

Statutes of **RuKAV**

German: “Russischsprechender Kultureller und Akademischer Verein”

English: “Russian-speaking Cultural and Academic Association”

Chapter I: The Association

Article I: Legal form

The “Russian-speaking Academic Association” (in German, “RUssischsPREchender Akademischer Verein”, otherwise known as “RuKAV”) is a non-profit organization headquartered and registered in Zurich (Switzerland)

- a) The above name (in its abbreviated form) must be mentioned in all acts, invoices, announcements, publications, letters, orders, and other official documents created and/or agreed upon by the association

The association was established on 19.07.2025 in Zurich for an undefined duration and can be disbanded at any moment under the rules for disbandment enshrined in the statutes of the organization

Article II: Goals

1. The RuKAV is a not commercially, politically, or religiously motivated association, which pursues the following goals
 - a. To facilitate connections among students and academics, and others who share common interests, values, and deep connection to the Russian language, promoting collaboration and mutual support within the academic and professional communities in Zurich
 - b. To welcome new Russian-speaking members of ETH, UZH, and other higher education or research institutions in Zurich and facilitate their integration
 - c. To provide assistance and protection when the rights or interests of Russian-speaking academics are violated
 - d. To represent members of the association and their interests at meetings with other students, academics, associations, and institutions across Switzerland
 - e. To establish connections between academic and cultural institutions in Zurich (and across Switzerland) and in Russian-speaking countries, enhancing mutual exchange
 - f. To organize events that promote cultures of Russian-speaking countries within research institutions in Zurich
 - g. To bring together like-minded Russian-speaking people for joint events, cultural exchange, and open communication at research institutions in Zurich
 - h. To organize educational, social, cultural, sports, and other activities for both members of the association and the general public, fostering an inclusive community

- i. To promote and teach the Russian language to individuals who do not speak it but have a strong interest in learning
 - j. To foster an understanding of Russian-speaking countries' history, culture, and unique aspects among students at ETH, UZH, and other higher education and research institutions in Zurich.
2. The RuKAV declares that the funds of the RuKAV will be allocated to the purposes decided above

Article III: Resources

1. The revenue of the RuKAV is made up of
 - a. Donations and contributions of sponsors and members
 - b. Private and public funding from organizations
 - c. Proceeds from public events organized by the RuKAV or other associations
 - d. Membership fees are agreed upon at the General Assembly (GA) every year
 - e. Any other resources authorized by Swiss law.

Article IV: Language

1. Russian is the primary language used for internal communication, including the General Assembly, board and general meetings, events, social media, and all official documentation

Chapter II: Members of the Association

Article V: Membership

1. Three types of memberships exist in the association
 - a. Active members
 - b. Passive members
 - c. Honorary members
2. The association must have at least six active members (incl. at least three board members) to function
3. Active members split up into Board members and non-Board members

Article VI: Membership Entry

2. There are 3 types of members:

- a) *Active* - with a right to vote in GA

Any student, alumnus/alumna, faculty member, or employee of the Swiss academic institution, who resides in Switzerland, can become an active member of the RuKAV. This member should be interested in the Russian language and activities of the RuKAV and agree to support its mission.

- b) *Passive* - without the right to vote in GA

Any person residing in Switzerland and who is interested in the activities of the RuKAV and agrees to support the mission of the

RuKAV can become its passive member

- c) *Honorary* - without the right to vote in GA and exempt from fees.

The Board appoints such a person according to the Article IX

3. Membership applications should be sent to the Board electronically or in writing. They should include the name, country of origin, contact information (email or phone number), academic position/title with corresponding proofs, approximate level of Russian language knowledge, and motivation to join the association. Members should live in Switzerland upon applying
 - a) After submitting the application and paying the membership fee (if it is not set to 0 CHF/year, otherwise no payment is needed), the person becomes a passive member of the Association.
 - b) The board with a simple majority vote decides whether to accept the candidate as an active member depending on the provided information (the candidate has to show they are eligible to be an active member)

Article VII: Membership Rights and Obligations

1. The Board regularly updates the list of RuKAV members
2. Each active member of RuKAV gets one vote at the GA and can be elected to the Board
3. Members are required to abide by the purposes of the organization and the Statutes
4. All RuKAV members pay a yearly membership fee (for one calendar year starting on January 1st and ending on December 31st) agreed upon by the GA every year
5. Any member can terminate his/her membership through the following means
 - a. Written notification to the Board and Board confirmation
 - b. Oral notification during the GA and Board approval
 - c. In case of death (for natural persons) or dissolution (for legal persons or institutions)
 - d. By not paying the yearly membership fee by the beginning of the new calendar year (in case it is not set to 0 CHF/year)
6. Membership termination is only effective after confirmation from the Board, membership runs until the end of the year and the fees, if any, should be paid. Membership should be terminated at least one month before the end of the year.
7. A member who has resigned has no right to the assets of the RuKAV and cannot claim refunds of any donations or contributions they made

