

Adopted and approved by the founding conference  
of the Civic Assistance Committee  
11 November 1990

Amendments and additions introduced and  
approved by the organization's General Assembly  
13 February 1997

Amendments and additions approved by the  
organization's General Assembly  
6 December 2000

AMENDMENTS APPROVED by the  
General Assembly of members of the organization  
Minutes of 27 April 2017

AMENDMENTS APPROVED by the  
General Assembly of members of the organization  
Minutes of 6 December 2018

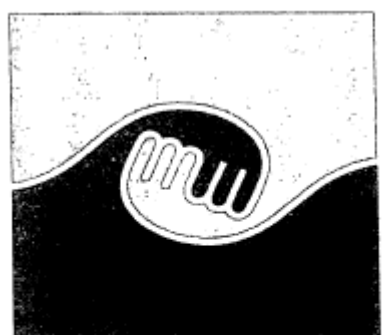
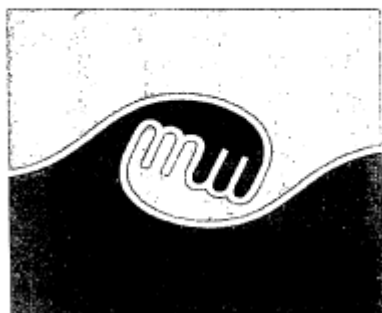
**Charter  
of the Regional Non-Governmental Charitable  
Organization for help to  
Refugees and Migrants  
“Civic Assistance”**

**Moscow  
2018**

## 1. General Provisions

- 1.1 The regional non-governmental charitable organization for help to refugees and migrants "Civic Assistance" (hereafter - the organization) is a corporate charitable non-profit organization, a voluntary association of legally capable citizens of the Russian Federation, foreign citizens, the stateless who legally stay in the territory of the Russian Federation and support the statutory goals and purpose of the organization, ready for participating in its activities, representing and protecting common interests and achieving the objectives designated by the Charter.
- 1.2 The organization works in accordance with the Constitution of the Russian Federation, the Civil Code of the Russian Federation, federal laws "On non-profit organizations", "On non-governmental associations", "On charitable activities and charitable organizations", with other applicable laws of the Russian Federations and the Charter.
- 1.3 The organization's legal capacity as a legal entity arises from the moment of entering its information into the Unified State Register of Legal Entities and terminates at the time of entering information about its termination into the said register. The organization possesses separate property, on its own behalf it can acquire and exercise rights, bear liabilities, and act as plaintiff and defendant in court.
- 1.4 The organization is the owner of its property. Its members do not retain the property rights of property transferred into the organization's ownership, including membership fees and other property contributions. Its members are not liable for the organization's obligations, and the organization is not liable for the obligations of its members.
- 1.5 The organization's full name is Regional public charitable organization for help to refugees and migrants "Civic Assistance".  
The organization's shortened name is Civic Assistance Committee.
- 1.6 The organization shall be entitled to own deposit accounts and other bank accounts, and shall be entitled to have a seal, stamps and letterheads bearing its name.
- 1.7 The organization shall be entitled to have its own symbols. The organization has a logo, which is a square with two hands inscribed (sketch out as fingers). They meet in a handshake in the form of a wave. Two colors are used: blue and gray. The logo's space is divided into two equal color parts, which are symmetrical. Atop is blue color, below - gray. Depending on where the logo is used, the name "Civic Assistance Committee" is located under or above the border line. Depending on the background for the logo, the name of the organization can be written in black or white font.

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- 1.8 The organization is located in Moscow, Russia.
- 1.9 While helping refugees and forced migrants the organization relies not on the fact of availability of status of a refugee or a forced migrant, but on a personal situation that meets the definitions of the 1951 Refugee Convention, 1967 Protocol and laws of the Russian Federation "On refugees" and "On forced migrants".
- 1.10 The organization's activities are based on the principles of humanism, democracy, respect to human rights and non-admission of racial or ethnic discrimination. The organization's activities are defined by its attention to every individual that asked for help.
- 1.11 The organization's activities are carried out in close contact with other non-governmental organizations and mass media. The organization builds its activities on non-profit principles, self-governance, equality of its members, lawfulness and openness.

