

TEACHERS' UNION OF NORTH-EAST SYRIA

BYLAW

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Bylaw of Teachers' Union of North-East Syria

Chapter One

Introduction

Article 1:

Teachers' Union is a cultural, social and service institution of civil society institutions that works within the framework of Democratic Nation philosophy. It takes the concepts of the democratic and ecological society, women's freedom and the building of a moral political society as its foundation. It works on developing, continuation and protection of the cultures and languages of the [ethnic] components of the region. The latter is a basic principle of the educational system of the Democratic Nation as it creates unity, equality and communal social life among teachers and society. To achieve that goal, the union does its best and considers it a way that leads to a free democratic communal life.

The union aims at the protection, development and improvement of the financial and spiritual life of teachers and education staff of the Self-Administration, protecting their rights and organizing all spheres of life through organizing teachers and education staff through dialogue, discussion and persuasion. It has got a body corporate and financial and administrative independence. With that capacity, it can carry out all legal procedures to attain its goals including owning movable and immovable assets, convening contracts, investment, the right of litigation and the right to legal counsel for that purpose.

Chapter two

Name & Logo

Article 2:

- 1- Name: Teachers' Union of North-East of Syria.
- 2- General headquarter: Hasaka City.
- 3- Logo: a blue background with an open book inside written in it in Kurdish, Arabic and Syriac languages; above a red pen and yellow sun rays. As for the name of the union, it is written in dark green in the three abovementioned languages.
- 4- Motto: By teachers' Union, we will construct peoples' union.

Chapter 3 Means & Goals

Section One

Goals

Article 3: the union works on achieving the goals mentioned in the law of profession practicing law of Teachers' Union suggested by the Legislative Council of North-East Syria which are:

The Goals:

- Organization and unification of teachers' struggle to achieve social justice, equality, equal chances and link teachers' struggle and aspiration with that of the other people.
- Making suggestions for improving the educational work as a productive work and taking part in improving the competence and productivity of workers working in the field of education and university teaching.
- Participation in improving the professional level of teachers and deepening their awareness and continue bearing their responsibilities with high competence.
- Taking care of teachers' financial, spiritual, health, social and cultural interests as well as protecting and defending teachers' rights to do their duties.
- Enhancing teachers' role in spreading environmental culture and thereof protection. Guiding teaching towards fulfilling development needs and preparing the required frameworks for building a technical and industrial foundation for the society and taking care of all fields of knowledge in a way that serves the comprehensive development of Self-Administration of North-East Syria.
- Taking part in public control on the education process to make sure its quality and competence.
- Encouraging creative initiatives and intellectual talents and competences among teachers as well as encouraging higher studies, scientific research and protecting writers and inventors' rights in the field of education.
- Improving relationships with teachers' organizations in the world on the bases of common interest, mutual respect among peoples and connecting teachers' struggle with the struggle of peoples.

- Cooperation with public organizations and professional unions to enhance national interest.
- Cultivating national values that glorify martyrdom and martyrs.
- Preserving the mother tongue, its grammar and paying attention to its teaching.

Chapter Two Means

Article 4:

The teachers' union, through its committed members to the goals of the union and the message of teaching, has the right to do whatever thing that would achieve its goals and deepen the common struggle among its members through the following:

- Adopt procedures which safeguard the role and dignity of teachers, guarantee their rights and protect their financial and spiritual interests. It also charges on teachers' behalf for anything concerning the practicing of the profession.
- Establish federal academies to ensure administrative federal competencies.
- Develop informative and awareness-raising courses for teachers to apply the principle of edification during service.
- Publish leaflets and magazines for career orientation purposes.
- Possess and invest in movable and immovable property.
- Hold negotiations and conclude contracts.
- Creation of provident funds, cooperative associations, sports, cultural and artistic clubs.
- Construction of residential units, hospitals, pharmacies, crèches and recreation centers.
- Dispatch federal delegations and receive friendly ones.
- Coordination with the relevant body or institution to discuss the profession and members' affairs.
- Encouraging competences, talents and scientific research through publishing their books or facilitating thereof distribution.
- Strengthening social relations among its members by organizing trips, camping, visits, lectures, symposia, festivals ...etc.
- Establishing training courses and constructing their centers.

Section Four

Membership

Chapter One

Special Conditions of Membership

Article 5:

As per the provisions of article 5 of Profession Act, a normal member of the union is anybody who:

- Practices educational, administrative or technical works at the Education Body or its committees in the institutions and formal schools including kindergartens licensed by it.
- Staff who work in educational and administrative or technical works at university or directorates annexed to it and at universities and formal institutions related to or licensed by it.

Article 6:

To approve an optional affiliation membership of the union, it is stipulated that staff of the general establishments related to the Education Body, and the staff working in teaching outside the Education Body should, as per article 6 of Union Law, have the following criteria:

- 1- A permanent staff worker (service-based and contractors are not included)
- 2- Workers in teaching other than the Education Body but charged with teaching in the educational institutions of the Body.

Article 7:

Members who meet the conditions of membership in formal teaching are considered as affiliate starting from the date they commence their work or starting from the date they sign their contract.

Article 8:

The member is not considered an affiliate to the union during the period between his/her actual commence of work and the date of employment decision.

