UNITED CITIES AND LOCAL GOVERNMENTS
MIDDLE EAST AND WEST ASIA SECTION

UCLG-MEWA BYLAWS
(DRAFT)

UCLG-MEWA
COUNCIL and EXECUTIVE BUREAU MEETING
(19 December 2014 Adana/TURKEY)
UCLG-MEWA
BYLAWS

UCLG-MEWA Bylaws has been negotiated and approved on the occasion of the UCLG-MEWA Executive Bureau and Council meeting to be held in Adana, Turkey on 19.12.2014.

This Bylaws was prepared in order to regulate the internal affairs of UCLG-MEWA.
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INTRODUCTION

It is stated in the introduction section of “Secretariat General Rules of Operation Directive” of United Cities and Local Governments Middle East and West Asia Section (UCLG-MEWA), which is in force, that the directive was adopted in the UCLG-MEWA Congress held in Paris, France, on 5 May 2004, under the title of “Personnel Policy Paper” and was updated as the “Secretariat General Rules of Operation Directive” twice, on the occasions of the Congress held in Istanbul, Turkey on 15 December 2007, and the Congress held in Diyarbakır, Turkey on 16 December 2010.

However, it was determined, pursuant to the examination of the UCLG-MEWA Minute Book that, no such document (Personnel Policy Paper) existed among the resolutions and agenda of the Congress held in Paris, France on 05 May 2004, and that no such resolution was taken in this regard. Furthermore, the directive, which appears to be legally null and void, is inapplicable, given its content, compatibility with the legislation, the organizational and financial structure of UCLG-MEWA, and the current conditions.

Therefore, in the UCLG-MEWA Council and Executive Bureau Joint Meeting held in Konya on 19 December 2013; the decision taken inadvertently about “Personnel Policy Paper” in the congress held on 15 December 2007 and the decision taken about “Secretariat General Rules of Operation Directive” in the congress on 16 December 2010 were abolished and in the same meeting a decision made authorizing Secretary General to prepare a new regulation (Bylaws) with the Article 11 of the Agenda.

In this sense, UCLG-MEWA Bylaws that was prepared for the first time, in accordance with mandatory provision of the Article 78 of Constitution, was negotiated and approved on the occasion of the UCLG-MEWA Executive Bureau meeting held in Adana, Turkey on 19.12.2014 and ratified on the occasion of UCLG-MEWA Council meeting held in the same place and date, and have been entered into force on 01.01.2015.

FIRST SECTION
Purpose, Scope, Basis and Definitions

Purpose and Scope

Article 1 – This Bylaws was prepared in order to specify the procedures and principles of work of United Cities and Local Governments Middle East and West Asia (UCLG-MEWA), to set forth the rights, elections, membership fee calculations, duties and responsibilities of all the personnel
within the Section, to clarify all the other practices that need to be clarified in UCLG-MEWA Constitution.

Basis

Definitions
**Article 3 – In this Bylaws, the following expressions refer to the following:**
World Organization: UCLG
Section: UCLG-MEWA,
President: UCLG-MEWA President,
Secretary General: UCLG-MEWA Secretary General,
Personnel: UCLG-MEWA personnel,
Regional Countries: Countries within the field of activity of UCLG-MEWA.

SECOND SECTION
Governance Structure, Bodies

**Government Structure**

**Article 4 -** Governance of UCLG-MEWA is executed by 7 bodies, which are; General Assembly, Council, Executive Bureau, Presidency (consisting of President and Co-Presidents), Treasurer, Ombudsman and Secretary General.

**Bodies**

**Article 4.1- UCLG-MEWA General Assembly** is the highest body of UCLG-MEWA, as per the Article 33 of the UCLG-MEWA Constitution. It composed of the all members of UCLG-MEWA who are duly elected. It performs duties such as, guiding the general policies of the organization, ratifying the activity report and financial report submitted by the Council, selecting the UCLG-MEWA Council members, determining the members to be elected to the UCLG World Organization Council and Executive Bureau, approving any changes to the UCLG-MEWA Constitution and deciding on liquidation and dissolution of UCLG-MEWA.

**Article 4.2- UCLG-MEWA Council;** is elected by UCLG-MEWA General Assembly within UCLG-MEWA members.

UCLG-MEWA Council is composed of President, Co-Presidents (5), Treasurer, Ombudsman, a Representative of the host-city, and at most 100 members that are elected within General Assembly. Secretary General participates in the meetings without right to vote. It elects Executive Bureau members, President, Co-Presidents, UCLG-MEWA Ombudsman and Treasurer within UCLG-MEWA members. It is stated in Article 39 of the UCLG-MEWA Constitution that, UCLG-MEWA council is the body in which the basic policies of UCLG-MEWA are created and resolutions are taken. Furthermore, it ensures that the general policies determined by the General Assembly are implemented.

