

# 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 organisations 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 programme, which is the main reference for the work of the Council. The SDC aims to establish a federal political system through the implementation of the principle of decentralisation, adopted by the Council, and to move away from the authoritarian and totalitarian centralised 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. Organisational 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 Body and at the request of two-thirds of the members. The Organisational Bureau and the Presidential Body determine the number of participants in the Conference.
2. **Political Body:** It consists of representatives of all components of the SDC during the General Conference (43-50 members). The Political Body 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 Body has the right to hold extraordinary meetings at the request of the Presidential Body or the request of more than half of its members. The Presidential Body is accountable to the Political Body, which is accountable to the General Conference. The Political Body represents the will of the SDC between the two conferences. 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. **Presidential Body:** 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 Body and oversees the work of

the SDC's offices and committees. Members of the Presidential Body are elected by the Political Body for a one-year term and is accountable to the Political Body and the General 2 Conference of the SDC. It hold 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 Presidential Body as well as the Political Body, 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 decisionmaking. If consensus is not possible, the approval of two-thirds of the members of the Presidential or Political Body or any other SDC institutions is needed.

#### **V. Organisational Mechanism of the Offices**

The Presidential Body 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 Presidential Body 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 organise its work after the approval of the Presidential Body. Each office is headed by a member of the Presidential Body. The offices are:

##### **1. Organisation Office**

The functions of the Organisation Office are:

1. To prepare the regulations that govern and organise 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 organise and archive records of members and blocs of the SDC.
2. It is the office concerned with the preparation of the meetings of the Presidential Body 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 organisations 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 programmes 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 organise 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 organising 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 Presidential Body and the Co-Presidency.
- Membership is given to those who accept the Political Programme and the Rules of Procedure of the SDC after the approval of the Presidential Body.
- 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 Body.
- The Syrian Democratic Forces are represented in the Political Body of the SDC.