Aran Organisation For the Development Civic culture

Internal programme and Guidelines

First Section

Item one: Name

Organisation Name: Aran Organisation for the Development Civic culture

Item Two: Definition

Independent, NGO and Non-profit organisation, works toward accomplishing civil and contemporary society through developing democratic ideas and concepts, tolerance, anti-terror education; prevail of law and human rights.

Item three: Address

1. The headquarter of the Organisation will be in the Sulaymaniyah Government
2. In the future, when needed and based on the expanding the activities of the Organisation, may try to open offices in other areas of the Kurdistan Region and Iraq

Item Four: the Objectives

- Strengthen the members of the civil society's trust to participate in evolving process of social and intellectual.
- Enhancing the tolerance culture and accepting each other.
- Circulate of anti-terror and violence education in general
- Introducing the principles of Democracy and Human Rights at the society's level
- Raising the awareness of society's member about constitution and the role of law
- Circulate the culture of Democracy
- Enhancing the sense of Humanity
- Improving the relationship between people and the Government
- Circulate the Human Right education to individual
- Raising individual's awareness about their duties and rights

Item five: Working Guideline

- Upholding the civil and democratic principles
- Respecting tolerance, non-violence and dialogue concepts
- Upholding the Human Rights' Principle
- Respecting the prevail of Law
- Tolerance and stay active in achieving the objectives of the organisation

Item six: The activities

- Publishing and translating relevant literature

- Printing a bulletin related to the organisation's activities
- Meeting, seminar, roundtable and any other civil activity about concept and work of social activity
- Benefiting from the Media in general

Section 2

Item Seven: The Foundation Committee

First: the Foundation Committee consists of (three) members, they are those individuals who founded the organisation and submitted the application to the NGO's department

Second: Losing membership from the Foundation committee

1. Decease
2. Resignation after accepting it, or after 30 day of submitting the resignation letter, if the Foundation Committee did not answer the request.
3. The member been away from the works and activities of the Organisation for more than a year
4. Dismissal in these circumstances:
    - Convicted of non-political crime or honour stigma
    - Not attending three consecutive meetings of the founders without reasonable excuse or asking for permission
    - Causing morale or materialistic damage to the organisation
    - The decision of firing a member will be by the founders, in that case the member entitled to submit a request to the (Initial Court) within 30 days to review the decision.

Item Eight: Authorities and duties of the Founders

- Observing and overseeing all the works and activities of the organisation for sake of achieving its objectives
- Ensuring the organisation upholding its internal programme and Guidelines, also making changes to the programme as needed according to the ruling laws
- Preparing annual report to assess the work and the activities of the organisation
- Preparing annual plan and budget for the organisation in the beginning of the calendar year
- Making needed committee for accomplishing the activities of the organisation
- Preparing final annual accounting report and plan the budget for the next year
- The founders allowed to work Organisation's skeleton

Item Nine: The founders meeting

1. The founders Committee hold their normal meeting every three months
2. In an emergency situation and when requested by 2/3 founders member, meeting will be held

Section 3

Item Ten: skeleton of the organisation

First

- The Organisation's director
- Deputy of the Organisation's director
- Plan and projects branch
- Media and communication branch
- Political advisor

Second: the organisation's skeleton staffs take care of the administrative activities and they are executive staff, work voluntarily and in return of symbolic payment

The criteria of working with the Organisation's skeleton

1. More than 18 years
2. Active in a special field
3. Not been convicted with major or Honour crime
4. Believe in the Organisation's principles not been against it previously
5. Have intellectual personality

Item Eleven: Duty and the powers of the Organisation's director

1. Charing the branches meeting
2. Responsible for implementing decisions and guidelines
3. Supervise the work and activities of the branches
4. Representing the organisation when dealing with the Government and NGOs
5. In time of Holiday, in case of resignation or removing the director, his or her deputy will replace him or her until new director will be appointed.
6. All the literature, announcements and reports published by the organisation will be signed by the director.

Item Twelve: Punishments and accountabilities

1. The punishments, include notification, warning and sacking
2. Any punishments mentioned above will be according to the type pf the misconduct
3. The punishment in number one will be applied to everyone

Item thirteen: The Organisation's financial Resources

First: the resources consist of:

1. Public fund
2. Funding form charities
3. Funding form the regional NGOs

Second: The organisation accountancy and observation comply with the laws of the Kurdistan Regional Government

Item Fourteen: The Organisation's relationship with the Kurdistan regional Government

The Organisation comply with the working Laws of the KRG in General and those related to the work of NGOs especially

Item Fifteen: The organisation's relationship with other organisations

1. The organisation has the right of solidarity work with other organisation
2. The organisation has the right to unite with other NGOs if the they have similar objectives
3. The organisation relationship with sponsors based on regarding the organisation objectives
4. The organisation has the right to participate in the NGOs networking and has the right of relationship with international NGOs
5. The Foundation Committee has the right to decide implementing any points in the item Fifteen

Item Sixteen: Disbanding the Organisation

1. The Foundation Committee, by majority vote able to decide disbanding the Organisation with mentioning the reasons and informing the related parts
2. After disbanding the Organisation, all the its belongings (Movable and immovable) Will be given to an organisation or agency that has similar objectives, if there was no legal obstacles

Item Seventeen: The Organisation's Records:

1. Member's Records
2. Accountancy Records
3. Basic Records
4. Decision Records
5. Projects and Activities Records
6. All the records. According the Item Fourteen, pint 1-4 form the 2011legslation, will be approved by the Notary.

Item Eighteen: Some General Points

1. The Organisation is a legal and Morale personality, has got all the rights in the legal personalities
2. The Organisation has got the right to use all the Movable and Immovable belongings for the sake of achieving its objectives
3. The responsibilities of the Foundation committee and executive committee stay within their duties
4. The is no ranking between the foundation Committee members
5. Committee and general accountancy will be implemented in any financial works; the accountant will be audited by the observation committee.

6. The director entitled to make announcement for the Media about the work and projects of the organisation or any other subjects related to the Organisation
7. To speak on behalf of the Organisation, approval form the director is needed
8. Any member breaches the Item (18) will be punished

Item Nineteen: Protection of the independency for the Organisation

1. The Organisation is independent and will not be affected by the ideology of any political parties
2. No member allowed to express their personal ideology by the name of the Organisation
3. Any member breaches the point 2 Item (19) will face punishment