**Article 4.3- UCLG-MEWA Executive Bureau;** is elected by UCLG-MEWA Council within Council members. It is composed of President, Co-Presidents (5), Treasurer, Ombudsman and 30 members
that are selected within its members. Secretary General participates in the Executive Bureau meetings without the right to vote.

As per Article 48 and 49 of the Constitution, it performs duties such as; duties assigned by the UCLG-MEWA General Assembly and Council, preparing the UCLG-MEWA General Assembly meetings, making proposals to the UCLG-MEWA Council and Executive Bureau of the World Organization for approval, adopting annual budget, accounts and reports and presenting them to UCLG-MEWA Council, appointing Financial Management Committee(4), presenting proposals to UCLG-MEWA Council and UCLG Executive Bureau on admission, suspension and removal of memberships, presenting proposals to UCLG-MEWA Council on membership fees and selecting the Secretary General.

**Article 4.4 UCLG-MEWA President and Co-Presidents (5);** UCLG-MEWA President and Co-Presidents(5) are selected by UCLG-MEWA Council. Accordingly, as it is stated in the Article 60 of the Constitution the President is the highest ranking representative of UCLG-MEWA, therefore, s/he shall preside the UCLG-MEWA General Assembly, Council and Executive Bureau meetings and ensure continuity of the fundamental policies. Moreover, in the Article 61 of the UCLG-MEWA Constitution, it is stated that the Co-Presidents shall assist the President in performing his/her obligations and perform the duty of Presidency, when required. The number of UCLG-MEWA Co-Presidents was determined to be 5, in Article 58 of the UCLG-MEWA Constitution. It is stated in the Article 61 of the UCLG-MEWA Constitution, in order to maintain a regional representational balance, members of the Presidency shall not be allowed to have more than three Co-Presidents from the same country.

**Article 4.5- UCLG-MEWA Treasurer;** The treasurer elected by the UCLG-MEWA Council is responsible for the financial strategy, accounting and observation of the financial management. It submits the financial audit reports, accounts of the previous financial year, budget of the next financial year and other significant financial reports to the UCLG-MEWA Council, as per Article 67 of the UCLG-MEWA Constitution. The treasurer shall preside UCLG-MEWA meetings, when necessary.

**Article 4.6- UCLG-MEWA Ombudsman;** The UCLG-MEWA Ombudsman is elected by UCLG-MEWA Council. It is stated in Article 69 of the UCLG-MEWA Constitution that, “It is the UCLG-MEWA Ombudsman, that individuals or local governments affected negatively by the decisions taken by and practices of the UCLG-MEWA governing bodies, apply to and seek solutions from.” S/he performs duties such as peacemaking in resolution of conflicts, evaluating and providing solutions for the incoming requests and reporting to the UCLG-MEWA General Assembly, Council and Executive Bureau, periodically. S/he shall preside UCLG-MEWA meetings, when necessary.

**Article 4.7- UCLG-MEWA Secretary General;** as required by Article 70 of the UCLG-MEWA Constitution, is the basic executive body of UCLG-MEWA. S/he has duties such as executing the daily activities of UCLG-MEWA, implementing the resolutions of UCLG-MEWA General Assembly, Council and Executive Bureau, governing the Section in the light of the resolutions of the Presidency and Executive Bureau, practicing his/her authority in terms of hiring personnel for the Section, practicing his/her overall representation authority on behalf of the UCLG-MEWA presidency and Executive Bureau, arranging, signing all kinds of legal agreements and contracts in his/her capacity as the representative of UCLG-MEWA, and representing and having represented
UCLG-MEWA before public institutions and courts. S/he is elected and discharged by the UCLG-MEWA Executive Bureau, as per Article 71 of the UCLG-MEWA Constitution.

**THIRD SECTION**

**Membership**

**Article 5** - In parallel with the World Organization, UCLG-MEWA consists of following categories of members; Local government members, country representatives, international organization members, associate members, honorary members and others.

**Categories of membership**

**Article 5.1 - Local Government Members;** Local government membership of UCLG-MEWA shall be open to individual cities and local governments; local governments as project members, in order to support to the projects implemented by UCLG-MEWA; and national/region-based associations of local governments.

