

Rules of Procedure

Syrian Democratic Council

7 April 2016

I. Name

The Syrian Democratic Council (SDC).

II. Definition

The SDC is a Syrian national democratic political umbrella that consists of a group of Syrian political powers, parties, popular and cultural entities, and national figures. It is open to all organizations and political figures that believe in the vision of the Council, as well as all the social components and political entities that are prepared to assume their responsibilities to save Syria and achieve the aspirations of the Syrian people for peace, radical change and a democratic secular system. Therefore, the SDC, through its civil, political and military powers as well as national figures, is engaged in political struggles according to its program, which is the main reference for the work of the Council. The SCD aims to establish a federal political system through the implementation of the principle of decentralization, adopted by the Council, and to move away from the authoritarian and totalitarian centralized system.

Logo: is a map of Syria in yellow within a white circle and the name of the Council is written in black, red and blue.

III. Organizational Structure

1. **General Conference:** It is the highest body within the SDC. It convenes once a year, and whenever is needed in exceptional circumstances at the invitation of the Political Council and at the request of two-thirds of the members. The Organizational Office and the Executive Council determine the number of participants in the General Conference.
2. **Political Council:** It consists of representatives of all components of the SDC during the General Conference (43-50 members). The Political Council meets once every two months and its meetings considered legal if attended by more than half of its members. If less than half are present, the meeting is postponed for an hour and then convened by whoever is present. The Political Council has the right to hold extraordinary meetings at the request of the Presidential Council or the request of more than half of its members. The Presidential Council is accountable to the Political Council, which is accountable to the General Conference. The Political Council represents the will of the SDC between sessions of the General Conference. It forms local and regional councils in the provinces and other possible arenas. It is considered a legislative and executive body at the same time.
3. **Executive Council:** It consists of 13-15 members in addition to the Co-Presidents. It serves as the executive leadership body of the SDC. It follows up the implementation of

the decisions of the SDC's conferences and the Political Council and oversees the work of the SDC's offices and committees. Members of the Executive Council are elected by the Political Council for a one-year term and are accountable to the Political Council and the General Conference of the SDC. It holds meetings every 15 days or whenever necessary. It elects 2 vice presidents within its members, who assume the role of the Co-Presidents in case of their absence.

4. **Co-Presidency:** the Co-Presidents represent the SDC and act as a speaker. They preside over the work of the Executive Council as well as the Political Council, and lead the two bodies and are elected by the General Conference.

IV. Decision-Making Mechanism

Consensus, which brings together all members of the SDC, is the principle of decision making. If consensus is not possible, the approval of two-thirds of the members of the Executive or Political Council or any other SDC institutions is needed.

V. Organizational Mechanism of the Offices

The Executive Council depends on a group of central offices, operating within its competencies according to the mechanism of institutional work and in direct co-ordination with the Executive Council and the Co-Presidency to achieve the objectives outlined for them. The offices are open to all members of the SDC and each office has its own internal regulations that organize its work after the approval of the Executive Council. Each office is headed by a member of the Executive Council. The offices are:

1. Organization Office

The functions of the Organization Office are:

1. To prepare the regulations that govern and organize the work of the SDC.
2. To develop training plans and courses for members.
3. To prepare festivals, symposia and conferences.
4. To determine the number of members of the annual General Conference in coordination with the Preparatory Committee.

2. Office of the Secretariat

The functions of the Office of the Secretariat are:

1. To organize and archive records of members and blocs of the SDC.
2. It is the office concerned with the preparation of the meetings of the Executive Council and the notification of invitations to attend, as well as recording and archiving meetings' minutes.
3. To form a bureau that controls and archives all the SDC's correspondence.

3. Public Relations Office

The functions of the Public Relations Office are:

1. To take responsibility for political and diplomatic relations at home and abroad.
2. To communicate with all Syrian powers at home and the powers that exist abroad to serve the interests of the Syrian people.
3. To improve the social relations between all the members of Syrian society and to strengthen the bonds between all components through participation in all religious and national events and any other occasions that bring together members of society.

4. Women's Office

The functions of the Women's Office:

1. To educate women and raise their awareness, so that they play their leading role in society.
2. To empower women in decision-making positions and activate their role in all political, social and economic aspects of life.
3. To encourage women from all components of Syrian society to join the SDC.
4. To communicate with all women's organizations at home and abroad.
5. To end all kinds of violence against women and combat male authoritarian mindset.

5. Information Office

The functions of the Information Office are:

1. To communicate with the media and supervise the SDC's official website.
2. To develop plans and information programs and the foundations of communication with all actors in the community.
3. To issue a periodical journal in the name of the SDC.
4. To work on issuing a weekly professional media journal, consistent with the policy of the SDC
5. To designate and determine the responsibilities of those appointed to manage websites.

6. Finance Office

The functions of the Finance Office are:

1. To supervise the SDC's financial resources and expenses.
2. To set up a special financial and accounting system for the SDC.
3. To check all disbursements and expenditures of the SDC.
4. To propose expenses plan to the SDC.
5. To collect donations from the members of the SDC periodically.

7. Youth Office

The functions of the Youth Office are:

1. To organize the young people in Syrian society according to the principles of the moral and political community, the freedom of women and the participatory society, as the leading force to build a democratic Syria.
2. To communicate with youth groups of all components of society and achieve good relations between them at all levels.
3. To ensure the effective participation of young people in all SDC's offices, as representatives of the youth, provided that such participation takes place through the Youth Office.
4. To train and educate the youth through organizing courses, seminars and activities and encouraging them to protect the environment.

VI. Terms and Conditions of Membership

- Any political party or entity as well as independent figures, who believe in the political solution to the Syrian crisis, may join the SDC after submitting a written request, and the approval of the Executive Council and the Co-Presidency.
- Membership is given to those who accept the Political Program and the Rules of Procedure of the SDC after the approval of the Executive Council.
- Membership can be revoked at any time, when the basic principles of the SDC have been evidently violated. Revocation of membership shall be approved by two-thirds of members of the Political Council.
- The Syrian Democratic Forces are represented in the Political Council of the SDC.