



STATUTE

Pursuant to Articles 10 and 12 of the Law on Associations and Foundations of Bosnia and Herzegovina (Official Gazette BiH no. 32/01 and 42/03), the Establishing Assembly of the Association "South East European Youth Network" held on August 25, 2005 in Sarajevo, adopted the following:

STATUTE

Association "South East European Youth Network"

I GENERAL PROVISIONS

Article 1

The Statute regulates the following: Association's name, headquarters, scope of work, activities, objectives and programme goals, conditions and method of gaining membership and termination of membership, as well as the rights, duties and responsibilities of the Association's members, managerial bodies, method of their election and terms and conditions of impeachment, duration of mandate, method of decision making process and liability, method of acquiring the right to use and dispose the Association's facilities, method of making a decision on termination of the Association's operations, transparency, method of the execution of the statute, changes and amendments to the statute, seal, and representation and delegation on behalf of the Association.

Article 2

The Association has the status of a legal person, which is obtained by registration in the competent ministry, and in accordance with the Law.

Article 3

The Association is a non-governmental, non-profitable organization established by non-governmental organizations mentioned in the Association Statute.

II NAME, HEADQUARTERS AND SCOPE OF WORK

Article 4

The name of the Association is:
Udruženje «Mreža mladih Jugoistočne Evrope»
Udruga « Mreža mladih Jugoistočne Europe»

Удружење « Мрежа младих Југоисточне Европе»

English:

Name: Association » South East European Youth Network»

Bulgarian:

Name: Сдружение „Југоисточно-европейска младежка мрежа“

Macedonian:

Name: Здружение „Младинска мрежа на Југоисточна Европа“

Albanian:

Name: Shoqata «Rrjeti i rinise se Evropes Juglindore»

Article 5

The Headquarters of the Association is in Sarajevo, 18 Cemerlina Street

Article 6

The Association's scope of work is the entire territory of BiH. It can open offices in BiH and elsewhere using the method foreseen by positive legislative regulations. The Association can authorize its Members to represent the offices as foreseen by the Law.

III AIMS/ACTIVITIES

Article 7

The aim of the Association is:

- to contribute to the establishment and promotion of pro-social values among youth in South East Europe
 - to contribute to increasing employment possibilities for youth in South East Europe
-

Article 8

During the promotion of its non-profitable aims, the Association can engage itself in all legal activities, as stipulated in Article 21 of the Law on Associations and Foundations, including, but not necessary limiting to:

- supporting informal education for youth and organizations in need of skills in certain areas, with a focus on voluntary service
- supporting the strengthening of youth-orientated organizations and individuals
- upholding the adoption of legislative regulations that improve the status of youth and create a better future for them in their home countries
- developing volunteerism through the exchange of volunteers, working camps, development of local communities and similar projects
- strengthening organizations' and individuals' capacities
- researching, with an aim to create and support the necessary quantity of knowledge and novelties
- publishing for the needs of the Membership using the method foreseen by the Law
- supporting the employment of youth through various activities in order to gain skills and work experience
- cooperation with international, state, municipal and private organizations, institutions and private subjects in order to promote the Association's goals
- information processing through gathering and distribution of information
- financing and supporting joint activities of the Association's Members

IV MEMBERSHIP

Article 9

The Members of the Association are organizations, which deal with youth in South East Europe. The Members of the Association are obliged to perform all their duties in a manner that will inflict no damage to the Association.

A separate Rules of Procedures in accordance with this Statute and positive legislative regulations shall regulate the method of becoming a Member and procedures related to the rights of the Members.

