



**STATUTE  
of  
the Balkan Civil Society Development Network**

Skopje, July 2009

Based on the Article 5 and 37 of the Law on Citizens Associations and Foundations (Official Gazette of the Republic of Macedonia, no. 31 of 02.07.1998 and no. 27 of 09.03.2007), the founders of the Balkan Civil Society Development Network, on 6<sup>th</sup> July, 2009 agreed on the following:

## **STATUTE of the Balkan Civil Society Development Network**

### **I. GENERAL REGULATIONS**

#### Definition of the organization

##### Article 1

Balkan Civil Society Development Network (hereinafter called: the BCSDN) is a non-profit and civil society organization, which works in the field of civil society development in the Balkan region.

#### Name

##### Article 2

Name of the foundation is "Balkan Civil Society Development Network".  
The abbreviation is the BCSDN.

#### Founders

##### Article 3

Founders of the BCSDN are the following organisations:

1. Albanian Civil Society Foundation, Gjergj Fishta 5/1-K7-ap.29, Tirana, Albania, represented by Pandeli Theodori (PN Z1008591, Rr. Sh. Bexholi, pall. 59/2 ap.26 Tirana, Albania);
2. Center for Development of NGO's, Dalmatinska 78, 81000 Podgorica, Montenegro, represented by Goran Djurovic (PN 001327304, Djoka Mirsevica 21, Podgorica, Montenegro);
3. Centre for Information Services, Cooperation and Development of NGO's, Povsetova 37, 1000 Ljubljana, Slovenia, represented by Kristina Michieli (PN P00958041, Smrtnikova 5, Ljubljana, Slovenia);
4. Center for Promotion of Civil Society, Visegradska 26, 71000 Sarajevo, Bosnia and Hercegovina, represented by Milan Mrdza (PN 5899272, Mliniste 21, Sarajevo, Bosnia and Hercegovina).
5. Cenzura Plus, Setaliste Bacvice 10, 21000 Split, Croatia, represented by Zeljana Buntic Pejakovic (PN 001627393, Kranjceviceva 22, Split, Croatia);
6. Civic Initiatives, Simina 9a, Belgrade, Serbia, represented by Miljenko Dereta (PN 006577365, Kralja Petra 80, Belgrade, Serbia)
7. Diakonia Agapes, Rruga Duresit nn, Tirana, Albania, represented by Dorina Bita (PN Z1662923, Islam Alla 72/1, Tirana, Albania);
8. Kosovar Civil Society Foundation, Josip Relja 29, 10000 Pristina, Kosovo, represented by Venera Hajrullahu (UPIN 0511963915033, Dimo Gavroski Kara 80, Tetovo, Macedonia);
9. Macedonian Center for International Cooperation, Nikola Parapunov nn, 1060 Skopje, Macedonia, represented by Saso Klekovski (UPIN 1304966450048, bul. Partizanski odredi 82/2-16, Skopje, Macedonia) and Aleksandar Krzalovski (UPIN 1906969450081, Isaija Mazhovski 44-2/4, Skopje, Macedonia);
10. Opportunity Associates Romania, Mircea Zorileanu 70, 012056 Bucharest, Romania, represented by Dana Nikulescu (PN 10392388, Mircea Zorileanu 70, Bucharest, Romania);
11. Vesta Association, Djordja Mihajlovica 4, 75000 Tuzla, Bosnia and Herzegovina, represented by Selma Hukic (PN 6299495, Dragodol 11, Tuzla, Bosnia and Herzegovina).

Founders' rights and obligations are legally exhausted with the act of founding of the BCSDN.

### Territory

#### Article 4

BCSDN works in countries of the Balkan region, Europe and internationally according to its mission, vision and goals.

Definition of the Balkans includes: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Kosovo, Macedonia, Moldova, Montenegro, Romania, Serbia, Slovenia and Turkey.

## **II. VISION AND MISSION**

### Vision

#### Article 5

BCSDN's vision is sustainable peace, harmony and prosperity of societies in the Balkan region.

### Mission

#### Article 6

BCSDN's mission is to empower civil society in the Balkans through sharing and developing local practices, concepts and strengthening civil society actors.