## **2. Goals and Purpose of the Organization**

- 2.1 The reason for founding the organization and the goal of its activities is improvement of quality of life and help to those who suffer from social, national or religious conflict, to

victims of repression, refugees and forced migrants, asylum seekers, the internally displaced, migrants, and, in exceptional cases, other groups of citizens in a difficult situation (hereafter - specified categories).

2.1.1 Social support and protection of individuals of specified categories

2.1.2 Legal counseling of individuals of specified categories

2.2 The organization's purpose is implementation of activities as follows:

- Help to individuals of specified categories to exercise their rights, according to international rules and Russian legislation
- Charitable work, including material and humanitarian aid to individuals of specified categories to assist improving quality of their life
- Medical, social and psychological support to individuals of specified categories
- Assistance to individuals of specified categories and their children in adaptation to new living conditions, including educational support
- Assistance of self-organization of individuals of specified categories for protection of their rights and their legal awareness
- Assistance in establishing favorable public views on problems of individuals of specified categories
- Monitoring, collecting, analyzing and raising awareness of situation of individuals of specified categories
- Participation in development and implementation of projects that aim to improve the quality of life of individuals of specified categories, as well as to relevant educational and analytical programs
- Assistance in creation, realization and improvement of governmental programs and legal framework that determine the situation of individuals of specified categories
- Cooperation with interested governmental agencies in compliance with law and legal acts of the RF government with regards to individuals of specified categories
- Assistance of successful interaction between individuals of specified categories and officials responsible for decision-making relating to their legal, civic, social, health and material problems
- Development of international cooperation in the field of dealing with issues of individuals of specified categories
- Establishment of mass media
- Raising awareness in the field of discrimination of individuals of specified categories
- Increasing society's attention to problems of individuals of specified categories
- Engaging volunteers and organizing their work for realization of the organization's statutory goals
- Conducting and organizing informational charity events related to the organization and aimed at realizing its goals
- Cooperation with governmental agencies, local government bodies and other organizations to realize the organization's statutory goals
- Cooperation with Russian and foreign mass media to cover the organization's activities
- Working out and publishing books, brochures, information material, guides and other print material on issues related to the organization and its activities in order to realize its statutory goals

- Fund raising and humanitarian aid from legal entities and individuals both in the Russian Federation and outside of it for realization of the organization's goals
- 2.3 The organization can only implement revenue-generating activities if and when they serve realization of the goals for which the organization was founded and in compliance with the goals. The organization should own property that is sufficient for implementing revenue-generating activities for realization of the above activities.
- Types of income-generating activities:
- publication of books
  - publication of newspapers
  - publication of magazines and periodicals
  - public opinion surveys
  - provision of social services without provision of housing
  - organizing exhibitions, fairs and congresses
  - academic studies and scientific research in the field of social sciences and humanities
- 2.4 Revenues from revenue-generating activities are not subject to distribution among members of the organization, and after taxes and other compulsory charges are spent on the organization statutory goals.
- 2.5 The organization maintains separate accounting records of revenues and expenses of income-generating activities.
- 2.6 The organization can undertake other types of activities stipulated by working legislation based only on a special permission (license), membership in a self-regulating organization, or issued proof of admission to a specific type of activities by a self-regulating organization.
- 2.7 The organization has the right to recruit volunteers for work.

