

Based on Article 18 of the Law on Associations and Foundations ("Official Gazette of RM" no. 52/2010 and 135/2011), the Constituent Assembly of the Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë at the session held on 09.01.2020, adopted:

STATUTE

of the Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë

GENERAL PROVISIONS

Article 1

This statute regulates: the name and headquarters; the goals of the association; the activities with which the goals are achieved; the manner of deciding on membership, exclusion and termination of membership within the association; the rights, obligations and responsibilities of the members; the type of bodies and their composition, the manner of election and dismissal; duration of the members' mandate in the bodies and the manner of decision-making; legal representation; the manner of acquiring and disposing assets; the manner of submitting financial and other reports; the manner of achieving transparency and accountability in the work; the manner of adopting, amending and supplementing the statute; the manner of deciding on status changes and termination of the association; the manner of adopting plans and programs; handling the assets and / or property in case of termination of the association and other issues determined by law, sign and symbol of the association; internal organizational forms; the manner of enacting other acts; conflict of interest; manner of resolving disputes and other issues of importance for the work of the association.

Article 2

Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë is a civil society organization that initiates and participates in constructing public opinion in the field of leadership, research and public policy.

Article 3

The founders rights and responsibilities of the Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidersion dhe Politika Publike, Tetovë are based on the act of founding the association.

The specific rights and responsibilities of the founders of the association cannot be determined with the statute, or the general and specific acts.

Article 4

Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidersion dhe Politika Publike, Tetovë was established for an indefinite period of time.

NAME AND HEADQUARTERS

Article 5

The name of the association is: ASSOCIATION INSTITUTE FOR LEADERSHIP AND PUBLIC POLICY, TETOVO, SHOQATA INSTITUTI PËR LIDERSHIP DHE POLITIKA PUBLIKE, TETOVË.

The abbreviated name of the association is: ILPP - TETOVO, ILPP – TETOVË.

Article 6

The headquarters of the ASSOCIATION INSTITUTE FOR LEADERSHIP AND PUBLIC POLICY, TETOVO, SHOQATA PER LIDERSHIP DHE POLITIKA PUBLIKE, is at Street Kuzman Josifovski Pitu, Nr. 100/1 Tetovo.

The headquarters decision is made by the Assembly.

Article 7

Association of the Institute for Leadership and Public Policy, Tetovo Shoqata Instituti për Lidersion dhe Politika Publike, Tetovë has its own seal and stamp.

The seal of the association has a circular shape and with written text in it in Macedonian and Albanian language: Здружение Институт за лидерство и јавни политики, Тетово, Shoqata Instituti për Lidersion dhe Politika Publike, Tetovë.

The stamp of the association has a rectangular shape and with written text in it: Здружение Институт за лидерство и јавни политики, Тетово, Shoqata Instituti për Lidership dhe Politika Publike, Tetovë name and place of registration number, date and attachment.

The usage of the seal and stamp of the Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidership dhe Politika Publike, Tetovë is prescribed by the Board of Directors.

Article 8

The logo of the Association Institute for Leadership and Public Policy consists of two colors, turquoise and gray, and the Latin letters I L P P, which are the English acronym for the Institute.

The logo is designed with a column growing from four pillars. The first, third and the fourth columns are gray (# 5f6161), while the second column is turquoise (# 29a49e). In the first pillar of the lower part, the capital letter I is written in Latin, in the second pillar the letter L is written, and in the third and fourth pillar the letter P.

Above the graphic display of growth, there is an arrow that shows the increase and leads from the first pillar to the fourth. Above the arrow, right above the second pillar, there stands a circle. These graphics are also in turquoise (# 29a49e).



OBJECTIVES

Article 9

The main objectives of the Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidership dhe Politika Publike, Tetovë are:

- Developing projects and activities with the aim of strengthening and contributing to the improvement the economic, political and social growth in society, and raising the level of public debate about them.
- Educating target groups, building and promoting leaders and leadership based on moral values, in the present time and in the future.
- Research, analysis and development of public policies in order to improve and enhance the economic, social and political atmosphere in the country, the region and beyond.