### Values

#### Article 7

BCSDN's values are:

- respect of the universal human rights and of the rights of all citizens-men and women of all nationalities, religions and cultures;
- development of a pluralistic and participative democracy;
- socio-economic development and cultural prosperity;
- social cohesion, integration and harmony;
- care for the environment and sustainable development;
- social justice and equality;
- respect for diversity and non-violence.

### Goals

#### Article 8

Goals of the BCSDN are to:

- increase the role of civil society by strengthening its voice in policy- and decision-making on national, regional and EU level;
- strengthen communication, coordination and cooperation between civil society actors in the Balkan region;
- promote civil dialogue between civil society actors, state institutions and the European Union in order to influence public policies;
- develop civil society by increasing knowledge and skills of civil society actors as a base for higher quality of their work;
- promote intercultural dialogue and culture of resource-sharing as a base for efficient exchange and networking.

### Methods

#### Article 9

BCSDN realizes its goals mainly through advocacy and lobbying activities by:

- developing joint positions and statements on initiatives and areas of interest common to all member organisations and by taking necessary action;
- coordinating and cooperating with other organisations, networks and other actors on joint positions and initiatives;

- coordinating cooperation between its members and developing joint projects and initiatives;
- facilitating exchange of information and experience between its members and national and local state institutions and the EU;
- coordinating and compiling researches and relevant information;
- coordinating capacity-building and other events.

### III. ORGANIZATIONS WITH MEMBER AND CONSULTATIVE STATUS

#### Definition

##### Article 10

BCSDN involves in its work organisations and networks, whose goals are in accordance with BCSDN mission, vision and goals.

The involvement can be in form of a member status or consultative status.

The organizations with a member status or consultative status have rights, duties and responsibilities in accordance with this Statute and BCSDN Acts.

Organization founders of the BCSDN become organizations with member status with the act of foundation.

#### Eligibility for member status

##### Article 11

An organization may obtain a member status in BCSDN if it:

- works and contributes to strengthening and/or developing civil society in the Balkan region through activities such as advocacy and capacity development;
- is a civil society organization, registered according to national laws of the country.

#### Eligibility for consultative status

##### Article 12

Interested organisations and non formal networks may obtain a consultative status with BCSDN in line with Article 11, save of paragraph 2.

Organizations with consultative status may participate to the work of BCSDN organs, but do not have the right to vote, to elect or to be elected in the BCSDN organs and do not pay the membership fee.

#### Candidature

##### Article 13

An organization acquires a member or consultative status through:

- expression of interest and statement of acceptance of BCSDN's vision and mission;
- recommendation by at least 2 organizations holding a member status, of which one has to be from the same country as the candidate organizations, if there are organizations with member status from the same country.

#### Decision on status

##### Article 14

The granting of member status and consultative status is decided by the Council, with simple majority vote.

#### Termination of status

##### Article 15

Member status can be terminated if organization:

- does not participate to two subsequent Council meetings without justified cause;
- violates the Statute or other BCSDN Acts;
- does not pay its membership fee for two consecutive years;
- works contrary to the goals, tasks and reputation of the BCSDN;
- is in any other situation envisaged with the Law or this Statute.

The decision on termination is taken by simple majority of all organizations with member status present on the Council meeting.

When the status of an organization with member status has been terminated based on paragraph 1 and 3 of this Article, the organization can become an organization with consultative status if it so declares.

Consultative status by an organization can be terminated based on the same procedure, save of payment of the membership fee.

#### Voluntary termination

##### Article 16

Member and consultative status can be also terminated on a voluntary basis with a written statement by the organization.

#### Register

##### Article 17

BCSDN holds a register of organizations holding a member status and consultative status. The register is up-dated on a yearly basis.

BCSDN guarantees anonymity and invulnerability of personal data of all organizations holding member and consultative status who express the desire for this.

## **IV. GOVERNANCE, MANAGEMENT AND ORGANIZATIONAL STRUCTURE**

#### Governing and management organs

##### Article 18

BCSDN has the Council and the Board. Its executive organ is the Executive Director.

### **1. The Council**

#### Definition of the Council

##### Article 19

The Council is the highest governance body of the BCSDN.

The Council executes its rights and duties based upon and within the limitations of the Statute and general acts of the BCSDN.

The Council is composed of one authorized representative of each organization with member status.

Members of the Council are confirmed by the Council.

Organization with consultative status may attend the Council meetings through its representative.