### **3. Rights and Responsibilities of the Organization**

- 3.1 For realization of its statutory goals, the organization has the right:
- 3.1.1 To spread information about its activities freely;
  - 3.1.2 To take part in making decisions by government agencies and local government bodies according to the rules and to the extent provided by the federal law "On non-governmental associations" and other laws;
  - 3.1.3 To carry out meetings, rallies, demonstrations, processions and pickets;
  - 3.1.4 To establish media and carry out publishing activities;
  - 3.1.5 To represent and protect its rights and legal interests of its members and other citizens in government agencies, local government bodies as well as other agencies and organizations;
  - 3.1.6 To join associations (unions).
- 3.2 The organization is obligated:
- 3.2.1 To comply with the RF legislation, principles and norms of international law related to spheres of its activities, as well as standards of its founding documents;
  - 3.2.2 To publish an annual report on use of its property or make available the said report;
  - 3.2.3 To inform annually the decision-making authority on official registration, continuation of its activities, noting the current address of the permanent managing body, its name and information about its leaders to the extent that such information was included into the Unified State Register of Legal Entities;

- 3.2.4 Upon request of the decision-making authority on official registration to provide decisions of its managing bodies and officials, as well as annual and quarterly reports on its activities to the extent that such information was submitted to tax authorities;
- 3.2.5 To allow representatives of the decision-making authority on official registration to attend its events;
- 3.2.6 To provide assistance to representatives of the decision-making authority on official registration for learning about activities related to achieving its statutory goals and its compliance with the RF legislation;
- 3.2.7 To inform the decision-making authority on official registration about the amount of funds and other property received from foreign providers, about purposes of spending the funds and use of other property and on its actual spending and use in the form and by the deadline set by the authorized executive federal body.

#### **4. The Organization's Members, their Rights and Responsibilities**

- 4.1 Members of the organization can be fully capable citizens of the Russian Federation, 18 years old or older, foreign citizens and the stateless who legally stay in the Russian Federation and support the organization's statutory goals and purposes and are ready to take part in its activities.
- 4.2 Membership is inalienable. The rights of membership are not transferrable.
- 4.3 Members of the organization have the right:
  - 4.3.1 To take part in management of the organization, including applying for, voting for and being elected into any elected bodies of the organization;
  - 4.3.2 On behalf of the organization's governing bodies, to represent the interests of the organization in government and other bodies and with regards to other organizations and citizens on behalf of its bodies;
  - 4.3.3 On behalf of the organization, to demand recovery of losses incurred by the organization;
  - 4.3.4 On behalf of the organization, to challenge transactions carried out by the organization on the basis stipulated in article 174 of the RF Civil Code and invoke its invalidity as well as to invoke invalidity of vitiated transactions;
  - 4.3.5 To appeal against decisions of the organization's bodies resulting in civil liabilities, in accordance with the law;
  - 4.3.6 Upon written request sent to relevant bodies of the organization, to receive information on the organization's activities and get acquainted with its accounting and other documents;
  - 4.3.7 To take part in all events organized by the organization;
  - 4.3.8 To freely share their opinion and make proposals concerning the organization's activities, take part in discussing them and implementing;
  - 4.3.9 To use the organization's services free of charge on equal terms with other members;
  - 4.3.10 To leave the organization at any time at their own discretion.
- 4.4 Members of the organization are required:
  - 4.4.1 To follow the Charter and other in-house regulations of the organization;
  - 4.4.2 To take part in the organization's capital formation that is necessary for its income-generating activities in accordance with such procedure as determined by decision of its General Assembly;

- 4.4.3 Not to disclose confidential information on the organization's activities;
  - 4.4.4 To take part in decision-making, without which the organization cannot continue its lawful activity, if participation in decision-making is required for such decisions;
  - 4.4.5 Not to carry out activities that knowingly aim at doing harm to the organization;
  - 4.4.6 Not to carry out activities (or inactivity) that significantly complicate or make impossible realization of the goals for which the organization was founded;
  - 4.4.7 To pay membership fees and other fees in case a decision on such payment is made by the General Assembly;
  - 4.4.8 To contribute to realization of programs, events and actions of the organization, and decisions of its governing bodies.
- 4.5 A member of the organization can be dismembered by decision of the Management Board for non-payment of fees, for activities that contradict the organization's goals, for activities that discredit the organization and inflict material losses, and also in case of being out of touch with the member.
- 4.6 Any interested person has the right to apply for membership in the organization and any member has the right to inform the Chair of them leaving the organization, which has to be approved by the Management Board. A member is considered as having left the organization from the moment such application was sent.
- 4.7 The organization's founding members have the right to leave the group of founding members of the organization at any time without approval from other founding members, after informing the registering body about withdrawal from membership.