Article 9:

People who meet the conditions of membership are affiliated as from the date of approving their application by the sub-office or from the date of the approval by the executive office of the application which the sub-office had refused.

If the application stays at the Bureau of the Union for fifteen days with no reply from the sub-office or has not been refused by the executive office, it is deemed approved.

Article 10: the membership of people on sabbatical, retired and delegated is valid as long as they pay their subscriptions and do not need to renew their applications.

Article 11:

The membership is valid as from the date of paying the first installment and affiliation fees which should be paid at the beginning of the month that follows the date of employment decision, signing the contract or approving the application of affiliation.

Article 12:

Normal Membership lapses if the member loses his/her job.

Article 13:

Optional membership lapses in the following cases:

- ✓ Death
- ✓ Transferal to another job other than teaching.
- ✓ Nonpayment of subscriptions for more than 6 consecutive months for whatever reasons.
- ✓ Losing one of membership conditions.

Article 14:

Membership is retained automatically if the membership conditions are met once more. In that case, the teacher has to pay his/her subscriptions during the interruption period within three months from the date of commencing his job.

Article 15:

Professionals and other technicians who are acquainted with membership [conditions] of teachers' union, can combine their unions membership with that of this union.

Chapter Two

Members' Duties and Rights

Article 16:

The Union's member is faithful to the goals of the union and struggles for those goals and committed to the decisions, directives and struggles for those goals and committed to the decisions and directives of the Union and its bodies.

Article 17:

Union's member undertakes to support it and achieve its goals.

Article 18:

Union's member is committed to struggle with the other teachers to achieve the goals of democratic nation and people's brotherhood.

Article 19: Union's member is committed to keep the mother tongue care for it and use in every field.

Article 20:

The member of the union does his/her best so that the union fulfills its national, professional and social duties via constant contact and participation in its various activities.

Article 21:

Union members deal with their colleagues with a mutual respect and struggle together in a patriotic and democratic spirit.

Article 22:

Members complain according to reporting line.

Article 23:

Union member should not do anything that contravenes the ethics of the profession.

Article 24:

Members should not take any judicial procedures against each other because of any disagreement over matters related to the profession before bringing the matter to the branch office that has to decision on the matter within a period of two weeks from the date of the complaint. In case of no reconciliation, the member has the right to resort to the social judicial institutions.

Article 25:

Union's members practice their voting right in a responsible and responsible way.

Article 26:

Every member has the right in the services provided by the union provided that he/she is not penalized.

Article 27:

Members have the right to apply to the Union to defend them in front of the courts about anything related to the profession. The executive office decides on the matter within two weeks.

Section 3

Rewards

Article 28:

a- The General Union can directly or based on a recommendation of the branch office grant the following rewards:

- 1- Union's decoration
- 2- Union's medals
- 3- Tribute concerts
- 4- Participation in exploratory missions.
- 5- Gifts and endowments.

b- The branch office has also the right to grant union rewards after putting forward a suggestion to executive office as follows:

- 1- Acknowledgement letter

- 2- Participation in encouraging trips
- 3- Symbolic gifts

The rewards are granted to:

- 1- Product champions and superiors, authors of applied, humanistic and educational researches or professional reports.
- 2- Superiors in self-education and raising the level of their major.
- 3- Superiors in struggle for achieving the goals of the union and keeping its money.
- 4- Authors of valuable patriotic, humanistic and scientific books.

Chapter Four

Accountability

Accountability takes the following forms:

Article 29: Warning: Warning is directed from the different administrations according to the hierarchy provided that be registered in the personal file of the member without notifying him. It includes the following breaches:

- Absence from the Union's meeting without any justification.
- Non-commitment to the procedures of the Union correspondences.
- Non-commitment to the procedures of the Union meetings.
- Unintentional negligence of the Union's [duties].

Article 30: Notification:

A written notification is addressed [to the member] after carrying out investigation by different hierarchy levels of the union provided that it be registered in the personal file of the member. Notification covers the following breaches:

- 1- He who has been warned twice or more than two times.
- 2- He who conducted in a way that negatively affects the Union
- 3- In case of no compliance with the rules of discipline adopted by the Union.
- 4- Recurrent negligence of the educational and union's duties.

Article: 31

The executive office may directly or on the suggestion of the branch office deprive members of Union's services for a limited period of time that commensurate with the offence which might defame the Union and breach the goals of its funds.

Article 32: Dismissal from an Administrative Post

With regard to Union's representatives, the decision is taken by the branch office on the suggestion of the federal office in the region. As for Regional Office members, the decision is taken by the executive office based on the suggestion of the branch office with a justification from the executive office with as far as the members of the branch office are concerned.

Article 33: The executive office may impose dismissal by itself or based on a suggestion from the branch office. That penalty may be imposed against the members in the following cases:

- Breaching the goals of the union.
- The issuance of a confirmed judicial decision against a member for committing an offence or a dishonorable misdemeanor or he who has been convicted with misuse of public funds.
- Refusal of the Union's decisions and conference plans.
- Prejudice to the responsibility rested on him by the Union which leads to his own failure and defames the Union.
- Defamation and shaming campaigns against Union's administrations or members or spreading rumors against them.
- Neglecting educational and federal duties on purpose knowing that light penalties are useless.