V ACCESSION AND TERMINATION

Article 10

ACCESSION:

1. The adoption of a new member of the Association is based on a written recommendation of Full-member/s of the Association or on an application by the organization itself during the period in which the Association has opened a vacancy for new Members

2. The application form, recommendations and registration documents must be presented to all Members at least one month prior to the Assembly's Annual meeting
 3. The Decision on Acceptance of new Members shall be adopted by the Associations' Assembly with a two-third majority
 4. The criteria and procedures for the selection of new Members and for maintaining the Membership are defined by a special Rules of Procedures/ SEEYN members Manual
 5. The Membership enters into force immediately after the adoption of the Assembly's Decision on the Accession of Membership
-

Article 11

The Membership terminates as follows:

- by secession
- by exclusion
- by ceasing the activities of a Member
- by losing the status of a legal person

Article 12

Each Member of the Association can secede by submitting a written statement on secession to the Assembly.

The date of the receipt shall be considered as the secession day.

Article 13

Each Member of the Association, which severely violates the Association's Statute, which does not fulfill its obligations towards the Association, and whose behavior inflicts damages to the Association and its reputation, can be excluded from the Association.

Any Member of the Assembly can submit the proposed exclusion of a Member, together with an explanation, at least one month before the meeting.

The final decision on the exclusion of a Member is brought by the Assembly with a two-third majority of present Members.

The Member of the Association shall be informed about the proposed exclusion and the reasons for the exclusion before the decision is discussed. The Member shall have a fifteen-day notice to submit a written statement on the proposed

exclusion from the Association, and shall deliver it to the Assembly. The statement shall be considered during the discussion on the exclusion.

Article 14

A Member of the Association, which secedes or is excluded from the Association, is obliged to execute all obligations toward the Association, which have been assigned to it, before the day of the membership termination.

VI ASSOCIATION'S BODIES

Article 15

The Association's Bodies are as follows:

1. Assembly
2. Steering Board
3. Executive Director

Article 16

The Steering Board, based on its needs, can form temporary and permanent working bodies. A working body reports to the Steering Board.

VII ASSEMBLY

Article 17

The Assembly is the highest body of the Association. The Assembly is comprised of the Members' representatives which participate in the work of the Association and which are also represented in their work. The Assembly is responsible for the implementation of the Association's objectives, which are stipulated by this Statute.

Article 18

The number of the Members of the Assembly and the method of their election is defined by the Association's Rules of Procedures, and it is in accordance with this Statute.

Article 19

The Assembly shall make a valid decision if there are more than one half of the Members present at a meeting. The Assembly decides with an over-half majority unless the Statute defines it differently for exceptional cases.

Article 20

The Assembly convenes at least once a year. An extraordinary meeting can be convened by the Steering Board or by at least one-third of the Members of the Association.

Article 21

The annual meeting of the Assembly is held at a location determined by the Assembly. The annual meeting is a regular meeting in which the Assembly adopts the Annual Report on the Work of the Association, and proposes a working plan for the following year.

AUTHORITIES AND COMPETENCIES OF THE ASSEMBLY

Article 22

The Assembly has the following authorities and competencies:

- a) to adopt development policies of the Association (Annual plan, Strategy plan, and Financial plan);
- b) to elect and release Members of the Steering Board as regulated by the Association's Rules of Procedures;
- c) to adopt the Report on the Work of the Association;
- d) to adopt the Financial Report, and the Report on the Work of the Executive Director;
- e) to decide on Changes and Amendments to the Statute, as proposed by the Members of the Association or by the Steering Board;
- f) to decide about the termination of the Association's operations and allocation of its property in case of closure;
- g) to decide on joining, separation, transformation, as well as on other constitutional changes of the Association;
- h) to verify the Decision by the Steering Board on the election or release of the Executive Director;

VIII STEERING BOARD

Article 23

The Steering Board is the decision-making body of the Association. It has five (5) Members. Members of the first composition of the Steering Board are nominated by the Members of the Establishing Assembly, and the rest of the Members are elected during the annual meetings of the Assembly.

Article 24

Mandate of the Members of the Steering Board is two (2) years, with a possibility of re-election. The Steering Board can function with a minimum of three (3) Members.

Article 25

The President of the Steering Board shall be elected out of the Members of the Steering Board. After the nomination, the President (or a person authorized by the President) shall chair the meetings of the Steering Board. The President can authorize any other Member of the Steering Board to chair meetings.

