

**ALTINBAŞ UNIVERSITY**  
**REGULATION ON RESEARCH AND CONSULTANCY CENTER FOR FAMILY**  
**BUSINESS MANAGEMENT (AYDAM)**

**PART I**

**Purpose, Scope, Legal Basis and Definitions**

**Purpose**

**ARTICLE 1** – The purpose of this Regulation is to set forth rules and procedures governing the management and the operation of **Altınbaş University Research and Consultancy Center for Family Business Management (AYDAM)**.

**Scope**

**ARTICLE 2** –This Regulation covers provisions governing **Altınbaş University Research and Consultancy Center for Family Business Management (AYDAM)**'s aims, areas of activities, administrative bodies, their roles and responsibilities as well as the Centre's mode of operation.

**Legal Basis**

**ARTICLE 3** – This Regulation has been drawn up on the basis of the sub-clause (2) of clause (d) of sub-article 1 of Article 7 of Turkish Higher Education Act No. 2547 of November 4<sup>th</sup>, 1981 and Article 14 of the aforesaid Act.

**Definitions**

**ARTICLE 4** – As used in this Regulation, the following terms shall have the meanings specified below;

- a) Centre (AYDAM): Altınbaş University Research and Consultancy Center for Family Business Management,
- b) Director: Director of Altınbaş University Research and Consultancy Center for Family Business Management,
- c) President: President of Altınbaş University
- ç) University: Altınbaş University,
- d) Administrative Board: Administrative Board of Altınbaş University Research and Consultancy Center for Family Business Management,
- e) Advisory Board: Advisory Board of Altınbaş University Research and Consultancy Center for Family Business Management.

**PART II**

**Objectives of the Centre and its Areas of Activity**

**Objectives of the Centre**

**ARTICLE 5** – Objectives of the Centre are as follows:

- a) Investigate and analyse the problems of small, medium and large scale family businesses; offer solutions accordingly;
- b) Carry out policy generating scientific studies designed to offer advice for sustainability and succession issues in small, medium and large scale family businesses;
- c) Share the results of scientific research on family-run businesses with the public through media outlets, conferences, seminars and other academic gatherings;
- d) Investigate the problems that usually occur during the institutionalization of family businesses, create and offer solutions & consulting;
- e) Establish academic cooperation with national and international organizations engaged in family business research;

- f) Create a database at Altınbaş University Library solely dedicated to publications on Family Business Management and Institutionalization;
- g) Help regulatory and legislative authorities create and implement new legislation designed to address the needs and problems of family-run businesses;
- h) Encourage entrepreneurial spirit at AYDAM in order to help family businesses further contribute to Turkey's economic progress and development; offer seminar, conferences, training programmes designed to promote entrepreneurship;
- i) Create a strong academic infrastructure and curriculum that will enable the offering of Family Business Management classes at undergraduate level and the launch of master's and PhD degree programmes in this particular field.

#### **Areas of activity**

**ARTICLE 6** – AYDAM adopts a multidisciplinary approach towards its principal field of research, the family businesses. The Centre will create a research environment where scientists engaged in different disciplines, including Law, Economics, Political Science, International Relations, Business Administration, Sociology and Psychology, can offer their share of contribution towards the Centre's goal.

The number and the content of the prioritized areas of research may be expanded or changed by the Administrative Board depending on needs or requirements. The Administrative Board shall take the Advisory Board's opinions into consideration when making decisions involving the Centre's top areas of research.

The centre operates in the following areas of activity:

- a) Conduct scientific research, create and develop projects, public academic papers at national and international level involving family business management and institutionalization of family-run businesses; hold courses, seminars, conferences, workshops, and similar academic events at local, national and international scale,
- b) Offer undergraduate, master's and PhD level courses, designed especially for successors in office, about the sustainability of family businesses,
- c) Provide solution-oriented consulting to family businesses in order to help them overcome various challenges they might face during their transition to institutionalization,
- d) Contribute to the creation of new policies by sharing with the regulatory and law-making authorities the results of scientific research and analyses conducted on the management of family businesses and their institutionalization,
- e) Hold international events and faculty exchange programmes in order to create academic cooperation with national and international organizations engaged in family business related research and operations,
- f) Publish papers in national and international journals, publish periodicals and research paper abstracts in accordance with the Centre's objectives.
- g) Provide nationally and internationally published books, journals and periodicals to a database to be created at Altınbaş University Library under the title of Family Business Management and Institutionalization,
- h) In accordance with the Centre's objectives, create a structure enabling the Centre to use the equipment and human resource in the most efficient way. Ensure that research conducted by the Centre adheres to the purposes and principles set out in Act No. 2547,
- i) Carry out other tasks requested by the Administrative Board.

### **PART III**

#### **Administrative Bodies of the Centre and their Roles and Responsibilities**

##### **Administrative Bodies of the Centre**

**ARTICLE 7** – Administrative Bodies of the Centre shall comprise the following:

- a) Director,
- b) Administrative Board,
- c) Advisory Board.

### **Director**

**ARTICLE 8** – (1) Centre Director shall be appointed for three-year term by the University President from among the full-time faculty members engaged in research on family businesses.

