or the Assembly of Delegates. Conventions may be held at a location outside of USA every other year.

Timing

Convention dates are set at least nine (9) months in advance by the BOD. Necessary reservations are made by the Headquarters Office. Conventions are normally held Thursday through Sunday.

Theme, Program and Agenda

Each Convention should preferably have a theme, a program and daily agenda. The theme should help focus on a subject matter of current importance. The program should have variety to capture the interest of the audience with differing backgrounds. Fridays and Saturdays should have seminars, symposiums, panel discussions and presentations by prominent individuals on subjects that are of interest to Alumni. Awards should be presented during the Saturday night banquet, or Assembly meeting. A special effort should be made to involve the youth, (Young-ITU, recent graduates, and senior students) in the convention activities.

Announcement and Mailing

Announcement for the Convention should be mailed and/or e-mailed at least three (3) months before the Convention date. These announcements are normally made through direct mailing, e-mailing and advertisements. A special issue of PETEK, or ITU Mezunlari Dergisi, or ITU Mezunlari Bulletin shall preferably be prepared for distribution at the Convention. A Convention Booklet describing important ITUMD activities and introducing ITUMD awardees is normally published and distributed for fund-raising.

Conduct of the Assembly of Delegates Meeting

The Assembly of Delegates meeting is held on Friday, Saturday or Sunday morning. The meeting is chaired by the President or his/her designee. Applications for Component Association membership is voted upon during these meetings. A typical agenda for the Assembly of Delegates meeting is provided as Exhibit C.

8 AWARDS

An awards committee is formed by the President at least thirty (30) days before the Convention. Awards Committee chair mails out information to Component Associations asking for input regarding nominations of individuals or organizations for various ITUMD awards. The committee consists of the President, the President-Elect and at least two Past Presidents. The Chair of the committee is traditionally the President-Elect. After obtaining input from the Component Associations and the BOD, the awards Committee determines the recipients of various award categories.

Some or all of the following awards are given to deserving individuals or entities during the annual Convention banquet. Listing of the ITUMD award recipients is given in Exhibit D. This list must be kept current by the office personnel.

The ITUMD Founders' Award (Altin Ari Odulu)

This award is the highest honor bestowed by the ITUMD on those individuals whose contributions have had global influence in achieving the missions spelled out by the Founders of ITUMD.

Distinguished Service Award (Ari Odulu)

This award is bestowed upon a person or persons who have distinguished themselves in giving extraordinary service to the ITUMD and the Alumni.

Young ITU Award

This award is bestowed upon a person or persons who have distinguished themselves in giving extraordinary service to the ITUMD and the Alumni and continuing their higher education.

Most Active Committee of the Year Award

Each year ITUMD acknowledges the committee chairperson and committee that has excelled in its missions consistent with the goals and objectives of the ITUMD.

Arts and Sciences Outstanding Achievement Award

This award is given to an individual who has reached the pinnacle of his or her career in the arts and sciences and, also, has been a model for the Alumni in making outstanding contributions to the success of the ITUMD. (A wooden plaque).

Alumni of the Year Award

This exclusive award is presented to an individual who has achieved extraordinary success and prominence in his or her field and brought honor to the Alumni through his/her achievement.

Meritorious Service Award

This award is given to individuals who have made significant contributions to the work of the ITUMD.

Most Active Component Association of the Year Award

Each year ITUMD acknowledges the component association that has excelled in its missions consistent with the goals and objectives of the ITUMD.

President's Special award

From time to time an individual or an organization performs such an outstanding service to the Alumni that goes beyond the scope of the established categories of the ITUMD awards. President's Special Award is bestowed upon such individuals or organizations to bring special recognition to such contributions.

9 INFORMATION DISSEMINATION

There are many types of information that need to be disseminated to the individuals and entities of the ITUMD. These include:

- Documents generated internally for internal distribution.
- Information generated internally for external distribution.
- External information that are of interest to ITUMD and its Component Associations as well as Alumni and friends of ITU.

Dissemination of documents in the first category is the responsibility of the Headquarters Office. Procedures for establishing an effective communications network among the Individual Members and Component Associations are included in the office procedures.

