

APPROVED

by the resolution of the constituent
meeting of the International Union of
Non-Governmental Organizations
"Eurasian Peoples' Assembly"
27.05.2017

REGULATIONS

for the mode of admission as a member of the International Union of Non-Governmental Organizations "Eurasian Peoples' Assembly", admission and membership fee payments and maintenance of the Joint Register of the members of the Union of Non-Governmental Organizations "Eurasian Peoples' Assembly"

1. General regulations

1.1 These Regulations determine the mode of admission as a member of the International Union of Non-Governmental Organizations "Eurasian Peoples' Assembly" (hereinafter — "Assembly"), establish the procedure of maintaining the Joint Register of the members of the Union of Non-Governmental Organizations "Eurasian Peoples' Assembly" (hereinafter — "Register") and the kind of the information to be included into it, the procedure of providing information from the Register to interested parties and making it available on public domain information systems. They also establish the types, amount, procedure and frequency of fee payments, and the exemption from fees for the members of the Union of Non-Governmental Organizations "Eurasian Peoples' Assembly".

1.2 The Register of the Assembly is a structured body of successive entries, containing a set of documents and information covered by these Regulations regarding the members of the Assembly. The Register is maintained in order to have a centralized record of members admitted into the Assembly and an organized storage of the documents used as the basis for admission.

1.3 Admission as a member of the Assembly is conducted by the Presidium of the Assembly General Council (hereinafter — "Presidium") as well as by the Commission of the General Secretariat in accordance with the Charter of the Assembly and these Regulations.

1.4 The preparation of entries for the Register (receiving information from the Assembly's applicants, their verification, and entering the information received into the Register) and its maintenance is conducted by the Assembly General Secretariat.

1.5 Admission as a member of the Assembly is accompanied by making a Register entry in accordance with these Regulations no later than 30 days after the Presidium's decision on the admission as a member of the Assembly.

1.6 Membership in the Assembly and withdrawal from it are voluntary.

1.7 These Regulations have been created in accordance with the Assembly Charter and do not contradict chartered aims and the object of activities of the Assembly.

2. Eurasian Peoples' Assembly admission procedure for individuals and legal entities

2.1. The admission of individuals — citizens of Eurasian states over the age of 18, who share the aims and objectives of the Assembly, comply with the requirements of the Assembly Charter, directly participate in the work of the Assembly; and legal entities — non-governmental organizations of Eurasian states that share the aims and objectives of the Assembly, comply with the requirements of the Assembly Charter, directly participate in the work of the Assembly, is carried out in accordance with the Assembly Charter and these Regulations.

2.2. The admission of individuals as members of the Assembly is carried out on the basis of a written application addressed to the Presidium stating the wish to become a member of the Assembly and is made formal by the decision of the Presidium or Commission of the General Secretariat with the resolution specified in paragraph 2.5 of these Regulations.

The aforementioned decision is made by the Presidium or the Commission of the General Secretariat through the simple majority of votes.

2.3. The admission of legal entities as members of the Assembly is carried out on the basis of a written application addressed to the Presidium stating their wish to become a member of the Assembly with the resolution of the authorized body of the corresponding non-governmental organization stating their intention to join the Assembly.

The decision on admitting a legal entity is made by the Presidium or Commission of the General Secretariat through the simple majority of votes given the resolution specified in paragraph 2.5 of these Regulations.

2.4. The collection of documents from legal entities and individual applicants is conducted by the Assembly General Secretariat.

2.5. The documents of legal entities and individuals collected by the Assembly General Secretariat are forwarded to the Presidium committee, charged with examining documents, applicants enrolling as members of the Assembly, and the information these documents contain. If needed, the committee has the right to hold interviews with applicants, as well as ask them for additional information.

Based on the results of the examination the committee forwards its resolution to the Presidium, containing, accordingly, either a recommendation for admission or a reasoned refusal.