In case the President is being prevented in performing his/her duties within the Steering Board, the Steering Board authorizes one of the Members to perform President's duties during his/her absence.

Article 26

The President of the Steering Board has the following duties and responsibilities:

- assures that the Steering Board performs its duties related to running the Association
- convenes meetings of the Steering Board
- chairs meeting of the Steering Board
- proposes agenda of the meetings of the Steering Board
- signs contracts with the Executive Director

Article 27

A Member of the Steering Board cannot be the Executive Director of the Association at the same time.

Article 28

The Steering Board controls the following:

- implementation of the Statute and other acts of the Association
- implementation of the decisions adopted by the Association's Assembly
- implementation of the Association's Plan and Working Program
- legacy in the area of financial and material transactions
- work of the Executive Director

The Steering Board has the following authorities and responsibilities:

- a) to propose changes to the SEEYN Statute, Changes and Amendments to the Statute and other acts stipulated by the Statute
- b) to accept, adopt and submit documentation, information, and other reports and materials
- c) to nominate and impeach the President of the Steering Board
- d) to elect and release the Executive Director
- e) to manage the property of the Association in accordance with positive legal regulations in BiH and to manage internal procedure with an approval from the Assembly
- f) to support the establishment and work of other organizations and companies, including the establishment of companies with limited liability and joint stock corporations which will enable the Association to perform its non-profit activities with the Assembly's approval
- g) to work on the acquisition of funds for the Association
- h) to allocate funds of the Association in accordance with the adopted Financial Plan and with the existing Association's Rules of Procedures on the Allocation of Funds
- i) to adopt various Rules of Procedures on the daily activities of the Association

Article 29

The Steering Board shall meet at least four (4) times a year. Additionally, the President of the Steering Board is obliged to convene a meeting of the Steering Board if it is requested by a minimum of two (2) Members of the Steering Board. The President convenes a meeting and informs all Members at least thirty (30) days in advance.

Article 30

The Steering Board forms a quorum when over one-half of the Steering Board's Members are present. The Decisions shall be adopted only if minimum three (3) Members have agreed to it.

Article 31

The presence of all the Members of the Steering Board is requested when adopting the following Decisions:

- a) election and impeachment of the President of the Steering Board
- b) election and impeachment of the Executive Director

Article 32

The Decisions mentioned in Article 31 can be adopted in exceptional cases, and provided the absence of maximum one Member of the Steering Board is justified. In such a case, the respective member of the Steering Board has to declare itself about its standpoint in writing, and directly to the President of the Steering Board, prior to the beginning of the meeting.

Article 33

The Membership terminates in the following cases:

- a) by ending the mandate
- b) by submitting a written resignation to the Steering Board by impeachment of a Member of the Steering Board
- c) by nonattendance of three (3) meetings of the Steering Board in the year of mandate
- d) if a Member of the Steering Board operates contrary to the programme objectives of the Association
- e) if a Member of the Association operates and behaves in a way that inflicts damage to the Association's reputation
- f) if a person secedes or is excluded from the parent organization
- g) if the parent-member organization secedes or is excluded from the Association

Article 34

Members of the Steering Board shall not be paid for performing their duties in the Steering Board. The Members of the Steering Board can be refunded for duty

trips and similar actions undertaken in regard to their work and activities as the Members of the Steering Board.

Article 35

More detailed provisions of the work of the Steering Board are described in the Association's Rules of Procedures.

IX EXECUTIVE DIRECTOR

Article 36

The Executive Director is the executive body of the Association. The Executive Director is recruited by the Steering Board and by signing the Contract. The Executive Director reports to the Steering Board.