Information in the second and third categories should be disseminated to the members of the ITUMD and the Component Associations, as appropriate, for information or action. Each member of the ITUMD and each member of the Component Associations are asked to do their share to help raise community awareness and response to their maximum potential. Items in which extensive and/or pointed information dissemination needs to take place include:

- Major trade Association Meetings
- Important news items
- Important editorials and articles
- Government actions/proposals that have far-reaching implications to ITU.
- Achievements of Alumni
- Announcements, proclamations that concern Alumni, including social, cultural and educational events

The media Committee is a key element in assuring the flow of information in many of the areas listed above. Likewise, the PETEK should take the appropriate steps to keep their readers informed about these activities. The Executive Committee may from time to time issue guidance to assure effective information dissemination.

PART VIII

PUBLICATIONS

Publications of the ITUMD shall be consistent with the goals of the organization and shall be in accordance with the approved annual budget. These publications consist of:

- PETEK
- ITU Mezunlari Dernegi Dergisi
- ITU Mezunlari Dernegi Bulletin

- ITU Alumni News (Paper)
- Convention Booklet
- Other Publications

The President is responsible for the distribution of the publications in accordance with the procedures delineated in Part VIII. The President may assign various positions such as the Executive Editor, Managing Editor or Assistant Editors to members of the ITUMD Office, with concurrence by the BOD[2].

Purpose: To function as a channel of communication for Alumni, to articulate Alumni views on matters important to our community, to serve as a vehicle to establish a bridge between the ITU and the Alumni, and to act as a clearinghouse for news, reports, events, etc. for Component Associations.

Operations: The PETEK shall be managed as a non profit business with an Executive or Managing Editor who may be the President or his/her designee. The Executive/Managing Editor is empowered to oversee all related to preparation, final version, printing if any. The other publications will also be managed same with the addition of The Executive/Managing Editor is empowered to oversee negotiate the contracts related to and mailing the newspaper, Dergi or Bulletin or any other publication. The goal in managing the Newspaper, Dergi and Bulletin should be financial self-sufficiency of the papers through increased ads and subscriptions.

Editorial Board: For each publication, the editorial board consists of the Executive and/or Managing Editor (if any), and one to three editors appointed by the President. The Executive or Managing Editor is the chairperson of the editorial board. The editorial board shall have the sole authority for material printed in the paper or published in the e-mail form, including the editorial pages. All writings in the editorial pages shall be signed by the authors. An editorial statement shall be clearly made to indicate that the articles printed in the paper reflect the position of the individual author and not of the ITUMD. The editorial board shall strive to present an objective and balanced view of issues with due regard to sensitivities of individuals, groups, or nations and within the bounds of high standards that are expected of the ITU Alumni.

Editorial Policy: The editorial policy of the Publications are objective reporting. The news and articles are to be free from emotional appeal and not pandering to special interests. The editorials are routinely subjected to an intellectual self-examination to assure accuracy, constructive intent, and consistency with the interests of ITUMD and Alumni around the world. These editorials exhibit respect and tolerance for all points of view and free exchange of different ideas and thoughts.

Overall, the Publications are the advocates of the interests of the Alumni and continue to better relations between the ITU and Alumni.

[2] In his selection of above President seeks input from Editors, and presents his selection to EXCOM for approval, prior to submitting concurrence of BOD.

Convention Booklet

A convention booklet is normally published and distributed at each annual convention. The booklet should contain: a brief history of the ITUMD, summary of that year's activities, biographies of the award winners that year and other articles or news that are appropriate for the occasion.

The convention booklet should be used as a tool for fund raising. Special ads should be solicited. Suggested schedule of ad rates are given in Exhibit E as a guidance.

Other Publications

All other publications of the ITUMD shall be approved by the President. For single expenses exceeding $1500, BOD approval shall be obtained. All publications by the ITUMD shall conform to the standards of objectivity, of good journalism, of community value systems, and shall in general be in the interests of the Alumni.