2.6. List of documents supplied for formalizing Assembly membership:

2.6.1. For individuals:

- a written application stating their wish to become a member of the Assembly (Appendix 1 to these Regulations);
- a questionnaire form for individual applicants (Appendix 2 to these Regulations);
- a written consent for the processing of personal data of an individual applicant (Appendix 5 to these Regulations);
- copy of the passport;
- copy of the payment document confirming the payment of the entrance fee to the account of the Assembly;

2.6. 2. For legal entities:

- a written application from the head of a non-governmental organization stating their wish to become a member of the Assembly (Appendix 3 to these Regulations);
- a questionnaire form for the applying non-governmental organization (Appendix 4 to these Regulations);
- the resolution of the non-governmental organization, stating their wish to become a member of the Assembly, (protocol/ protocol's extract of organization's governing bodies);
- copies of the Charter and State registration certificate;
- copy of the payment document confirming the payment of the entrance fee to the account of the Assembly.

2.7. The documents submitted for registration of membership in the Assembly shall be printed in one of the established working languages of the Assembly - Russian or English.

2.8. The applicant shall be considered admitted as a member of the Assembly since the date of adoption of the corresponding decision by the Presidium or Commission of the General Secretariat.

2.9. The Assembly has the right to admit persons who have made a significant contribution to achieving statutory aims of the Assembly as Honorary members of the Assembly.

The decision on admission as Honorary members of the Assembly shall be taken by the Presidium according to the procedures established by the Charter and the present Regulations with the consent of the person admitted as an Honorary member.

2.10. The withdrawal from membership in the Assembly is free.

2.11. The withdrawal from membership in the Assembly of an individual shall be carried out on the basis of a written application submitted to the Presidium.

2.12. The withdrawal from membership in the Assembly of a legal person shall be carried out on the basis of a written application submitted to the Presidium, provided there is a decision of the authorized body of the given legal person on the withdrawal from membership in the Assembly.

2.13. The Presidium shall take the decision on withdrawal from membership in the Assembly of an individual or a legal person within 30 days following the reception of the relevant application or the taking of the decision on withdrawal from membership in the Assembly.

2.14. A member of the Assembly can be excluded from the Assembly by the Presidium's decision for:

- gross and repeated violations of the Charter of the Assembly and other regulatory acts of the Assembly;
- systematic non-implementation of obligations of the member of the Assembly, including non-payment of membership fees for two or more years;
- actions discrediting the Assembly.

2.15. The decision on the exclusion from membership in the Assembly can be appealed against in the authorized body of the Assembly in accordance with the Charter within 30 days following the taking of the decision on exclusion from membership in the Assembly.

3. Register Keeping

3.1. According to the Charter of the Assembly and the present Regulations, the Register is kept by the Assembly General Secretariat.

3.2. The Register is kept in two established working languages of the Assembly - Russian and English.

3.3. The function of monitoring over entering the data into the Register is assigned to the Presidium.

3.4. Entering the data into the Register includes:

- addition to the records of the Register of documents and data presented at the time of admission to the Assembly, withdrawal from the Assembly, updating of the Register data;
- entering records of the performed operation into the Register database according to the content of documents and data added to the materials of the Register;

- allotting of a unique registration number to a member of the Assembly, used as a membership card number and a personal file number of a member of the Assembly.

3.5. On the basis of the data entered into the Register, documents testifying to the membership of individuals and legal persons shall be drawn, as well as other operations of centralized accounting shall be carried out, including:

- issuance of a membership card;
- preparation, registration and issuance of excerpts from the Register according to the procedures established by the present Regulations.

4. The procedure for drawing up and issuing of the membership card

4.1. Drawing up of the membership card shall be completed by the General Secretariat after the decision is taken by the Presidium or General Secretariat on admission of the applicant as a member of the Assembly.

4.2. The membership card shall be issued by the Presidium, after taking the decision on admission of the applicant as a member of the Assembly, within 45 days following the date of adoption of the said decision.

4.3. The membership card contains information in two established working languages of the Assembly - Russian and English.