Article 34: Dismissal penalty is considered during the assessment of the staff's performance.

Article 35: the proper penalty is taken for the breach that is not listed here.

Article 36: In cases of dismissal the dismissed members are invited to appear in front of the executive office after notifying them of the accusations against them and a proof that the notice has been delivered to the address of residence or place of work.

Article 37: in case of no appearance in front of the executive office without any justification, or the defense has been refused, the executive office has the right to dismiss with a two-third majority.

Article 38: no penalty is taken without investigation.

Article 39: A copy of the penalty to be kept in personal file of the member.

Article 40: The penalized member, other than those penalized with dismissal, continue to pay their subscriptions and fees in return of the services provided to him/her.

Article 41: The dismissed member is deprived of all services provided by the Union. However, their rights are liquidated according to the laws of the Union and its funds.

Article 42: Dismiss decision does not affect the acquired rights of the dismissed member in his/her post at the Self-Administration.

Article 43: If the breaching is repeated, more severe penalty is taken against the member.

Section Five

Elections

Chapter One

Electoral Cycles

Article 44: Electoral cycle is two years provided that the elections are held during the last two months of the electoral cycle.

Article 45: Executive office determines the dates of electoral cycles and thereof end.

Article 46: elections should be confidential and democratic at all levels and stages.

Article 47: Election and nomination by proxy or correspondent are not permissible.

Article 48: All federal administrations at all levels are committed to implement the electoral cycle program as it has been determined by the executive office.

Chapter Two

Electoral Mechanism

Article 49: The general council of the Union takes before the electoral cycle a decision in which it determines the offices annexed to each branch in a way that goes with the administrative and local divisions of the Self-Administration.

Article 50

Union's representative of the schools is elected by the teachers of a school or a number of schools.

Article 51: Union's office in the region invites the winners to apply their candidacy application for electing the Union's office in the region within two weeks from the date of elections.

Article 52: Union's office in the region is elected by the winners of Union's representatives in schools.

Article 53: The executive office of the General Union invites its elected members for the region offices to elect a co-chairman for the branch among themselves.

Article 54: After electing the co-chairman for the branch, executive office for the branch is formed in coordination with the general executive office.

Article 55: members of the executive office of the branch are those who have been elected among the teachers in coordination with the specialized body.

Article 56: Co-chairmanship of the general union is elected in the general conference. Executive office is formed from four teachers who are chosen by the co-chairmanship in coordination with the specialized body and head the committees of the office each one according to his/her specialization.

Article 57: ballot paper is void in the following cases:

- 1- If it is not sealed by the branch seal.
- 2- If it contains a fewer number of names than the required ones.
- 3- If it contains names other than the candidates.
- 4- If the ballot paper contains names more than the required number, the last names to be deleted.

Article 58: The branch office forms an electoral committee not less than three and not more than five people other than the candidates in each one of the offices annexed to it.

Article 59: The branch office identifies the center or centers of elections for each office on the suggestion of the federal offices provided that the number of centers for each office does not exceed four regardless of the number of its members and geographical vastness. As for city centers and universities, a voting booth is dedicated for each administrative sub-district and a 3-member committee is formed for each ballot as per a decision issued by the branch office.

Article 60: The ballot box should be sealed up with red wax and stamped by the seal of the branch

Article 61: Elections are held within 12 hours and starts at 8 a.m. It is never extended no matter what the percentage of voters is.

Article 62: vote-counting starts as soon as the elections are over and continues till the results are announced.

Article 63: Winners get the majority of voices. In case two or more candidates get the same number of voices, drawing of lots determines the winner unless one of the winners withdraws with a written letter for the other.

Article 64: instructions of elections are placarded in clear place in the election center in addition to the list of the names of voters and candidates. Ballots committees should be provided with those lists.

Chapter Three

Appeals

Article 65: elections can be contested in the following cases:

- 1- Electoral fraud.
- 2- Falsification of elections results.
- 3- Breaching electoral instructions stated in the bylaw or in the instructions of the general council or its offices.

Article 66: appeal levels and who have the right to appeal as follows:

1- Appeal against the electoral certification subject to the branch: it is submitted by a candidate for the general union who in turn forms a committee headed by him and membership of civil society organization and the chairman of branch office.

2- Appeal against branch elections certification: a committee of the co-chairmanship of the general union, a member of civil society organizations is formed to investigate the appeal on that level. The decision of the committee is final.

The executive office issues the instructions in this regard at the beginning of electoral session.

Article 67: If the committee studying the appeals determines elections to be invalid, elections are repeated in all cases of appeal.

Article 68: appeals should be filed within a week from the date of results announcement.

Section Six

Provisions of the Federal Structure

Chapter One

Conference Membership

Article 69:

- 1- Representatives of the union's offices in the region.
- 2- Members of branch executive office
- 3- Members of executive office.

Chapter Two

Federal missions of the Union's representative in school, region, branch offices and the general executive office:

Article 70: Union's representative at school:

Union's representative bears the following responsibilities:

- 1- Strengthening relations with members and holding meetings with them.
- 2- Organizing members' efforts and directing them towards achieving the general goals of the union.