**Article 5.2 - Country Representatives;** Country representatives of UCLG-MEWA, recognized in accordance with the provisions of the Constitution of UCLG-MEWA, shall be accepted as members.

**Article 5.3 - International organization members;** International organization membership of UCLG-MEWA shall be open to international local government organizations which represent specific categories of local governments, and/or whose purposes relate to specific sectoral or thematic issues.

**Article 5.4 – Affiliated Members;** Affiliated members are members who are only paying UCLG-MEWA fees in order to attend UCLG-MEWA events and cooperate with UCLG-MEWA, and institutions who are not local government institutions and whose activities are related to local governments and to the related topics. Affiliated members shall only be present in UCLG-MEWA bodies.

**Article 5.5- Honorary members;** Honorary membership may be granted to individuals or institutions who have rendered distinguished service to UCLG-MEWA or to the cause of democratic local government.

**Article 5.6 – Membership Fees;** All membership categories except for honorary members shall pay membership fee annually. The 50% of the annual fees that are paid to UCLG-MEWA shall be paid to UCLG World Organization as UCLG-MEWA fees. However, affiliated members are obliged to pay the annual fee only to UCLG-MEWA. UCLG-MEWA Council, upon proposal of UCLG-MEWA Executive Bureau, shall decide on the amount of the respective membership fees. The membership fees for local government members shall take the following into consideration: the number of inhabitants represented by the member and the state of the country’s economic development. Calculation of membership fees shall be based on **UCLG-MEWA Membership Fee System (Annex-1)** that was prepared based on the Article 14 of the Constitution of UCLG-MEWA and presented in this Bylaws. UCLG-MEWA Membership Fee System serves as an annex of this Bylaws.

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Article 5.7 - Application for Membership; the application process shall be completed upon the completion, ratification and transmission of “Membership Application Form” prepared in 3 languages (Arabic, English, Turkish) to the UCLG-MEWA Secretariat General.

Article 5.8 - Admission; Applications for membership shall be submitted to UCLG Executive Bureau’s approval upon the decision of UCLG-MEWA Executive Bureau and Council. The membership shall be initiated after the UCLG Executive Bureau’s ratification. The applications for Affiliated Membership shall be approved by UCLG-MEWA Council.

Article 5.9 – Removal of Membership; A member is liable to exclusion or suspension in following cases; if it breaches the obligations and principles set out in the Constitution; if, without the consent of the UCLG-MEWA Executive Bureau, membership fees are more than one year in arrears; if it no longer fulfils other conditions of membership set out in the Constitution. In the removal of the membership, the decision making process that is foreseen in the Article of 21, 22 and 23 of the Constitution shall be implemented.

FOURTH SECTION
Elections, General Assembly and Executive Bureau Meetings

Elections

Article 6 – The procedures and rules that are implemented in UCLG elections of bodies shall be applied to UCLG-MEWA elections. In parallel with the procedures implemented on the election by UCLG World Organization, UCLG-MEWA General Assembly shall elect members of the UCLG-MEWA Council. UCLG-MEWA Council shall elect the UCLG-MEWA President, the Co-Presidents, the Treasurer and the Ombudsman and members of the UCLG-MEWA Executive Bureau from among its members. UCLG-MEWA Executive Bureau is responsible for appointment of the Secretary General, as per Article 49 of the Constitution. UCLG-MEWA General Assembly shall elect members of the UCLG-MEWA Council from among the local government members, and appoint UCLG-MEWA members to be proposed for UCLG World Council and for UCLG World Executive Bureau.

General Assembly

Article 7 – UCLG-MEWA General Assembly/Congress Meetings; UCLG-MEWA General Assembly shall be convened every three years and in the months of May/June in the same year as the UCLG World Congress. The UCLG-MEWA Council may convene extraordinary meetings for General Assembly when necessary.

Article 7.1 – UCLG-MEWA General Assembly Meeting Announcements; The announcement of ordinary and extraordinary meetings, indicating the agenda items, must be sent to members at least one month in advance, and published in UCLG-MEWA website. Constitution Amendments shall be sent to the members at least two months in advance or announced in UCLG-MEWA website.

Article 7.2 – UCLG-MEWA General Assembly Participation and Voting; Each member shall assign a delegate to represent it at the General Assembly and may also assign a substitute. Substitute
shall be the highest manager in his/her position. The substitute with voting-power may only participate in the meeting if the named delegate is absent. Members who are up to date in payments of their membership fees, up until the year preceding the meeting, shall have voting rights in the General Assembly. Each member shall have one vote. Affiliated Members shall participate in UCLG-MEWA Bodies and vote in General Assembly as they pay the annual fee to UCLG-MEWA. However, Affiliated Members shall not suggest proposals to the UCLG World Organization Bodies and vote in UCLG General Assembly. Honorary members shall not have voting rights in the General Assembly.