PART IX

PUBLIC AFFAIRS FOR TURKEY

The fundamental principle of the public affairs policy of the ITUMD is to inform and to educate the public about the issues important to the TURKEY. All proclamations, written or otherwise, shall be consistent with the goals and policies of the ITUMD as formulated by the Assembly of Delegates and the Board of Directors.

The spokeperson of the ITUMD is the President. However, the President may task the ITUMD Office Personnel to be the day-to-day spokeperson of the ITUMD and may, on specific issues and occasions, task others to speak on behalf of the organization. Questions related to policy matters shall be addressed by the President. Any written pronouncements shall be approved by the President. The Regional Vice Presidents should act as spokeperson of the ITUMD in their regions with concurrence by the President.

A Public Affairs committee may be formed to act as the spokeperson of the ITUMD. This committee should work closely with the President in determining the division of responsibility. Rules for the formation and operation of the Public Affairs Committee are included in Part XI.

The President may also establish Ad Hoc Public Relations Committees for articulating specific issues that are of interest to the Alumni. These Ad Hoc committees shall follow the rules promulgated in Part XI. Members of such committees shall be knowledgeable individuals of the community and others who can effectively articulate the issues and who are interested in better Alumni relations and image of Turkey in the world. Deliberations of such committees shall be in the presence of all members and the decisions shall be made by a majority vote. The decisions made by the Ad Hoc committees are the recommended ITUMD positions which become the policy of the ITUMD subsequent to the approval by the President and shall be implemented as directed by the President.

In all public relations matters, the President shall have the option to consult the Board of Directors. The decision as to what issues should be discussed by the Board of Directors is left to the President.

The presentations, speeches, participation in round table discussions and debates, interviews, and so on, shall be carried out with the highest standard of civility and personal conduct. All utterances shall consist of peaceful, accommodating, accurate, compassionate, convincing statements which are delivered in a manner that will reflect positively upon the ITUMD.

PART X

STANDING COMMITTEES

1 EXECUTIVE COMMITTEE

Purpose

The purpose of the Executive Committee (EXCOM) is to assure effective operation of the organization and to assist the President in formulating major policy recommendations to the BOD and to the Assembly of Delegates. The EXCOM periodically reviews the operations, discusses the operational issues and policy matters, develops guidance for the activities of various committees and reviews any other subject that may be brought to the committee by members.

Committee Membership and Chairperson

EXCOM consists of the President, the President-Elect, the Secretary, and the Treasurer. The President may ask the Past-President or any of the Vice Presidents or Committee chairpersons to become members of the EXCOM in an advisory capacity. The EXCOM is chaired by the President.

Powers and Responsibilities

The EXCOM has no formal powers since it is not an institution of the Bylaws. The power of the EXCOM is inherent in the process by which the decisions are made for day-to-day operation of the ITUMD and the issues are discussed and dispositioned. Its responsibilities are those assigned to it by the President. Its products are the recommendations to the BOD and directives to the staff.

Operations

The EXCOM meets periodically and when there is a need to discuss important issues. The President or any two members of the EXCOM may call for a meeting. The meetings may be conducted in the offices of the ITUMD or by telephone, or by e-mail.

Records

Records of the EXCOM meetings may be maintained at the suggestion of its members. If so decided, the records are normally kept by the Secretary.

2 FUND RAISING COMMITTEE

Note: This is a BOT committee and its Chairperson participates in BOD meetings.

Purpose

The main purpose of the Fund Raising Committee is to raise funds for the Endowment Fund. When necessary, the Fund Raising Committee may be asked to help raise funds for operating expenses.

Committee Membership and Chairperson

Members of the Fund Raising Committee and its Chairperson are appointed by the Board of Trustees. Individuals in this committee shall have demonstrated ability to raise funds.

Powers and Responsibilities

The Fund Raising Committee is empowered to raise funds to assure a financially sound ITUMD. A variety of methods and functions may be used to these funds, including direct solicitation, dinners, other social gatherings, competitions, and so on.

