

**Approved**

*By the Second General Assembly of the Civil  
Society Organizations' Anti-Corruption Coalition  
of Armenia*

*13 May, 2016.*

**RULES OF PROCEDURE  
OF THE CIVIL SOCIETY ORGANIZATIONS' ANTI-CORRUPTION COALITION OF  
ARMENIA**

**YEREVAN - 13 May, 2016**

# **RULES OF PROCEDURE OF THE CIVIL SOCIETY ORGANIZATIONS' ANTI-CORRUPTION COALITION OF ARMENIA**

## **1. GENERAL PROVISIONS**

- 1.1 The Civil Society Organizations' Anti-Corruption Coalition of Armenia (hereafter "Coalition") was formed and is functioning based on the principles of common anti-corruption values, voluntariness, equality, independence, integrity and collegiality of governance.
- 1.2 The Anti-Corruption Coalition of the Civil Society Organizations is an informal institution, which operates in compliance with the RA Legislation, the Declaration adopted at the Founding Meeting of the member organizations of the Coalition on 28 November, 2014 and this Rules of Procedure.
- 1.3 The name of the Coalition is:
- In Armenian: քաղաքացիական հասարակության կազմակերպությունների հակակոռուպցիոն կոալիցիա, in short: Հայաստանի ՔՀԿ-ների հակակոռուպցիոն կոալիցիա, հապավումը, abbreviation: ՀՔՀԿ;
  - In Russian: Антикоррупционная коалиция организаций гражданского общества Армении, in short: Антикоррупционная коалиция ОГО Армении, abbreviation: АКОА.
  - In English: Anti-Corruption Coalition of Civil Society Organizations of Armenia, in short: CSO Anti-Corruption Coalition of Armenia, abbreviation: CACA.
- 1.4 The Coalition has a logo which represents a red hand with a grey spot. The red hand symbolizes intolerance towards corruption and the fight against corruption; the grey spot depicts corruption. Next to the hand it is written in grey color:
- In Armenian: ՔՀԿ-ների հակակոռուպցիոն կոալիցիա,
  - In English: CSO Anti-Corruption Coalition of Armenia:
- The logo is attached to this Rules of Procedure.
- 1.5 The Coalition can present proposals deriving from its goals and objectives to the RA state bodies.
- 1.6 The Coalition cooperates with RA state bodies and non-governmental organizations, foreign and international organizations, as well as individuals.
- 1.7 The Coalition has the right to establish international relations, affiliate with networks of international non-governmental and non-profit organizations and sign agreements and contracts with foreign, international organizations as well as local organizations and state bodies.
- 1.8 The address of the Secretariat of the Coalition is: 7 Nalbandyan Str., Suite 2, Yerevan, Republic of Armenia.

## **2. GOALS AND OBJECTIVES OF THE COALITION**

### **3.1 The Goals of the Coalition are:**

- a) To raise the efficiency of Civil Society Organizations (hereafter CSOs) control over anti-corruption reforms of the Government

- b) To contribute to the introduction, enforcement and development of anti-corruption policies and institutional mechanisms; promote to the development of fair, transparent, accountable and professional management system.
- c) To assist to the formation and strengthening of public perception of corruption as a threat for the society, development of public intolerance, negligence environment towards the corruption, contribute to the establishment of the public demand for good governance and raising the public awareness.
- d) To enhance the monitoring, watchdog and anti-corruption capacities of the CSOs.

### **3.1 The Objectives of the Coalition are:**

- a) To carry out public oversight programs in the legislative, judicial and executive branches of the government, local government bodies, including in the sector of providing public services, state reserve and public procurement, publicize the results and introduce the recommendations to the relevant authorities.
- b) To develop the CSO-Government Anti-Corruption Platform aimed at introduction of anti-corruption policies and institutional mechanisms in Armenia, focusing on the issues of establishment of an independent anti-corruption body and the criminalization of the illicit enrichment in Armenia, protection of whistleblowers rights.
- c) To develop and implement programs towards raising the anti-corruption understanding and awareness of the society, the involvement of the society in the fight against corruption and the protection of the rights of the victims of corruption through using the modern information technologies as well.
- d) To implement anti-corruption and integrity programs in business and public service sectors.
- e) To organize seminars, trainings and other events aimed at the strengthening of monitoring, public oversight and anti-corruption capacity of CSO
- f) To develop the cooperation among the organizations involved in the Coalition.
- g) To cooperate with the UNCAC Coalition.
- h) To participate in drafting and expertise of the new anti-corruption laws.
- i) Hold seminars, roundtables, trainings, meetings, discussions, award ceremonies, implement other activities towards the development of the anti-corruption sphere.

