

Policy Feb. 20th, 2014
Circassian Repatriation Organization

Chapter One:

Article 1. Definitions and Notes

- 1.** The By-laws will be available in five languages (Circassian - English - Russian - Turkish - Arabic). However, the English version will be main legal document.
- 2.** In the following articles the following concepts have the meanings listed behind it:
 - a.* “Organization” means the Circassian Repatriation Organization
 - b.* “Founders” means the group of individuals who founded the Organization
 - c.* “Directors” means the Board of Directors.
 - d.* “Representatives” means the Board Representatives.
 - e.* “Executives” means the Executive Office.
 - f.* “in writing” means by letter, fax or e-mail.
 - g.* “Circassian” means Adygha People.

Chapter Two: The Identity of the Organization

Article 2. The Name

Circassian Repatriation Organization
Organisme de rapatriement des Circassiens

Article 3. Headquarter and Registration

3.1. Headquarter Address

Country: Canada
Province (State) (Region): Ontario
City: Waterloo
Street No.: 695 Rupert St.
Building and Unit No.: Unit B.

Postal Code: N2V
1Z5 Telephone: TBD
Fax: TBD
E-mail: info@croworld.org
URL: www.croworld.org
3.2 Registration Place, Date and Number
Place of Registration: Canada
Date of Registration: 2014-02-10
Registration No.: 878524-4

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 sever 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 center or center's 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 fee

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, 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 three years and after receiving three reminding notices. 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, 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 consists of the following bodies:

- 13.1. The Board of Directors
- 13.2. The Board of Representatives
- 13.3. The Executive Office

Article 14. Organization Headquarter Office and Chapters

14.1. The Head Quarter of the Organization is Located in Waterloo, Canada

14.2. The Organization will have chapters across the globe in the following areas:

- 14.2.1. Republic of Kabardino – Balkaria, Russian Federation
 - 14.2.2. Republic of Adygea and the Krasnodar Krai Region, Russian Federation
 - 14.2.3. Republic of Karachay – Cherkessia, Russian Federation and the Republic of Abkhazia
 - 14.2.4. Europe
 - 14.2.5. Turkey
 - 14.2.6. Syria
 - 14.2.7. Jordan
 - 14.2.8. United States of America
 - 14.2.9. Saudi Arabia
 - 14.2.10. The Arab Gulf States (Kuwait, UAE, Qatar, Bahrain and Oman)
 - 14.2.11. Kfar Kama and Rihanya
 - 14.2.12. Additional Chapters can be opened later in any geographic area (in addition to the ones listed above). In order to open a new chapter, the registered members should be more than 30 in that region and it should be recommended by the Executives and approved by the Representatives and the Directors.
- 14.3. Satellite Offices, under the jurisdiction of the main chapters mentioned in 14.2., can be opened in different cities that belong to its geographic area after the recommendations of the Executives and the approval of both Boards (the Representatives and the Directors). The minimum number required to open a Satellite Office in any city or area is 30 members.

Article 15. Board of Directors

15.1. The Board of Directors consists of 9 members as follows: a. The three (3) Founders of the Organization.

b. Six (6) appointed Directors from the Heads of Chapters with a four year term appointment. After the Chapter elections are completed and winners are announced, the Founders will appoint the top five Heads of Chapters (based on the number of member) as appointed Directors to serve in the Board of Directors for four years.

15.2. The Directors are responsible for overseeing the operation of the Organization, reviewing all decisions made by the Executives and reviewing all bills or decisions prepared by the Representatives. They are also responsible for ratifying all approved bills and decisions.

Unapproved bills that are not shall be sent back to the Representatives for further discussion and re-writing.

15.3. The Directors should conclude and provide the Representatives their final decision on any matter that was presented by Representatives within 1 month period. Should the Directors fail to respond to a motion presented by the Representatives within a month, the motion will be automatically considered approved.

15.4. All Directors' decisions are made based on the relative majority (5/9), through a direct vote or an electronic ballot. Electronic ballot should be completed within a week from sending the electronic ballot and all unreturned casts shall be considered as "abstains".

15.5. Should one of the Founders resigns, dies, asked to step down and leave the Organization for legal or criminal issues or the conduct of actions that might damage the reputation of the Organization, or leaves the Organization for any other reasons; his/her position shall be filled by a new Founder Director. The Selection process of a new Founder Director shall be based on the nomination of an individual and the approval of the Directors by an 85% approval rate. If the selection process was not successful after two attempts, the Directors can elect the new Director based on the relative majority (approval of 5/9 Directors).