- 3- Devising work plans that get along with higher administrations and guarantees the achievement of the goals.
- 4- Carrying out the instructions and implement programs that come from federal unions.
- 5- Helping members to do their duties and attain their rights.
- 6- Taking part in developing all aspects of the educational process through constant follow-up and carrying out studies for the concerned parties.
- 7- Forming committees for practicing educational, social, cultural, sporting, and artistic activities and do courses in those fields.
- 8- Strengthening relations with the educational establishments and union's members on the one hand and popular organization and local bodies on the other hand.
- 9- Taking part in councils and committees that are formed within the educational establishments.
- 10- Evaluation of the performance of the staff according to the bases stipulated in the Basic Employment Statute issued by the executive office of the Self-Administration.

Article 71: Union's Office in the Regions

Union's office in the region has the following powers and responsibilities as stated in article 15 of Profession Act

- a) Devising the federal work plan to achieve the general goals in the region.
- b) Implementing the directives coming from higher federal levels.
- c) Providing the union with the required information regarding educational and federal situation in the region of his work.
- d) Making sure that all members get their rights and do their duties.
- e) Formation of committees for practicing social, cultural, sporting and artistic activities.
- f) Making sure the union gets its funds
- g) Participating with the local bodies and councils in executing their plans for improving the educational performance and productivity at schools, institutes and universities as well as spread of culture and education among them.
- h) Supervising the endeavors of the office in the field of literacy in councils and communes.

Article 72: Branch office has the powers and responsibilities stipulated in article 21 of Profession Act:

- a) Representation of the branch
- b) Implementation of the instructions directed to them by the executive office of the general union.
- c) Providing the union with the necessary information on the educational and federal situation in the region where the branch works and suggest plans that guarantee the achievement of the goals.
- d) Supervising the activities of the offices annexed to it.
- e) Taking care of the spiritual, financial, social, hygienic interests of the members and defending their rights and ensuring that they do their duties.
- f) Formation of events committees according to the bylaw.
- g) Ensuring that the union gets its funds
- h) Participation with Education Body, university or institute's administration in discussing problems related to education and evaluating the work of educational administrations in their work of operation and the workers working in that field.
- i) Supervising the endeavors of the office in the field of literacy in councils and communes.

Article 73: the executive office of the branch consists of ten members.

Article 74: The executive office of the branch comprises the following committees:

- Co-chairmanship
- Organizational committee
- Archives committee
- Hygienic and services committee
- Projects and associations committee
- Law committee
- Finance committee
- Events, culture and media committee
- Women's committee

Article 75: The executive committee of the general union consists of ten members:

Article 76: the executive office of the general union has the powers stipulated in article 33 of Profession Act:

- a) Representing the union in front of the others.
- b) Suggesting the federal work plan to the general council
- c) Implementing decisions of the conference and federal work plan as adopted by the general council
- d) Issuing directives to the branch offices and thereof follow up.
- e) Considering the suggestions from other branches and taking decisions that would facilitate the administrative and organizational work of the union.
- f) Adoption of participation in regional and international conferences and nomination of delegations.
- g) Organization of federal courses and suggesting delegating members to the workshops outside the Self-Administration.

Article 77: The executive office of the general union comprises the following committees:

- Co-chairmanship
- Organizational committee
- Archives committee
- Hygienic and services committee
- Projects and associations committee
- Law committee
- Finance committee
- Events, culture and media committee
- Women's committee

Article 78: the co-chairmanship of the general union has the following powers and responsibilities:

- a) Heading and running the congressional sessions of the union, the general council and the executive office and taking the decisions that would guarantee the smooth functioning of the meetings.
- b) Signing all correspondences having been signed by the heads of concerned offices.
- c) Administrative chairmanship of full-time clerks in the union.

- d) Representation of the union in front of the courts as well as formal and informal bodies.
- e) Inviting the general conference and general council to convene based on the decision of the executive office.
- f) Signing vouchers and receipts after being signed by the head of finance office.
- g) Taking all procedures to follow up the decisions of the executive office.
- h) Implementing the decisions of the executive office regarding the full-time employment of clerks and administrators of different levels in the center as per the number determined by the general council.

Article 78: Women's Committee has the following duties and responsibilities:

- It's responsible for following the professional and legal affairs of female members.
- Awareness raising of female members and showing the importance of women's role in the building of democratic society.
- Showing the importance of the organization of female members for themselves.
- It is responsible for everything related to women in all committee and their protection and rights.
- It is responsible for holding regular meetings pertaining women and taking all decisions concerning women.

Article 80: the organization committee has the following tasks and responsibilities:

- a) Working on improving the organizational level among members of the union and strengthen teamwork spirit and the domination of public democracy in the internal relation inside the union.
- b) Improving the work of federal establishments towards practicing their role and organizing the relation between it and the other lower establishments, improving the spirit of commitment to the federal decision as well as preparing organizational studies and ways of improving the federal organization.
- c) Developing disciplines for the meetings of the representatives of the union, region offices subject to the branch and branch offices and thereof committees.
- d) Suggesting electoral instructions.

- e) Suggesting instructions for meetings.
- f) Devising plans that would ensure the organization of teachers' efforts and their role in achieving the goals of the union in the field of education as well as improving schools from different aspects.
- g) Supporting and deepening the social and unionist relations among teaching staff and developing cooperation and teamwork spirit among them through different kinds of events.
- h) Organizing teachers' efforts for society's welfare and thereof problem-solving through literacy campaigns.

