

Approved  
By the decision of the founder No. 0510  
dated October 05, 2018

**THE CHARTER  
of NPO "Educational Center  
"Aristotel""**

# Moscow city 2018

## **Section 1. GENERAL PROVISIONS.**

1.1 The private institution of additional education "Educational Center" Aristotel "(hereinafter referred to as the Institution) was created on the basis of the decision of the Founder and in accordance with the Civil Code of the Russian Federation, Federal Laws "On Education" and "On Non-Commercial Organizations", other regulatory legal acts of the Russian Federation for the implementation of educational goals provided for by the provisions of this Charter.

1.2 The full name of the Institution in Russian: Private institution of additional education "Educational Center" Aristotel ". Abbreviated name: NPO "Educational Center" Aristotel ". Name in English: NPO "Education Center" Aristotel ".

1.3 The location of the Institution is determined by the location of the permanent executive body: Moscow

1.4 The Founder of the Institution is an individual citizen of the Russian Federation:

Yakusheva Svetlana Vladimirovna, passport 46 11 251495, issued by TP in the village. Selyatino OUFMS of Russia across the Moscow region. in the Naro-Fominsk district on 03/14/2011, the subdivision code 500-093, registration address: Moscow region, Naro-Fominsk district, pos. Selyatino, 10, apt. 24

1.5 The status of the Institution is non-governmental.

1.6 The organizational and legal form of the Institution is a private institution.

1.7 Type of Institution - organization of additional education.

1.8 An institution is a legal entity from the moment of its state registration in accordance with the procedure established by law, owns separate property, has an independent balance sheet, on its own behalf can acquire and exercise property and non-property rights, bear obligations, including concluding contracts and performing other transactions, have current and other accounts (including foreign currency) in bank institutions, be a plaintiff and defendant in court.

1.9 The institution has a seal with the full name in Russian, stamps and letterheads with its name.

1.10 An institution can voluntarily enter into unions, associations, as well as international organizations, while maintaining the independence and rights of a legal entity.

1.11 An institution has the right to execute legal acts (transactions) with institutions and enterprises of various forms of ownership and individuals both in the Russian Federation and outside the state. The institution has the exclusive right to use its own logo registered in the established manner for advertising and other purposes, as well as to permit such use by other legal entities and individuals on a contractual basis in accordance with the current legislation of the Russian Federation.

1.12 The institution is a non-profit organization that does not have the main purpose of making a profit.

1.13 The institution has the right to conduct educational activities in the field of additional education and to the benefits established by the legislation of the Russian Federation, from the date of obtaining a license. The institution goes through the licensing procedure in the manner prescribed by the current legislation of the Russian Federation.

1.14 The institution is liable for its obligations in cash at its disposal. If they are insufficient, the Founder shall bear subsidiary responsibility for the obligations.

1.15 The state is not responsible for the obligations of the Institution, the Institution is not responsible for the obligations of the state.

1.16 The institution has the right to create branches, structural divisions, open representative offices in the territory of the Russian Federation and abroad, which are not legal entities and act on the basis of the provisions approved by it and in accordance with the legislation of the Russian Federation.

## **Section 2. SUBJECT, AIMS AND OBJECTIVES OF THE ESTABLISHMENT**

2.1 The subject of the institution's activities is the implementation of the educational process within the framework of additional education for children and adults.

2.2 The main goal of the activities of the Institution is the fullest satisfaction of the educational needs of the population.

2.3 To achieve the goal set in clause 2.2 of this Charter, the Institution solves the following tasks:

- creating conditions for the realization of the potential educational opportunities of children and adults, comprehensive satisfaction of educational needs outside the main general educational programs;
- assistance in defining life plans, vocational guidance of students;
- meeting the needs of society for qualified specialists;
- disseminating knowledge among the population, raising its educational and cultural level, including through the provision of paid educational services;
- formation and development of creative abilities of students;

- meeting the individual needs of students in intellectual, artistic, aesthetic, moral and intellectual development;
- formation of a culture of healthy and safe lifestyle, preservation and strengthening of the physical and mental health of children;
- providing spiritual and moral, civil-patriotic, military-patriotic, labor education of students;
- physical, intellectual and personal development of each child, taking into account his individual characteristics, identification, development and support of talented students, as well as persons who have shown outstanding abilities;
- adaptation of pupils to life in society, creation of a basis for informed choice and subsequent development of professional educational programs, professional orientation of students;
- creation and provision of the necessary conditions for personal development, health promotion, professional self-determination and creative work of students;
- socialization and adaptation of students to life in society, familiarizing children with universal human values, the formation of a general culture of students;
- interaction with the family to ensure the full development of the child, assistance to the family in raising children;
- meeting other educational needs and interests of students that do not contradict the legislation of the Russian Federation, carried out outside the federal state educational standards and federal state requirements.

