

The Constitution and By-laws

USA Circassian Repatriation Organization Corp.

Chapter One:

Article 1. Definitions and Notes

1. The By-laws will be available in English languages only.
2. In the following articles the following concepts have the meanings listed behind it:
 - a. "Organization" means the USA Circassian Repatriation Organization Corp.
 - b. "Founders" means the group of individuals who founded the Organization
 - c. "Executives" means the Executive Office.
 - d. "in writing" means by letter, fax or e-mail.
 - e. "Circassian" means Adyghe People.

Chapter Two: The Identity of the Organization

Article 2. The Name

USA Circassian Repatriation Organization Corp.

Article 3.

A- Headquarter Address

Country: USA

- Principal_Bus_Street: 9 Ford RD

- Principal_Bus_Zip: 07508

- Principal_Bus_City: Haledon

- Principal_Bus_County: Passaic

- Principal_Bus_State: New Jersey

-Telephone:

-Fax:

-E-mail:

B-. Registration Place, Date and Number

Place of Registration: NEW JERSEY

Date of Registration: 05/24/2017

Registration No.: 4034170352

Article 4. Nature of the work

Not-for-profit, humanitarian, charitable and peaceful, with no religious agenda or orientation.

Article 5. Mission Statement

Since the deportation of Circassians from their historical homeland in the North Caucasus, and Circassians have been faced by one tragedy after another. Over the last 150 years, Circassians have been frequently caught in the middle of various conflicts and repeatedly faced with severe humanitarian disasters. It has become urgently pressing to establish an Organization that can aid and assist Circassians throughout their adversity, elevate all hardships and facilitate their return to their homeland in the North Caucasus.

Article 6. Objectives

6.1. To provide aid and support to all Circassians who wish to return to the historic homeland in the North Caucasus;

6.2. To relieve distress resulting from the dislocation of persons of Circassian heritage and provide support by establishing, operating and maintaining a centre or centres to provide relief, and to provide assistance for relocation and repatriation to safe environments;

6.3. To develop or promote awareness of the plight of person, especially those of Circassian heritage by educating and instructing the public on measures for relocating and repatriating such person to safe havens in the North Caucasus by researching and documenting factors to such end;

6.4. To provide necessities of life to victims of disasters and dislocations for persons of Circassian heritage;

6.5. To educate and increase the public's understanding of the plight of persons of Circassian heritage and the importance of stressing their right to repatriating them by offering seminars, conferences and meetings and by collecting and disseminating information related thereto;

6.6. To develop and provide programs promoting the protection and preservation of persons of Circassian heritage through educating institutions, industries, businesses and individuals about the need to provide assistance and aid to such persons in repatriation;

6.7. To establish communication with the appropriate governments or governmental agencies and international agencies to attain the purposes of the Organization;

6.8. To initiate, fund and support agricultural, industrial, and commercial projects for improving the living standards of repatriated Circassians and improving the economic conditions in the North Caucasus in general as well as financially supporting the Organization to fulfill its objectives;

6.9. To provide education, scholarships, counseling and other support services for dislocated persons and refugees of Circassian descent in need; and

6.10. To establish a fund to grant aid to such ends by making donations to qualified charitable organizations.

Chapter Three: Membership

Article 7. Membership Conditions

7.1. To be originally Circassian (i.e. At least one of the parents is Circassian). Honorary Members and Supportive Members are excluded from this condition

7.2. Believes in the objectives of the Organization and abides by the by-laws of the Organization.

7.3. Must have reached the legal age in the country of Residence.

7.4. Filled and submitted the membership application.

7.5. Paid the one time membership registration fee and committed to pay membership annual fees.

Article 8. Classes of Membership

8.1. Member

8.2. Supportive Member

8.3. Honorary Member

Article 9. Rights and Duties of Members

9.1. Members have the right to participate and contribute in all various activities in the Organization.

9.2. After six months of being a member of the Organization with fully paid dues, (Or after three months on the affiliation of the organization in the establishment phase) for only two years members have the right to participate in elections and run for official offices in the Organization in accordance with the by-laws.

9.3. Members have the right to put forward ideas to the Executives to aid them in their discussions and preparation during the mapping of the annual forward plan.