## **3. COALITION MEMBERSHIP, RIGHTS AND RESPONSIBILITIES OF THE MEMBERS**

- 3.1 Coalition is open for membership by the civil society organizations, including social movements and initiatives, business and Association of Local Government bodies, mass media which accede to the Coalition Declaration, accept this Rules of Procedure and contribute to the realization of the objectives of the Coalition by their activities.
- 3.2 The decision to admit a new member of the Coalition according to the applicant's written application is adopted by the Governing Board of the Coalition and by the guarantee of at least two members of the Governing Board.
- 3.3 The Coalition keeps records of its members and periodically updates their data. The terms and conditions by which records are to be kept are determined by the Governing Board of the Organization.
- 3.4 Withdrawal from the membership of the Coalition is carried out upon the member's written application or the decision of the Governing Board of Coalition on dismissal of the member for failure to meet the requirements or to carry out his duties properly as defined in point 3.6 of this Rules of Procedure.

3.5 The member of the Coalition has the right to:

- take part in the Coalition governance through its representatives,
- present suggestions, comments, practical projects on the activities of the Coalition,
- freely express their personal opinion,
- initiate projects towards the development of the Coalition,
- be aware of the work carried out by the Coalition,
- obtain legal, technical, informational, and other types of assistance from the Coalition,
- withdraw from membership in an unrestricted manner.

3.6 Coalition members have to:

- uphold and disseminate anti-corruption values,
- take part and assist to the activities of the Coalition,
- contribute to the development of the Coalition,
- not to act on behalf of the Coalition without authorization of the competent authority of the Coalition,
- act in accordance with this Rules of Procedure and the decisions of its governing bodies.

3.7 Coalition members do not bear any responsibility for the obligations of the Coalition and other member organizations, as well as the Coalition does not bear any responsibility for the obligations of its members.

#### **4. COALITION STRUCTURE AND GOVERNANCE**

4.1 The supreme governing body of the Coalition is the General Assembly, the Governing Board and the Secretariat.

4.2 Supervision of the Coalition's activities is carried out by the General Assembly of the Coalition

4.3 The supreme body of the Coalition is the General Assembly of its members, which owns the right of final decision on any matter concerning the management and activities of the Coalition.

4.4 The General Assembly of the Coalition may be convened through representative delegates, by the quota established by the Governing Board. The Governing Board sets the date, time, and place of the special session, as well as drafts the initial version of the agenda and notifies the members of the Coalition about it not later than ten calendar days prior to the session via e-mail.

4.5 The General Assembly organizes its activities in the form of sessions, which are convened if necessary, but not less than once in a year.

4.6 A special session of the General Assembly of Coalition can be held by the motivated decision/request of at least one-third of the members of Coalition Secretariat, Governing Board, or the members of the Coalition no later than in the course of fifteen calendar days through the Secretariat of the Coalition. The special sessions of the General Assembly are held with the agenda of the convener. The General Assembly of the Coalition is entitled to discuss issues and adopt decisions given that more than half of the total number of all the members of the Coalition or all the delegates of the General Assembly participate in the session. Decisions are adopted by the simple majority of votes of delegates participating in the session of the General Assembly. The General Assembly may discuss issues and make decisions via electronic communication as well.

#### **4.7 General Assembly**

- a) Confirms the Rules of Procedure of the Coalition amends it and approves the new Rules of Procedure.
- b) Determines the number of the members of the Governing Board and quotas, elects the members of Governing Board of the Coalition for a one year's term, changes the members of Governing Board, and prematurely terminates the authority of the Governing Board members.
- q) Discusses and confirms the reports made by the Governing Board and the Secretariat of the Coalition.

