

English Statute of (Duhok) institute for general culture

Article 1/ institute name

Duhok institute for general culture (DIGC)

Article 2/ institute definition

DIGC is an independent non-governmental organization for general culture registered as local NGO with Kurdistan Region Government; run by a number of persons interested in public culture in Kurdistan region in general and in Duhok governorate in particular.

Article 3/ institute headquarter

The institute's main office is in Dohuk governorate; having the right to open branches in different districts and sub-districts in Kurdistan upon approval of management board.

Article 4/ institute personality

The institute has a moral independent personality, has the right of sue and possession.

Article 5/ institute targets

- 1- Serving all aspects of general culture in Kurdistan including districts and sub-districts;**
- 2- Gathering intellectuals in order to identify and enhance general culture level and Kurdish folklore through seminars and symposiums;**
- 3- Supporting intellectuals and talents within institute frame work;**
- 4- Reinforcing relations with cultural centers, groups, syndicates, civil society organizations, institutions and intellectuals in Kurdistan and abroad based on that they don't have a hostile attitude towards Kurdish issue and Kurdish culture;**
- 5- Protect cultural and national identity and enhance democracy, civilization, human rights level in the society**
- 6- Support the government and Kurdistan parliament as true representatives of Kurdish people**
- 7- Trying to have a significant role in unifying intellectuals against all events and developments**
- 8-Introducing Kurdish culture and civilization to international community**
- 9-Support democratization of cultural activities and liberate Kurdish culture from (religion, doctrine, ethnicity, political parties intervention)**
- 10- Interested in raising awareness on environment protection , antiques and general service sites**
- 11- Holding responsible towards all shortcomings and defects made in general culture in all districts and sub-districts**
- 12- Trying to reinforce and support criticizing movement and translation process in general culture aspects.**

- Article 6/ activities**

- 1-Prepare , organize and present seminars and symposiums on general culture**

2- Issuing general culture periodics such as(books, magazines, newspapers,...etc) deal with general culture in Kurdistan and show cultural production of the region

3- Revive national anniversaries through seminars, symposiums and parties

4-Conduct cultural sessions with participation of specialized persons

5-Form a library of all kinds of books, magazines and newspapers

6-Prepare and present a cultural program to be broadcasted on Radio and TV

7-Write and research on certain issues and combining them in books to be printed under custody of the institute

8- Organize an annual competition on cultural subjects, researches and literal texts in which the first and second winners are awarded by the institute through decent ceremonies

9-Have a nominal award to be given to an intellectual every year as appreciation to his efforts

- **Article 7/ Institute composition**

Management board:

Composed of seven members:

1- Management board meet twice a month

2- Any decision, proposal or meeting will not be taken in consideration legally unless the majority of Management board members are attending

3-All decisions, proposals, actions and behavior made by Management board should conform with the institute statute

4-Identifying volunteers

5-Supervising activities of other sections

6-Organize all records and admin & financial affairs of institute sections

7-Represent institute in any time or place

8-Punishing any member of the board if found neglecting his duties as per the institute statute

- **Article 8/ institute sections**

Item 1 – cultural and artistic section

A- Cultural activities:

1-Prepare institute’s cultural season

2-Manage seminars and symposiums

3-Prepare cultural reports for Management board

4-Assign staff to participate in festivals, seminars and symposiums

5-Recording and organizing institute's cultural activities

6-Archives and respond to messages wrote on institute in magazines and newspapers

7- Collect and send members' productions to

Magazines and newspapers

B- Artistic activities:

1- Forming a musical team

2- Forming a team for folklore dances

3- Opening training course on teaching various musical instruments

4- Pay attention to movie, theatre, plastic arts and music

5- Open art exhibitions for talented persons

6- Conduct artistic seminars and symposiums attended by art experts

Item 2 – Researches and projects section:

1- Carry out researches on various cultural subjects

2- Distribute the accomplished researches via Media and other distribution channels

3- Prepare proposals and submit them to granting organizations both local and international

4- Receive proposals ideas from Management board and institute volunteers

5- Implement and supervise the projects within the institute

Item 3 – management and finance section

1- Open an appropriate record for financial income of institute and show expenses

2- Prepare a file for meetings and decisions

3- Special file for institute equipments

4- Prepare special file for each of the institute member

- 5- Prepare and present the essential reports to Management board
- 6- Special files for in-coming and out-going
- 7- Assess and approve financial reports of other sections
- 8- Submit periodic reports on meetings to the Management board
- 9- Prepare admin and finance report for Management board
- 10- Institute income should be spent according to an outlined plan

Item 4 – relations and information section

A- Relations:

- 1- Relations with cultural centers, groups, syndicates, civil society organizations, political and administrative institutions in order to serve intellectuals and culture in Kurdistan
- 2- Relations with intellectuals, writers, journalists, experts and talents in cultural field
- 3- Relations with educated persons and cultural institutions for the purpose of conducting seminars and symposiums
- 4- Receiving guests and delegations, and pay visits to places outside institute where management boards see it necessary
- 5- Assign and form supervising and receiving committees while conducting festivals, general conferences and other occasions

B- Media:

- 1- Prepare media reports for Management board
- 2- Archives and record the institute activities
- 3- Publish institute activities through media channels
- 4- Collect members' activities and productions and send them to magazines and newspapers
- 5- Prepare halls with their equipment's for seminars and symposiums
- 6- Declare notices and send requests
 - Article 9/ Head of institute
- 1- Represent the institute in all institutions and corporations
- 2- Chair Management board meetings , and has the right to notify one of section heads to chair the meeting in advance

- 3- Responsible for all institute activities
- 4- Has the right to follow up all institute sections
- 5- In irregular conditions has the right to make decisions except in case of dismantling the institute which is the right of management board.
- 6- In case of being absent for three meetings without a reasonable excuse or previous notification for permission, Management board will directly select another head from the Management board in addition to deputy member who will be a member of Management board

- Article 10/ Finance

Institute income resources:

- 1- Annual members subscriptions
- 2- Income of (activities, printings, periodics and occasions,...etc)
- 3- Receive assistance from persons and parties outside the institute provided that unconditioned
- 4- Assistance from official and governmental parties
- 5- Subsidies allocated by related institutions according to regulations

- Article 11/ institute records

- 1- Volunteers records
- 2- Meetings records
- 3- Accountant records
- 4- Records of transferred and non-transferred assets
- 5- In-coming and out-going records

These records should be ratified by a notary public office.

- Article 12/ Dismantle of institute

Only the Executive board members have the right to dismantle Dohuk institute for general culture, having taken this decision all assets will be returned to the party from which got the official and legal license or to a similar organization having the same goals.

- Article 13/ financial supervision

Annually, all income and financial records of institute should be ratified by a general directorate of financial monitoring in Kurdistan region government and constantly supervised.

www.digc.info