

The Association
of Medical
Education
Programs
Evaluation and
Accreditation

TEPDAD

Bylaws

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TEPDAD Bylaws

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Medical Education Programs Evaluation and Accreditation Association

Bylaws

ARTICLE 1: The Center and the Name of the Association

The name of the association is “Tıp Eğitimi Programlarını Değerlendirme ve Akreditasyon Derneği” (The Association of Medical Education Programs Evaluation and Accreditation) hereafter named with its abbreviation “TEPDAD”. Central office is located in Izmir and TEPDAD does not have any branch office.

ARTICLE 2: The Aim and the Activities of the Association

a) The aim of TEPDAD is to contribute to quality improvement of the medical education in Turkey by informing, evaluating and accrediting medical schools. TEPDAD aims to improve the health of the community, by quality assurance of medical education to supply competent physicians equipped with required knowledge, skills and behaviors integrating the developments in science and medical practice.

b) On this aim TEPDAD:

I. Accredits medical education programs.

II. Selects and trains members and evaluators who will participate in accreditation activities.

III. Trains program directors and faculty members to improve their program evaluation skills.

IV. Determines program evaluation criteria regarding current and future needs of stakeholders of medical education, reviews these criteria on a regular basis and makes revisions when needed.

V. Organizes and/or supports purposeful national and international meetings such as workshops, courses, panels, conferences and seminars.

VI. Communicates and collaborates with national and international organizations such as professional associations or accreditation bodies involved with medical education, program evaluation and accreditation.

VII. Enters into mutual or multilateral agreements to be recognized at national and international levels

VIII. Affiliates with related national and international organizations.

IX. Makes analyses and research for the sake of better functionality and publishes results to share with stakeholders of medical education

X. Establishes a documentation center to provide every kind of information, documents and publications required for its activities; builds an official website and publishes newspapers, journals, books or informative bulletins to promote its activities; prepares printed or audiovisual instructive material associated with its field and delivers such material by post or electronic communication facilities.

XI. Provides a healthy work environment for the employees supplying required technical tools and devices, fixtures and the stationeries.

XII. Accepts national and international donations and organizes charity events getting required permissions according to the procedures defined in the fundraising law (Law No. 2860)

XIII. Establishes and runs financial, commercial and industrial enterprises, or organizes partnerships to derive revenues required to achieve its aims.

XIV. Purchases, sells and leases real or moveable properties required for its activities and establishes real rights on properties.

XV. In necessary conditions on its aim, founds a federation or joins in any existing federation; establishes facilities which can be established by the associations through permission, or sets up foundation units with some parts of available properties.

XVI. Carries out joint projects with the public institutions and enterprises in its field of activity without prejudice to articles of law regulating relations of associations and foundations with public institutions and enterprises (Law No. 5072).

XVII. Forms platforms in the field of purposeful activities not forbidden by law with participation of different associations, foundations, unions, confederations and other non-governmental organizations in order to achieve shared aims.

ARTICLE 3: Membership Terms and Admission to Membership

- a) Natural persons with capacity to act who;
 - I. Had an active part in National medical education accreditation board or in its sub-commissions at least one year
 - II. Had an experience of evaluation by taking part, at least once, in evaluation teams assigned by TEPDAD or similar national or international organizations which evaluate medical education programs.
- b) Legal persons in the eye of public and private laws, who have capacity to contribute to the aims of TEPDAD with their actions,
could be admitted to membership of TEPDAD by decision of the Executive Board

ARTICLE 4: Assignment of Members at Administrative Positions of Universities and Faculties of Medicine to the Program Evaluation and Accreditation Activities

TEPDAD members assigned to administrative positions such as rector, vice rector and rector adviser in universities, or dean and vice dean in faculties of medicine; or those admitted to membership of TEPDAD while executing administrative tasks in their institutions cannot take part in program evaluation and accreditation activities until the end of their terms of office in order to prevent possible conflicts of interest, while all other membership rights are reserved.

ARTICLE 5: Withdrawal from Membership

Each member may withdraw from TEPDAD membership by resignation submitting a written petition. When the member's resignation petition arrives at the Executive Board, withdrawal process is accepted to be over. Withdrawal from membership does **not** mean that the cumulative debts of the member to the association are wiped off. In case of termination of membership upon death, cumulated debts of the member are not followed-up any longer.