**Article 7.3 – Decisions of UCLG-MEWA General Assembly;** each voting member of the General Assembly shall have an equal vote. Except in special cases provided in the Constitution, decisions of the General Assembly shall be taken by a **simple majority** of the votes cast.

**Council**

**Article 8 – UCLG-MEWA Council Meetings;** The UCLG-MEWA Council shall meet once a year (November/December); it may meet extraordinarily as convened by the President or at the request of at least one third of its members.

**Article 8.1 – UCLG-MEWA Council Meeting Announcements;** the announcement of ordinary and extraordinary meetings shall be sent to members of the UCLG-MEWA Council or shall be published in UCLG-MEWA website at least one month in advance, indicating the agenda items.

**Article 8.2 – UCLG-MEWA Council Meetings Participation and Voting;** Each UCLG-MEWA Council members has right to attend the meetings that are chaired by the UCLG-MEWA President / one of the Co-Presidents / the Treasurer / the Ombudsman or his/her representative who directs the discussions. Each member of the UCLG-MEWA Council has one equal vote.

**Article 8.3 – Decisions of UCLG-MEWA Council Meeting;** Except in special cases provided in the Constitution, decisions of the UCLG-MEWA Council shall be carried by a simple majority of the votes cast. In case of equal voting, the President of the meeting shall have a casting vote.

**Executive Bureau**

**Article 9 – UCLG-MEWA Executive Bureau Meetings;** UCLG-MEWA Executive Bureau shall meet twice a year in the months of March/April and November/December; and it may meet extraordinarily as convened by the President or at the request of at least one third of its members.

**Article 9.1 – UCLG-MEWA Executive Bureau Meeting Announcements;** the announcement of ordinary and extraordinary meetings shall be sent to members of UCLG-MEWA Executive Bureau or shall be published in the UCLG-MEWA website at least one month in advance, indicating the agenda items.

**Article 9.2 – Participation and Voting;** Each UCLG-MEWA Executive Bureau member has right to attend the UCLG-MEWA Executive Bureau Meetings that are chaired by UCLG-MEWA President / one of the Co-Presidents / the Treasurer / the Ombudsman or his/her representative. Each member of the UCLG-MEWA Executive Bureau has one equal vote.
Article 9.3 – Decisions of UCLG-MEWA Executive Bureau Meetings; Except in special cases provided in the Constitution, decisions of the UCLG-MEWA Executive Bureau shall be taken by a simple majority of the votes cast. In case of equal voting, the President of the meeting shall have a casting vote.

FIFTH SECTION
UCLG-MEWA Personnel, Basic Rules

UCLG-MEWA Personnel

Article 10 - Elected, appointed and assigned UCLG-MEWA personnel; UCLG-MEWA personnel consider themselves as members of a professional and harmonious team, who are devoted to the main purposes of UCLG-MEWA, responsible for performing the duties assigned by the Secretary General, acknowledging that they act on behalf of the Secretary General, when performing such duties, who may utilize their personal skills and capacities efficiently.

Basic Rules

Article 11 - Basic personnel policy of UCLG-MEWA; is based on just and equal treatment to all the personnel. The personnel shall not be discriminated based on their race, language, gender, political orientation, philosophical belief, religion, sect and such reasons, in favor of or to the detriment of any personnel; furthermore, behaviors which would cause such conflicts and quarrels shall not be tolerated. Mutual confidence is fundamental in the hierarchical structure of the Section.

Article 12- UCLG-MEWA, as a non-profit international organization, adopts the relevant basic principles of the counterpart international organizations and United Nations (UN) and its affiliates.

Article 13 - Personnel sources of UCLG-MEWA are Turkey, Regional Countries and other international sources, since its headquarters is located in Istanbul/Turkey.

Article 14- Responsibilities, obligations, selection, working principles and employee personal rights of UCLG-MEWA Personnel is regulated by means of this Regulation hereby.

SIXTH SECTION
Responsibilities, obligations, election, working principles and contracting period of the personnel

Responsibilities and Obligations of the Personnel

Article 15 - Responsibilities of the personnel; UCLG-MEWA Personnel is accountable to the Secretary General for all of their works and activities in the Section, as the authority to employ personnel is conferred upon the Secretary General according to Article 72 of Constitution.
Article 16 - Obligations of the Personnel; UCLG-MEWA personnel is obliged to perform the duties that are given to them in order to accomplish the missions of UCLG-MEWA, by recognizing they are acting on behalf of the Secretary General.