Article VIII: Membership Exclusion

1. The Board reserves the right to refuse/terminate the membership of any person in case of conflict of interest, misconduct, unconstitutional practice, discriminatory behavior, or incitement of national, linguistic, or other forms of hostility, also when made in the name of RuKAV in the public space
2. The exclusion of a member is decided at the GA on the proposal of the Board
3. The excluded member has no right to the social fund and cannot claim reimbursement for any donations or contributions that he or she has paid
4. Likewise, they cannot claim any account, require any inventory, or demand the liquidation of RuKAV

5. RuKAV does not promote commercial or political organizations. Use of communication channels, such as meetings or internal chats, without approval of the board, is prohibited and may result in exclusion.
6. Orchestrating a prolonged discussion based on political, social, religious etc. agenda, or grievances against other members' views is unwanted, ignoring warnings of the board when doing this may result in exclusion. The board can order these activities to stop and the losses should lie where they fall.
7. Instead of exclusion, a warning can be issued. Second warning results in automatic exclusion. Warnings become obsolete after one year.

Article IX: Honorary Membership

1. Apart from working members (active and passive), the association can have honorary members
2. Honorary members are exempt from membership fees and from voting at the GA
3. This type of membership is generally reserved for persons and entities outside of Zurich or Switzerland who would still like to contribute or participate in the events organized by RuKAV
4. The decision to grant honorary membership is taken through a majority vote by the Board
5. Any person can become an honorary member as long as they agree to abide by the goals and purpose of the organization

Article X: The Board

1. The Board serves as the executive body of the RuKAV. It manages the association within the framework of the statutes and the directives of the GA. In particular, the Board:
 - a. Decides on the orientation of the association;
 - b. Decides on the projects to be developed and maintains contact with partners;
 - c. Admits new members, while retaining a right of refusal;
 - d. Approves the resignation of working members and decides about the membership termination (see Article VIII)
 - e. Maintains the accounts of the association and submits them to the GA for ratification;
 - f. Convenes the GA and draws up its agenda, including the annual budget,
 - g. Can propose changes to statutes to the GA;
 - h. Keeps a list of members of the association up-to-date;
 - i. Organizes events and fundraisers, communicates them to members, and ensures they run smoothly;
 - j. Supports the initiative of the association's members in providing assistance and protection when the rights or interests of Russian-speaking academics are violated.

Article XI: Board Membership Election

1. The Board consists of a minimum of three members, which must include a President, a Treasurer, and a Secretary, with the Treasurer and Secretary serving the role of Vice-President
2. The Board is elected by the Ordinary GA for a term of one year

3. Members of the Board are eligible for re-election
4. All members of the Board are separately elected and voted on
5. The Board notifies RuKAV members at least one month in advance before the date of the expiry of their mandates and the opening of candidacies for the elections of the board
6. Board members may be elected during the year at an Extraordinary GA, for a term covering the rest of the year

Article XII: Board Membership Termination

1. Every Board member may immediately resign through a written announcement addressed to the President of the RuKAV. If this happens, a replacement functionary may be appointed
2. If a member of the Board cannot carry out his or her full term for reasons other than resignation, the Board may appoint another member to take over the position in question
3. The replacement of the President, Treasurer, and Secretary must be approved at a GA
4. Suppose a Board member is absent for GA once or for regular Board meetings twice without warning the Board (in messenger or per email) and without a valid reason for absence. In that case, he or she will be considered for statutory resignation. The validity of the reasons for absence will be judged by the remaining Board members and voted on by a two-thirds majority of the Board
5. The Board is relieved of its obligations towards the association at the end of its mandate during the Ordinary GA. The termination is not put up for a vote
6. Leaving the Board member has to give access to all the IT- and media resources to the current Board member. As long as the membership is over the former Board member cannot access such resources. This should be also ensured by the board - all the shared passwords to such resources must be changed by it.

Article XIII: Board Membership Roles

1. The tasks of the core functionaries of the Board include but are not limited to, the following
 - a. The *President* presides over the association and organizes the GA. He or she is responsible for the daily functioning of the association, its activities, and assistance to the organization.

The President acts as the legal representative for all documents that mention the name "RuKAV" in reference to the association.

- b. The *Treasurer* is responsible for the accounting of the association. He or she makes up the financial report on every organized activity, including a monthly financial report and a yearly balance of payment statement. The Treasurer is responsible for carrying out outgoing payments and for receiving outstanding payments, fees, and subsidies.