ARTICLE 6: Membership Termination

The membership status of the members who cannot meet the requirements of TEPDAD bylaws and related laws will be terminated by the decision of the Executive Board. The conditions necessitating termination of membership are listed below:

- a) Behaving against TEPDAD bylaws.
- b) Continuously evading entrusted tasks.

- c) Refusal of paying the membership fee for six months despite written warnings.
- d) Disobedience the decisions made by TEPDAD organs.
- e) Failing to meet mandatory requirements of TEPDAD membership

ARTICLE 7: The Organs

The organs of TEPDAD are:

- a) General Board
- b) Executive Board
- c) Auditing Board
- d) National Medical Education Accreditation Board (UTEAK) and sub-commissions.

New boards to execute TEPDAD's activities can be established by the suggestion of the Executive Board and approval of the General Board.

ARTICLE 8: The General Board

The General Board is the most authorized decision making body of TEPDAD and composed of all enrolled members.

Ordinary meeting of general board is held triennially in May of the appropriate year. Meeting date and venue will be determined by the Executive Board.

Legal persons must provide the names and required authority forms of their representatives until the first day of the April in the General Board meeting year.

ARTICLE 9: Call for the General Board Meeting and Quorum

- a) The Executive Board prepares the list of the members who have right to participate in general board meeting. The Executive Board invites each eligible member to the meeting at least 15 days prior to meeting date by letter or e-mail that includes information on the date, venue and starting time of the meeting. In this invitation, information on the date, starting

time and the venue of the 2nd meeting, which will be held if a quorum is not constituted in the first (planned) meeting, also takes place. The time interval between the 1st and 2nd meeting cannot be shorter than 7 days and longer than 60 days.

b) If the meeting is postponed due to any subject except for quorum, current state will be announced to the members explaining the reasons of postponement and the members will be invited to the second meeting in the same order followed in the first meeting invitation process. The second meeting must be held in six months following the postponement date of the first meeting. The General Board meeting cannot be postponed more than once.

c) Quorum for the General Board meeting is at least one more than half of the total number of the members. Participation of at least two third of the members is required for changes in bylaws and decree of dissolution. If the planned general board meeting is postponed due to low participation, quorum will not be sought in the second meeting. However, compared the total number of the Administrative and Auditing Board members, number of the participants in the second meeting must be at least twofold.

ARTICLE 10: The General Board Meeting Principles

a) The members can participate in the General Board meeting thereby signing appropriate spaces corresponding to their names on the list of participants prepared by the Executive Board.

b) If the quorum for the meeting is constituted, a relevant statement is written into the minutes book and the meeting will be opened by the chairman of the Executive Board or by one of the nominated members assigned by the Executive Board chair. In case, the quorum is not constituted, the Executive Board draws up minutes explaining the situation.

c) After the opening, a council composed of a meeting chairman, a vice chairman and a scribe is determined to moderate the meeting.

d) Moderation and security of the general board meeting is under responsibility of the president of the council. Provisional agenda of the general meeting is prepared by the Executive Board. The council takes the views and suggestions of the participating members on the provisional agenda. The final agenda of the meeting is shaped by votes of the participants.

e) In the General Board meeting, each member as real person or representative of legal persons has one voting right and has to vote in person.

f) In general meeting, the Administrative and Auditing Board members are elected by secret voting while the decisions on other topics are made by open voting system, if there is no contrary decision exists. Voting papers sealed by the president of the council are used for secret voting and left into an empty closed box by the voting members. At the end of the secret voting process, voting papers are scrutinized open to all. The president of the council determines the way of open voting.

g) Information about the topics discussed and the decisions made in the meeting are written into the minutes book and signed by each member of the council. At the end of the meeting, the minutes and the other documents are delivered to the head of the Executive Board who is responsible from protecting these documents and delivering them to the newly elected Executive Board within 7 days.

ARTICLE 11: Extraordinary General Meeting

a) If the Executive or Auditing Boards consider it necessary or upon written request of one-fifth of the TEPDAD members, the Executive Board calls for an extraordinary general board meeting to be held within subsequent 30 days.

b) If the Executive Board does not call for an extraordinary meeting within 30 days despite written request of one-fifth of the TEPDAD members, upon application of any member, justice of peace assigns three members to call the General Board members for extraordinary meeting.

c) In the extraordinary meeting, only the topic which causes the meeting is discussed and concluded; any other subjects cannot be suggested for and included in the meeting agenda.