Personnel Preference

Article 17 – As it is stated in the Article 72 of UCLG-MEWA Constitution “The Secretary General is fully authorized for and in charge of the employment of the Secretariat General’s personnel” Secretary General is responsible for personnel employment in the UCLG-MEWA.

Terms of Reference of the personnel to be chosen and their titles are provided in the annex to this Bylaws, titled “Terms of Reference” (Annex-2).

Article 17.1 - Personnel choice shall be in accordance with the internal legislation of Republic of Turkey and to the international legislations, as the UCLG-MEWA Headquarters is in Istanbul.

Article 17.2 - An announcement shall be made, including the qualifications of the personnel, through communication means and the ultimate choice shall be made in accordance with the results of the written/oral exams/interview.

Article 17.3 - The exam or interviews of the personnel to be chosen shall be done by the Secretary General and the exams or interviews may be done by a commission, if Secretary General deems necessary.

Working Principles of the Personnel

Article 18 – For each personnel working in UCLG-MEWA, the UCLG and UCLG-MEWA legislations are implemented, together with the Labor Law, laws on working life and relevant legislations of Republic of Turkey, as its headquarters is located in Istanbul, Turkey.

Article 18.1 - An “employment contract for a definite term” or “employment contract for an indefinite term” shall be arranged and signed by both parties, between each personnel who is chosen to work in UCLG-MEWA, and the Secretary General.

Article 18.2 - A personal file, containing the identification information of the personnel, CV and the legally required documents and records shall be prepared for each personnel.

Article 18.3 - The personnel, with whom service contract for a definite term was signed shall be related to the Social Security Institution of Republic of Turkey, as the UCLG-MEWA headquarters is located in Istanbul, Turkey.

Article 18.4 - A two-month trial period is applied for new personnel in UCLG-MEWA, as of the commencement date. The personnel, who is found to be insufficient shall receive no payment other than the salary for the period of his/her service, and his/her contract shall be terminated.

Article 18.5 - The maximum working hours of UCLG-MEWA Personnel is 45 hours a week, as determined by the 4857 numbered Labor Law.
Article 18.6 - Daily working hours of UCLG-MEWA Personnel is applied as 9 hours, since the working hours for the “non-working Saturday” are distributed equally to the other weekdays, since Saturday is designated as a “business day” by the 4857 numbered Labor Law and 394 numbered Weekend Holiday Law, which are in force in Turkey. Weekend holiday is Sunday. 2429 numbered Law on National Days and General Holidays is applied for the issues related to the other holidays.

Article 18.7 - Daily hours of starting and ending work of UCLG-MEWA personnel shall be arranged, taking into consideration relations with UCLG World Organization, UCLG Sections, UCLG-MEWA members and other institutions in Istanbul. They shall be announced in three languages; Turkish, English and Arabic.

Article 18.8 - UCLG-MEWA Secretariat General takes the necessary measures for work safety, inside and outside of the building, and the UCLG-MEWA Personnel are obliged to comply with such measures.

Article 18.9 - The UCLG-MEWA Secretary General, as the executive in charge of planning, coordinating, executing and following up all the activities of the section, may assign any personnel with written or oral order, for the works and projects s/he deems necessary in reaching the targets.

Article 18.10 - UCLG-MEWA personnel are responsible for fulfilling the duties assigned by the Secretary General, in a timely and complete manner.

Article 18.11 - UCLG-MEWA Secretary General may establish a hierarchical structure by means of authorizing the personnel for coordination, execution of works, personnel management and representation of the Regional Section.

Article 18.12 - Employment of the UCLG-MEWA personnel, who commit an act which is considered as a violation of the rules, as per the 4857 numbered Labor Law, circumstances that require termination of the employment contract, and acts which are considered as crime as per the Turkish Penal Code, inside or outside of the institution; and those who do not perform the duties assigned by the Secretary General in a timely, complete and flawless manner as stated in the Article of 18.10 of this Bylaws shall be terminated within the framework of the conditions stipulated by the Labor Law.

Contract Period

Article 19 – The Secretary-General’s term of appointment shall take effect from UCLG-MEWA Executive Bureau meeting in which s/he commences work upon election. UCLG-MEWA Executive Bureau’s decision shall end the term of contract.