- Developing the policy solutions that address the social emerging needs, through analysis of the established priorities of the Republic of North Macedonia.
- Assisting in the process of alignment of the Macedonian legislation with the legislation of the European Union, and assisting in the implementation of public administration reforms
- Commitment to contributing to the achievement of the Sustainable Development Goals in Macedonia and the region.
- Providing critical and analytical support for advocacy, in terms of carrying out expertly leading national and international policies and research, as well as informing the public about their results.
- Encouraging balanced regional development through exchange and analysis of good practices.
- Building and nurturing regional and international relations and a network of successful individuals, organizations and informal groups that demonstrate successful leadership, and that team up with efforts to improve the society of North Macedonia and of the region.
- Promoting gender equality.

Article 10

The target group of the Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë are the citizens (people) regardless of their national and religious affiliation.

Article 11

The principles on which the work of the Association for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë is based, are: independence, accountability and transparency, non-profit, non-partisan action, public life initiatives, participation (engagement), partnership, understanding, entrepreneurship, sustainability and equal opportunities.

Article 12

Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë operates on the entire territory of the Republic of North Macedonia.

Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë also operates internationally, in accordance with its general policy and strategy.

MEMBERSHIP

Article 13

Member of the Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë can become any citizen, over 16 (sixteen), who will voluntarily join and who will accept the objectives of the association determined by this statute.

The membership is done by filling in and signing the application form.

Each member is issued a membership card.

The form and content of the application form and the membership card are prescribed by the Board of Directors.

Article 14

Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë maintains a register of members.

The register's data are updated at least once every two years and are protected in accordance with the regulations for personal data protection and classified information.

Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë guarantees the anonymity of personal data in the register of members who have requested it.

Article 15

Every member of the association has rights and responsibilities in accordance with the provisions of this statute and other acts of the association.

Each member has the right to elect and be elected in the bodies of the association, as well as to be involved in certain activities (in areas where it is profiled) of the association.

Article 16

Membership in the Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë terminates with voluntary resignation and expulsion.

Each member can voluntarily resign by signing a written statement and returning the membership card.

Membership ends with expulsion in case the member:

- does not respect the statute and other acts of the association;
- acts contrary to the objectives of the association;

The decision to expel the member from the association is made by the Assembly, on the proposal of the Board of Directors.

Upon termination of membership in the association, the application form is returned with an indication that the member has resigned, i.e. is expelled from the association.

ASSOCIATION STRUCTURE

Article 17

Bodies of the Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë are: Assembly, Representative, Board of Directors and Supervisory Board.

The bodies of the association are elected in a manner determined by this statute. Candidates for members of the bodies of the association should be individuals with integrity, competence and affirmativeness.

The members of the bodies of the association act in personal capacity and decide in the direction of the general policy and strategy of the association.

1. Assembly

Article 18

The Assembly of the Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë is the governing body of the association and consists of certain members of the association according to the act / work of establishment and statute of the association.

The assembly:

- adopts the statute, program and other acts of the association;
- adopts the annual work report and financial report and publishes it on the website of the association;
- submits a financial report to the competent body of the state administration, that is to the body of the municipalities;

- decides on changing the objective of the association;
- decides on the internal organization and organizational forms of the bodies of the association;
- elects and dismisses a representative and members within the Management and Supervisory Board, with 2/3 votes, i.e. a majority vote of the total number of members;
- elects an independent auditor (audit company);
- decides on the status changes of the association;
- decides on membership and withdrawal from unions and international organizations;
- decides on the termination of the association by a two-thirds majority vote of all members of the association; and
- performs other activities in accordance with the statute and acts of the association.

Article 19

The Assembly works in sessions.

The Assembly holds a session at least once a year and as needed.

The sessions of the Assembly are convened by the representative, on his own initiative, at the request of the Board of Directors or 1/5 of the members of the Assembly. If the representative does not convene a session within 30 days from the day of the given proposal, the session is convened by the Board of Directors or the initiators.

The Assembly adopts rules of procedure by a majority vote of the total number of members.

The Assembly consists of 7 members.

Article 20

The meeting is chaired by the leader.

The Chairman of the Assembly is elected for each specific meeting, in the meeting itself, upon the proposal of the representative, the Administrative Council or five members of the Assembly. Any member of the Assembly may be elected as the Chairman of the Assembly, except for the representative and the members of the Administrative Council.