#### **4.8 Governing Board**

- a) Is considered to be the governing body of the Coalition in-between the General Assemblies.
- b) Discusses and adopts decisions on any issue in respect of the Coalition's activities, except the issues that are within the competence of the General Assembly of the Coalition,
- c) Prepares the General Assemblies of the Coalition, determines the quota for the delegates of the General Assembly in accordance with the number of the members of the Coalition, organizes the election of the delegates of the General Assembly at least 15 days before convening the General Assembly,
- d) Makes decisions on affiliation in and withdrawal from the membership of the Coalition.
- e) Makes decisions on establishing or dissolving standing and temporary committees, working groups and regional commissions and/or institutions of the Coalition; approves their rules and regulations and order of operations which cannot contradict this Rules of Procedure; appoints and dismisses their coordinators and responsible persons and provides them powers of attorney.
- f) Discusses and approves the Strategic Plan, Sustainability and Financial Plans, the Monitoring Program, Visibility Plan and other documents of the Coalition.
- g) Elects the members of the Coalition Committees, working groups and regional commissions, experts committee and/or other institutions.
- h) Makes decisions on joining public councils, commissions and other bodies adjacent to the governmental and non-governmental institutions, as well as joining the international anti-corruption networks.
- i) Approves the Rotation Order of the election of Chairman of the Governing Board; elects the Chairman of the Governing Board; and prematurely terminates the authority of the Chairman of the Governing Board.
- j) Adopts and makes statements, reports, calls and opinions on behalf of the Coalition.

4.9 The session of the Governing Board of the Coalition may discuss questions and make decisions if at least more than half of the Board members are present at the session. The decisions are adopted by the simple majority vote of the members participating in the session of the Governing Board of the Coalition.

4.10 The organization, which carries out the functions of the Secretariat of the Coalition is ex officio part of the Coalition's Governing Board. The Coordinator of the Coalition Secretariat presides the sessions of the Governing Board till the adoption of the Rotation Order and the election of the Chairman of the Governing Board. The regular sessions of the Governing Board of the Coalition are convened once every two months by the Secretariat of the Coalition. A special session of the Governing Board of Coalition can be held by the written request of at least one-third of the members of Governing Board, by the Chairman of the Governing Board of the Coalition Secretariat, or immediately by the Chairman of the Governing Board of the Coalition Secretariat. Enlarged sessions of the Governing Board with participation of the heads of separate subdivisions of the Coalition, coordinators of

expert committee regional commissions as well as other members of the Coalition can be convened.

#### **4.11 Expert Committee of the Coalition**

- a) Consists of renowned local and international anti-corruption experts, individuals who are elected by the Governing Board of the Coalition.
- b) Provides expert support to the development and strengthening of the Coalition.
- c) Strengthens the international links of Coalition.
- d) Contributes to ensuring the financial sustainability of the Coalition.
- e) Represents the coalition in the major anti-corruption platforms.

#### **4.12 Coalition Secretariat**

- a) Acts as the Executive Body of the Coalition.
- b) Ensures a smooth and natural process of the work and transparency of the Coalition's Bodies.
- c) Presides, keeps and signs records of the sessions of the General Assembly of the Coalition.
- d) Records the sessions of the Governing Board of the Coalition.
- e) Manages the archives of the Coalition.
- f) Coordinates the organizational activities of the Coalition, including negotiates on behalf of the Coalition in relations with the third parties, on behalf of the Coalition submit proposals and other documents prepared by the Coalition to the competent authorities and organizations.
- g) Coordinates fundraising activities to attract funds for the activities of the Coalition.
- h) Keeps records of the Coalition members and maintains the register of new applications for membership.
- i) The "Armenian Lawyers Association" non-governmental organization carries out the functions of the Coalition Secretariat. The President of the organization is ex officio Coordinator of the Coalition Secretariat.

### **5. RESOURCES OF THE COALITION**

- 5.1 The Coalition does not have a separate property.
- 5.2 The Coalition's resources are generated from other sources not prohibited by law.
- 5.3 The funds of the Coalition on the decision of the Governing Board are involved through the member organization(s) of the Coalition. The attracted funds are used exclusively for the implementation of the goals and objectives of the Coalition

### **6. CONCLUDING PROVISIONS**

- 6.1 The Coalition may be dissolved by the resolution of the General Assembly if 2/3 of total number of members vote in favor.
- 6.2 The dissolution of the Coalition does not raise any responsibilities for the member-organizations.
- 6.3 The adoption of this Rules of Procedure repeals the bylaw of the Anti-Corruption Coalition of the Civil Society Organizations adopted on 28 November 2014 at the founding meeting of the Anti-Corruption Coalition of the Civil Society Organizations.



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Anti-Corruption  
Coalition  
of Armenia