2.4 To achieve the specified goals and solve the specified tasks, the Institution:

2.4.1 organizes and implements additional education for children and adults according to additional general developmental programs in the following areas: technical, natural science; artistic; tourist, socio-pedagogical;

2.4.2 implements professional training programs in accordance with the list of professions (specialties) of workers and positions of employees;

2.4.3 conducts one-time classes of various types (including lectures, internships, seminars), not accompanied by the issuance of a training document;

2.4.4 carries out consulting activities on problems related to education for children and adults;

2.4.5 provides services for independent assessment of knowledge, including for basic general education programs;

2.4.6 carries out consulting activities on preparation for state final certification, completing the development of basic educational programs of basic general and secondary general

education, preparation for admission to professional educational organizations and educational institutions of higher education;

2.4.7 conducts training exams in the format of the state final certification, which completes the development of the basic educational programs of basic general and secondary general education;

2.4.8 conducts training exams in the format of international certification in foreign languages for different levels;

2.4.9 conducts psychological and pedagogical diagnostics, testing, consultations and trainings of psychologists, defectologists and speech therapists;

2.4.10 provides services of psychological, pedagogical and social assistance to students experiencing difficulties in mastering basic general educational programs, in development and social adaptation;

2.4.11 provides advice to parents (legal representatives) of children, employees of educational organizations and other organizations on the issues of upbringing and teaching children;

2.4.12 conducts educational work in order to increase the psychological competence of parents (legal representatives) of children;

2.4.13 organizes consultations and seminars on the provision of assistance to organizations carrying out educational activities;

2.4.14 organizes the supervision and care of children;

2.4.15 conducts and helps other organizations to conduct olympiads, competitions and other competitions in the intellectual, creative, etc. skill;

2.4.16 organizes specialized camp shifts, seminars, sales exhibitions, conferences (including international ones);

2.4.17 organizes and conducts scientific and practical conferences, seminars, exhibitions and other mass events in the profile of the Institution;

2.4.18 conducts training for specialists of the education system;

2.4.19 conducts research activities in education and the social sphere, carries out the processing of diagnostic studies;

2.4.20 creates international relations and exchanges experience in the field of education with Russian and foreign organizations, scientists and public figures;

2.4.21 develops teaching and methodological aids, computer programs for educational disciplines and for the profile of the Institution;

2.4.22 carries out various editorial and publishing activities for the publication of printed educational and educational-methodical products, including audiovisual, of various types

and purposes (textbooks, educational-methodical manuals and materials, lectures, information and other materials) at the expense of funds received from income-generating activities and the sale of these products (publishing and bookselling activities);

2.4.23 develops and approves curricula and educational programs, draws up visual aids;

2.4.24 ensures the creation and maintenance of an official website on the Internet.

2.5 The institution has the right to carry out, including at the expense of individuals and legal entities, the following activities that are not the main ones:

- performance of works (services) under state and municipal contracts;
- lease of property transferred for operational management;
- provision of services related to the organization and holding of exhibitions, presentations, round tables, seminars, conferences, symposia, competitions and other similar events;
- provision of information, analytical, reference and bibliographic services;
- performance of research work;
- activities in the field of artistic, literary and performing arts, including: activities for organizing and staging theater and opera performances, concerts and other stage performances; activities of ensembles, theater companies, orchestras and groups of musicians; the activities of actors, directors, composers, painters, sculptors and other representatives of the creative profession, performing on an individual basis;
- activities of concert and theater halls: activities of concert and theater halls and other cultural institutions - activities of ticket agencies - activities of recording studios;
- organization of recreation and entertainment, culture and sports;
- advertising activities;
- provision of services for placing advertisements on the Internet sites (portal) of the Institution.