ARTICLE 12: Duties and Powers of the General Board

Duties and powers of the General Board are listed below:

a) To make necessary decisions in accordance with the provisions of laws and bylaws.

- b) To approve the actions and budget of forthcoming working period regarding the income and expense chart.
- c) To decide the amount of entrance and annual fees for members.
- d) To negotiate and approve the financial balance sheets and reports of the Administrative and Auditing Boards for recent working period; to acquit the former Executive Board.
- e) To elect the members and associate members of the Executive Board and the Auditing Board for forthcoming working period by secret voting.
- f) To adjudicate the suggestions of the Executive Board to make changes in bylaws.
- g) To decide on new regulations or board structures suggested and organized by the Executive Board
- h) To authorize the Executive Board for purchasing or selling real property in favor of TEPDAD activities.
- i) To decide on suggestions of the Executive Board for international activities and collaborations of TEPDAD including submission for or withdrawal from membership of national and international organizations, and to authorize the Executive Board in such initiatives.
- j) To decide on establishing financial, commercial and industrial enterprises, funds or foundations, or organizing commercial partnerships with other enterprises
- k) To determine the principles that must be considered by the Executive Board while identifying amounts of compensation payments, service costs, travel and daily allowances that will be paid to the real or legal persons assigned for TEPDAD actions.
- l) To decide upon dissolution of TEPDAD and distribution of the properties
- m) To examine and adjudicate any other recommendations proposed by the Executive Board.

ARTICLE 13: The Executive Board

The Executive Board is composed of seven (7) full and seven (7) associate members elected by the General Board for three years via secret voting. In case, any empty full membership

position exists, associate members are called for duty regarding the quantity of votes they polled in the election held during the General Board meeting.

Executive Board members work on voluntary basis; they do not get any attendance fee either for the Executive Board membership or participation in the Executive Board meetings. But, the expenditures of the members assigned by TEPDAD to perform a purposeful activity are met from the association budget.

ARTICLE 14: Working Principles of the Executive Board

- a) The Executive Board takes up its duties selecting a chairman, a vice chairman, an accountant and a secretary among themselves in the first meeting after being elected.
- b) The Executive Board holds meetings at least four times a year and the members may be invited to extraordinary meetings by the chairman if necessity emerges.
- c) The Executive Board meetings are started and realized with participation of at least three members. Views or votes of majority of the participants are sought for decisions.
- d) The member, who does not participate in three consecutive Executive Board meetings without any excuse, is deemed withdrawn.
- e) The Executive Board meetings may be hold via teleconference or videoconference systems.

ARTICLE 15: Duties and Powers of the Executive Board

Duties and powers of the Executive Board are listed below:

- a) To make and implement decisions, to perform required tasks and procedures in accordance with the laws and bylaws.
- b) To implement the decisions made by the General Board.
- c) To represent TEPDAD by the chairman or to authorize other members of the Executive Board to represent TEPDAD on behalf of the chairman.
- d) To prepare work schedule, budget and income-expense charts to submit to approval of General Board, and impose approved work schedule and budget.

- e) To determine the costs of purposeful activities such as courses, seminars, trainings, program evaluation and accreditation, and publications.
- f) To make necessary investigations for terminating membership of the members who do not meet the membership criteria and decide on termination of memberships of the real and legal persons.
- g) To decide and announce the date, time, venue and the agenda of the General Board meetings
- h) To prepare the activity reports, balance sheets and income-expense charts of recent work period to submit for approval of the General Board.
- i) To work, taking views of UTEAK and stakeholders, on preparing, amending or cancelling directives for actions of TEPDAD; structures, membership criteria and working principles of UTEAK and sub-commissions, and to submit the results for approval of the General Board.
- j) To recommend, if necessary, establishing new TEPDAD organs such as commissions, committees or boards with the aim of performing TEPDAD's activities, and to submit relevant recommendations for approval of the General Board.
- k) To form working groups, committees, advisory boards, if necessary, that work in the activity field of TEPDAD and to make decisions regarding their reports.
- l) To appoint advisors and staff to organize the financial and administrative activities of TEPDAD, and to determine the fees to be paid to these individuals, or to terminate their jobs in case of necessity.
- m) To recommend collaborations with the national and international organizations align with the aims of TEPDAD, to submit these recommendations for approval of the General Board and to plan and perform such activities on the General Board's authority.
- n) To set to work for changing TEPDAD bylaws if necessary and to submit new form of the bylaws for approval of the General Board.
- o) To determine and pay amounts of compensation payments, service costs, travel and daily allowances.
- p) To adjudicate the appeals against to operations of TEPDAD organs.