Article 20 - Contract period for the Deputy Secretary Generals and UCLG-MEWA General Coordinator shall be arranged with the discretion of the Secretary General and in accordance with 4857 numbered Labor Law and 5510 numbered Law.
Article 21- Contract period of the UCLG-MEWA permanent staff and the support stuff shall be arranged in accordance with the provisions of this directive, 4857 numbered Labor Law and 5510 numbered Law.

Article 22- Contract period of the expert personnel and advisors to be assigned in UCLG-MEWA via special contract shall be arranged according to time needed. They may be renewed if deemed necessary by the Secretary General.

SEVENTH SECTION
Progress payments, salary, overtime, bonus, premium payment arrangements and disbursements

Progress Payments

Article 23 – Salaries, bonuses, premium payments, and disbursements of such nature are considered as progress payment (remuneration) under 5754 numbered Law, amending the 4857 numbered Labor Law. The monthly and annual progress payment amounts to be paid to the UCLG-MEWA personnel are regulated taking into consideration the defined terms of reference, budgetary conditions of the Section, general economic data, the progress payment policies of the counterpart institutions, as UCLG-MEWA is an international organization.

Salary

Article 24 - Salary, in general terms, is defined in Article 61 of the 193 Numbered Income Law, and Article 32 of the 4857 Numbered Labor Law as the amount provided and paid to a person in cash against a work (service), by the employer or third persons.

Article 25 - Monthly payments of the UCLG-MEWA Secretary General shall be determined by the UCLG-MEWA Treasurer.

Article 26 - Monthly payments of the UCLG-MEWA personnel shall be determined by the UCLG-MEWA Secretary General, as per the criteria set forth in this Bylaws.

Article 27 - Monthly payments shall be paid on the day following the last day of the month worked; whereas the other progress payments determined in this Bylaws shall be paid after obtaining written approval of the Secretary General.

Article 28 - Since the UCLG-MEWA Headquarters is located in Istanbul, determination of the personnel salary and salary increases shall be based the criteria in the relevant Turkish Laws and legislations.

Article 29 - Monthly salary of the UCLG-MEWA personnel signifies the monthly net salary to be paid against the duties defined in the Terms of Reference, which is annexed to this Bylaws (ANNEX-2), calculated as the multiplies of the net minimum wage determined by the “Minimum Wage Determination Commission” established based on the Article 39 of the 4857 Numbered
Business Law for those who are 16 years old or older, which is in force when the calculation was made. Secretary General is responsible for determining the salaries of the personnel. Nevertheless, if the minimum wage is determined too high, due to the structural conditions of the Turkish economy, or for other reasons; the net salary to be calculated and paid to the personnel to be hired may not be higher than the net monthly salaries paid to the counterpart personnel working in Section.

**Article 29.1** - Monthly salary of the UCLG-MEWA Secretary General shall be determined by the UCLG-MEWA Treasurer, as the net salary to be paid, which shall be calculated not to be more than 17 times the net monthly minimum wage which is in force on the date the calculation was made.

**Article 29.2** - Monthly Salary of the UCLG-MEWA Deputy Secretary General and other personnel shall be determined by the UCLG-MEWA Secretary General, as the net salary to be paid, which shall be calculated not to be more than 10 times the net monthly minimum wage; (Consultant; not more than 9 times, the General Coordinator; not more than 8 times, specialist and qualified personnel; not more than 6 times, accountants and accounting personnel; not more than 6 times, executive assistant; not more than 6 times, and support personnel; not more than 5 times) which is in force on the date the calculation was made.

**Overtime**

**Article 30** - Overtime payment of the UCLG-MEWA personnel; no overtime payment shall be made to the permanent or temporary UCLG-MEWA Personnel against the short term overtime work, which is considered as continuation of daily working hours. Yet, extra works may be done upon written approval of the Secretary General, on condition that it is for a long term and depending on the intensity of work. In such cases, overtime payment may be made in accordance with Article 41 of 4857 Numbered Labor Law.

**Bonus Payment**

**Article 31** – A bonus payment may be made at the amount to be determined by the Secretary General, not to exceed the twice the minimum wage, applied for those 16 years old or older, on condition that the budgetary conditions permit.

**Premium Payment**

**Article 32** - Premiums may be paid to the UCLG-MEWA personnel, taking into consideration the benefits and yields they produce for UCLG-MEWA, in terms of their performance and fulfilling the duties assigned to them; on condition that it is limited to projects and time, and approval of the Secretary General, between 20-50 % of their monthly net salaries. Premium payments shall not be considered as an acquired right.