2.6 An institution can carry out entrepreneurial activity only insofar as it serves the achievement of the goals for which it was created. Income from entrepreneurial activity of the Institution is directed to the material, technical and organizational support of the statutory activities.

2.7 Certain types of activities, the list of which is determined by Federal laws, the Institution may engage in only upon receipt of a special permit (license).

2.8 To achieve the stated goals and objectives, the Institution may:

2.8.1 provide paid (including educational) services in the manner prescribed by the legislation of the Russian Federation;

2.8.2 attract funds on a charitable basis to finance its activities, voluntary property contributions (voluntary donations);

2.8.3 form temporary and permanent teams of employees with remuneration on a contractual basis;

2.8.4 freely distribute information about its activities;

2.8.5 carry out charitable activities.

### **Section 3. ORGANIZATION OF THE EDUCATIONAL PROCESS**

3.1 The institution carries out the educational process in accordance with the levels of educational programs.

3.2 The content of education in the Institution is determined by educational programs developed and implemented by the Institution independently.

3.3 The educational process in the Institution is regulated by this Charter, internal regulations, regulations on the provision of educational services, other local acts developed and approved by the Institution.

3.4 The educational process is carried out on the basis of the curriculum developed by the Institution independently and is regulated by the schedule of classes approved by the Director of the Institution.

3.5 The institution independently chooses the forms, means and methods of teaching and upbringing in accordance with the Law of the Russian Federation "On Education" and the Charter of the Institution.

3.6 The procedure for the emergence of educational relations, as well as the procedure for their termination, are governed by the local regulations of the Institution in accordance with the current legislation of the Russian Federation.

3.7 Training at the Institution is conducted in Russian, as well as in English, German, French, Arabic, Spanish, Italian, taking into account the peculiarities of the additional educational programs provided for by this Charter.

3.8 Training in additional educational programs is carried out both on an individual basis and in a group.

3.9 Classes are held in the premises of the Institution in full-time form daily in the morning, afternoon and evening, including Saturday and Sunday. It is possible to conduct field classes. Classes are held year-round.

3.10 When implementing additional educational programs, the Institution uses a form of organizing educational activities based on the modular principle of presenting the content of the educational program and building curricula. When conducting classes, various educational technologies are used, including distance educational technologies, e-learning, as well as network forms of implementing educational programs.

3.11 Persons with secondary vocational or higher education and who meet the qualification requirements specified in the qualification reference books and (or) professional standards, taking into account the requirements of the Labor Code of the Russian Federation, are allowed to pedagogical activities in the Institution.

## **Section 4. MANAGEMENT OF THE INSTITUTION**

4.1 Management of the Institution is carried out:

- Founder;
- Director;
- General meeting of employees;
- Pedagogical advice.

4.2 Management of the Institution is carried out in accordance with the legislation of the Russian Federation on the basis of a combination of the principles of one-man management and collegiality.

4.3 The highest governing body of the Institution is the Founder. The main function of the Founder is to ensure that the Institution observes the purposes for which it was created.

4.4 The competence of the Founder includes:

4.4.1 Changes to this Charter;

4.4.2 Determination of the priority directions of the activity of the Institution, the principles of formation and use of its property;

4.4.3 Appointment and early termination of powers of the Director of the Institution;

4.4.4 Appointment and early termination of powers of the members of the Management Board;

4.4.5 Approval of the financial plan (estimates of income and expenses) of the Institution and making changes to it;

4.4.6 Approval of the annual report and the annual balance sheet;

4.4.7 Creation of branches and opening of representative offices of the Institution;

4.4.8 Participation of the Institution in other legal entities;

4.4.9 Reorganization and liquidation of the Institution;

4.4.10 Appointment of the liquidation commission of the Institution and approval of the liquidation balance sheets;

4.5 Questions stipulated in cl. 4.6.1 .; 4.6.2 .; 4.6.3. and 4.6.9. belong to the exclusive competence of the Founder.



4.6 The permanently acting sole executive management body of the Institution is the Director.

4.7 The Director is appointed by the Founder of the Institution for a period of three years. The director is accountable to the Founder. The Director of the Institution can be appointed an unlimited number of times.