Article 37

The Executive Director has the following rights on behalf of the Association:

- a) to work in relations with third parties
- b) to conclude agreements and to take over the obligations for every-day operative functions of the Association, but in accordance with the policy and programme and with the Steering Board's approval

Article 38

The Executive Director is a statutory representative of the Association, and he/she:

- a) develops and implements the Strategy Plan of the Association in co-operation with the Steering Board
- b) represents the Association and makes all operating decisions of the Association in accordance with the Steering Board's Decisions, Statute, and positive legislations
- c) prepares Financial Plans and Reports and submits them to the Steering Board for adoption
- d) prepares Plans and Reports on the Association's activities and submits them to the Steering Board for adoption
- e) proposes materials for meetings
- f) actively promotes the Association's mission and objectives through public relations
- g) manages the daily activities of the Association

- h) proposes recruitment of personnel to the Steering Board, in accordance with the Association's needs
- i) makes decisions on allocation of funds for operative functioning of the Association in accordance with the Budget
- j) executes the Budget of the Association
- k) acquires funds for the Association
- l) co-ordinates implementation of the Association's Projects
- m) assigns tasks to the Members of the Association in co-operation with the Steering Board
- n) participates in meetings of the Steering Board and Assembly with no right to vote
- o) supports and supervise the Association's employees
- p) assigns certain tasks and projects to the Association's employees
- q) submits a written Financial report to the Steering Board four (4) times per year
- r) submits written Report on the work of the Association to the Assembly and Steering Board
- s) performs other duties in accordance with the Laws, this Statute, and special decisions made by the Assembly and Steering Board

Article 39

The Steering Board appoints and releases the Executive Director.

The Steering Board can discharge the Executive Director in the following cases:

- a) if the Executive Director after a written reprimand did not improve his/her work in the area for which he/ she received the reprimand
- b) in cases of violation of positive legislations in Bosnia and Herzegovina (Criminal Code Regulations, Regulations on Labour Relations)
- c) if the Executive Director violates the Statute and other Association's acts in force
- d) if the Executive Director acts against programme objectives of the Association

Article 40

In case of the termination of work or in case the Executive Director is discharged, or he/she resigns from his/her position, a new Executive Director shall be appointed in thirty (30) days from the moment of reaching the Decision on the Termination of Work. During that period, the President of the Steering Board shall take over all urgent obligations of the Executive Director.

X PUBLIC WORK OF THE ASSOCIATION

Article 41

All Association's activities as well as all other Association's bodies' obligations are public.

The public work of the Association is realized by informing all Members of the Association and through the transparency of activities of the Association and competent authorities. The announcements shall be published on the official Internet web page of the Association or through the media.

The meetings of the Association's bodies do not have to be public but only in cases of protection of private information of a Member of the Association, or if it is necessary for the realization of the activities and objectives defined by the Statute.

XI AQUISITION OF RESOURCES AND FUNDS OF THE NETWORK

Article 42

The Association is a non-profitable organization and it is financed through donations, membership fees, sponsorships, and incomes from its activities.

All funds shall be used for the achievement of the Association's mission.

XII TERMINATION OF THE ASSOCIATION'S OPERATIONS

Article 43

The termination of the Association's operations requires consent of at least two-third of the existing full-members.

In case of a closure, the entire property and funds of the Association shall be reallocated for humanitarian purposes in accordance with a previous plan adopted by the Assembly. The Assembly shall also appoint a Liquidator.

The Association is dismissed when the number of its Members is fewer than three (3).

XIII TRANSITIONAL AND FINAL PROVISIONS

Article 44

Changes to the Statute

Any Member Organization or the Steering Board can propose Changes to the Statute in writing. The Proposed Changes shall be submitted one month prior to the Assembly meeting. Changes to the Statute require the votes of a two-third majority of the Members present at the meeting.

Article 45

Seal of the Association

The Association has a round seal, 30 mm in diameter.

The Seal has the following text written in the Bosnian and English languages: Association "South East Europe Youth Network", and with the name of the Headquarters in the center.

Article 46

Entering into force

This Statute enters into force on the day of its adoption.

No: 02/05

Date: August 25, 2005

PRESIDENT OF THE ASSEMBLY
Tanja Nikolic