## **5. The Structure of the Organization's Governing Bodies**

- 5.1 The organization's highest body is the General Assembly of its members. Its exclusive competencies include:
- 5.1.1 defining priorities areas for the organization's activities and principles for the development and use of its property;
  - 5.1.2 approving charitable programs and amending them;
  - 5.1.3 amending the Charter;
  - 5.1.4 defining the procedure for admission of members and the procedure for dismembering;
  - 5.1.5 making decisions on the amount and procedure for paying membership fees and other fees by members of the organization;
  - 5.1.6 establishing other bodies of the organization, and the pre-term termination of their powers;
  - 5.1.7 approving annual reports and accounting (financial) statements of the organization;
  - 5.1.8 taking decisions on the creation of other legal entities by the organization, on the organization's participation in other legal entities, and on the creation of departments and branches and opening of representative offices of the organization;
  - 5.1.9 taking decisions on reorganization or liquidation of the organization, appointing a liquidation committee and approving the liquidation balance sheet;
  - 5.1.10 approving the status of the organization's regional subdivisions that are not branches or representative offices;
  - 5.1.11 approving the organization's financial plan and amendments to it;
  - 5.1.12 appointing an auditing organization or an individual auditor.
- Questions that lie within the General Assembly's exclusive competencies cannot be transferred by it to other bodies of the organization for making decisions.

- 5.2 The General Assembly shall meet as needed, but not less than once per year. An extraordinary meeting of the General Assembly can be announced upon request by the organization's Chair, its Management Board, its Auditing Committee or by one third of its members.
- 5.3 The General Assembly is qualified to take decisions if more than half of its members take part in them. Members are informed about the date, location, time and agenda by the secretary upon order of the Chair and decision by the Management Board at least seven days before the General Assembly's start through any accessible means, including media and internet.
- 5.4 Decisions that fall within the exclusive competencies of the General Assembly shall be taken by a qualified majority of votes, i.e. two thirds of the votes of attending members of the organization.
- 5.5 Decisions that do not fall within the exclusive competencies of the General Assembly shall be taken by a simple majority of votes by attending members of the organization.
- 5.6 A decision can be taken by the General Assembly without conducting a meeting or assembly through absentee voting (polling), except decisions that fall within its exclusive competencies. Such voting can be conducted through exchange of documents by mail, internet or other forms of communication that guarantee the authenticity of transferred and received messages and their documentary proof.
- 5.7 Obligation to notify all members of the organization about General Assembly by absentee voting and send ballot papers for voting to all members of the organization is entrusted to its secretary by order of the Chair and by decision of the Management Board.
- 5.8 Informing members of the organization of an absentee voting is carried out through notification about absentee voting and ballots for absentee voting by mail, internet or other forms of communication.  
At least fourteen calendar days must lie between the start date of an absentee voting by the General Assembly and vote counting.
- 5.9 The Management Board is the organization's permanent executive body. Its members are elected by the General Assembly for two years. There shall be not less than five members on the Management Board. The procedure and method of electing members to the Management board is defined by the General Assembly. Individuals who exercise the powers of the chief executive bodies of the organization and are members of its collegial executive bodies cannot constitute more than one fourth of the composition of the collegial governing bodies of the organization and cannot be their chairpersons. Members of the Management Board carry out their responsibilities in this body on a voluntary basis.
- 5.10 Members of the Management Board have the right to receive information on the organization's activities, read its financial and other documentation, and demand compensation of damages incurred by the organization.
- 5.11 Competencies of the Management Board include:
- 5.11.1 Convocation of General Assembly;
  - 5.11.2 Monitoring of the Chair's activities;
  - 5.11.3 Consideration of annual reports and financial documentation of the organization;
  - 5.11.4 Introduction of questions and suggestions for discussion at the General Assembly on improving organization's activities;
  - 5.11.5 Analysis of future plans, projects and programs of the organization regarding their compliance with legislation of the Russian Federation, governmental and municipal programs, and recommendations for their implementation;