4.8 The Director is obliged in his activities to comply with the norms of the current legislation of the Russian Federation, be guided by the requirements of this Charter, decisions of the Founder.

4.9 The Director is obliged to act in the interests of the Institution in good faith and reasonably. By the decision of the Founder, the powers of the director may be terminated ahead of schedule in case of non-fulfillment or improper fulfillment of his duties or his excess of the powers provided for by this Charter and the current legislation of the Russian Federation.

4.10 The Director manages the current activities of the Institution and resolves all issues that are not attributed by this Charter and the legislation of the Russian Federation to the exclusive competence of the Founder, including:

4.10.1 Acts on behalf of the Institution without a power of attorney, representing it in all state and local government bodies, organizations, enterprises and institutions, public organizations, courts, arbitration and arbitration courts, as well as in relationships with individuals;

4.10.2 Organizes the current activities of the Institution, manages educational, economic, financial and other activities in accordance with the legislation of the Russian Federation and this Charter; carries out executive and administrative functions;

4.10.3 Disposes and manages the property, including the funds of the Institution, in accordance with their intended purpose, the requirements of the legislation of the Russian Federation and this Charter;

4.10.4 Carries out the recruitment, transfer and dismissal of employees, applies incentives and imposes disciplinary sanctions; determines working conditions, etc .;

4.10.5 Approves job descriptions and staffing table;

4.10.6 Solves issues related to the conclusion of contracts, the conclusion of other transactions, the determination of obligations and other conditions that do not contradict the legislation of the Russian Federation and this Charter;

4.10.7 Approves the current plans for the activities of the Institution, estimates of income and expenses;

4.10.8 Opens settlement, currency and other accounts in banking institutions;

4.10.9 Ensures implementation of decisions made by the Founder, reports to them on the activities of the Institution as a whole;

4.10.10 Approves the provisions on divisions and other provisions, rules, instructions, other local acts of the Institution that do not contradict the legislation of the Russian Federation and this Charter;

4.10.11 Issues orders, instructions and instructions that do not contradict the legislation of the Russian Federation, this Charter, mandatory for all employees and students of the Institution, including on incentives and the imposition of disciplinary sanctions;

4.10.12 Performs other actions not prohibited by the legislation of the Russian Federation, if they are not the exclusive competence of other management bodies of the Institution.

4.11 The collegial management bodies of the Institution are:

- General meeting of employees of the Institution;
- Pedagogical advice.

4.12 The general meeting of the employees of the Institution is the permanent supreme body of collegial management. All employees working in the Institution at their main place of work participate in the general meeting of employees.

4.13 The general meeting of employees is valid indefinitely. The meeting is convened as needed, but at least once a year in December. The general meeting may be convened at the initiative of the director of the Institution.

4.14 The meeting elects a chairman, who performs the functions of organizing the work of the meeting, and conducts the meeting, a secretary who performs the functions of recording the decisions of the meeting. A meeting of the meeting is competent if more than half of the employees of the Institution are present.

4.15 The competence of the general meeting of employees of the Institution includes:

- gives recommendations on the adoption of local acts regulating labor relations with employees of the institution;
- elects employee representatives to the labor dispute committee of the institution;
- discusses the state of labor discipline in the institution, makes recommendations for its strengthening;
- contributes to the creation of optimal conditions for the organization of labor and professional development of workers;
- supports public initiatives to develop the activities of the institution.

4.16 The decisions of the meeting are taken by an open vote by a simple majority of votes present at the meeting. In the event of a tie, the chairman's vote is decisive.

4.17 The Pedagogical Council of the Institution is a permanent collegial management body that carries out general management of the educational process.

4.18 The pedagogical council includes all pedagogical workers working in the Institution on the basis of an employment contract at the main place of work.

4.19 The Pedagogical Council is valid indefinitely. The Council meets as needed, but at least once a month: every first Tuesday of the school month. The Council may meet at the initiative of the Director of the Institution.

4.20 The Council elects a chairman, who performs the functions of organizing the work of the meeting, and conducts meetings, a secretary, who performs the functions of recording decisions of the meeting. A meeting of the Council is competent if more than half of the employees of the Institution are present.