ARTICLE 16: The Auditing Board

a) The Auditing Board is composed of three (3) full and three (3) associate members elected by the General Board for three years by secret voting.

b) The member, who does not participate in three consecutive Auditing Board meetings, is deemed withdrawn.

c) In case, any empty full membership position exists, associate members are called for duty regarding the quantity of votes they polled in the election held during General Board meeting.

d) The Auditing Board members elects their chairman at the first meeting and informs the Executive Board in writing.

e) Duties and powers of the Auditing Board are listed below:

I. To control whether inventories, accounts and records are kept in accordance with the legislation, whether performed activities are appropriate to the specified subjects to actualize the aims indicated in TEPDAD bylaws, and to forward the control results to the Executive Board in form of written reports.

II. To participate in the Executive Board meetings to share opinions and views without voting right, in case of necessity or invitation.

III. To present the control results to the Executive Board as a written report signed by all members of the Auditing Board.

ARTICLE 17: The National Medical Education Accreditation Board and Sub-commissions

The National Medical Accreditation Board and its sub-commissions carry out required activities of TEPDAD for evaluation and accreditation of medical education programs. The abbreviation of the name of the board is "UTEAK". The structures, memberships and working principles of UTEAK and its sub-commissions are determined by the directive

prepared by the Executive Board and approved by the General Board. The same way is followed for the changes in this directive.

ARTICLE 18: Revenues

Revenues of TEPDAD are listed below.

- a) Entrance and annual fees paid by the real and legal members,
- b) Donations (aids in terms of capital or commodity to realize the aims of the TEPDAD).
- c) Yields of deposit account interests, repo, treasury bills or similar securities,
- d) Rental revenues obtained from movables and real properties,
- e) Revenues from courses, seminars, trainings, program evaluation and accreditation, publications or other TEPDAD activities,
- f) Profits of financial, commercial or industrial enterprises established and run or partnered by TEPDAD to realize its aims and objectives.
- g) Other revenues accepted by the relevant law.

The Executive Board is authorized in all activities to derive revenue for TEPDAD. These revenues can only be collected by receipts prepared on the basis of the rules mentioned in the Associations' Law. There must be signs and clear identities of both the payer and the cash collector on the receipts. The Executive Board may authorize one or a number of its members individually or collectively in actions such as collecting or spending the revenues, or withdrawing from the banks. Such an authorization does **not** rule out legal responsibilities and liabilities of other Executive Board members.

ARTICLE 19: Internal Control of the Association

Internal controls in TEPDAD can be performed by the General Board, Executive Board or Auditing Board, or an independent auditing organization may be assigned for internal control of the association. Being controlled by the General Board, Executive Board or independent

auditing organizations does not rule out the responsibilities and liabilities of the Auditing Board.

ARTICLE 20: Borrowing Procedures of the Association

TEPDAD can get into debt by the Executive Board decision in case of necessity to achieve its aims and maintain relevant activities. This debt can be in form of taking goods on trust and service procurement, or cash. But the debts must not exceed the amounts that can be returned by the revenues of TEPDAD or should not cause embarrassment. The amount of the debts must not exceed the half of the revenues budget of the current year approved by the General Board and the debts cannot be transferred into subsequent working periods. In case of need, the Executive Board can get into debts in larger amounts by the approval of the General Board

ARTICLE 21: Dissolution of the Association and Liquidation of Properties

The General Board may decide to dissolve TEPDAD at any time. In order to discuss dissolution, at least two-third of the members who have right to participate, must be present in the General Board meeting. If the quorum is not constituted and the general board meeting is postponed, the quorum is not sought in the subsequent (the second) meeting. However, compared the total number of the Administrative and Auditing Board members, number of the participants in the second meeting must be at least twofold.

Decision to dissolve the association can be made by the votes of at least two-third of participating members in an open voting system. When dissolution is decided by the General Board, liquidation is performed by a Liquidation Board composed of the last Executive Board members. Liquidation procedures start just after the date of the decision of the General Board on dissolution, or when an absolute closing status occurs itself.

