

NATIONAL INSTITUTE FOR HUMAN RIGHTS-NIHR

العراق - كركوك

Rules of procedure of the National Institute for Human Rights

Article I: name of organization.

National institute for Human Rights

Article II: the Organization's main office address.

Iraq / Kirkuk / Baghdad road / behind Al-Salam Mall

Article III: the logo and the stamp of the organization.



Article IV: Objectives of the Institute.

- 1- To increase community awareness about the culture of the rights of minorities and to be established on the international legitimacy of human rights and international conventions in this field.
- 2- To increase knowledge and skills for the NGOs to use the international, territorial
- 3- Facilitate the active participation in community to deploy democracy culture and participating in universal development.
- 4- Encouraging talks and counseling between governmental institutions and NGOs to create a politic climate suitable for deploying the culture of human and minorities rights.

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- 5- Promote the abilities of institutive and humane organization (develop the human and financial abilities, strategic planning, organization administrating ...)
- 6- Monitoring the violations against human rights and minorities that contradict with the international conventions.

Article V: means of achieving goals.

1. Statement and documentation of any violation of Iraqi human rights and fundamental freedoms in inside or outside Iraq, and the adoption of the process of defense and demanding the Iraqi human rights whenever it is.
2. Holding seminars and meetings, and lecturing to disseminate the principles and objectives of the Organization.
3. Seeking to issue publications, releases, and technical, audio, and visual productivities with what serves the Organization's goals, and opening a site on the internet.
4. Cooperation with the committees, association, and organizations of human rights inside Iraq and throughout the world.
5. Contribution in conferences, seminars and celebrations on national and international events with the shared goals of human rights.
6. Cooperation with NGOs and governmental institutions to promote a spirit of cooperation to establish the principles of the International Declaration of human rights.

Article VI: requirements for membership.

- 1- The member to be of Iraqi nationality or resident in Iraq.
- 2- Completed 18 years of age and fully competent.
- 3- Accepts the rules of procedure of the Organization written.
- 4- Must be of good character and behavior.
- 5- Not sentenced by a dishonorable or a non-political felony.
- 6- Filling out the affiliation form.

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Article VII: Cases of termination of membership.

- 1- In case of death.
- 2- In the event of a request to resign.
- 3- If convicted with a dishonorable or non-political felony.
- 4- If harmed the Organization in any way.
- 5- Termination of membership by a decision of the Administrative Board shall be taken by a simple majority.

Article VIII: rights of members.

- 1- Obtaining the identity of the organization.
- 2- Participation in events, conferences and seminars in and outside Iraq.
- 3- Participation in opinion and develop changes in the rules of procedure.

Article IX: duties of members.

- 1- Abide by the rules of procedure and issued instructions.
- 2- Respect for the members and maintain the Organization's property.
- 3- Participation in activities and good conduct and behavior.
- 4- Notify the administration of the organization when changing jobs or housing of the member.

Article 10: organizational structure.

a- General Board:

Consisting of all the permanent members enrolled and who fulfilled the commitments contained in this system.

b- Authorities of general Board:

1. Specify a routine meeting and unusual meeting when need to.

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2. Supervision on the budget and approve financial budget.
3. The issuance of necessary decisions for the work of the Organization and annual reports.
4. Discussion and drawing of general policies of the organization.
5. Election of the members of the administrative Board.
6. Supervision on the work of the Administrative Board.

c- Administrative Board:

Is the board elected by the general board, are (4) members.

d- Authorities of administrative board:

1. Accepting applications for affiliation to the organization or refusal and decide on requests for resignation from the Organization and its bodies and departments.
2. Staff and hired recruitment, and specifying their salaries and accept their resignations and dismissals for indiscipline.
3. Founding of departments and formation of committees and their labels and specialties and termination of their work as well as appointment of Heads of departments and committees.
4. Execution of the decisions and recommendations adopted by the General Board.
5. Consideration with regard to participation in international and local conferences and symposiums, and nomination of who represents the organization.
6. Obtaining and keeping the Organization's funds and approve expenditures required by management within assets and shall not act in any of the Organization's money only by decision of a two-thirds majority of the members of the administrative board.
7. Preparation of the final annual accounts of the Organization and the budget for next year by the amounts in the Fund of the organization.
8. Management of Institutions of the organization.
9. Prepare an annual report on the activities of the Organization and its events and work.