15.6. Should one of the elected Directors resigns, dies, asked to step down and leave the Organization for legal or criminal issues or the conduct of actions that might damage the reputation of the Organization, or leaves the Organization for any other reasons; his/her

position shall be filled by another Head of Chapter (based on the number of members).

15.7. The Directors shall appoint one of the Directors to act as Chairman of the Board of Directors for a one year term.

15.8 The Directors shall appoint one of the Directors to act as the Secretary for the Board of Directors for a four years term, subject to renewal.

Article 16. Responsibilities and duties of the Secretary of the Board of Directors

16.1. Records the minutes of Directors' meetings.

16.2. Approved minutes should be signed by the Secretary and the Chairman and filed by the Secretary. The Secretary is responsible for sending a copy of the minutes to the Executives.

16.3. Preparing meeting Agendas, reminding Directors of regular meeting, calling Directors for irregular meetings and sending the Agenda, date and time of meetings.

16.4. Responsible for all correspondences, communications and administration tasks of the Board of Directors.

16.5. Filing and archiving all Board of Directors' documents and seals.

16.6. Following up, and ensuring the implementation of all decisions made by the Directors.

Article 17. Board of Representatives

Members of the Board of Representatives are elected by direct secret ballot election during the regular chapter elections that takes place once every four years.

17.1. The number of representatives from each chapter will be determined as follows:

a. One Representative for the first 1000 registered members (30 to 1000 registered members).

b. A second representative, if the number of registered members is 3000 members.

c. An additional representative for every 3000 members after the first 3000 members.

17.2. The electoral cycle for the Representatives is once every four years and it should take place during the months of March and/or April.

17.3. The Representatives shall meet once a month or as the Representatives agrees upon. The Representatives shall hold a mandatory general meeting at least once a year. The Representatives can call for emergency meeting when needed.

17.4. During the general meeting, the Representatives should address, discuss and resolve the following issues:

a. Reviewing the Executives' final report for the past year (presented by the President).

- b. Ratification of the final financial report for the past fiscal year (presented by the Treasurer).
- c. Reviewing and ratification of the past year's financial statement prepared by the designated Charter Account for the past year (Presented by the Charter Accountant).
- d. Reviewing the Auditing Committees' report for the past year (Presented by the Chair of the Auditing Committee).
- e. Reviewing and approving the proposed budget for the new fiscal year prepared by the Executives.
- f. Elect the new President and vice-President, from the Representatives, who will form the new Executive Office to replace the old members of the Executive Office.
- g. Select and hire a Chartered Accountant who's at arm's length from the Organization to audit and carry on all accountancy tasks for the Organization.
- h. Appoint an Auditing Committee of three officers from outside the Organization.
- i. Determine and approve business travel expense limits.
- j. Determine and approve who is eligible for the Organization's financial support to return to the Caucasus.
- k. Discuss, assist and help in any other arising issues presented to the Representatives by the Executives.

17.5. All approved decisions made by the Representatives have to be reviewed and ratified by the Directors.

17.6. All decisions made by the Representatives shall be carried by the relative majority (half +1) through a direct vote or an electronic ballot except for the following business where an 85% majority is required to pass a decision:

- a. Amend the Organization's mission statement or modify its objectives.
- b. Dismantling the Organization.
- c. Resolving the Executive Office and electing a new President and vice-President.
- d. Joining or acquiring another Organization.
- e. Transferring the location of the Headquarter outside Ontario.

17.7. Representative members who are subject of investigation or legal dispute with the Organization are not permitted to participate in activities, elections or vote or represent the

Organization in any way or form until all issues are resolved and an agreement is reached regarding the dispute.

17.8. The Representatives are required to form various committees as needed to fulfil their duties and tasks efficiently and assist the Executives in their mission.

17.9. Prepare and introduce all necessary bills and supporting documents then presents them to the Directors for approval and ratification.

17.10. Should the Directors refuse the ratification of a bill, the Representatives shall address the Directors' concerns and re-write the bill.

17.11. The Representatives shall elect one of its members to carry on the following position: The Secretary of the Board of Representatives. The elected member is appointed for Four years.