#### Powers of the Council

##### Article 20

The Council:

- adopts, amends and supplements the Statute;
- adopts the general policy and strategy;
- adopts the annual narrative and financial report;
- approves independent auditor and adopts the audit report;
- decides on the membership fee amount,
- elects members of the Board;
- decides on founding or terminating of organs and other forms of organization of the BCSDN;
- decides on awarding of member and consultative status and the termination of such status;
- adopts rules and procedures;
- performs other matters in conformity with the Statute and general acts of the BCSDN.

Council sessions

## Article 21

The Council works in sessions with minimum one session in calendar year.

The sessions are convoked by the Chairperson of the Council upon his own initiative, upon the request of the Board or upon the request of 1/5 of Council members.

Chairperson of the Council

## Article 22

The session is chaired by the Chairperson of the Council.

The Chairperson is elected on a yearly rotating basis on the proposal of any Council member.

Each Council member can be elected Chairperson of the Council with the exception of elected members of the Board.

Voting

## Article 23

The Council has a quorum if the majority of the total number of its members are present or have voted according to Article 24 or 25.

The Council decides by consensus on vision, mission and goals.

In other cases, the Council decides by majority vote of members present, if this Statute does not foresee a special majority.

In case of undecided vote (equal number of votes), the vote of the Chairperson of the Council is deciding.

Conference call

## Article 24

The Council members can participate and decide on sessions through a conference call with registered conversation.

Proxy voting

## Article 25

The Council members can also decide without a physical session or in absence with a verified signature or signature sent by fax or e-mail.

Meeting records

## Article 26

Each session is recorded by the minutes confirmed by the Chairperson of the Council and one Council member.

**2. The Board**Definition of the Board

## Article 27

The Board is the governing and supervisory organ of the BCSDN.

The Board executes its rights and obligations based upon and within the limitations of the Statute and general acts of the BCSDN.

Composition of the Board

## Article 28

The Board is composed of six members: Chairperson of the Board, Deputy-Chairperson of the Board and four members.

Board members do not necessarily have to be Council members.

Members of the Board from the same organization with member status, have one vote.

### Elections of the Board

#### Article 29

Mandate of the Board members is two years, with the right to re-election.

Election of members is based on candidates proposed by Council members.

Members are elected individually with the majority of Council members voting, but no less than 1/3 of the total number of Council members.

To secure continuity, at least 1/3 of the members of the Board should be from previous term.

In case all members of the Board are not elected, the election for these members should be organized within two months time.

### Chairperson of the Board

#### Article 30

The Chairperson of the Board and Deputy-Chairperson of the Board are elected by the Board with the majority of present members, but not less than 1/3 of the total number of Board members.

The Chairperson of the Board is responsible for the work and decisions of the Board.

In case of absence or other hindrance of the Chairperson of the Board, he/she is replaced by the Deputy-Chairperson of the Board.

### Powers of the Board

#### Article 31

The Board:

- approves strategy, annual programmes, work programmes and financial plans;
- approves general acts of BCSDN, save of acts adopted by the Council;
- adopts measures for good governance of the BCSDN assets and resources;
- approves annual narrative and financial reports;
- selects the Host institution;
- concludes the Management Agreement;
- adopts acts regulating the work of the Executive office;
- appoints the Executive Director, upon proposal of the Host institution;
- decides on association and membership of BCSDN in national and international organizations and networks;
- prepares, adopts and implements decisions by the Council;
- performs also other matters in conformity with the Statute and general acts of the BCSDN.

### Board sessions

#### Article 32

The Board works in sessions with minimum two meetings in a calendar year.

The sessions are convoked by the Chairperson of the Board, upon his own initiative, upon the request by two of Board members, upon the request of 5 Council members or upon request by the Executive Director.

The Chairperson of the Board convokes the session within 15 days of the submission of the request.

The session is recorded by minutes, which are authorized by the Chairperson of the Board, 1 Board member and the Executive Director.

### Voting

#### Article 33

The Board has a quorum if the majority of the total number of its members is present.

The Board decides by majority vote of members present, if this Statute does not foresee a special majority.

In case of undecided vote (equal number of votes), the vote of the Chairperson of the Board is deciding.

Conference call

## Article 34

The Board members can participate and decide on session through a conference call with registered conversation.

