



APPROVED BY
by the decision of the General
Council of the International Union
Non-governmental organizations
"Eurasian Peoples' Assembly"

July 23, 2017 г.
Minutes № 2

REGULATIONS
on the General Secretariat of the International Union
Non-governmental Organizations "Eurasian Peoples' Assembly"

1. General Provisions

1.1. The General Secretariat of the International Union of Non-Governmental Organizations "Eurasian Peoples' Assembly" (hereinafter referred to as the General Secretariat) is the executive body of the International Union of Non-Governmental Organizations "Eurasian Peoples' Assembly" (hereinafter referred to as the Assembly).

1.2. The General Secretariat ensures the implementation of the decisions of the General Assembly, the General Council, the Presidium of the General Council, the Secretary General.

1.3. The General Secretariat carries out its activities in accordance with the legislation of the Russian Federation, the Statute of the Assembly, decisions of the General Assembly and these Regulations.

1.4. On the recommendation of the Secretary General, the Presidium of the General Council approves the structure of the General Secretariat, the Regulations on the General Secretariat, the Regulation on the staffing of the General Secretariat and the payroll of the staff of the General Secretariat.

1.5. The General Secretariat, within the approved Assembly budget, provides organizational, personnel, legal, financial, logistical, documentation and other support for the activities of the governing bodies and structural divisions of the Assembly.

2. General Secretariat Competence

2.1. The General Secretariat, within the cost estimates approved by the Presidium, ensures the implementation of decisions of the governing bodies of the Assembly, including:

2.1.1. developing and implementing programs, projects and individual activities of the Assembly within the main areas of the Assembly's activities approved by the General Assembly;

2.1.2. organizing and carrying out general management and control over the activities of the structural divisions of the Assembly;

2.1.3. organizing the centralized registration of the members of the Assembly;

2.1.4. maintaining the Unified Register of Assembly Members;

2.1.5. developing the draft budget of the Assembly, submitting it for approval by the Presidium and its implementation;

2.1.6. determining the current tasks of the Assembly, creation of commissions, working groups and other temporary structures to resolve certain issues, monitors their work;

2.1.7. developing and implementing the financial plan and budget of the Assembly;

2.1.8. submitting proposals to the Presidium on the entry of the Assembly into other organizations and associations of the Russian Federation, into international organizations and associations, as well as proposals on the establishment of such organizations;

2.1.9. submitting proposals to the Presidium on the establishment of branches and representative offices of the Assembly;

2.1.10. creating trust funds, commercial and other organizations, publishing bodies with the Assembly participation.

2.2. The General Secretariat develops and submits for approval by the General Council, the Presidium of the General Council:

2.2.1. the Assembly work plan, programs, projects and individual activities of the Assembly;

2.2.2. normative documents regulating the activities of the governing and other bodies of the Assembly, as well as foundations, specialized working bodies of the Assembly, the rules for carrying out their activities in the form of provisions and regulations;

2.2.3. regulatory documents governing the requirements for candidates for membership in the Assembly, the size and procedure for making entrance, membership and other fees;

2.2.4. normative documents regulating the activities of the structural divisions of the Assembly;

2.2.5. annual report and annual balance sheet of the Assembly.

3. Secretary General

3.1. The Secretary General is the sole executive body of the Assembly.

3.2. The Secretary General is elected by the decision of the General Assembly for a term of 4 (four) years.

3.3. The Secretary General has the following powers:

3.3.1. Acts without power of attorney on behalf of the Assembly.

3.3.2. Possesses the right of first signature on financial documents.

3.3.3. Issues powers of attorney on behalf of the Assembly.

3.3.4. Submits a draft of priority activity areas for approval by the General Assembly.

3.3.5. Provides control over the implementation of decisions of the General Assembly, the General Council of the Assembly.

3.3.6. Maintains contacts of the Assembly with other international organizations, state bodies, local self-government bodies, commercial, non-commercial, public and other organizations;

3.3.7. Issues orders, instructions and instructions for the staff members of the General Secretariat within the limits of his authority.

3.3.8. Signs contracts and agreements on behalf of the Assembly within his competence.

3.3.9. Exercises other powers assigned by the General Assembly, the General Council.

3.3.10. The Secretary General may have advisers and assistants who carry out their activities both on a paid basis and on a voluntary basis.

3. Head of the General Secretariat

4.1. The Head of the General Secretariat is also the First Deputy Secretary General.

4.2. The Head of the General Secretariat is elected by the General Assembly for a term of 4 (four) years and directs the General Secretariat of the Assembly.

4.3. The Head of the General Secretariat has the following powers:

4.3.1. Acts without power of attorney on behalf of the Assembly.

4.3.2. Carries out the instructions of the Secretary General.

4.3.3. Has the right to sign financial documents.

4.3.4. Opens and closes current and other bank accounts.

4.3.5. Concludes agreements (contracts) on behalf of the Assembly, concludes transactions on behalf of the Assembly in accordance with the current legislation of the Russian Federation and the Statute of the Assembly.

4.3.6. Issues powers of attorney on behalf of the Assembly.

4.3.7. Provides organizational and logistical activities of the Assembly.

4.3.8. Ensures the holding of Assembly events.

4.3.9. Accepts and dismisses employees of the General Secretariat, concludes employment contracts with them on behalf of the Assembly in the manner prescribed by the current legislation of the Russian Federation.

4.3.10. Organizes accounting and statistical reporting.

4.3.11. Maintains the register of members of the Assembly.

4.3.12. Issues orders, instructions and instructions for the staff members of the General Secretariat within the limits of his authority.

4.3.13. Approves the job descriptions of the employees of the General Secretariat.

4.3.14. Exercises other powers assigned by the General Assembly, the General Council, the Secretary General.

4. Deputy Secretaries General

5.1. The Deputy Secretaries General are elected from among the members of the General Council on the recommendation of the Secretary General for a term of office of the Secretary General.

5.2. The General Secretary determines the number of Deputy Secretaries General and the order of their work.

5.3. The Deputy Secretaries General carry out their activities in accordance with the responsibilities assigned to them.

6. Final provisions

6.1. These Regulations come into force from the moment of their approval by the General Council of the Assembly.

6.2. Amendments to the Regulations are adopted by a majority vote of the members of the Assembly General Council and are formalized by a decision of the Assembly General Council. The decisions of the Assembly General Council on amendments to the Regulations come into force from the date of their adoption, unless the General Council of the Assembly decides otherwise.

6.3. In case of certain norms of these Regulations come into conflict with the legislation of the Russian Federation and / or the Statute of the Assembly, they become invalid and the corresponding norms of the legislation of the Russian Federation and / or the Statute of the Assembly apply. The invalidity of individual norms of these Regulations does not entail the invalidity of other norms and the Regulations as a whole.