Article 81: Committee of projects and associations works on preparing studies and plans that have to do with:

- a) Development plans and federal projects; facing field application of problems and suggesting proper solutions for them.
- b) Supervising kindergartens subject to the union and other activities related to them.
- c) Studies that ensure improving the services of solidarity and teachers' accommodation funds in the field of building recreational places in summer centers as well as summer clubs.
- d) Projects and establishments that have been built by the union's funds and making suggestions for thereof investment.
- e) Supervising the constructed projects and follow up investment works and coordinating with the concerned parties.

Article 82: The legal committee has the following powers:

- a) Protect the spiritual and financial rights of teachers and study their problems, work circumstances and control hygienic conditions of work.
- b) Participate with Education Body and University Teaching Body in laying the bases and rules of equal opportunities among teachers.
- c) Explain the mission of popular control that improves the federal establishments and union's members.

Article 83: The committee of events, culture and media has got the following tasks:

- a) Spread of sportsmanship spirit among members, make teams and hold competitions among them.

- b) Spread artistic spirit among members, make artistic teams and organize exhibitions, trips and camping inside and outside the Self-Administration regions.
- c) Sponsor talented members of the union in educational, cultural, scientific and artistic fields.
- d) Raise political, cultural and educational awareness level among the members and activate the cultural movement.
- e) Issue periodical journals and magazines and supervise radio and televisions programs.
- f) Cover political and national events as well as federal news and activities.
- g) Organize educative federal courses in cooperation with the other specialized offices.
- h) Hold literary exhibitions and festivals.

Article 84: The Committee of Hygienic Affairs and Services provides the following services:

- a) Preparation of health contracts and funds related to health with the concerned parties such as Doctors' Syndicate and health councils.
- b) Preparation of health booklets and cards.
- c) Suggesting the work mechanism of health booklets and other health projects.
- d) Communication with the contracting doctors, pharmacies, laboratories and hospitals.
- e) Coordination with the concerned parties in case of any problem or break of the contract.

Article 85: Archives Committee has the following tasks:

- Prepare the registers organizing Union's work and its staff's affairs.
- Receive mails, register and send them to the concerned parties.
- Document the outgoing mails and send them to the concerned foreign parties.
- Keep the register of outgoing and incoming mails
- Set and circulate business models provided that each one of them get a date, number and title.
- Electronic documentation and keeping a soft copy of the basic and important hard copy.
- Confidentiality
- Organize the personal profile of the members.

- Issue IDs and give numbers to them.

Article 86: Finance Committee has got the following tasks:

- a) Supervise the finance, properties and accounting works of the union and control accounting registers.
- b) Carry out the powers of the general treasurer with regard to teachers' housing fund system, social solidarity fund and supervise the proper application of finance as stated in the section of Union's Finance of the bylaw.
- c) Sign bonds, contracts and all letters related to its powers side by side the co-chairmanship.
- d) Supervise the annual budget project and work to implement its items after being endorsed.
- e) Suggest redeployments between the different items of the budget and present them to the executive office before the meeting of the general council.
- f) Present a periodical report every three months to the executive office about the updates and financial status of the union.

Article 87: Heads and members of the branch offices have the same powers entrusted to their peers in the executive office of the general union. The general council issues internal regulations for organizing work in general and branch offices.

Section Seven

Administrative Regulations

Chapter One

Meetings

Article 88: Representatives of the union, offices annexed to the union and branches convene a regular meeting once a month. The aforementioned councils are committed to the time-scale and instructions issued by the executive office in that respect.

Article 89: The general council hold its quarterly meeting once every three months at the invitation of executive office in which it determines the place of the meeting.

Article 90: the executive office holds its regular weekly meeting and whenever necessary.

Article 91: The branch office holds its regular weekly meeting and whenever necessary.

Article 92: Union's office in the region calls union's representatives for a regular meeting every academic semester or whenever necessary.

Article 93: If the union's representative of an office is absent from three consecutive meetings without any reasonable justification accepted by the concerned office, his/her membership lapses.

Article 94: General conference might be convened exceptionally by decision from the general council in the following two cases:

- A justifiable application from a third of the general conference members.
- A justifiable suggestion from executive office.

Article 95: The branch council might be called to convene an exceptional session after the approval of the executive office in the following cases:

- 1- A justifiable application from a third of the general conference members.
- 2- A justifiable suggestion from the union offices annexed to the branch
- 3- On the demand of the executive office.

Article 96: The exceptional conference is dedicated to discuss the issues listed in the agenda announced in the invitation. Human and national issues might be also discussed without being listed in the agenda.

Article 97: The exceptional conference and exceptional councils should convene their meetings within 15 days from the date of approving their holding.

Article 98: The conference is deemed legal if two thirds of the members attend it. If that quorum has not been fulfilled, members call for another meeting in not more ten days. The meeting would be legal if attended by half of the members at least. If that quorum is not fulfilled, the members call for a third and final meeting within ten days and the meeting is deemed legal whatever the number of attendees is.

Article 99: The meetings of the general council and legal offices are deemed legal if attended half of the members at least attended it including the co-chairmanship.