**EIGHTH SECTION**

Subsistence, daily allowances, travel allowances, accommodation expenses and intracity transportation.
Subsistence

Article 33 - UCLG-MEWA personnel will be entitled to receive daily subsistence or travel allowances, for their domestic and international travels which are related to their duties.

Article 34 - Domestic and Abroad Travel calculations; travel days of the UCLG-MEWA Personnel, who travel for their duty shall be calculated in accordance with the following statements.

Article 34.1 – UCLG-MEWA Personnel shall not be reimbursed for the travels more than 180 days in a one year-period for the same place, work and person. For the duties requiring domestic travels, total remuneration for the first 90 days, and the ratio of 2/3 of remuneration for the following 90 days shall be paid. For the abroad duties, 180 days total remuneration shall be paid.

Article 34.2 – UCLG-MEWA personnel shall not be reimbursed when they are given duties in the same area of work place. When a personnel is given a duty in the country but away from the work place, if they spend one of lunch time (13.00) or dinner time (17.00) they shall be reimbursed in the ratio of 1/3, if they spend two of them in the ratio of 2/3, and if it is overnight the total remuneration shall be reimbursed.

Article 34.3 – If a UCLG-MEWA personnel is given a temporary duty abroad, they shall be reimbursed every 24 hours with total remuneration from the time they commute till the end of the travel. Travels less than this time, shall be considered as a total day. Every 24 hours shall be considered as one total day.

Daily wages (remuneration)

Article 35 – Calculation of daily wage (remuneration) that will be reimbursed to UCLG-MEWA personnel; the remuneration that will be reimbursed to the personnel that is given temporary intra-country duty shall be calculated in accordance with the budgetary law every year. The remuneration that will be reimbursed to the personnel that is given temporary abroad duty shall be calculated every year in accordance with the decision of Council of Ministers.

Article 35.1 - Calculation of Daily wage (remuneration) that will be reimbursed to UCLG-MEWA personnel shall be parallel to the daily wages that are given to 1-4 degree clerks declared by budgetary laws and decision of Council of Ministers.

Article 35.2 – As a local governance union with an international nature and corporate members from several countries, founded with the 1987 dated and 12105 numbered resolution of the Turkish Council of Ministers, as per the 3335 numbered Law on Founding of Organizations of International Nature, in UCLG-MEWA; daily wage (remuneration) that is decided upon every year in the Budgetary law and declared at the annex table for 1-4 degree clerks, shall be calculated according to the criteria in the Article 34.2 of this Bylaws for UCLG-MEWA Personnel that is given an abroad duty. If the travel and accommodation costs are paid by another organization or by UCLG-MEWA with a document separately, the 2/3 of daily wage that is calculated shall be paid to UCLG-MEWA personnel.
Article 35.3 – UCLG-MEWA personnel when s/he is given a duty abroad, shall be reimbursed in the framework of criteria in Article 34.3 of this Bylaws with an increasing of 50% of the daily wage in the first 10 days that is foreseen every year in the Council of Ministers and based on the annex table for 1-4 degree clerks and depending on the country of the temporary duty. For the remaining days 50% raise shall not be implemented.

Article 35.4 – If the travel and accommodation expenses are paid by another organization or separately by UCLG-MEWA with a document, only 2/3 percent of the 50% increased daily wage shall be reimbursed to the UCLG-MEWA Personnel that is given a temporary duty abroad.

Travel allowances

Article 36 - UCLG-MEWA Personnel that is given a duty in or out of the country shall be reimbursed for the travel expenses with a document of indicating round trip travel costs. In addition, the travel expenses between the residence of the Personnel and station, port, airport or terminal are also reimbursed. The Personnel should give a written statement in order to get the reimbursement.

Accommodation

Article 37 – Since UCLG-MEWA is a local governance union with an international nature and corporate members from several countries, founded with the 1987 dated and 12105 numbered resolution of the Turkish Council of Ministers, as per the 3335 numbered Law on Founding of Organizations of International Nature, UCLG-MEWA Personnel who is given a temporary domestic or international duty, for compulsory and exceptional cases, decided upon every year with resolution of the Council of Ministers and as in the expenses of managers with additional indicator 8000 or higher, shall be reimbursed for the total part exceeding 40% of the accommodation expenses by the ratification of UCLG-MEWA Secretary General.

Article 37.1 – If UCLG-MEWA Personnel is given a duty in or out of the country, the 40% of the daily allowances is reimbursed with a document indicating accommodation expenses with confirmation of Secretary General. However, subsistence and allowances should not exceed the annual budget.