9.4. Members are responsible for having their annual dues paid on time

9.5. Members must abide by the principles of the Organization and its by-laws.

Article 10. Rights and Duties of Supportive Members

10.1. A special membership status given to individuals who believe in the principles and objectives of the Organization and demonstrate support and aid to the Organization.

10.2. Members have the right of temporary or partial participation to the activities of the Organization.

10.3. Members have the right of providing advice and support to the Executive Office

10.4. Supportive Members has no right in running for official offices in the Organization or participating in elections.

Article 11. Rights and Duties of Honorary Members

11.1. An honorary membership status is given to individuals who believe in the principles and objectives of the Organization and provide excellent services, advice and support to advance the status, image and performance of the Organization.

11.2 Honorary memberships are granted by a unanimous decision of the Executives and approval of the Directors, or by the decision of the Representatives and approval by the Directors.

11.3. Honorary Members has no right in running for official offices in the Organization or participating in elections.

Article 12. Loss of Membership

12.1. Resignation

12.2. Termination due to violations of the by-laws. The decision can be carried on by a majority of two-thirds of the Executives.

12.3. Termination due to any actions that involves damaging the reputation of the Organization, causing delays or interruptions in achieving its objectives or being involved in any financial misconduct. The termination can be carried on by a majority of two-thirds decision of the Executives.

12.4. Dismissal due to failing to pay the annual fees and failing to positively respond after a year of a warning notice. The termination can be carried on by a majority of two-thirds decision of the Executives.

12.5. Members who were subject to termination under of the reasons addressed above have the right to appeal to the Representatives.

12.6. The Organization has the right to prosecute resigned members or terminated members should there be any legal or financial reasons.

12.7. In the case of death of any member or resignation, the heirs of the deceased member are not entitled to request refunds for any donations or contributions that the member granted to the Organization or request refunds for the registration fee or the annual dues.

Chapter Four: Governing Bodies of the Organization

Article 13. Governing Bodies

The organization shall consist of the following bodies:

- a. The General Assembly
- b. The Administrative Office
- c. Finance and Risk Management Committee

Article 14. The General Assembly

14.1. The General Assembly consists of the following:

- a. Members of the Administrative Office
- b. Members of the Finance and Risk Management Committee
- c. Members of the elected delegates from the various offices that are related to the organization.

14.2. The General Assembly has the power of making decisions in all issues that concerns the local affairs of the organization.

14.3. The General Assembly meeting should be organized in once every year under normal circumstances and during the month of December.

14.4. The General Assembly meeting can be also convened when necessary based on the request of the Administrative Office of the organization or the request of the relative majority (half + 1) of the General Assembly.

Article 15. Responsibilities and duties of the General Assembly

15.1. Planning the general road map of the organization and its activities in accordance with the objectives of the Organization and the resolutions made by the Directors and the Representatives.

15.2. Reviewing and approving the annual report prepared and presented by the organization Administrative Office.

15.3. Approving and ratifying the organization policy and financial plans.

15.4. The General Assembly has the right to access and review the financial reports of the organization.

15.5. The General Assembly is responsible for reviewing and discussing the reports produced by the Finance and Risk Management Committee.

15.6. Elect members for the Board of Representatives via direct secret ballot.

15.7. Elect an Administrative Office for the organization via direct secret ballot. Candidates for the Administrative Office can be nominated or nominate themselves as a team of 5 for the following positions: President, Vice-President, Secretary, Treasurer and Public Relations Officer.

15.8. The Executive Office shall serve for four years term

15.9. Selecting and appointing a Finance and Risk Management Committee.

15.10. Appointing an independent financial auditor.

Article 16. Responsibilities and duties of the Administrative Office

16.1. Preparing the organization' Annual Report that contains all of the organization activities and achievements.

16.2. Working together with the Executives to prepare the annual budget for the upcoming fiscal year of the Branch.

16.3. Preparing the Financial Statement of the organization.

16.4. Review all financial auditors' reports

16.5. Prepare all administrative and financial work plans for the organization with the help of the Executives.

16.6. Organizing exhibitions and fundraising activities.

16.7. The President of the organization has the right to hire and fire support staff members as necessary and accordance with labor regulation in the country.

16.8. The President of the organization has the right to represent the organization and reach out to government agencies and media networks after the consultation with the Administrative members and Executives to discuss concerns and objectives of the organization.