4.21 The competence of the pedagogical council of the Institution includes:

- giving recommendations to the Director of the Institution on all issues related to the conduct of educational activities of the Institution;
- introduction of the achievements of pedagogical science and advanced pedagogical experience into the practice of the institution;
- interaction with parents (legal representatives of students) on the organization of the educational process,
- support of public initiatives to improve the teaching and education of students.

4.22 Council decisions are taken by open vote by a simple majority of votes present at the meeting. In case of equality of votes, the vote of the chairman is decisive.

## **Section 5. LOCAL REGULATORY ACTS**

5.1 In order to carry out its activities, the Institution has the right to issue local regulations governing its activities, mandatory for employees of the Institution, students, legal representatives of students.

5.2 Local regulations are approved by order of the Director of the Institution.

5.3 Local acts cannot contradict the Charter of the Institution and the current legislation of the Russian Federation.

## **Section 6. STRUCTURE OF FINANCIAL AND ECONOMIC ACTIVITIES**

6.1 Property of the Institution consists of fixed and circulating assets assigned to it by the Founder on the basis of the right of operational management, its own financial resources reflected on its independent balance sheet, as well as other property held by the Institution on the basis of ownership or lease, which is necessary for material support of the activities provided for by the Charter of the Institution (land, buildings, structures, equipment, as well as other necessary property for consumer, social, cultural purposes).

6.2 The Institution owns, uses and disposes of the property that is assigned by the Founder to the Institution on the basis of the right of operational management, within the limits

established by law, in accordance with the goals of its activities (statutory goals), the tasks of the Founder and the purpose of this property in accordance with the Civil Code of the Russian Federation.

6.3 The Founder has the right to withdraw excess, unused or misused property assigned to the Institution on the basis of operational management rights or acquired by the Institution at the expense of funds allocated to it by the Founder for the acquisition of this property. The Founder has the right to dispose of the property confiscated from the Institution at his own discretion.

6.4 The Institution is not entitled to conclude transactions, the (possible) consequences of which are the alienation or encumbrance of the property assigned to it by the Founder on the basis of the right of operational management, as well as property acquired by the Institution at the expense of the funds allocated to it by the Founder for the acquisition of such property, unless such transactions are permitted by the legislation of the Russian Federation.

6.5 The Institution bears full responsibility to the Founder for the safety, effective and rational use of the property assigned to him on the basis of operational management. This property cannot be used for purposes that contradict the main objectives of the Institution.

6.6 The Institution is not entitled to alienate or otherwise dispose of the property assigned to it by the Founder or acquired by the Institution at the expense of the funds allocated to it by the Founder for the acquisition of such property.

6.7 The right of operational management of the property transferred by the Founder under the agreement arises with the Institution from the moment of state registration of the agreement in the prescribed manner.

6.8 Income received from income-generating activities, and property acquired at the expense of these incomes, go to the independent disposal of the Institution and are recorded on a separate balance sheet.

6.9 The institution has the right:

6.9.1 Own, use, and dispose of the property assigned to him on the basis of the right of operational management, in accordance with the goals of his activities, the tasks of the Founder and the purpose of this property.

6.9.2 Carry out production and economic activities in the manner prescribed by the legislation of the Russian Federation;

6.9.3 Acquire property and personal non-property rights on its own behalf, conclude contracts and other transactions with legal entities and individuals on the basis and in the manner prescribed by law;

6.9.4 To create structural divisions without the right of a legal entity to fulfill the statutory goals.

6.9.5 To attract funds from citizens and legal entities with their consent to solve the goals of the Institution, to finance its programs.

6.9.6 Exercise other rights on the basis and in the manner prescribed by law.

6.10 The institution owns the right of ownership:

- for money, property and other objects of property transferred to him by individuals and legal entities in the form of a gift, donation or by will;
- for products of intellectual and creative labor, which are the result of his activities;
- for income from the Institution's own activities and property objects acquired with these incomes.

6.11 The institution has the right to provide free of charge for temporary use, transfer to other organizations and enterprises, sell or otherwise alienate any property belonging to it, including vehicles, inventory, raw materials and other material values and resources, as well as write them off from the balance in the prescribed manner, if they are worn out.