17.12. The Directors shall appoint one of the Directors to act as the President of the Board of Representatives. The appointment is only for one year after which the Directors shall extend the appointment for a maximum of one more year or assign the Presidency to another Director.

17.13. The Representatives shall meet regularly once every two months to conduct business.

Article 18. Responsibilities and duties of the Secretary of the Board of Representatives

18.1. Records the minutes of Representatives' 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 Representatives of regular meeting and calling Representatives for irregular meetings and sending the Agenda, date and time of the meeting.

18.4. Responsible for all correspondences, communications and administration tasks of the Board of Representatives.

18.5. Filing and archiving all Board of Representatives' documents and seals.

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

Article 19. The Executive Office

19.1 The Executive Office shall consist of seven members:

a. A team of two Representatives can nominate themselves or be nominated to run for the positions of President and Vice-President of the Executive Office.

b. The nominated team for the Executive Office must be capable of speaking the Circassian language.

c. The elected President and Vice-President shall nominate five candidates to form the Executive Office. The candidates must be approved by the Representatives and by the Directors.

d. The appointed members shall take on the following positions:

- The Executive Secretary
- The Treasurer
- The Media Affairs Coordinator
- Planning, Statistic and Enforcement Officer
- The Public Relations Officer

e. The Executive Office shall serve for four years term.

19.2. Should the President of the Executives leave or is asked to leave for any reasons, the Executive Office shall be resolved and a new Executive shall be formed according to the procedure outlined in 19.1 (a) to (e). The new Executives shall be appointed for only the remaining term out of the original 4 years term.

19.3. Should one of the Executives (except the President) leave or is asked to leave for any reasons, the Executives have the right to nominate a successor and seek the approval of the Representatives in accordance with the by-laws.

Article 20. Responsibilities and duties of the Executive Office

20.1. Preparing the Organizations' Annual Report that contains all of the Organizations' activities and achievements.

20.2. Preparing the financial statement of the Organization that includes all financial activities in all chapters.

20.3. Prepare all administrative and financial work plans for the Organization including all chapters for the upcoming new year.

20.4. Prepare and implement all necessary programs to help move and resettle Circassians in the Caucasus.

20.5. Develop and prepare proposals for business projects to help resettled Circassians find jobs and become independent and establish roots in the Caucasus. All proposed projects have to meet the financial and legal conditions required by the home country and also gain the approval of the Representatives and the Directors.

20.6. Organizing conferences, exhibitions and other activities that help accomplish the objectives of the Organization.

20.7. The President of the Executives has the right to represent the Organization and act as an ambassador who reaches out to government agencies, international organizations, human right Organizations and media networks after the consultation with the Directors to discuss concerns and objectives of the Organization.

20.8. The President of the Executives has the right to hire or terminate the employment of support staff members as necessary and in accordance with labor regulation in the country.

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

20.10. The Executives have to meet at least once a month to ensure close and accurate implementation of its decisions and ongoing activities. The legal quorum for Executives meeting is 4 members.

20.11. All Executives' decisions are made based on the relative majority (4/7), 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".

20.12. The President of the Executives has the right to represent the Organization before a court of law during legal actions and before all government agencies.

20.13. The President of the Executives has a signing authority along with the Treasurer to approve expenses and move funds around (e.g. paying salaries, reimbursing members for Organization related expenses, approving purchases).

20.14. The President of the Executives is responsible for chairing all Executive meeting, managing all activities and overseeing all Organization affairs with the help of his Executive members and support staff.

20.15. The President of the Executives has the right to grant some of his power, when needed, to one of the Executive members in the absence of the Vice-President or when the Vice-President is not available.

20.16. The Executives are responsible for overseeing the fiscal financial budget of all chapters, transferring funds from one chapter to another or to the headquarter after consulting with Representatives and gaining their approval.

Article 21. Responsibilities and duties of the Vice-President of the Executive Office

21.1. 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 22. Responsibilities and duties of the Executive Secretary

22.1. Records the minutes of Executives' meetings.

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

22.3. Preparing meeting Agendas and reminding Executives of regular meeting and calling Executives for irregular meetings and sending the Agenda, date and time of meetings.