The Treasurer serves as the legal body (in tandem with the President) on all official documents related to RuKAV finances (incl. fees, sponsorships, and contracts). This means that all documents pertaining to finances must be

signed by both the President and Treasurer (as a secondary legal body)

- c. The *Secretary* is responsible for the administrative tasks of the association, such as the creation of records, keeping the list of working members up-to-date, and reports of activities during meetings, as well as the creation of a yearly report. The Secretary is the guardian of the statutes and ensures the legal functioning of the organization.

The Secretary serves as the legal body (in tandem with the President) on all official documents related to RuKAV legislation. This means that all documents pertaining to legislation must be signed by both the President and Secretary (as a secondary legal body)

2. Both the Treasurer and the Secretary serve the role of Vice-President in the absence of the President. The role of the Vice-President is to take over the responsibilities of the President in case of his or her absence. The President may, at any point in time, delegate decision-making powers to each of the Vice-Presidents through a signed letter
3. Apart from the core functionaries, the Board may include other positions, such as
 - a. Events managers (responsible for organizing and managing the events)
 - b. Communication, Sponsoring, and Cooperation managers (responsible for coordinating Social Media and communication to and from members, communication with the sponsors, and cooperation with other organizations)
 - c. IT managers (responsible for operating the website and other IT matters of the organization)
4. The Board is not limited to the roles outlined in this Article and upon the decision of the members of the Board, additional functionaries can be created

Article XIV: Board Operations

1. The Board meets freely, without a fixed schedule, but at least once per academic semester
2. The Board can only convene and decide legally if at least two-thirds of the Board members are present
3. Decisions of the Board are taken by a simple majority unless otherwise specified
4. Each member has only one vote while effective voting power is carried by those members who are present at the Board meeting
5. In the event of a tie, the President's vote (or the vote of the presiding Board member) is decisive
6. When the presiding Board members are the Treasurer and Secretary and, in case of a tie (i.e. the Secretary and Treasurer are present with diverging views), a decision is not reached and is postponed until the next meeting of the Board
7. In case of emergencies, the Board may decide through written agreement, supported by two-thirds of the board members preceded by a video, email, telephone conference, or another means of communication. The written agreement then becomes legally binding
8. A report of the Board's decisions is created and kept in an online format, accessible to all members of the Board. The secretary is responsible for maintaining these reports
9. Every RuKAV member and third party has the right to inspect these reports
10. All social media statements in the name of the RuKAV should be agreed with the board unanimously

Article XV: Board Advisor

1. At any point in time, the Board may assign any individual who is not a member of the Board but is interested in the goals, purposes, and activities of RuKAV, the position of a Board Advisor (multiple Board Advisors can be appointed)
2. The role of a Board Advisor is to consult the Board on its activities, as well as offer expertise, connections, and guidance on future RuKAV events
3. The decision to assign a Board Advisor is taken by a two-thirds majority of the Board at a Board meeting
4. Analogously, the Board may terminate an individual's role as a Board Advisor by a two-thirds majority vote at a Board meeting
5. A board advisor may resign from their position at any time at their own discretion by notifying the board in writing. The resignation is effective immediately and does not require board approval or vote

Chapter III: Sponsors

Article XVI: Sponsorship

1. The purpose of the sponsorship fund is to support the development of the RuKAV and its activities
2. Any individual or legal entity is eligible to become a sponsor of the Association
3. Sponsorship applications should be sent to the Board electronically. After submitting the application, approval by the Board, and paying a contribution, the person becomes a sponsor of the Association. The minimum annual amount of sponsorship contribution is 50 CHF
4. The Board reserves the right to reject the application if the applicant's interests or values contradict the ones of the Association
5. Sponsorship does not automatically grant membership to the applicant. To become a member of the Association, a separate application must be submitted
6. The obligations of the sponsors are limited to the contribution made. The personal liability of individual patrons is excluded
7. Sponsorship benefits include a sponsor certificate, delivery of the annual report, and invitation to the GA

Chapter IV: The General Assembly

Article XVII: Role

1. The *General Assembly (GA)* is the highest sovereign organ of the association, which determines and controls the activities of the association. It automatically takes all decisions that are not the responsibility, by law and these statutes, of another body of the RuKAV In particular, it:
 - a. Elects the Board;
 - b. Approves the budget;

- c. Can expel a member;
- d. Approves any amendments to the statutes;
- e. Closes the current accounting year and opens the next;
- f. Appoints each year, outside the board, a control body (auditor);
- g. Approves the reports of the board, the annual accounts, and balance sheets;
- h. Releases the Board from its obligations towards the association at the end of its term;
- i. Issues an *Opinion* on any proposal appearing on the agenda emanating from the board or a member.