Proxy voting

## Article 35

The Board members can also decide without a physical session or in absence with a verified signature or signature sent by fax or e-mail.

**3. Executive office**Definition of the Executive office

## Article 36

The daily work of the BCSDN is organized by the Executive office.

For effective execution of its functions, the Board may entrust the management of the Executive Office to a third party (in further text - the Host institution), for which the Board shall conclude a Management Agreement.

The Host institution is responsible for daily management of professional and administrative matters of BCSDN, supporting the work of the BCSDN organs and implementation of policies and programmes approved by the BCSDN organs.

Powers of the Executive office

## Article 37

The Executive office:

- analyses general trends and problems;
- prepares the sessions of the Council and the Board and appropriate materials;
- manages and co-ordinates all planned BCSDN activities, within the framework determined by the annual programme and the financial plan;
- prepares mid-term and annual programme and financial plans;
- manages the funds in order to provide a maximum return, mobilises new funds;
- performs office work and maintains the archives, and does the accounting;
- submits operational and financial reports;
- identifies new partners, prepares documentation and takes care of the implementation of programme activities, their monitoring and assessment;
- maintains public relations.

Host institution

## Article 38

The Board is responsible for selection of the Host institution based on principle of efficacy, competency, integrity and transparency.

The Host institution is an organization with member status with appropriate professional (technical, human), organizational, financial capacity, integrity and mechanisms of control, including independent audit.

Any specific conditions are agreed by the Board.

Management Agreement

## Article 39

The Board and the Host institution conclude a Management Agreement that regulates the rules and responsibilities especially but not limited to the following: the tasks of the Host institution, engaged persons and their authorisations, responsibility and obligations for submitting reports, representation, compensation, contract period, its extension or termination.

The Management Agreement is concluded for the period of 2 years with the possibility extension.



Basic principles

## Article 40

The Host institution is responsible to manage the BCSDN based on principles of good governance and strictly in the interest of fulfilling goals, work programmes and financial plans and in conformity with laws, the Statute and general acts of the BCSDN.

The Host institution is responsible for any damage to the BCSDN.

Outstanding claims

## Article 41

BCSDN and the Host institution are separate legal entities and have independent financial records and reports.

For this reason, third parties can in no circumstances settle outstanding claims by one with the other party.

Regulations of costs

## Article 42

Management costs of the BCSDN are charged onto the BCSDN.

The structure of costs is regulated by the Management Agreement.

Personnel

## Article 43

For the execution of the Management Agreement, the Host institution is responsible to provide personnel composed of a team leader and needed number of personnel. The personnel are selected based on the principle of competency, experience and integrity.

**4. Executive Director**Definition of the Executive Director

## Article 44

The Executive Director is appointed by the Board on the proposal of the Host institution.

The Executive Director cannot be the person in function of the executive director of the Host institution or person representing another legal entity.

The Executive Director is responsible to the Board.

Scope of work of the Executive Director

## Article 45

The Executive Director is the major administrative and financial official and represents the BCSDN with other institutions, networks and donors.

He/she is also Council and Board's Secretary.

The Executive Director participates in Council and Board sessions without the right to vote.

The Executive Director also:

- manages and organizes the BCSDN operational process;
- follows and analyses the situation and the problems of the BCSDN activities;
- gives forecasts and anticipates the future conditions, problems and opportunities;
- communicates and cooperates with other organizations;
- is responsible for the strategic planning and prepares perspective, annual, operational and financial plans;
- is responsible for the execution of the programme and financial plan, and prepares periodic and annual and financial reports for Council, through the Board;
- manages the Executive office, plans, organizes and executes its operations;
- establishes adequate procedures for the BCSDN operation;
- establishes indicators for working achievements, and assesses and corrects the working achievements;

- represents the BCSDN in the legal proceedings with third parties, takes the responsibility for the legality of the BCSDN operations and for correct practicing of the BCSDN Statute and general acts;
- executes other works in his/her authority, in accordance with the laws and the BCSDN Statute and general acts.

## V. FINANCING

### Sources of funding

#### Article 46

BCSDN acquires and collects funds from: donations, contributions, grants and legacies, loans, revenues from investments, provision of services and membership fee.

### Cost-share

#### Article 47

BCSDN is supportive of principle of partner cost-share, which is applied to coordination activities, i.e. coverage of participation costs to the Council meetings.