Article 100: If a vacancy arises in the general council or an office for whatever reason, the vacancy is filled if there are at least six months to the electoral cycle; otherwise the vacancy remains and to be filled as follows:

- 1- In the executive office: the replacement is determined in the first meeting held by the office after the seat is vacated.
- 2- In the branch: the branch council calls for an exceptional meeting within a month from the date of vacancy to elect the replacement.
- 3- In an office annexed to the branch: the branch council calls for an exceptional meeting within a month from the date of vacancy to elect the replacement.
- 4- Union's representative: the replacement is elected in the first meeting of the union's members at school.

Article 101: Every session of the offices or the general council starts with reading the minutes of the previous meeting and listening to the remarks of the members and deal with them, if necessary.

Chapter Two

Decisions

Article 102: Unless otherwise stated, the decisions are taken with the majority of votes if the legal quorum is available.

Article 103: The Chair has the casting vote in the case of a tie.

Article 104: Offices are committed to implement the decisions of conferences.

Article 105: Lower administrative bodies are committed to implement the decisions of higher bodies unless they breach the law and regulations.

Article 106: Decisions should be sealed with the stamp of the union and signed by the head of committees each according to his/her specialization.

Chapter Three

Correspondence/ Mails

Article 107: Mails are sent via hierarchy starting from the union's representative.

Chapter Four

Full-timing, employment and compensation

108: a number of full-timers and clerks are dedicated for federal work in coordination with Education Body. Full-timers get their salaries and supplemental remuneration from the budget of the Body or the establishments where they work.

They retain all of their rights in post including allowances, such as work nature allowance, specialization allowance and other kinds of remunerations.

Article 109: full-timers of the federal work definitely include the following:

- 1- Co-chairs
- 2- Members of the general executive office
- 3- Members of the executive branch office.

Article 110: The general council, based on the suggestion of the executive office, defines the number of staff of the union. A member is deemed a full-timer by a decision from the entitled body based on the suggestion of the branches and a decision from the executive office dedicates a number of workers in the union. The full-timers are granted an allowance of 25% of the fixed salary as a compensation for full-time work.

Article 111: part-time staff who work for the union at the offices of regions annexed to branches are granted additional monthly allowances with a 15% of the fixed salary.

Article 112: Finance committees' accountants are granted a responsibility allowance by decision from the executive office.

Article 113: The union employs whoever it likes either through a competition or without it and by contracts the conditions of which are determined by the executive office according to Basic Employment Statute of the Self-Administration.

Article 114: Employment in the branches and centers is done after the approval of the executive office is obtained.

Article 115: envoys dispatched with tasks inside or outside Self-Administration regions are granted travel allowances the value of which is determined by the general council on the suggestion of the executive office.

Section Eight

Relationships

Chapter One

Relations with the Concerned Body and thereof Committees

Article 116: The relationships between the concerned body and thereof establishments on the one hand and between it and union on the other hand is the kind of relationship that aims at attaining the same goals.

Article 117: Teachers' Union collaborates with the concerned body in studying and surveying the problems of the profession as a whole.

Article 118: The Union has the right to suggest, amend or cancel any educational or administrative systems.

Article 119: The Union expresses its opinion and remarks at all levels at the time of setting the educational bases and its opinion should be taken seriously and carefully.

Article 120: The concerned bodies and thereof committees should notify the union and its branches of any decisions and instructions no matter what they are. They should also notify the union of any decisions, notifications or legislations issued by the Self-Administration.

Article 121: the union, in coordination with the concerned body and schools' administration, has the right to increase the number of schools, faculties and institutes to follow up the interests of its members and check the health conditions to secure work in them. School principals and faculty deans have to facilitate the mission of union's representatives.

Article 122: in case of any disagreement between the Education Body and the branch office about a certain case relating its members, the problem to be referred to the executive office which then solves the problem with the co-chairmanship.

Article 123: The concerned body and thereof branches provide postal facilitations that have to do with the works of the union.

Article 124: The concerned body and thereof branches provide every possible help such as transportation...etc.

Chapter Two

Relationship with Civil Society Organizations

Article 125: The federal administrations exert efforts to strengthen relations and increase common struggle with civil society organizations in North-East Syria.

Article 126: Federal administration do their best to strengthen relations with federal organizations in civil society organization through mutual visits, attending conferences, holding common meetings and release statements on occasions of mutual interest.

Article 127: the federal administrations work with the equivalent administrations in other unions and civil society organizations and the Self-Administration to form coordination committees in the framework of democratic nation philosophy towards forming an organic relation among popular sectors and intensify their struggle.

Chapter Three

Relation with Regional and International Organizations

Article 128: Teacher Union affiliates to teachers' regional and international organizations and struggles through them to unite teachers' struggle in the world and link their struggle with that of the mass.

Article 129: Teacher Union affiliates to teachers' regional and international organizations to struggle together to support national liberation movements and fight against all forms of assimilation and massacres, find a democratic education and plant love among peoples.

Article 130: The decision to affiliate or withdraw from regional and international organizations is taken by the general council.

Article 131: Teachers' General Union exchanges delegations, journals and experiences with regional and international organizations.

Article 132: Teachers' Union, by a decision from the executive office, accepts the scholarships granted by other friendly unions, training courses at the federal institutes and treatment. It also has the right to grant similar scholarships to envoys of those unions after obtaining the approval from the concerned authorities.