5. The information contained in the Register, the maintenance of the Register

5.1. Data on individuals and legal persons whom the Presidium has decided to admit as members of the Assembly is entered into the Register within 30 days from the date of arrival to the General Secretariat of the properly drawn up documents indicated in paragraphs 2.6.1 and 2.6.2 of present Regulation.

5.2. The documents specified in Paragraph 2.6.2 of the present Regulations shall be submitted to the General Secretariat by the head of the legal person directly or by an authorized representative, or shall be sent by mail with delivery confirmation and a list of enclosures.

5.3. The documents specified in Paragraph 2.6.1 of the present Regulations shall be submitted to the General Secretariat by the individual in person or shall be sent by mail with delivery confirmation and a list of enclosures.

5.4. In case of amendments and/or additions to the information contained in the Register about an individual or a legal person, properly drawn up documents confirming the amendments and/or additions to the said information shall be submitted to the General Secretariat within 10 days from the date of documentation of the amendments.

5.5. Amendments and/or additions to the information contained in the Register about an individual or a legal person shall be entered into the Register within 30 days from the date of acceptance by the General Secretary of properly drawn up documents confirming the amendments and additions to the said information.

5.6. The procedure of submitting the documents containing amendments and additions to the information about an individual or a legal person is similar to the procedure of submitting the documents indicated in Paragraphs 5.2 and 5.3 of the present Regulations.

5.7. To be entered into the Register is the following information about the members of the Assembly:

5.7.1. The data on individuals include:

- identification number according to the Register;
- date of registration in the Register;
- full name;
- number of the membership card;
- contact information (mailing address, phone number);
- personal data according to the Appendix 2 to the present Regulations;
- information about the payment of the entrance fee and annual membership fees.

5.7.2. The data on legal entities include:

- identification number according to the Register;
- date of registration in the Register;
- contact information (mailing address, phone number);
- information according to the Appendix 4 to the present Regulations;
- information about the payment of the entrance fee and annual membership fees.

5.8. In case of amendments and additions to the records in the Register, previously entered records remain.

5.9. The Register shall contain the date of the amendments and additions made to the information contained in the Register.

5.10. In case of exclusion or withdrawal of a member of the Assembly, the information in the Register about the member remains.

6. The procedure for payment of admission fee and annual membership fees

6.1. According to the Charter, the members of the Assembly shall pay membership fees.

6.2. Individuals and legal persons about whom there has been made a decision to admit them as members of the Assembly shall pay admission fee and annual membership fees.

6.3. One-time admission fee fixed by the General Council of the Assembly is equivalent to 1,000 rubles for individuals and 10,000 rubles for legal entities (nonprofit organizations); 30,000 rubles for legal entities (small and medium commercial organizations); 100,000 rubles for legal entities (commercial organizations) according to the official exchange rate of the Central Bank of the Russian Federation for the day of payment.

6.4. Annual membership fee fixed by the General Council of the Assembly is equivalent to not less than 1,000 rubles for individuals and not less than 10,000 rubles for legal entities (nonprofit organizations); not less than 30,000 rubles for legal entities (small and medium commercial organizations); not less than 100,000 rubles for legal entities (commercial organizations) according to the official exchange rate of the Central Bank of the Russian Federation for the day of payment.

6.5. Payment of the entrance fee is made by the applicant to the members of the Assembly in advance. The document confirming the payment of the entry fee is provided to the General Secretariat at the same time as the package of documents for joining the Eurasian Peoples' Assembly.

6.6. The annual membership fee for each calendar year is paid not later than November 30 of the year for which the contribution is paid.

6.7. Admission and annual membership fees shall be transferred to the settlement account of the Assembly.

6.8. Filling in the admission and membership fees payment documents shall be conducted in accordance with the patterns, approved by the General Secretariat of the Assembly.

6.9. Admission and membership fees paid by the members of the Assembly, are not payment for provision of any services to the Assembly members, but are non-repayable special-purpose receipts for implementation of the Assembly statutory purposes and goals.

6.10. Acceptance and expenditure of admission and membership fees shall be carried out on the principles of transparency and accountability in accordance with the present Regulations.