### Use of funds

#### Article 48

BCSDN funds are used for goals, tasks and activities, in accordance with this Statute and the general acts of the BCSDN and in conformity with regulations and limitations of the funders.

The surplus of revenues over expenditures that the BCSDN makes cannot be distributed as such to any person. It must be used exclusively for implementation of the goals, tasks and activities of the BCSDN.

### Financial plan

#### Article 49

The financial year coincides with the calendar year.

The amount and manner of distribution of the BCSDN funds are determined every year by the financial plan, based upon the annual programme.

The financial plan is adopted by the Council.

The annual financial plan is adopted at the end of the current calendar year for the next year.

### Financial report

#### Article 50

The Financial Report is approved by the Board and adopted by the Council.

The Annual Financial Report is subject to audit by an independent auditor appointed by the Council.

The Financial Report for the preceding year is adopted not later than 1st June of the current calendar year.

### Transparency and accountability

#### Article 51

The Board manages the funds of the BCSDN in accordance with the valid legal regulations in order to achieve a stable balance of revenues and expenditures.

Financial acts of the BCSDN are signed by the Executive Director.

Each Council member has the right to claim insight into the use of funds and incomes of BCSDN.

### Conflict of interest

#### Article 52

Members of the Board or the Host institution and members of their families cannot have a business interest in any organisation which sells, rents or supplies goods and services to the BCSDN.

An exception to paragraph 1 of this Article may be approved by a decision of the Board with a two-thirds majority of the total number of members, and it should appropriately be published in the annual report of the BCSDN.

Board members, who have a relationship with an organisation that works with the BCSDN, should declare this interest in relation to their organisation and they should be excluded from the relevant decision-making by the Board.

## **VI. PUBLICITY IN OPERATION AND INFORMATION DISSEMINATION**

### Publicity of work

#### Article 53

The work of the BCSDN is public and transparent.

BCSDN organs oblige themselves to provide information to the public.

All information shall be provided upon request.

### Methods of publicity

#### Article 54

Publicity of its work is realized also through:

- press conferences;
- the website;
- annual or regular reports about its work;
- cooperation with the media;
- publications;
- information-dissemination;
- other appropriate communication tools and means.

## **VII. FOUNDATION ACTS**

### General acts

#### Article 55

BCSDN adopts the following general acts: Statute, Rules of Procedure and Code of Conduct.

The Rules of Procedure regulate issues that the Law or this Statute foresees to be regulated by other acts.

Deviations from the Statute and general acts may not be permitted, unless the Statute and general acts are amended and supplemented.

The general acts of BCSDN are signed by the Chairperson of the Council on behalf of the Council.

### Amending and supplementing Statute

#### Article 56

The Council adopts amends and supplements the Statute.

The motion for amending or supplementing the Statute can be submitted by at least 5 members of the Council or by the Board.

The amendments and supplements to the Statute are enacted by a two-thirds majority of the total number of Council members.

## VIII. TERMINATION OF ACTIVITY

### Termination

#### Article 57

BCSDN terminates its activities if:

- decision of termination of activities is agreed by the Council with two-thirds majority;
- other cases envisaged by the Law.

### Distribution of assets

#### Article 58

In case of termination of activity by the BCSDN, the assets and funds will be distributed by the Council.

## IX. OTHER PROVISIONS

### Legality

#### Article 59

The BCSDN has the status of a legal entity, with rights, obligations and responsibilities determined by the applicable Law and this Statute.

### Seat

#### Article 60

The seat of the BCSDN resides with the Host institution.

### Logo

#### Article 61

The logo of the BCSDN is regulated by the Council decision.

### Seal

#### Article 62

BCSDN has its own seal, which has a round shape and the inscribed text in English language and Latin alphabet: "Balkan Civil Society Development Network (BCSDN)"

It also has a seal, which has a round shape and the inscribed text in Macedonian language and Cyrillic alphabet: "Балканска мрежа за развој на граѓанското општество (БЦСДН)".

## X. FINAL PROVISIONS

### Coming into force of the Statute

#### Article 63

This Statute comes into force on the day of its signing.

THA/THA

No. 01-2/1-2009

Skopje, 6<sup>th</sup> July, 2009

Saso Klekovski

Chairperson of the Founding Assembly