16.9. The President of the Administrative Office has the responsibility of representing the organization before a court of law during legal actions and before government agencies.

16.10. The President of the organization has the responsibility to oversee and supervise support staff members and investigate them if necessary.

16.11. The Administrative Office has to meet at least once a month to ensure close and accurate implementation of its decisions and ongoing activities. The legal quorum for Administrative Office meeting is 3 members.

16.12. The Organization' decisions are made based on the relative majority (3/5), through a direct vote or an electronic ballot. Electronic ballot should be completed within three days from sending the electronic ballot and all unreturned casts shall be considered as "abstains".

16.13. The President of the Administrative Office has a signing authority along with the Treasurer to approve expenses (e.g. paying salaries, reimbursing members for Organization related expenses, approving purchases).

16.14 The President of the Administrative Office is responsible for chairing all meetings, managing all activities and overseeing all organization affairs with the help of his Administrative members and support staff.

16.15. The President of the Administrative Office has the right to grant some of his authority, when needed, to one of the Administrative Office members in the absence of the Vice-President or when the Vice-President apologizes for justifiable reasons.

Article 17. Responsibilities and duties of the Vice-President of the Administrative Office

17.1. The Vice-President assists the President in all aspects and takes on all of the President's authorities in the case of his/her absence.

Article 18. Responsibilities and duties of the Secretary of the Administrative Office

18.1. Records the minutes of organization meetings.

18.2. Approved minutes should be signed by the Secretary and the President and filed by the Secretary.

18.3. Preparing meeting Agendas and reminding the Administrative Office of regular meeting and calling for irregular meetings and sending the Agenda, date and time of meetings.

18.4. Responsible for all correspondences, communications and administration tasks of the Administrative Office.

18.5. Filing and archiving all Administrative Offices' documents and seals.

18.6. Following up, and ensuring the implementation of all decisions made by the Administrative Office.

Article 19. Responsibilities and duties of the Treasurer of the Administrative Office

19.1. Responsible for collecting registration fees, annual fees from members and facilitating donations.

19.2. Responsible for preparing payments for all expenses and paying them on time.

19.3. Depositing cheques and funds in the bank.

19.4. Withdrawing, transferring funds.

19.5. Preparing the Annual Financial Statement.

19.6. Performing the Annual inventory exercise.

19.8. Preparing and providing monthly financial report to the Executives.

19.9. Preparing monthly financial reports to both the Executives and the Directors to update them on the financial situation of the Organization.

19.10. All fund withdrawals, transfers and payments needs two authorizing signature. Usually the Treasurer and the President signs all required documents. The Vice-President can sign with the Treasurer on all required documents when the President is absent.

Article 20. Responsibilities and duties of the Public Relations Officer of the Administrative Office

20.1. Organizing all organization meetings.

20.2 Organizing exhibitions and fundraising activities.

20.3. Public outreach to all Circassian organizations and Circassian activities to gain support for the Organization.

20.4. Following up, and ensuring the implementation of all decisions made by the Administrative Office.

Chapter Five: Documentation

Article 21. Documentation

The Organization shall adopt the following documentation strategies for it filing and archiving needs:

21.1. Filing and archiving all meeting minutes (all Governing levels and bodies).

21.2. Filing and archiving member information which includes names, addresses, contact information, personal information and qualification.

21.3. Filing and archiving all financial reports.

21.4. Recording and filing all Organization assets.

Chapter Six: Financial Matters

Article 22. Financial Resources of the Organization and its Organization

22.1. Membership registration fees.

22.2. Membership annual fees.

22.3. Unconditional donations, grants and aids from individuals, institutions, and others formal and informal organizations or agencies across the globe.

22.4. All other forms of income generated from organizing exhibitions, activities and financial investments.

Article 23. Financial systems of the Organization and Organization

23.1. The Organization and its organization operate its own funds, and develop its annual budget every fiscal year by the Executives and in coordination with the Organization.

23.2. The Executives shall work closely with organization to develop annual budgets for the Organization in general and the various Organization in specific.

23.3. All annual financial statements shall be audited and prepared by an independent chartered accountant.

23.4. All of the Organization's funds shall be deposited and kept in specified bank accounts under the name of the Organization.