6.11. The Assembly members, after having paid fees, receive corresponding notes in record cards and in the joint registration system.

6.12. One member of the Assembly is allowed to pay a membership fee for another member while this fact is recorded in the corresponding payment document. The Assembly in this case shall not be responsible for financial

relations emerging between its members and shall not get involved in such agreements in any way.

6.13. In case a member of the Assembly does not pay membership fee within 3 months since the day such payment was to be made without good reason, the Assembly shall send to this member a notification of a violation of the Assembly's Charter and a proposal to settle arrears within 15 days since the day of getting the notification.

6.14. The General Council of the Assembly in accordance with the Charter shall be entitled to change the rate of admission and annual membership fees. The Assembly shall notify its members of changing the membership fees rate through the Assembly's official site not later than 15 days before the corresponding changes come into force.

6.15. The General Council of the Assembly shall be entitled to grant exemption from paying membership fees for certain categories of the Assembly members by a corresponding decision. A copy of the corresponding decision record shall be issued to the Assembly members exempted from paying membership fees.

6.16. Individuals and legal entities shall have the right to make payment of different fees and donations to the Assembly, including in the form of charitable contributions, at their own discretion.

6.17. The Assembly members who have withdrawn or have been expelled from the Assembly in accordance with the Charter's provisions shall not be entitled to demand recovery of money paid as admission and membership fees, as well as reimbursement of other costs related to the Assembly membership, or recovery of property transferred to the Assembly, unless otherwise specified in the relevant regulatory and other documents.

7. The procedure of distribution funds made up of admission and membership fees

7.1. The funds received in the form of admission and membership fees, shall be spent on carrying out activities within the frame of implementing the Charter's goals and objectives, as well as on administrative and organizational costs related to the Assembly's current activities.

8. Control and accountability on admission and membership fees payment

8.1. The procedure of registration of admission and annual membership fees payments of the Assembly members shall be determined by the General Secretariat of the Assembly.

8.2. Control over timely and complete funds transfer to the Assembly's settlement account shall be conducted by the Audit Commission.

8.3. Reports on admission and annual membership fees payment shall be submitted by the General Secretariat of the Assembly to the Presidium quarterly not later than the 10th day of the month following the accounting period.

8.4. The Head of General Secretariat of the Assembly shall be responsible for the credibility of the admission and membership fees payments data submitted by the General Secretariat of the Assembly for them to be included in the Register.

9. Providing the information from the Register

9.1. Personal data specified in Paragraphs 5.7.1-5.7.2 of the present Regulations are processed in accordance with the Federal Law on Personal Data NQ152-FZ of July 27, 2006.

9.2. Data from the Register concerning a member of the Assembly are provided in the form of an excerpt from the Register upon requests of authorized state bodies, as well as of managing, executive and supervisory bodies of the Assembly.

9.3. The excerpt confirms the data contained in the Register on the date of providing the excerpt.

9.4. Giving of excerpts from the Register is recorded in the log of excerpts from the Register.

9.5. The term of providing of the data contained in the Register is 30 days after the General Secretariat of the Assembly receives a relevant request from chiefs of the bodies mentioned in Paragraph 9.2 of the present Regulations.

9.6. Keeping, storing and giving excerpts from the Register is carried out by the General Secretariat of the Assembly on commission from the Chief of the General Secretariat.

10. Settlement of Disputes

10. The parties shall try to settle disagreements arising in the course of implementing the present Regulations by means of negotiations or by turning to judicial bodies on the territory of the Russian Federation.

To the Presidium of the General Council of
The International Union of
non-governmental organizations
“Eurasian Peoples’ Assembly”

APPLICATION

I would like to join the International Union of non-governmental organizations “Eurasian Peoples’ Assembly”.

I share the goals of the Eurasian Peoples’ Assembly. I am aware of terms and conditions of the Charter, rights and duties of members of the International Union of non-governmental organizations “Eurasian Peoples’ Assembly”. I made myself aware of the terms and conditions of the Charter and I agree, accept and undertake to observe them.