22.4. Responsible for all correspondences, communications and administration tasks of the Executive Office.

22.5. Filing and archiving all Executive Offices' documents and seals.

22.6. Following up, and ensuring the implementation of all decisions made by the Executives.

Article 23. Responsibilities and duties of the Treasurer

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

23.2. Responsible for preparing and sending official receipts to members and donors.

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

23.4. Depositing cheques and funds in the bank.

23.5. Treasurer along with an authorized Executive member are responsible for withdrawing and transferring funds.

23.6. Preparing the Annual Financial Statement.

23.7. Performing the Annual inventory exercise.

- 23.8. Communicating closely with all chapters to keep an accurate understanding of the overall financial standings of the Organization.
- 23.9. Preparing monthly financial reports to both the Executives and the Directors to update them on the financial situation of the Organization.
- 23.10. 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 24. Responsibilities and duties of the Media Affairs Coordinator

- 24.1. Study and develop an in-depth understanding of all local and International laws that relates to Circassian issues as well as keeping up with any new developments in the International arena regarding the Circassian affairs.
- 24.2. Summarizing and organizing all findings and making them available (in all official languages) to all members by posting them on the Organizations' web site after the approval of the Executives.
- 24.3. Coordinating and archiving all documents related to the Circassian history, literature, culture and science and uploading them to the Organizations' website.
- 24.4. Keeping the Organization website up-to-date with the Organizations' news and activities.
- 24.5. Monitoring and following International news and media agencies in regards of Circassian related issues and interest.
- 24.6. Fully responsible for maintaining the Organizations' website functional and up-to-date.

Article 25. Responsibilities and duties of the Planning, Statistic and Enforcement Officer

- 25.1. Communicating and collaborating with all Chapters to prepare detailed lists of the families who wish to settle back in the Caucasus and work on acquiring all necessary information to facilitate their return in accordance with all government regulations and laws.
- 25.2. Keeping close communication channels with the Chapters in the Caucasus to facilitate the re-settlement process of the returning families and providing them with all necessary legal and financial aid according to the allocated budget for this purpose.

25.3. Coordinate with all involved parties the return of each individual family from start to end including the travel arrangement, accommodation, education and securing jobs in accordance with the aid program prepared and approved by the Organization.

Article 26. Responsibilities and duties of the Public Relations Officer

26.1. Organizing all Organization meeting including The Directors' and Representatives' meetings and securing their transportations and accommodations if needed.

26.2. Preparing all necessary programs, brochures and publications about the Organization.

26.3. Organizing exhibitions and fundraising activities.

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

Article 27. Chapters

24.1. Each Chapter shall manage its own affairs and activities, according to its own internal system which is in total agreement with the defined objectives of the Organization and approved by the Representatives and the Directors.

Article 28. Governing Bodies of Chapters

All chapters shall consist of the following bodies:

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

Article 29. The General Assembly

29.1. 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 Chapter

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

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

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

Article 30. Responsibilities and duties of the General Assembly

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

30.2. Reviewing and approving the annual report prepared and presented by the Chapter Administrative Office.

30.3. Approving and ratifying the Chapter's policy and financial plans.

30.4. The General Assembly has the right to access and review the financial reports of the Chapter.

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

30.6. Elect members for the Board of Representatives via direct secret ballot. The number of representatives depends on the number of members in each Chapter as defined in 15.1.

30.7. Elect an Administrative Office for the Chapter 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.

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

30.9. Appointing an independent financial auditor.

Article 31. Responsibilities and duties of the Administrative Office

31.1. Preparing the Chapters' Annual Report that contains all of the Chapters' activities and achievements.

31.2. Working together with the Executives to prepare the annual budget for the upcoming fiscal year of the Chapter.

31.3. Preparing the Financial Statement of the Chapter.

31.4. Review all financial auditors' reports

31.5. Prepare all administrative and financial work plans for the Chapter with the help of the Executives.

31.6. Organizing exhibitions and fundraising activities.

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

31.8. The President of the Chapter has the right to represent the Chapter 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 Chapter.

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

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

31.11. 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.

31.12. All Chapters' 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".

31.13. 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).

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

31.15. 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 32. Responsibilities and duties of the Vice-President of the Administrative Office

32.1. 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 33. Responsibilities and duties of the Secretary of the Administrative Office

33.1. Records the minutes of Chapter's meetings.

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

33.3. 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.