23.5. All fund withdrawals, transfers and payments shall be performed according to the by-laws that require the signatures of authorized officials

23.6. Documenting and filing all financial activities of the Organization and its Organization.

23.7. The cost of annual membership fees or registration fees can be evaluated and changed when needed. The evaluation and recommendations shall be performed by the Executives and the Administrative Offices of the various Organization and approved by the Directors.

Article 24. The Finance and Risk Management Committee

24.1. The Finance and Risk Management Committee shall be selected and appointed by the Representatives or the General Assembly.

24.2. The Finance and Risk Management Committee shall consist of a chairman and two members.

24.3. The Finance and Risk Management Committee is responsible for reviewing and investigating all activities in the Organization.

24.4. The Finance and Risk Management Committee has the right to access all records, documents and reports.

24.5. The Committee is responsible for preparing and providing written reports to the Executives and the Administration Offices.

24.6. The reports prepared by the Committee are only recommendations and are not mandatory. The Executives and the Administrative Offices are encouraged to discuss the outcomes with the Committee members to adopt useful suggestions. Should the Executives or the Administrative Office reject the Committees' recommendations, the governing body is obligated to state the reasons for the rejection in written memo to the Representatives and the Directors.

24.7. The Committee has the right to call for a meeting with the Executives or the Administrative Offices when needed to discuss administrative and financial concerns.

24.8. Members of the Committee have the right to participate in the meetings held by the Executives or the Administrative Offices without the right to vote during decision making or voting.

24.9. The Committee is responsible for preparing and submitting a detailed annual evaluation and recommendation report to the Directors, the Representatives and the General Assembly about the overall performance of the Executives and the Administrative Offices.

Chapter Seven: General roles and terms

Article 25. Registration fee and Annual Membership fees

25.1. A registration fee of \$20 (twenty) American dollars paid once is due upon the application to join the Organization.

25.2. A monthly membership fee of \$2 (two) American dollars or annual membership fee of \$24 (twenty four) is due to maintain membership.

Article 26. Archiving Official Documents

26.1. All financial statements of the Organization shall be saved for ten years.

26.2. All official documents and correspondences of the Organization shall be saved for twenty years.

26.3. All legal documents including ownership documents, licenses and important documents shall be kept indefinitely in a safe place.

Article 27. Terms and Conditions for Hiring Support Staff

27.1. All hired support staff (members or non-members) to carry on fund raising tasks or collecting membership fees will be provided with an official authorization document.

Article 28. Dismantling the Organization

28.1. In the event were a decision is made to dismantle and dissolve the Organization, the assets of the Organization shall be distributed exclusively to Circassian charitable or educational organizations.

28.2. Upon the dissolution of the Organization, all Organization shall be given the choice to become independent entity and hence they shall be required to perform a restructuring exercise to achieve their goals in becoming independent organizations ready to serve the Circassian cause.

Article 29. Meetings

29.1. All meetings shall be held in the classical way “corresponding in-person meetings”. However, when the classical way is not possible, hybrid meeting or virtual-only meetings can be adopted.

29.2. During voting exercises, electronic ballots shall be used if one member or more are absent.

29.3. During the Annual meetings of the Representatives or the General Assembly, the quorum will be considered attained if (half+1) are present. If no quorum is present at the scheduled time, the call to order will be rescheduled on the next day and the quorum will be considered if at least 10 present of the Representatives are present.

29.4. During all other meetings of the Organization, the quorum will be considered attained if (half+1) are present. If no quorum is present at the scheduled time, the call to order will be rescheduled after one hour and the quorum will be considered regardless of the number of present members.

Article 30. Conduct of Business

All orders of business shall follow the format outlined below:

- a. Call to Order
- b. Registration of absentee's
- c. Approval of the minutes of the previous meeting
- d. Report from the President or Chair of the governing body
- e. Report from the Treasurer
- f. Report from the Secretary
- g. Old Business
- h. Additional Business

i. Adjournment

Article 31. Absences

31.1. When a member of one of the governing bodies (Representatives, Executives, Administrative Offices) is reported absent for three consecutive times or six non-consecutive times during a period of a year without any justification, the member shall be dismissed from his/her post and will be replaced according to the by-laws of the Organization.