Article 21

The Assembly can make a decision if 2/3 of the total number of members are present at the meeting.

The Assembly decides by a majority vote of the members present, unless this status provides for a special majority.

The Assembly decides on all questions by public vote.

The Assembly also decides by public vote on the election and dismissal of the representative and members of the Administrative and Supervisory Council.

Article 22

Minutes are kept for the work of the Assembly which contains data determined by the Rules of Procedure.

Taking minutes is done by a minute taker and are certified by the Chairman of the Assembly and the representative.

2. Representative

Article 23

The representative is a person whose rights, authorizations and obligations are related to the management of the association and the representation of the association in accordance with the law and this statute.

The mandate of the representative is four years, with the right of re-election.

Article 24

The representative:

- represents the association in legal transactions with third parties and is responsible for communication and cooperation with other parties;
- monitors and analyzes the conditions, problems and foreign policies in the activity of the association, gives projections and predictions, undertakes initiatives and gives proposals for the improvement of the work;
- takes care of (identifies, develops and implements) the strategic planning and prepares perspective, annual and periodic programs and business plans (along with financial plans) and is responsible for their execution;
- submits periodic reports to the Administrative Council and annual reports to the Assembly;
- leads the organization and develops the organizational culture;
- determines adequate procedures for the work of the association;

- forms the registration commissions and other commissions, as well as working groups;
- takes care of the proper and economic use of the association's funds and manages the cash flow;
- decides on creating an employment relationship, leads and motivates associates;
- determines indicators and evaluates achievements at work, and
- performs other tasks defined by law and by statute.

The representative is responsible for:

- legality, regularity and respect for deadlines in the work of the association and for ensuring working conditions in accordance with the law, statute and general acts of the association;
- preparation and timely, objective and accurate presentation of financial reports;
- managing and monitoring the risks to which the association is exposed.

The representative, within the framework of his rights and obligations, may give another person written authorization to take certain legal actions, as well as to represent it before the judicial bodies and other bodies. The content, type, scope and duration of the authorization shall be determined by the representative.

3. Board of Directors

Article 25

The Board of Directors is a body of the association whose activities are related to the general management and monitoring of the daily work of the association.

The Board of Directors consists of five members.

The Assembly may decide that the representative of the association may be a member of the Board of Directors and its Chairman.

The mandate of the members of the Board of Directors is two years, with the right of re-election.

Article 26

The Board of Directors:

- approves the general acts of the association, except the acts approved by the Assembly and monitors the implementation of the statute;
- makes decisions about awards, praise and gratitude;
- makes decisions on the supply and disposal of basic assets;

- proposes changes and additions to the statute;
- proposes an annual program for the action of the association and monitors the implementation of the program;
- approves quarterly and six-monthly reports;
- manages and takes care of the property and assets of the association;
- proposes an independent auditor (audit company);
- approves the annual account;
- prepares and implements the decisions of the Assembly;
- decides for rewards and gratitude and
- performs other tasks in accordance with this statute and the general acts of the association.

Article 27

The Board of Directors works and decides during meetings.

The Board of Directors holds at least four meetings a year.

Meetings of the Board of Directors are convened by the Chairman of the Board of Directors, on his own initiative, at the request of two members of the Board of Directors or at the request of 1/3 of the members of the Assembly.

The Chairman of the Board of Directors is obliged to convene a meeting within 7 days from the day of submitting the request.

The meeting is convened through an invitation in which the time and place of the meeting are marked and the proposed agenda of the meeting.

Minutes are kept for the work of the meetings, which are certified by the chairperson and a member of the Board of Directors.

The Board of Directors approves the rules of procedure, by a majority vote of the total number of members.

4. Supervisory Board

Article 28

The Supervisory Board is a body of the association whose work is related to the supervision over the functioning of the association.

The Supervisory Board consists of three members. Members should have knowledge of the work of the association, knowledge in the field of financial operations and auditing, as well as knowledge about the risks to which the association is exposed.

Members of the Supervisory Board at the same time cannot be members of other bodies of the association.

The mandate of the members of the Supervisory Board is two years, with the right of re-election.

Article 29

Supervisory Board:

- monitors the implementation of the statute and the program of the association;
- takes care of the work and property of the association;
- controls the way of functioning of the administrative bodies;
- submits a report to the Assembly of the association, at least once a year on financial and accounting work;
- examines the final annual account and other acts of the association and
- performs other tasks determined by law and by statute.