Operations

The Fund Raising Committee prepares a fund raising plan at the beginning of each fiscal year. The plan is submitted to the BOT for their endorsement. The committee then implements the plan and periodically gives a status report to the BOT. The committee meets periodically to review the progress. The Chairperson of the Fund Raising Committee may seek assistance from the Headquarters Personnel for mailing, telephone calls, and other similar tasks.

Records

Records of the Fund Raising Committee shall be maintained by the BOT. Duration of record maintenance should be adequate to support any legal requirements.

3 MEMBERSHIP AND CONFIDENTIAL RECORDS COMMITTEE

Purpose

The purpose of the Membership Committee is to review the qualifications of, and make recommendations to the Board on, the applications for membership as a Component Association and also maintain record of each alumnus in the data base.

Committee Membership and Chairperson

Members of the Membership Committee shall be nominated by the President and concurred by the Board of Directors. The Membership committee shall consist of three members. The President shall designate one of the members as the Chairperson. Alternatively, the members can choose the Chairperson among themselves.

Powers and Responsibilities

The main duties and responsibility of the Membership Committee is to review applications to become a Component Association and also assure the alumni information is up to date. The review process shall be as follows:

1. The Membership Committee reviews the information submitted by the applicant as described in Part II, Component Associations.
2. Upon completion of their review, the committee formulates their recommendation and submits it to the Board. The basis for the recommended action is also transmitted to the Board.
3. The membership committee than records all required to data base for each individual. In the event of individual applications, data recorded and upon approval of membership information given to the nearest component association.

Operations

Upon receiving the application for membership, the Headquarters Office promptly forwards these documents to the Chairperson of the Membership Committee and the cognizant Vice President. The membership committee acts upon the applications received in a timely manner. Committee meetings are scheduled as the need arises. The review process should be completed within two (2) months after the receipt of the required documentation from the applicant.

Records

The committee shall return to the ITUMD Headquarters Office a copy of the application documents together with their recommendation and the basis for their recommendation. Once the recommendation is made, all documents related to the subject matter shall be properly filed. The Membership Committee shall prepare an annual report for presentation at the annual assembly meetings.

4 BYLAWS AND RULES COMMITTEE

Purpose

The purpose of the Rules Committee is to assure that policies decided and decisions made by the various bodies of ITUMD are in accordance with the Articles of Incorporation and the Bylaws. Furthermore, the Rules Committee shall assure proper procedures are followed in revising the Bylaws. The Rules Committee should preferably assist in the conduct of the annual meeting of the Assembly of Delegates.

Committee Membership and Chairperson

Members of the Rules Committee shall be nominated by the President, within the members of Bylaws Committee, and concurred by the Board of Directors. The Rules Committee shall consist of a minimum of three ITUMD members. The Chairman of Bylaws Committee is also the chairman of Rules Committee. This Committee is the EXCOM of Bylaws Committee.

Powers and Responsibilities

The Rules Committee shall review, upon request, any BOD decisions or interpretations regarding the Bylaws, any proposed amendments to the Bylaws, and any changes to the Policies and Procedures Manual. The purpose of these reviews is to assure that any interpretations or any proposed actions are consistent with the Bylaws and that the intent of the Bylaws is preserved. When amendments to the Bylaws are considered, the Rules Committee shall insure consistency with the Articles of Incorporation.

The Rules Committee shall respond to requests to render an opinion by the members of the BOD and representatives of Component Associations. These opinions and interpretations shall be reviewed with Bylaws committee prior to presentation and and shall be recorded for future reference, and the appropriate officials of the ITUMD shall be informed. Decisions of the Rules Committee shall be made by a majority vote. In case of ties, the Chairperson shall cast the deciding vote.

Operations

The Rules Committee shall meet as needed. Agenda for these meetings shall be prepared by the Chairperson at least seven days in advance. Additional meetings may be held from time to time to discuss specific issues, as may be requested by the BOD. These meetings may be called at the request of the Chairperson or by one of the members.

