**Approved**

**by resolution of Akimat**

**of Astana city**

**from "\_\_\_\_" \_\_\_\_\_\_\_\_2014 year**

**№\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Charter**

**of “Kogamdyk kelіsіm” municipal public institution**

**under the akimat of Astana city**

**1. General conditions**

1. “Kogamdyk kelіsіm” municipal public institution under the akimat of Astana city (hereinafter - the institution) is a nonprofit organization with legal personality established in the legal form of a public institution to perform the functions to ensure the activities of the Assembly of people of Kazakhstan of Astana (hereinafter - Assembly).

2. Type of Institution: public.

3. The Institution created by the decision of Akimat of Astana city on "\_\_\_" \_\_\_\_\_\_\_2014 year № \_\_\_\_.

4. The founder of the Institution is the Akimat of Astana city (hereinafter - the Founder).

Akimat of Astana city has the rights of the subject on public property rights in regards of Institution property (hereinafter - akimat).

5. The body managing the Institution is the "Astana akim’s staff" (hereinafter - the governing body).

6. Full name of the institution:

in the national language: Астана қаласы әкімдігінің жанындағы «Қоғамдық келісім» коммуналдық мемлекеттік мекемесі;

in Russian: Коммунальное государственное учреждение «Қоғамдық келісім» при акимате города Астаны.

7. Location: №11, Beybіtshіlіk street, Astana, Republic of Kazakhstan.

**2. Legal status of the Institution**

8. Institution is considered to be created and becomes legal personality from the date of its state registration.

9. Institution has independent balance, bank accounts, in accordance with the laws of the Republic of Kazakhstan, letterheads, stamps with the image of the State Emblem of the Republic of Kazakhstan and the name of the Institution.

10. The Institution cannot create, as well as the Founder of another legal entity.

11. Institution is responsible for its obligations with the money at its disposal. If Institution doesn’t have enough money the Republic of Kazakhstan shall bear subsidiary liability for its obligations.

12. The civil law transactions of the Institution enter into force after their mandatory registration in the territorial divisions of the Treasury of the Ministry of Finance of the Republic of Kazakhstan.

**3. Subject and objectives of the Institution**

13. The objectives of the Institution is to provide the Assembly activity, support of ethnocultural and other public associations and organizations in work aimed at achieving the objectives of the Assembly of people of Kazakhstan.

14. The purpose of Institution is to strengthen national unity, social harmony and the creation of an effective system of organizational, financial and logistical operation of the Assembly, conducting socio-mass, scientific-analytical, information work.

15. In order to achieve the aim of the Institution it performs the following activities:

1) organization of Sessions, Council meetings of the Assembly and other activities of the Assembly;

2) creation of conditions for the operation of city ethnocultural associations to promote the language, culture, traditions and customs;

3) organization and conducting review of amateur festivals, Rural Lands and dance holidays, festivals, competitions, exhibitions of fine and craft creativity;

4) organization and carrying out mass political actions aimed at implementing the goals and objectives of the Assembly;

5) support of the scientific and expert group of the Assembly and its other structures;

6) carrying out measures to implement the concept of the Assembly, including its planning;

7) ensuring interaction with state authorities, budgetary and labor union organizations, associations, businesses, political parties and media;

8) preparation of analytical and forecasting materials of interethnic relations in the region and monitoring on this issue;

9) preparation of information and analytical materials and reports on the state ethnic policy on behalf of management of akimat, the Secretariat of the Assembly and request of state authorities;

10) make proposals and recommendations on the regulation of interethnic and interconfessional relations;

11) holding consultations on issues of interethnic and interconfessional for state bodies and public organizations;

12) provide information support for the activities of the Assembly;

13) organization of work with the media on the coverage of the Assembly and the promotion of the state ethnic policy, including online resources;

14) development and implementation of media plans of the Assembly;

15) scientific and expert support of the Assembly;

16) organization and implementation of educational activities of the Assembly, conducting trainings and seminars;

17) organization of scientific research in the field of state ethnic policy, the study of interethnic and interconfessional relations, analysis of the current state, forecasting of development and make recommendations for their improvement;

18) participate in research projects conducted by state authorities and organizations;

19) organization of development of scientific, methodological and information materials on the activities of the Assembly in the field of interethnic and interconfessional relations;

20) organization of publication of scientific papers, monographs, textbooks, publishing, production of information materials on the activities of the Assembly;

21) conducting seminars, conferences and other events by activity of the Assembly;

22) organization for international cooperation of Assembly, participation in international and other events;

23) organization of work of the Assembly on the development of the state language and other languages of the people of Kazakhstan;

24) organization of work in the framework of the obligations under the memorandums and agreements on cooperation of the Assembly;

25) business correspondence with state authorities, non-governmental organizations;

26) other activities and transactions that meet the requirements of the legislation of the Republic of Kazakhstan which are not contrary to the Charter of the Institution.