Article 30

The professional and administrative-technical matters for the needs of the Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë, are performed by a lawyer.

FINANCIAL AND BUSINESS OPERATIONS

Article 31

The association obtains the funds for financing from the membership fee after the preliminary approval by the Board of Directors, founding contributions, voluntary contributions, donations (internal and external), gifts (in cash, goods, property rights), wills, inheritance, legacy, income-generating activities, rent, as well as income from investments, loans and other income in accordance with the law and the statute.

The association can also earn income from the Budget of the Republic of Northern Macedonia, the budgets of local self-government units, international organizations and foundations, and others

Article 32

The financial means of the association are used for the realization of the objectives of the association defined by this statute and for the program of the association, as well as in accordance with the rules and limitations of the sources of financing.

The surplus income realized on expenses (profit) must be used to achieve the objectives of the association defined by this statute and cannot be distributed among the founders, members, members of bodies, representatives, employees or any other person related to them.

Article 33

The financial year corresponds to the calendar year.

Amount and manner of distribution of funds of the Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë are determined annually by the financial plan, based on the annual business plan.

The annual business plan, including the financial plan, is approved by the Board of Directors.

The annual business plan is approved at the end of the current calendar year, for the following year.

If the annual business plan is not approved within the deadline provided in paragraph 4 of this article, the financing will be made in the amount of funds from the previous year, increased by the rise of retail prices in the current year.

Article 34

Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë manages accounting, keeps and saves books, submits annual accounts and performs register in a manner prescribed by law.

The Steering Council with a general act regulates the financial activity.

The Steering Council approves the reporting report.

Article 35

Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë has an annual report, annual accounts and financial reports in accordance with the law, this statute and general acts of the association.

The annual report consists of an achievement report and a financial report. The content of the annual report and financial report is in accordance with the law and financial reporting standards.

The representative is responsible for the annual report, the annual account and the financial reports, respectively for their preparation and signing.

If the annual budget of the association is over 20,000 euros in Denar counter value to the average exchange rate of the National Bank of the Republic of North Macedonia, the Assembly may decide to conduct an independent annual audit of financial activities, or if the budget is over 100,000 euros in Denar counter value according to the average exchange rate of the National Bank of the Republic of North Macedonia, to conduct an audit in accordance with international accounting standards.

The annual report and the financial report for the previous year are approved by the Assembly by March 30 of the current calendar year, respectively within the deadline set by law.

The annual report and financial report for the previous year are published on the website of the Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë no later than April 30 of the current calendar year.

PROTECTION OF INTERESTS

Article 36

The representative and members of the bodies of the association are obliged to lead and work carefully and in accordance with the principles of good management, in the interest of the association, and over personal interests, respectively in the interest of achieving the objectives, in accordance with law and this statute.

Article 37

Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë is responsible for its obligations with all property and assets of the association.

TERMINATION OF THE ASSOCIATION

Article 38

Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë ceases to exist if:

- the Assembly with 2/3 +1 majority from the total number of members of the Assembly brings a decision for the dissolution of the association;
- the number of members of the association is reduced below the number determined for establishment;
- has spent twice as much time as the deadline for holding the meeting of the Assembly, while it has not been held;
- for two consecutive years the annual account has not been submitted in accordance with the law;
- statutory change that foresees the end of existence;
- a decision has been made by the competent court.

Article 39

In case of dissolution of the Association, the Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidërsip dhe Politika Publike, Tetovë, with the property and assets left after fulfilling the obligations, the Red Cross of the Republic of Northern Macedonia disposes.

TRANSITIONAL AND FINAL PROVISIONS

Article 40

Interpretation of the provisions of this statute is given by the Assembly, or between two meetings of the Assembly, the Board of Directors.

Article 41

Amendments and supplements to this statute are made in the same manner and procedure as for its approval.

Article 42

This statute enters into force on the day of its approval, and will be published on the bulletin board in the premises of the Association Institute for Leadership and Public Policy, Tetovo, Shoqata Instituti për Lidership dhe Politika Publike, Tetovë.

Executive Director:

PRANVERA KASAMI