- 5.11.6 Discussion of financial plans (cost estimates) of events upon a motion by the Chair, and amendments to them if needed;
- 5.11.7 Admission of members into the organization and their exclusion from the organization;
- 5.11.8 Maintenance of records on admission and exclusion of members;
- 5.12 The Management Board shall meet when needed, but not less than once every quarter. Extraordinary meetings of the Management Board can be convoked upon request by half of its members.
- 5.13 The Management Board is qualified to take decisions if more than half of its members take part in its work.
- 5.14 The Management Board makes decisions by open voting by a simple majority of all members present at its meeting.
- 5.15 Authority of the Management Board's members can be terminated by a decision of not less than two thirds votes of the General Assembly members under the following conditions:
  - 5.15.1 upon a personal statement of a member of the Management Board in written form;
  - 5.15.2 in case of systematic non-attendance of meetings of the Management Board without good reason;
  - 5.15.3 due to a long illness that interferes with executing responsibilities of the Management Board member;
- 5.16 The Chair is the organization's exclusive chief executive officer. The Chair is elected for two years by the General Assembly.
- 5.17 The Chair has the following authorities:
  - 5.17.1 Acting on behalf of the organization without a power of attorney;
  - 5.17.2 Managing the organization's ongoing work and monitoring implementation of decisions by the General Assembly;
  - 5.17.3 Approving the staff list;
  - 5.17.4 Preparing questions for discussion at meetings of the Management Board and the General Assembly;
  - 5.17.5 Sending necessary reporting documents to regulatory authorities, according to the law;
  - 5.17.6 Signing contracts and performing other legal actions, managing credits with the right to sign all financial and legal documents that relate to the organization's activities, and conducts correspondence on behalf of the organization;
  - 5.17.7 Making decisions on financial and economic activities of the organization;
  - 5.17.8 Hiring and dismissing employees, and approving their job responsibility based on the staff list;
  - 5.17.9 Monitoring activities of branches and representative offices;
  - 5.17.10 Dealing with any other issue that do not fall within exclusive competencies of the General Assembly or the Management Board.

## **6. The Organization's Auditing Body**

- 6.1 The organization's auditing body is the Auditing Commission, which monitors the conformance of the organization's activities with its Charter and applicable law, including monitoring of business activities. The Auditing Commission is elected by the General Assembly for two years. The Auditing Commission shall consist of not less than two people.

- 6.2 The Auditing Commission has the right to freely receive information on activities of the organization's bodies and its employees and to make decisions on compliance of such activities with the Charter and working legislation.
- 6.3 Extraordinary inspections can be carried out by the Auditing Commission upon request by at least two thirds of the organization's members.
- 6.4 Decision on the results of such inspections is taken unanimously by the Auditing Commission and shall be published in written form.

## **7. The Organization's Structure**

- 7.1 The organization has the right to open branches, representative offices and other subdivisions.
- 7.2 Branches and representative offices, as well as divisions of the organization that are not legal entities and carry out their activities based on the organization's Charter are given property by the organization, whereby the organization remains the owner of the property.
- 7.3 The organization can have regional subdivisions that are legal entities and fulfill the organization's functions in the respective region (field offices) without being a branch or representative office of the organization. Regional subdivisions are not members of the organization.
- 7.4 Regional subdivisions of the organization that are neither branches nor representative offices are founded under the legal form of a non-governmental organization. Activities of regional subdivisions of the organization that are neither branches nor representative offices are regulated by Charters of said regional subdivisions, in accordance with provisions about regional subdivisions approved by the organization.