Article 37.2 – Representation and hosting expenses that are documented and made by Secretary General or Personnel in order to represent UCLG-MEWA in or outside the country shall be reimbursed with the ratification of Secretary General.

Intracity Transportation

Article 38 - An official car and a personal driver shall be assigned for the Secretary General to ensure intracity transportation. In case this cannot be ensured for any reason whatsoever, amounts documented shall be reimbursed, as the intracity transportation costs.

Article 38.1 - Intracity transportation cost of the UCLG-MEWA personnel other than the Secretary General shall be reimbursed in case the Secretary General decides on reimbursing the intracity
transportation costs, to ensure that the urgent tasks to be performed in a timely manner and to prevent delays.

**NINETH SECTION**
**COMPENSATIONS**

**Compensations**

**Article 39** - Compensations of the UCLG-MEWA personnel; no solicitor’s fee, representation fee or similar compensations are paid to the employees, except for the progress payments specified in this Directory.

**Article 40** - Severance pay shall be paid to the UCLG-MEA personnel in case the personnel leaves the organization, based on the period between the commencement and termination dates of the service contract, as per Article 14 of the 1475 Numbered Labor Law in force.

**TENTH SECTION**
**Leaves**

**Leaves**

**Article 41** – UCLG-MEWA personnel are entitled to have paid leave as per Article 4857 Numbered Labor Law. However, the personnel who will start working in UCLG-MEWA for the first time shall receive annual paid leave only after one year of service as of the commencement date, including the trial period.

**Article 41.1** – The UCLG-MEWA personnel who are not entitled to have a paid leave may receive up to 10 days of casual leave in fragments each of which may not exceed 2 days, on condition that the reasons are deemed appropriate.

**Article 41.2** – The Secretary General shall plan and decide on the periods in which the UCLG-MEWA personnel shall have their annual paid leaves. Annual paid leaves may be taken at periods deemed appropriate by the Secretary General, in bulks, fragmented or annual leaves of two consequent years may be given together.

**Article 41.3** – Relevant provisions of the 4857 numbered Labor Law shall be applied for the UCLG-MEWA Personnel, on issues such as maternity leave, death leave, marriage leave, military service leave and job search leave.

**Article 41.4** – The personnel of foreign origin, working in UCLG-MEWA may take paid leaves which may not exceed 4 days each, for the religious and national special holidays in their own country, if they ask for it and deemed appropriate for the Secretary General.

**ELEVENTH SECTION**
**Medical Benefits and Social Benefits**

**Residence Benefits**
Article 42 - UCLG-MEWA personnel are entitled to request the rental fees of the temporary residence that they will rent when they are required to live in a place other than their permanent residences, in conjunction with their duties, from the Section. The costs of transport related to the temporary residence shall not be reimbursed. The Secretary General has the authority to decide whether renting an apartment is more appropriate, compared to staying in a hotel.

Lunch
Article 43 - The Secretary General may decide on providing free lunch to the personnel, within the scope of an agreement with a catering company, on condition that the budget is available.

Medical Benefits
Article 44 - The personnel may benefit from the services provided by medical institutions, within the scope of the Articles 60-61-62 of the 5510 numbered Social Security and General Health Insurance Law, and other Articles of the same Law, pursuant to notifying the Social Security Institution. No other medical benefit shall be provided to them.

Incapacity or Unfitness for Work
Article 45 - UCLG-MEWA personnel shall be subject to the provisions of Article 18 and 19 of the 5510 numbered Social Security and General Health Insurance Law in case of incapacity or unfitness for work.

Death Benefits
Article 46 - In case any of UCLG-MEWA personnel dies in the exercise of his/her duty, Article 20 and other relevant Articles of the 5510 numbered Social Security and General Health Insurance Law shall be applied.

TWELVETH SECTION
Annexes, effective days and application of the Directive

UCLG-MEWA Membership Fee System, Terms of Reference and Organizational Chart

Article 47- Annexes to this Directive consists of the “UCLG-MEWA Membership Fee System,” “Terms of Reference” and “Organizational Chart”. In case of any changes on these annexes, the procedures that are implemented on this UCLG-MEWA Directive shall be applied.

Effective Date of the Directive
Article 48 – This Directive shall enter into force on 01.01.2015, after having been negotiated and approved on the occasion of the UCLG-MEWA Executive Bureau and Council meeting to be held in Adana, Turkey on 19.12.2014.

Application of the Directive
Article 49- This Directive shall be applied by UCLG-MEWA Secretary General, under the supervision of the UCLG-MEWA Executive Bureau.