During the liquidation procedures, TEPDAD is cited with the name of “Medical Education Programs Evaluation and Accreditation Association in Liquidation Process”

Liquidation Board is appointed and authorized to complete liquidation procedures from beginning to end to liquidate the capital, properties and rights of TEPDAD in accordance with

the relevant laws and regulations. The Liquidation Board set to work by checking the accounts of the association. The inventories, receipts, expense bills, land registers, bank accounts and other documents related with wealth and obligations of the association are determined by an official written protocol.

In the liquidation process, creditors of the association are called, and their assets, if any exists, will be realized to pay the debts. If the association is the creditor, then the Liquidation Board collects the receivables.

After collecting the receivables and paying the debts, the remaining cash, assets and rights are transferred into a body determined by the General Board. If the body of transfer has not been determined in the General Board meeting, all assets will be transferred to an association having the closest aim to that of TEPDAD and greatest number of members on date of the dissolution.

All liquidation procedures are recorded into the liquidation protocol and completed in three months unless an additional time period is given by civil authorities depending on fair causes.

Following the completion of the liquidation and transfer of assets and rights, the civil administration authority of the place, in which the association center is located, must be informed about the situation in seven days by an official paper attached with the liquidation protocol. Last Executive Board members who are also the members of the Liquidation Board are responsible to keep the inventories and the documents of the association for five years. This responsibility may be delegated to a single member of the Executive Board.

ARTICLE 22: Lack of Provision

For the matters not indicated in these bylaws, current Associations Law, Turkish Civil Law and Associations Regulations generated with reference to these laws and other legal provisions are considered and administered.

ARTICLE 23: Change in Bylaws

a) Change in bylaws can only be made by decision of the General Board. Suggestions of change in bylaws can be added to the agenda of the General Board meeting by decision of

the Executive Board, or by *suggestion of one-fifth and approval of more than half* of the members participating in the General Board meeting.

b) The quorum for the general board meeting must be constituted in order to change the bylaws.

c) In order to make change(s) in the bylaws, at least two-third of the votes of the participating members with voting right is required.

TEMPORARY ARTICLE 1: Temporary Entrance fee and Annual Fee

Until the first meeting of the General Board, entrance fee is 50 Turkish Liras and annual membership fee is 50 Turkish Liras for all real and legal members.

TEMPORARY ARTICLE 2: Relationships with the National Medical Education Accreditation Board in Transition Period, and Transfer of Duties and Rights

On the date of being incorporated as a legal association “Medical Education Programs Evaluating and Accreditation Association” is accepted to undertake following obligations of the National Medical Education Accreditation Board“(UTEAK)” which is established in 2007 on the initiative of Medical Deans Council.

a) All activities performed and program evaluations, evaluation reports and accreditation decisions made by UTEAK in the past are accepted to be performed and made by TEPDAD.

b) All activities being carried out by UTEAK is accepted to be transferred to responsibility of TEPDAD, and all prior submissions to UTEAK for accreditation is accepted to be made to TEPDAD.

c) All the former and current members of UTEAK and subcommissions who were assigned prior to the establishment date of TEPDAD are accepted as the former and current members of the UTEAK within the organizational structure of TEPDAD with the same duties and terms of office.

d) “Individuals at the membership positions in UTEAK and subcommissions” on the establishment date of TEPDAD go on to work as the member of UTEAK and associated subcommissions according to current UTEAK Directive until relevant new directive is

approved in the first General Board meeting of TEPDAD. After approval of the new UTEAK Directive by the General Board, members of UTEAK and subcommissions carry out their duties according to the final directive.

e) All the documents sent to and received by UTEAK are assumed to be sent to and received by TEPDAD; all the correspondences done by UTEAK are assumed to be done by TEPDAD

These bylaws are composed of 23 articles and 2 temporary articles.

Founders and Temporary Executive Board of TEPDAD

1. Prof. Dr. İskender Sayek
2. Doç. Dr. H. İbrahim Durak
3. Prof. Dr. Yakup Sancar Barış
4. Yrd. Doç. Dr. M. Kemal Alimođlu
5. Yrd. Doç. Dr. Güldal İzbırak
6. Prof. Dr. Mehmet Melikşah Ertem
7. Yrd. Doç. Dr. Melis Naçar