## **8. The Organization's Property and Sources of its Formation**

- 8.1 The organization can own and hold property rights over land plots, buildings, facilities, equipment, funds, securities, information resources, intellectual property and other property, if nothing to the contrary is specified by federal laws.
- 8.2 The organization does not have the right to use more than 20 percent of its funds spent per fiscal year on salaries of administrative staff. This restriction does not apply to salaries of people working for charitable programs. In order to create material conditions for realization of its charitable aims, the organization has the right to establish business entities. The organization's involvement in business entities together with other entities is not permitted.
- At least 80 percent of donations in money have to be used by the organization for charitable purposes within one year after receiving the donation. Donations in kind have to be used for charitable purposes within one year after receiving them, if nothing to the contrary is set by a donor or a charitable program.
- 8.3 The organization's property cannot be transferred (by selling, as payment for goods, work or services or in any other form) to founders (members) of the organization on more favorable for them terms than for other people.
- 8.4 The organization's sources of property are:
- 8.4.1 contributions of its members;
  - 8.4.2 donations, including target contributions (charitable grants), made by citizens and legal entities in money or in kind;

- 8.4.3 income from non-operating activities, including income from securities;
- 8.4.4 revenue from fundraising activities (campaigns attracting donors and volunteers; including organization of entertainment, cultural, sport or other events; charity fundraising campaigns; charitable auctions in accordance with legislation of the Russian Federation; disposal of property and donations received by donors according to their wishes);
- 8.4.5 income from activities of business entities, established by the organization;
- 8.4.6 volunteering;
- 8.4.7 dividends (income, interest) from stocks, bonds, other securities and deposits;
- 8.4.8 revenue from income-generating activities allowed by law;
- 8.4.9 other forms of revenue that are not forbidden by law.

## **9. Procedure for Amending the Organization's Charter**

- 9.1 Decision on amending the organization's Charter are to be made by the General Assembly.
- 9.2 Amendments to the Charter, approved by the General Assembly, are subject to state registration, which is carried out according to the procedure set down by working legislation of the Russian Federation.
- 9.3 Amendments to the Charter come into effect from the moment of their state registration.

## **10. Procedure for Reorganization and Liquidation of the Organization**

- 10.1 The organization's reorganization (transformation, merging, affiliation, separation, removal) shall be carried out on the resolution of the General Assembly. The organization's reorganization causes transfer of its rights and responsibilities to its legal successor (successors). The organization can be transformed into an association (union), autonomous non-profit organization or a foundation.
- 10.2 Liquidation of the organization shall be carried out on the resolution of the General Assembly, including achieving of the purpose which the organization was founded for, or by court decision where provided for by law. The organization's liquidation entails its termination without transfer by succession of its rights and responsibilities to other legal entities.
- 10.3 After decision on liquidation is made, a decision-making body appoints a liquidation commission (liquidator). After its appointment, the full authority of managing the organization is transferred to the liquidation commission (liquidator).
- 10.4 Property that remains after the organization's liquidation is to be used for its statutory goals.
- 10.5 Upon liquidation, personal records shall be transferred into state storage according to the relevant legal procedure.
- 10.6 Materials and documents which are necessary for carrying out the state registration of the organization in connection with its liquidation is subject for submission to the governmental body that takes the decision on registering the organization.
- 10.7 The organization's liquidation is considered completed and the organization ceases to exist after information on its liquidation is added to the Unified State Register of Legal Entities.

The decision on the state registration of amendments made to the Charter of the Regional public charitable organization for help to refugees and migrants "Civic Assistance" was made by the Main Department of the Ministry of Justice of the Russian Federation in Moscow on December 4, 2018 (No.77120115020).

Information on the state registration of amendments made to the Charter of the non-profit organization is added to the Unified State Register of Legal Entities on December 20, 2018, state registration number is 2187700660816 (OGRN code is 1027739104293, August 22, 2002).

16 pages are numbered, stitched and sealed

R.R.Yusupov,  
Head of the Main Department of the RF Ministry of Justice

Signature

Stamp

December 25, 2018