Article XVIII: Operation

1. The GA is split into two types of general meetings
 - a. The *Ordinary General Assembly (OGA)*
 - b. The *Extraordinary General Assembly (EGA)*
2. The OGA is convened twice a year: once in the autumn and once in the spring academic semester
3. It takes place regardless of the number of people present
4. The EGA may be convened on the request of at least 25 percent of the active members or by the decision of the Board (two-thirds majority vote)
5. The Board communicates the date of the GA to its members at least one month in advance in case of the OGA, and at least two weeks in case of an EGA
6. The Board publishes the agenda at least two weeks before the OGA and at least one week before the EGA
7. All members have the right to make proposals and attend the GA
8. Proposals made by the members must be communicated to the Board in writing at least two weeks before a GA, which will then be added to the agenda
9. The Secretary is responsible for writing the protocol of the meeting in Russian or English, which will be made public to all the members. Every member and the third party can have access to the GA protocol

Article XIX: Voting

1. At the beginning of the GA, a vote counter(s) is(are) appointed from the active members and fixed in the protocol
2. Each active member has the right to vote at the GA and has one vote
3. The Board is responsible for checking the right to vote of those present before GA starts
4. The decisions of the GA are taken by a simple majority vote (with the President or presiding board member serving as a tie-breaker) and a two-thirds majority vote in case of changes to these statutes
5. The voting can be conducted through physical in-person presence or online using internet resources.
6. Voting is done non-anonymously unless two or more active members request an anonymous vote

Chapter V: Accounting and Auditing

Article XX: Accounting

1. The corporate and accounting year begins on January 1
2. The Board presents the yearly financial report of the preceding financial year and a financial prospect for the following year to the GA for approval. The GA votes with a simple majority
3. The yearly financial report is submitted to the registry and is kept by the Secretary

Article XXI: Auditing

1. An *auditor(s)* is(are) responsible for auditing the accounts and the balance sheet presented by the Board, then submitting a report to the GA
2. The auditor(s) is(are) liable to
 - a. Require at all and any time the account statements and accounting documents of the association, as well as check the status of the cash register at any point in time
 - b. Convene EGAs in the event of serious malfunctions in the association
 - c. Attend Board meetings

Article XXII: Auditor Elections

1. Auditor(s) can be elected each year at the GA
2. Any non-member or member of the association may be elected as an auditor
3. In the event of the resignation of an auditor, the Board can convene a GA within a reasonable time to elect a new auditor

Chapter VI: Statutes

Article XXIII: Statutory Duty

1. Every Board member of the association is expected to have read the statutes, know them, and accept them
2. Every member is expected to be familiar with the goal and purpose of the association enshrined in the statutes and their rights and obligations under the statutes
3. In case a member cannot agree with one or more articles of the statutes, a complaint can be filed with the GA

Article XXIV: Statutory Adjustments

1. The statutes may only be adjusted during a GA according to the rules set out in Article XIX
2. All statutory adjustments must be dated and signed by all acting core functionaries of the Board

3. The new statutory adjustments definitively change all articles from the previous version of the statutes under the effect of the latest adjustments

Chapter VII: Liabilities and Signature

Article XXV: Liability

1. The commitments and liabilities of the RuKAV are only guaranteed by the association's assets
2. Working members do not assume any personal liability or obligation to make additional payments for the commitments made by the association

Article XXVI: Signature

1. The President and the Treasurer have joint power over the bank and postal accounts of the association, as well as all financial operations within the framework of the decisions by the GA
2. For any commitment other than financial, particularly pertaining to legal commitments, the President and Secretary have joint legal power (pertaining to the signing of documents}
3. The legal power of the Treasurer and Secretary may be delegated to any other Board member by the Treasurer and Secretary in their respective area of competencies

Chapter VIII:

Article XXVII: Data protection

1. The association collects only the needed for its functioning personal data. The Board protects the security of such data.
2. Members of the association should know Email addresses of all the other members in order to be able to communicate and discuss for example the need for EGA and initiate its convention.

Chapter IX: Dissolution

Article XXVIII: Dissolution of the Association

1. The dissolution of the RuKAV can only be pronounced in the GA, by a two-thirds majority of the working members present, and only on the proposal of the Board
2. Any assets still available after payment of all debts of the association will be handed over to an association or recognized institution of general interest in the canton of Zurich pursuing identical or similar goals. Under no circumstance may the goods be returned to the physical founders or members, nor used for their benefits in whole or in part

Chapter X: Closure

Article XXIX: Translation

1. In case of a possible translation of the statutes, the English version remains authentic and legally binding

Article XXX: Approval

1. For all cases not covered in these statutes, the association relies on Articles 60 et seq. of the Swiss Civil Code
2. These statutes were entered into force after their approval at the GA on 19.07.2025 in Zurich

President

Treasurer

Secretary