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10. Approve the disbursement of the grants and rewards to members of the organization or to other organizations or agencies, to achieve the objectives of the organization.
11. Approve funding of projects that their goals with fit with the goals of the organization.

e- Authorities of the Chairman of the Administrative Board:

- a) Chairs the meetings of the Administrative Board, and calls an emergency meeting.
- b) Representation of the organization to governmental and nongovernmental institutions and organizations.
- c) Supervise the work of the Organization and formed committees.
- d) Signing correspondences and checks.
- e) Open a bank account for the Organization.

f- The authorities of the Vice-Chairman of the Administrative Board:

The Vice-Chairman shall exercise the authorities of the Chairman when he is absent in addition to the authorities conferred upon him by the Administrative Board or the Chairman.

g- Detailed authorities of committees or sections:

- a) The Administrative Committee, which organizes the Administrative Affairs of the outgoing, incoming, and documenting activities and receiving the requests for affiliation and print. ... Etc.
- b) The Finance Committee, which organizes financial records and submit them to the Administrative Board for approval.
- c) The cultural Committee, which organizes courses and festivals, conferences and cultural lectures.
- d) Public relations and media Committee, which organizes relations with organizations and institutions of civil society and cultural bulletins. Alternatively, any Committee or a regulatory mechanism that the Organization sees to organize its work.

h- Decision making mechanism:

The General Body issues its decisions by a two-thirds majority of the members present.

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i- Meetings mechanism:

- a. The General Body meets by a decision of the Administrative Body.
- b. Meets in emergencies.
- c. Meets by the availability of the quorum in the meeting of the General Body in the presence of the absolute majority on the first date, and if the meeting is not done then is postponed to a second date and determined by maximum period (15 days).

j- Elections mechanism:

1. Each Member of the administrative body the right to stand for the Presidency of the administrative body by providing a written request at least one week before the date of the announced election date, with consideration for the paragraph (5) of the same article.
2. The Administrative Board checks the nominations and issues a decision about it, before the nomination date, and organizes a list of candidates distributed to members of the administrative body.
3. Voting in the election of the Chairman and Vice-Chairman of the Organization shall be held by secret ballot. The election for the post of Director and deputy by members of the administrative body.
4. The duration of the electoral cycle for members of the Administrative Body and the election of its Chairman and Vice Chairman is four years.
5. Not eligible to stand for the post in the administrative body for more than two consecutive terms or expiry cycle between those electoral cycles without nomination.

k- The mechanism of amending the rules of procedure:

- I. With the consent of two thirds of members of the General Body present in its meetings, for switching or modify the terms of the rules of procedure.

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- II. With the consent of the absolute majority of the members of the Administrative Body after submitting a request to the General Body to alter or modify the terms of the rules of procedure and after justifications about those proposals.
- III. A Committee is formed by the General Body to consider the agenda of emergency or annual regular meetings, its members shall be representatives of the major components of the body (the founders, members of the administrative body, expert, as well as advisers), its task is to provide a report to the administrative body, within a period not exceeding (15) days from the date of submission of the request for proposals from those set out in paragraphs (I and II), above, includes a recommendation with the necessary adjustments can be made to the rules of procedure, and the Committee to be dissolved after take action on proposals.
- IV. The proposed amendments presented by the Committee at once to the Chief Committee of the General Body for the vote, and considered valid by the approval of the absolute majority of the total members.
- V. Put the articles amended by the Chief Committee to General Body meetings, as indicated in item (III) of this article, the members of the general body to vote at the annual or emergency meeting.

I- Identify who inside the organization that appointment the associates and determine their remunerations:

The authority to appoint associates, hired, and determine their remunerations and redundancy is the prerogative of the Chairman of the Administrative Body.

Article XI: the financial resources of the organization.

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1. The annual subscription fees of the members of the organization, the amount of fifty thousand dinars.
2. Grants and assistance the Organization receives from foreign organizations and local institutions.
3. Gifts, donations, and grants paid to the organization from various agencies.
4. Fairs, charity markets, and printing flyers and publicities.

Article XII: disintegration, integration, fragmentation, and financial transfers within the Organization

If the organization is disintegrated for any reason, then the general body decides and with a two-thirds majority vote of its members to transfer its rights and obligations to another similar goals organization and registered with NGOs office.

Upon disintegration of the organization, then one or more persons appointed by the administrative body for the purpose of liquidation of administrative matters for it.

The general body and the two thirds of votes of the members issue the decision of the integration, fragmentation and financial transfers within the organization.