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

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

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

Article 34. Responsibilities and duties of the Treasurer of the Administrative Office

34.1. Responsible for collecting registration fees, annual fees from members and facilitating donations and depositing all collected funds in the bank account.

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

34.3. Depositing cheques and funds in the bank account.

34.4. The Treasurer along with an authorized member of the Administrative Office are responsible for depositing, withdrawing and transferring funds in the Chapter's bank account.

34.5. Preparing the Annual Financial Statement of the Chapter.

34.6. Performing the Annual inventory exercise of the Chapter.

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

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

34.9. 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 35. Responsibilities and duties of the Public Relations Officer of the Administrative Office

35.1. Organizing all Chapter meetings.

35.2. Organizing exhibitions and fundraising activities.

35.3. Preparing publications, pamphlets and media items about the Organization.

35.4. Public outreach to all Circassian organizations and Circassian activities to initiate collaboration programs and to gain support for the Organization.

Chapter Five:Documentation

Article 36. Documentation

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

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

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

36.3. Filing and archiving all financial reports.

36.4. Recording and filing all Organization assets.

36.5. Recording and filing of all other miscellaneous items.

Chapter Six: Financial Matters

Article 37

Financial Resources of the Organization and its Chapters

Membership registration fees.

37.1. Membership annual fees.

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

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

Article 38. Financial systems of the Organization and Chapters

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

38.2. The Executives shall work closely with each Chapter to develop annual budgets for the Organization in general and the various Chapters in specific.

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

38.4. All of the Organization's funds shall be deposited and kept in specified bank accounts under the name of the Organization or its Chapters.

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

38.6. Documenting and filing all financial activities of the Organization and its Chapters by official documents such as invoices, receipts, deposit slips, withdrawal slips and transfer documents.

38.7. 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 Chapters and approved by the Directors.

Article 39. The Finance and Risk Management Committee

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

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

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

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

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

39.6. 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.

39.7. 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.

39.8. 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.

39.9. 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 40. Registration fee and Annual Membership fees

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

40.2. A membership fee of \$12 (twelve) American dollars (bi-annually) or \$24 (twenty four) American dollars (annually) is due to maintain membership.

Article 41. Archiving Official Documents

41.1. All financial statements of the Organization and its Chapters shall be saved for ten years.

41.2. All official documents and correspondences of the Organization and its Chapters shall be saved for twenty years.

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

Article 42. Terms and Conditions for Hiring Support Staff

42.1. 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 43. Closing a Chapter or an Office

43.1. In the case of closing a Chapter for any reason, all of its assets and properties shall be claimed by the Organization.

43.2. All documents shall be transferred to the Headquarter or to another Chapter based on what the Executives see fit provided it does not contradict with the laws of the country (the whereabouts of the Chapter).

43.3. When 43.1. is not possible to implement, all properties shall be distributed exclusively to Circassian charitable or educational organizations.

43.4. All official and unofficial documents must be transferred to the Organization headquarter.

43.5. All members of the closed Chapter will be assigned to another Chapter by the Executives.

Article 44. Dismantling the Organization

44.1. In the event where 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. 44.2. Upon the dissolution of the Organization, all Chapters 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 45. Meetings

45.1. 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.

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

45.3. 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.

45.4. During all other meetings of the Organization and its Chapters, 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 46. Additional Provisions

46.1. The Organization is to carry on its operations without pecuniary gain to its members and any profits or other accretions to the Organization are to be used in promoting its objects.

46.2. The Directors of the Organization shall receive no remuneration for acting as such but shall be entitled to be paid their reasonable expenses properly incurred in the performance of their duties, including their travelling and other expenses properly incurred by them in attending meetings of the Board of Directors of the Organization, of any committee thereof, or of the members of the Organization or otherwise properly incurred by them in connection with carrying out the properly approved activities of the Organization.

46.3. In addition, subject to restrictions, if any, in the By-laws, the Founder Directors of the Organization shall have the power to appoint a number of Founder Directors not greater than one-third of the Founder Directors elected at the last annual meeting which Directors shall serve for a limited term until the next annual meeting of members.

46.4. The Founder Directors can appoint a number of Directors to serve on the Board of Directors when necessary.

Article 47. Conduct of Business

All orders of business shall follow the format outlined below:

- a. Call to Order
- b. Registration of absentees
- 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 48. Absences

47.1. 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.

Article 49. Structure