Records

The Rules Committee shall document all opinions and interpretations regarding the Bylaws. Reports submitted to the BOD via Bylaws committee shall also be maintained in the Bylaws committee files. These files should be forwarded to the ITUMD Office upon completion of the tenure of the Chairperson for filing. The Rules Committee shall prepare an annual report for the bylaws committee and for presentation at the annual assembly meetings. In lieu of presentation, this report may be forwarded to the Component Associations for their information.

5 NOMINATING COMMITTEE

Purpose

The purpose of the Nominating Committee is to identify candidates for the members of BOD and BOT which are to become vacant. Nominating Committee serves as an ad hoc committee each year and their term ends with the Annual Meeting.

Committee Membership and Chairperson

The Nominating Committee consists of three former Presidents and two Full Members assigned by the BOD. One of the Full Members should preferably be the current President-Elect. Formation of the committee normally takes place at least 90 days, preferably four months prior to the Annual Meeting. The committee members elect a Chairperson among themselves.

Powers and Responsibilities

The Nominating Committee solely has the power to identify one or more candidates for each BOD and BOT position that is to become vacant in accordance with the Bylaws. The committee should solicit input from the BOD, Full Members, Component Associations and from other interested individuals.

The Nominating Committee collects biographical information about the potential candidates, reviews candidates' qualifications, and determines the candidates that will be nominees for the vacant positions. The Chairperson is responsible for overseeing the ITUMD Office support activities related to the nomination and election process.

The Nominating Committee should inform those candidates who have been elected to the office. They should also send thank you notes to the losing candidates for taking part in the election process.

Operations

The Nominating Committee conducts its business mainly by e-mail or telephone. Meetings in headquarters office or use of fax and other written material is at the discretion of the committee. The deliberations of the Nominating Committee shall be kept confidential.

Records

The Nominating Committee forwards the recommended slate of candidates and their biographical data to the ITUMD Headquarters Office for filing along with the election results.

PART XI

OTHER COMMITTEES

The BOD may from time to time form other committees or extend the term of committees established in previous years. Example of such committees, together with the guidelines for their operations are given below.

1 BUSINESS NETWORK COUNCIL

Purpose

The purpose of the Business Network Council (BNC) is to gather and disseminate information on business resources and development in the world and to provide networking opportunities to individuals and corporations, and to provide employment opportunities, or summer works for Alumni working towards higher education.

Council Membership and Chairperson

Council membership is open to any ITUMD member who is willing to contribute to the purposes of the BNC. The BNC shall consist of a Chairperson and at least four members. The Chairperson shall be nominated by the President and concurred by the Board of Directors. Members shall be nominated by the Chairperson and concurred by the President. Members shall be selected from among well-known authorities in business, commerce and trade, with special experience and knowledge about economy and regulations.

Powers and Responsibilities

The BNC shall collect and compile data regarding economy, business and employment or summer work opportunities and so on. Members of the BNC, either individually or collectively, shall use these resources to respond to requests related to matters.

The BNC shall meet periodically to review the cases and to determine the priority of use of available resources. The activities of the BNC shall be communicated to the President and the BOD from time to time. Decisions of the BNC shall be made by a majority vote. In case of ties, the Chairperson shall cast the deciding vote.

Operations

The BNC advertises its activities in the publications from time to time in order to inform the ITUMD community. Survey forms are sent out to interested parties to solicit ideas about the BNC functions and areas of emphasis. Incoming requests are compiled by the Chairman for review with the committee meetings in their scheduled or special meetings.

The BNC actively participates in the annual meetings. The input received at such meetings should be used to guide the committee in their future endeavors.

Records

Records of the BNC should be kept by the Chairman to facilitate immediate response to any inquiry. These records may include the computerized roster of those members who have shown interest in BNC activities, correspondence on inquiries and responses, the BNC/ITUMD announcements related to BNC projects, and results of surveys. Additional copies of these documents may be placed in the headquarters office.

2 COUNCIL ON HIGHER EDUCATION

Purpose

The purpose of the Council on Higher Education (COHE) is to promote seminars, conferences, symposiums and workshops. The Council also monitors publications and other educational media to assure subjects are up to date. The COHE shall also assist in the educational materials of the ITU.