_____/_____
Signature/(Full name)

« _____ » _____ 20__

APPLICATION FORM
of a member of the International Unit of non-governmental
organizations “Eurasian peoples’ Assembly”

1. Full name*

2. Date of birth*

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3. Personal identification document*

Type of identification document	
Series	Number
Date of issue	Issuing Authority
Issuing Authority Code	

4. Nationality*

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5. Residential address*

Postal Code
Country
Province/Region
District
City/town
Street, avenue, lane, etc.
House No. Building No. Flat No.

6. Occupation /Position

Full name of the employer/educational institution
Business/Study Address
Position

7. Name of personal website and social networking sites in use (links)

8. Email address*

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9. Foreign language skills

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10. Contact telephone number*

Country code, city code

Note: Required fields are marked with asterisk (“*”).

Signature: _____/_____

Date: « ____ » _____ 20__.

To the Presidium of
The International Union
of non-governmental organizations
“Eurasian Peoples’ Assembly”

APPLICATION
for admission to membership in the International Union
of non-governmental organizations “Eurasian Peoples’ Assembly”

I am writing to apply for admission of the _____

(a legal entity full name)

to the membership in the International Union of non-governmental organizations
“Eurasian Peoples’ Assembly”.

We share the goals of the Eurasian Peoples’ Assembly. We are aware of
terms and conditions of the Charter, rights and duties of members of the
International Union of non-governmental organizations “Eurasian Peoples’
Assembly”. We agree, accept and undertake to observe them.

Head of organization _____/_____
Signature/(Full name)

“ _____ ” _____ 20__

APPLICATION FORM
of a legal entity – member of the International Unit of non-
governmental organizations “Eurasian peoples’ Assembly”

1. Full name of the organization*

2. Short name of the organization*

3. Type of the legal entity (Nonprofit organization / Commercial organization / Small or Medium Commercial organization)

4. Mailing address of the organization*

5. Email address*

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6. Organization’s website*. Social networks (links)

7. Tax reference number of the organization*

8. Head of the organization*

Full name
Position title
Telephone number
Email address

9. Person in charge of coordination with the Assembly*

Full name
Position title
Telephone number
Mobile number
Email address

10. Area of interest in the Assembly*

11. Practical proposals concerning the participation in the Assembly's activity

12. Brief profile of the organization (for the Assembly's website)*

Stamp here

Date: « ___ » _____ 20__ г.

Empowered signature _____/ _____

Consent to personal data processing

I, _____,
registered at the address:

personal identification document:

(type of document, date of issue, issuing authority),

in accordance with article 9 of the Federal law of the Russian Federation No.152-ФЗ “On Personal Data” dated 27.06.2006, hereby consent to any personal data (the consent) contained in my Application form being processed by the International Unit of non-governmental organizations “Eurasian Peoples’ Assembly”, hereinafter referred to as “Assembly”, with the aim of examination for compliance with the Assembly’s requirements, on the condition that the Assembly’s operators entitled to process personal data shall be obligated to observe the confidentiality of information.

I give a right to the Assembly’s operators to handle personal data in any way including gathering, systematization, accumulation, storage, renewal, changing, corrective, usage, anonymization, blocking, and destruction. The Assembly’s operators are entitled to process my personal data by adding it to the database, entering in the Unified Register of the Assembly’s members and other lists and report forms.

I also agree that all photos with my image made during the events organized by the Eurasian Peoples’ Assembly can be used in printed and promotional materials of the Eurasian Peoples’ Assembly, as well as on the sites and social networks of the organizers of these events.

My personal data can be transmitted to the third parties or disclosed in any other way only in the case of my written consent.

I reserve the right to revoke this Consent by sending a written revocation application to the Assembly by registered mail with delivery confirmation or delivering by hand against written acknowledgement of an authorized representative of the Assembly.

Should the revocation application is received, the Assembly’s operators shall be obliged to stop processing personal data and destroy it except for the name and date of birth.

The Consent is given in “___” _____ 20____ and will be valid during an indefinite period of time.

Signature: _____ / _____ /