Шmplementation of activities as well as transactions that do not meet the object and purpose of Штыешегешщт activities, fixed in the Charter prohibits to the Institution.

16. Transaction concluded by Institution in conflict with the goals of activities, certain limitations laws of the Republic of Kazakhstan, the founding documents or in violation of the competence by Head of the Institution may be declared invalid at the suit of the prosecutor or the Governing body.

17. Activities of the Head of the Institution to implement hazing activities of the Institution are violation of labor duties and entail the use of disciplinary and material liability.

**4. Management of the Institution**

18. The overall management of the Institution carries out by governing body.

19. The Founder shall perform the following functions regarding to the established laws of the Republic of Kazakhstan:

1) to provide the property after the Institution;

2) to approve individual plan funding of the Institution;

3) to approve the Charter of the Institution, make amendments and additions;

4) to define the structure, formation, and the term of office of management, decision-making procedures;

5) to define the rights, duties and responsibilities of the Head of the Institution, to define the grounds for exempting him from his post;

6) to approve the structure and limit-staff of the Institution;

7) to appoints and dismisses the deputy (deputies) on the proposal of the Head of the Institution;

8) to consent to the governing body regarding to the removal or reallocation of property transferred to the Institution or acquired by it as a result of its own economic activity;

9) to carry out reorganization and liquidation of the Institution;

10) to perform other functions established by the legislation of the Republic of Kazakhstan.

The governing body shall perform the following functions established by the legislation of the Republic of Kazakhstan:

1. to provide overall management of the Institution;
2. to control the safety of property of the Institution;
3. to approve the annual financial statements;
4. to perform the other functions established by the legislation of the Republic of Kazakhstan.

20. The Head of the institution is appointed and dismissed by Founder, except in cases established by the legislation of the Republic of Kazakhstan.

21. The Head of the Institution organizes and directs the work of the Institution, personally responsible for implementation of the execution the tasks entrusted to Institution and implementation of its functions.

22. The Head of the Institution operates on the principles of unity and independently decides the issues of the institution in accordance with the competence defined by the legislation of the Republic of Kazakhstan and the present Charter.

23. In implementing the activities in accordance with the legislation of the Republic of Kazakhstan the Head of the Institution:

1) acts on behalf of the Institution without the power of attorney;

2) represents the interests of the Institution in the state bodies and other organizations;

3) enters into contracts;

4) issues powers of attorney;

5) approves the procedure and plans of the Institutions on business trips, internships, training of employees in local and foreign training centers and other types of staff development;

6) opens bank accounts;

7) issues orders and give instructions obligatory for all employees;

8) hires and dismisses employees of the Institution;

9) applies measures to encourage and impose disciplinary sanctions on employees of Institution in accordance with the legislation of the Republic of Kazakhstan;

10) defines the duties and terms of reference of his deputy (deputies) and other senior staff of the Institution;

11) performs other functions assigned to it by legislation of the Republic of Kazakhstan, this Charter.

**5. The procedure for the formation of the property Institution**

24. The property assets of the Institution are legal entity, the value of which are recorded on the balance. The property of the Institution is formed by:

1) the owner property transferred to the Institution;

2) the property (including cash income), acquired through their own activities;

3) other sources not prohibited by the legislation of the Republic of Kazakhstan.

25. The Institution has no right to alienate or otherwise dispose the property assigned to it and property purchased from the funds allocated to it under the estimate.

26. According to the laws of the Republic of Kazakhstan, Institution has the right to carry out income-generating activities, the money earned from such activities shall be credited to the appropriate budget in accordance with the legislation of the Republic of Kazakhstan.

27. The activity of the Institution is financed from the local budget.

28. The Institution maintains its accounting records and submit financial statements in accordance with the laws of the Republic of Kazakhstan.

29. Review and revision of financial-economic activity of the Institution is carried out by Founder and in the legislation of the Republic of Kazakhstan.

**6. Mode of operation at the Institution**

30. Mode of operation at the Institution sets by internal labor regulations and should not contradict the norms of the labor legislation of the Republic of Kazakhstan.

**7. The procedure for amending and additions to the founding documents**

31. Amendments and additions to the founding documents of the Institution made by decision of the local executive body.

32. The amendments and additions to the founding documents of the Institution registered in accordance with the laws of the Republic of Kazakhstan.

**8. Terms of reorganization and liquidation of the Institution**

33. Reorganization and liquidation of Institution carried out in accordance with the legislation of the Republic of Kazakhstan.

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