Article 133: Regional and international relations are restricted to the executive council of the general union and thereof council.

Article 134: In case a union's member has been elected to an administrative post in regional or international teachers' bodies, he/she has the right to stay in the his/her own post regardless of the electoral cycle of the Self-Administration.

Section Nine

Confidence

Chapter One

Dissolution of Federal Offices

Article 135: confidence may be drawn from the federal representative in the following cases:

- 1- Violating the goals of the union.
- 2- Breaking the regulations and bylaw of the union.
- 3- Not implementing the missions required from him by the union.

Article 136: The executive office can dissolve the federal office in the region upon the proposal of the branch office in the following cases:

- 1- The region office violates the goals of the union
- 2- Region office violates the regulations and bylaw of the union.
- 3- Does not implement the missions required from it by the union and decisions of the general council.
- 4- Does not implement the decisions of higher administrative bodies.

The executive office determines the date of electing an alternative office within a month of the date of dissolution.

Article 137: The council may dissolve the branch office upon the suggestion of the executive office in the following cases:

- 1- The branch office violates the goals of the union
- 2- Branch office violates the regulations and bylaw of the union.
- 3- Does not implement the missions required from it by the union and decisions of the general council.
- 4- Does not implement the decisions of higher administrative bodies.

The executive office determines the date of electing a new branch office within a month of the date of dissolution.

Article 138: No dissolution decision is taken before carrying out a formal investigation with the concerned party which has the power of dissolution decision.

Article 139: the federal administrations provide their justifications for dissolving the lower federal administration during the meeting specified for electing the alternative.

Chapter Two

Termination of assignment and full-timing

Article 140: The executive office is responsible in front of the general council individually and collectively.

Article 141: The assignment of the executive office or one of its members is terminated in one of the following two cases:

- 1- A justifiable suggestion from the executive office itself by a two-thirds majority.
- 2- A justifiable suggestion by a two-thirds majority of the general council members.

Article 142: If the conditions of assignment are no longer available, the matter is presented to the general council in its regular cycle. The assignment is not terminated without a two-thirds majority.

Article 143: In case the full time or assignment of a certain member is terminated, the general council elects a substitute in the regular cycle.

Section Ten

Union's Finance

Article 144: the revenues of the union come from the following sources:

- a) A monthly subscription of SYP 1000 which is due on new members starting from the first month of commencing work after the issuing of employment decision, signing the contract or approving the affiliation.
- b) Subsidies granted by the Self-Administration and civil society organizations.

- c) Grants and donations approved by the head of Self-Administration's Executive Office and civil society organizations.
- d) Investment profits, profits of musical parties and publications.
- e) Revenues of the federal projects investment.

Article 145: at least a quarter of the total due fees stated in article (a) above to be dedicated for Social Solidarity Fund. The general council determines the percentage and issues directions in that respect.

Article 146: The financial obligations due to the union are deducted from the members by the accountants of the concerned body and directly paid to the adopted fund in teachers' union account. Before 15th of every month, administration's accountants send to the branch office a list with the names of members who have had federal fees deducted from in addition to a statement of the deducted sums attached with a receipt.

Article 147: Union's members have the solely right in the funds which cannot be transferred to any other party. Premises, clubs, institutes, libraries and buildings owned by the union which have been founded to serve the social and cultural goals of the union cannot be confiscated nor can the furniture and items in its offices be confiscated.

Article 148: Union's finance and its budget and accounts are controlled by the heads of finance offices and supervised by the executive office and branch offices and should be endorsed annually by the branch and general councils.

Article 149: The fiscal year of the union starts in January and ends up in the end of December. The first half of January a complementary period during which financial obligations due on the union for previous contracts signed from last fiscal year.

Article 150: It is not allowed to dedicate a certain revenue to cover certain expenses. They are only deducted from the estimated budget dedicated for it.

Article 151: Membership is deemed valid from the date of paying the first monthly subscription. If a member stops paying the subscription for whatever reason and then came back, he/she has to pay the whole subscriptions in one installment and they can't be paid on installments as membership is inseparable.

Article 152: the annual estimated budget is set for each branch and ratified by the general council. Expenditure is done accordingly during the fiscal year.

Article 153: The project of estimated budget of expenditures is prepared by the branch offices and must be presented at least within a month starting from the fiscal year to be discussed and passed.

Article 154: The estimated calculation of expenses should include the required sums to be spent on the expenditures of branches in the light of actual need.

Article 155: estimated expenses are deemed funds whose limits expenditures should not exceed unless they are referred to in the estimated budget as unexclusive funds.

Article 156: If the fiscal year starts and the budget has not been approved, expenditures and charges be deducted from the allocations of the previous budget. The charges and expenses, however, are deducted from the funds of the new fiscal year.

Article 157: It is not permissible to exceed the approved budget without a decision from the general council. It is permissible to transfer some funds from a branch to another by a decision from the executive office.

Article 158: When approving expenses, heads of branches should make sure they do not exceed the allocated funds of the budget and also that they do not violate the detailed instructions of expenditure (issued by the executive office).