6.12 Sources of formation of the property of the Institution in monetary and other forms are:

- regular and one-time receipts from the Founder;
- collection of fees for educational services;
- receipts from events held by the Institution or other organizations and individuals in its favor;
- income from industrial, entrepreneurial and economic activities, from the sale of paid services provided for by the Charter and other activities not prohibited by the law of the Russian Federation;
- voluntary property contributions and donations;
- income received from the property of the Institution;
- bank loans;
- other sources not prohibited by law.

6.13 Income from entrepreneurial activities and other receipts are used only for statutory purposes and do not belong to the Founder.

6.14 The procedure for maintaining accounting and statistical records and reporting of the Institution is carried out in accordance with the current legislation of the Russian Federation.

6.15 When using bank loans, the Institution is responsible for the implementation of loan agreements within the available funds and compliance with the settlement discipline.

## **Section 7. LIQUIDATION AND REORGANIZATION.**

7.1 Reorganization of the Institution (merger, acquisition, division, separation, transformation) is carried out by the decision of the Founder.

7.2 An institution may be liquidated on the basis and in the manner prescribed by the Civil Code of the Russian Federation, the Federal Law "On Non-Commercial Organizations" and other federal laws.

7.3 The institution can be liquidated:

- if the property of the Institution is not enough to fulfill its goals and the probability of obtaining the necessary property is unrealistic;
- if the goals of the Institution cannot be achieved, and the necessary changes to the goals cannot be made;
- in case of deviation of the Institution in its activities from the goals stipulated by the Charter;
- in other cases provided by law.

7.4 The founder or the court that made the decision on liquidation appoints a liquidation commission (liquidator) and establishes the procedure and terms of liquidation in accordance with the Civil Code of the Russian Federation and the Federal Law "On Non-Commercial Organizations". From the moment of the appointment of the liquidation commission, the powers to manage the affairs of the Institution are transferred to it. The Liquidation Commission acts in court on behalf of the Institution.

7.5 The liquidation commission publishes in the press, which publishes data on the state registration of legal entities, a publication on the liquidation of the Institution, the procedure and deadline for filing claims by its creditors. The term for filing claims by creditors may not be less than two months from the date of publication of the liquidation of the Institution.

7.6 The Liquidation Commission takes measures to identify creditors and receive receivables, and also notifies creditors in writing about the liquidation of the Institution.

7.7 At the end of the period for filing claims by creditors, the liquidation commission draws up an interim liquidation balance sheet, which contains information about the composition of the property of the liquidated Institution, the list of claims made by creditors, as well as the results of their consideration. The interim liquidation balance sheet is approved by the Founder.

7.8 If the liquidated Institution has insufficient funds to satisfy the claims of creditors, the latter have the right to apply to the court with a claim to satisfy the rest of the claims at the expense of the Founder of the Institution.

7.9 Payment of monetary amounts to creditors of a liquidated non-profit organization is made by the liquidation commission in the order of priority established by the Civil Code of the Russian Federation, in accordance with the interim liquidation balance sheet starting from the day of its approval, with the exception of creditors of the fifth priority, payments to which are made after a month from the date of approval of the interim liquidation balance.

7.10 After completing settlements with creditors, the liquidation commission draws up a liquidation balance sheet, which is approved by the Founder of the Institution.

7.11 The property of the Institution remaining after the satisfaction of the creditors' claims is transferred to its Founder, unless otherwise provided by laws and other legal acts of the Russian Federation.

7.12 The liquidation of the Institution is considered completed, and the Institution ceased to exist after making an entry about it in the unified state register of legal entities.

## **Section 8. PROCEDURE FOR MAKING CHANGES AND ADDITIONS TO THE CHARTER.**

8.1 All changes to the Charter of the Institution are made by the Founder and registered in accordance with the procedure established by the current legislation of the Russian Federation.

8.2 State registration of changes and additions to the Charter of the Institution is carried out in the manner prescribed by the current legislation of the Russian Federation.

8.3 Changes to the Charter come into force from the moment of state registration.

## **Section 9. FINAL PROVISIONS**

9.1 This Charter shall enter into force from the moment of its state registration in accordance with the procedure established by the current legislation of the Russian Federation.