(2) In the event that Centre Director is absent from duty for more than six months, his/her office will be terminated. The University President shall appoint a new director to replace the former director who has left office before his/her expired.

(3) University President shall appoint a faculty member as Vice Director for a term of three years to help the Director carry out his/her duties. In the absence of the Director, Vice Director shall act on his/her behalf.

### **Roles and responsibilities of the Centre Director**

**ARTICLE 9** – (1) The roles and responsibilities of the Director are as follows:

- a) Represent the Centre at national and international level,
- b) Convene ordinary and extraordinary meetings of Administrative Board and Advisory Board, create meeting agenda.
- c) Chair the Administrative Board and Advisory Board,
- d) Ensure that Administrative Board decisions are carried out in proper and effective manner,
- e) Establish cooperation with national and international institutions,
- f) Carry out other tasks in relation to the Centre's objectives,
- g) Carry out tasks as requested in relevant regulations,
- (h) Provide the University President with a report on the operations of the centre at the end of each academic year or upon request after obtaining the opinion of the Administrative Board,
- (i) Prepare an annual work programme and a revenue/expense budget in cooperation with the Administrative Board and present it to the University President.

(2) The Director shall be responsible for ensuring that Centre's activities are developed and carried out in the most effective manner in accordance with the centre's objectives.

### **Administrative Board**

**ARTICLE 10** – (1) Chaired by the Director, the Administrative Board shall consist of a total of seven members. Six members, apart from the Director, shall be appointed by the University President for a three-year term from among the full-time faculty members and/or persons outside the University engaged in research on family businesses.

(2) Administrative Board members may be reappointed for a second term after three years in office. In the event that a member resigns from his/her position before the expiry of his/her normal term or becomes unable to attend meetings due to a temporary (more than six months) assignment to a different position, a new person will be appointed as new board member to replace the former member.

(3) Administrative Board shall assemble once a month, or when necessary, a meeting of the Administrative Board may be convened by the Director, either on his/her own initiative, or at the request of a simple majority of members of the Board. All decisions shall be made by a majority of the votes. In case of an equality of votes, the chairperson of the meeting shall be entitled to a casting vote.

### **Roles and Responsibilities of the Administrative Board**

**ARTICLE 11** – (1) Assist the Director with the planning and carrying out of the Centre's activities,

(2) In cooperation with the Director, create a work schedule, research and learning projects,

- (3) Assist the Director with the preparation of an annual budget,
- (4) Form expert advisory panels or committees when deemed necessary,
- (5) Carry out other tasks as set forth in the relevant regulations.

### **Advisory Board**

**ARTICLE 12–** (1) An advisory board shall be formed by the decision of the Administrative Board. The Advisory Board shall consist of scientists, researchers, and executives globally known for their research and endeavours in family business management.

(2) Advisory Board shall consist of a minimum of ten members appointed by the President upon recommendation from the Administrative Board. Members may be selected among Altınbaş University’s or other universities’ faculty/staff or experienced scientists, scholars, and executives working for public/private institutions or conducting independent research on family businesses at international scale.

(3) Members of the Advisory Board who are also members of Altınbaş University shall be appointed by the President for a three-year term. Members of the Advisory Board who are not members of Altınbaş University shall be appointed upon recommendation from the Administrative Board and at the invitation/request of the University President for three-year term.

(4) New members may be selected to fill the vacant posts through the same appointment method. Members whose term of office has expired can be reappointed by the President.

(5) Director who shall also chair the meeting. The Director may convene an extraordinary meeting of the advisory board if s/he deems it necessary. Administrative board members may join the Advisory Board meetings.

### **Roles and Responsibilities of the Advisory Board**

**ARTICLE 13–** Advisory Board shall review and evaluate the Centre’s activities and make suggestions accordingly.

## **PART IV**

### **Miscellaneous and Final Provisions**

#### **Research and application units**

**ARTICLE 14 –** Research and application institutes/centres can be established by decision of Administrative Board. These institutes/centres shall operate in accordance with the Centre’s objectives and its areas of activity.

#### **Staff Recruitment**

**ARTICLE 15 –** President can appoint university members to hold academic, administrative, or technical roles at the Centre.

#### **Fixtures and Equipment**

**ARTICLE 16 –** All fixtures, tools and equipment purchased by the Centre for academic and research purposes and all other equipment donated to the Centre shall be allocated to the Centre’s use.

#### **Centre’s revenue**

**ARTICLE 17 –** The revenue generated from Centre’s activities and operations shall be recorded and spent in accordance with the University regulations. It is fundamental that all revenue must be spent on improving research conducted at the Centre.

#### **Spending Authority**

**ARTICLE 18** – Spending Authority is granted to the University President who may partially or fully transfer his/her authority to spend to the Director.

**Situations that are not governed by the provisions of this regulation**

**ARTICLE 19** – Other relevant legislation and University Senate’s decisions shall apply to situations that are not covered by this Regulation.

**Effective Date**

**ARTICLE 21** – This regulation shall become effective the day following its publication.

**Execution**

**ARTICLE 22** – The provisions of this Regulation shall be executed by the President of Altınbaş University.