Article 159: payments mean all financial rights pertaining the others and form a financial commitment due on the union during the fiscal cycle. Payments are divided into three parts:

Expenses department- department of furniture-department of investment projects

Article 160: Expenses department is divided into the following branches:

- 1- Salaries, wages and compensations.
- 2- Leaves
- 3- Post and telephone
- 4- Heating, lighting and water
- 5- Stationary and printings.
- 6- Journals and magazines.
- 7- Catering and reception
- 8- Transport allowance
- 9- Internal bulletin

- 10- Participation in organizations
- 11- Miscellaneous supplies.
- 12- Different activities.
- 13- Cars and thereof expenses.
- 14- Buildings' renovation and restoration.

Article 161: Every chairman has got a finance office which receives an advance funding that does not exceed the limits drawn according to the instructions issued by the executive office.

Article 162: The general council or the executive office may grant a temporary advance fund for certain purposes provided that expenses and legal documents be presented as soon as the purpose for which the fund has been granted for is over.

Article 163: The expenses are spent as per formal deeds with a date and number as well as the general council's decision, its office, branch council or its office. The deeds are organized by heads of finance offices and signed by the co-chairs attached with the required expenses deeds.

Article 164: co-chairs are deemed authorizer of disbursements and can delegate this power to those who represent them in case of emergencies as per a formal decision.

Article 165: The branches expend within the limits of their funds in the budget which the general council determines and which the union's office makes it available. Disbursement is not final without a disbursement order attached with the required documents.

Article 166: The financial obligations due on the union are paid pursuant to bonds issued with the name of beneficiaries on the bond except the urgent and small amounts which are spent from the cash funds pursuant to the decision of the executive office.

Article 167: Heads of finance offices who give money orders have to ascertain the following:

- a) The items have been received by the union and they have been spent for the union.
- b) The one who receives the sum is the beneficiary or someone who has been authorized by the beneficiary.

Article 168: Heads of finance offices are responsible for proper expenditure, its control and organizing the required disbursement orders to notify that the expenditure has been according to the procedures and within the funds listed in the budget provided that that all documents are attached to prove the proper way of spending. The disbursement is not final unless signed by the auditor and the value of the transferred sum has been deducted from the advance cash. It is provided that this happens within a period no more than three months.

Article 169: Procurement committees are comprised of the head of finance office and two members nominated and given powers by a decision from the executive office or the branch office. Procurement office is responsible prices moderation and look for the benefit of the union while buying and selecting the best items. The union is not responsible for the expenditures of the procurement committee unless they are attached with money order

Article 170: procurement of items and supplies is made for services, implement works and secure all other requirements pursuant to the decisions and instructions of the executive office.

Article 171: it is permissible to do deals according to secure works and materials for a period of no more than one fiscal cycle as per the decision of the executive office.

Article 172: all conditions stated by the executive office and its instructions to accountants of the administrations are applied on all ways of securing the required items and supplies.

Article 173: All revenues obtained on the behalf of the union are deposited directly by the concerned person in the fund of teachers' union; except the small sums, whose values are determined by the executive office, that can be deposited by the branch offices. Any violation causes legal liability.

Article 174: Sums cannot be drawn from the Union's fund without money order signed from the head of finance committee on the responsibility of the head of finance committee.

Article 175: registers of expenses and incomes are opened in branches to control payments and receivables provided that the sheets be reported to the executive office on a monthly basis and continuously to get them registered in the prepared registers.

Article 176: Accounting in the union are done according to the procedures of double accounting provided that each center and branch carries out record-keeping on their own.

Article 177: For each project of the union's projects an independent account is opened and shows the financial status of the different activities.

Article 178: the budget is approved after completing it by the executive office and it should be ratified by the general council.

Article 179: the imports are registered in on the creditor side of the open accounts and payments are registered on the debtor side of the open accounts of payments in a way that guarantees the total sums comply with the total sums stated in documents.

Article 180: The final budget of the union shows the account balances which show the real financial status of the union attached with detailed spreadsheets.

Article 181: Heads of finance offices in the executive and branch offices keep documents of furniture's [procurement] provided that an annual and periodical inventory be made as per a formal minutes a copy of which is sent to the executive office.

Article 182: lists of consumed items and supplies are presented to the executive office in the center. The branch offices ratify them according to the provisions and regulations in force.

Article 183: The financial affairs of the union are organized at the headquarter and branches where registers of incomes and outcomes are controlled as per detailed instructions issued by the executive office that the concerned parties undertake to adhere to and implement under the risk of liability.

Article 184: the financial committee is in charge of organizing and controlling registers and register the bonds, incomes and expenses as well as input all amendments. It is also responsible for preparing and completing the final budget and input every possible amendment to organize the financial matters.

article 185: The conference of the union has the right to dispose the funds according to the provisions and bylaw of the union.

Section Eleven

General and miscellaneous provisions

Article 186: The member cannot combine two executive posts. They have the right to combine whatever number of conference memberships.

Article 187: Administrative staff of the union have the right to get annual leaves which are issued by a letter from the executive office.

Article 188: Administrative elected staff cannot be transferred to another department before losing the administrative capacity or upon their own request.

Article 189: Female teachers organize themselves within the union as per instructions issued by women's office in civil society organizations.

Article 190: Female teachers organize themselves on all levels of elections as stipulated in the bylaw.

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