Committee Membership and Chairperson

The COHE shall consist of a Chairperson and at least three members. The Chairperson shall be nominated by the President and concurred by the Board of Directors. Members shall be nominated by the Chairperson and concurred by the President. Members shall be selected from among nationally and/or internationally recognized authorities in the educational system, or educational system of the ITU. The COHE as defined herein shall constitute the "Core Group." Due to geographic diversity of its activities, the COE may enlist volunteers from the Component Associations and from outside to act as "Corresponding Members" and to assist in carrying out its charter duties. The COHE shall have a permanent "Workshop Sub-Committee" whose function is described below.

Powers and Responsibilities

The COHE shall develop programs for review and dissemination of teaching materials (books, papers, pamphlets, and the like) on a continuing basis. Activities of the COHE shall be periodically presented to the President together with an estimate for the resources required for specific actions. Upon concurrence by the President, the COHE shall proceed with the program in a most cost-effective manner.

The COE shall be in charge of the preparation, presentation, and scope of each activity. The financial aspects of each activity shall be managed within the guidelines provided by the President.

Operations—COHE

The COHE works on the proposed and approved activities on a continuing basis. The COHE meetings are scheduled as the need arises. The programmed activities may involve corresponding members from Component Associations and outside as well as from independent scholars and advisors.

A final report shall be submitted to the President within one month after each major activity has taken place. The final report shall include the statistical data on the event and a financial statement, if any.

The Chairperson or his/her designee shall present a final report regarding the committee activities during the annual conventions.

Operations—Workshop Sub-Committee

Recognizing Technology as an important constituency for ITUMD, Workshop Sub-Committee of the COHE encourages, guides and helps Component Associations in organizing workshops in their regions. These workshops are also in line with the increased emphasis for global education and international technology transfer and Industry-member-University colaboration and Component Associations are encouraged to organize them with organizations, universities and educational centers.

Records

Records on the proposals and the final report on any event shall be prepared by the COHE. A copy of these documents shall be maintained in the ITUMD Headquarters office.

3 CULTURAL COMMITTEE

Purpose

The purpose of the Cultural Committee is to promote Turkish art and Culture. In all its activities, the Cultural Committee shall follow Ataturk's principles and should promote artistic activities that are representative of Turkish traditions and values.

Committee Membership and Chairperson

The Cultural Committee shall consist of a Chairperson and at least three members. The Chairperson shall be nominated by the President and concurred by the Board of Directors. Members shall be nominated by the Chairperson and concurred by the President. Members shall be selected from among nationally and/or internationally recognized authorities in arts and culture.

Powers and Responsibilities

The Cultural Committee shall develop programs for cultural activities on a continuing basis. After the completion of preliminary preparations, the proposed activity shall be presented to the President together with an estimate for the resources required. Upon concurrence by the President the Committee shall proceed with the program in a most cost-effective manner.

The Cultural Committee shall be in charge of the preparation, presentation, and artistic contents of each activity. The financial aspects of each activity shall be managed within the guidelines provided by the President.

Operations

The Cultural Committee works on the proposed and approved activities on a continuing basis. The committee meetings are scheduled as the need arises. A final report shall be submitted to the President within one month after the activity has taken place. The final report shall include the statistical data on the event and a financial statement. The Chairperson or his/her designee shall present a final report regarding the committee activities during the annual conventions.

Records

Records on the proposals and the final report on any event shall be prepared by the Committee. A copy of these documents shall be maintained in the ITUMD Headquarters Office.

PART XII

AD HOC COMMITTEES

Ad Hoc Committees are normally established by the President with concurrence by the BOD. The main purpose of Ad Hoc Committees is to focus on a specific project, over a specific duration as defined by the President. Upon formation, an Ad Hoc Committee takes the necessary steps for the completion of the project within the guidelines provided by the President. Any expenditures by the Ad Hoc Committees must be within the budget, if any, provided by the President. Once the goals are achieved, as determined by the President, the Ad Hoc Committee ceases to exist.

Examples of the Ad Hoc Committees are:

- Technology Transfer
- Industry/ University Collaboration