

Statute of Network for Democratic Development

This Statute will govern a non-profit association Network for Democratic Development, founded in compliance with Regulation 1999/22 of the United Nations Interim Administration Mission in Kosovo (UNMiK), herein after referred to 'the organisation'.

Article 1 – Name, Form and Address

- 1.1 The organisation will be named Network for Democratic Development.
- 1.2 The organisation can be recognised as NDD.
- 1.3 The organisation is a non-profit association, as defined in paragraph 2.2 of UNMiK Regulation 1999/22.
- 1.4 The organisation will not distribute any net earnings for the profit for any person. All finances, and any organisational profit will be used to support the non-profit purposes of the organisation and will not be used for the individual benefit, either directly or indirectly, of the founders, representatives, directors, additional staff, organisational, employees or donors of the organisation. However, reasonable payment for these persons will be paid as necessary, as compensation for work carried out on behalf of the organisation.
- 1.5 Any transaction among the members, Directors, or employees and the organisation will be made in real trade values or under conditions that are favorable to the organisation.
- 1.6 The organisation has its central office in Prizren, Ismet Jashari p.n. street.
- 1.7 In accordance with the network's spirit of multi-ethnicity, the working language of the organisation will be English.

Article 2 – Founders

- 2.1 The organisation's founders are:

No	Name of Centre	Contact Person	Position	Address	Tel	Signature
1	NRC Gjakovë / Đakovica	Ylber Sahiti	Manager	UCK p.n.	044 236 503	
2	NRC Prizren	Esmā Smailji	Co-Manager	Ismet Jashari-Kumanova, p.n.	044 216 884	
3	CC Mitrovica / Mitrovicë	Goran Lazic	Manager	Drvarska, 9	063 814 2338	
4	NRC Gjilan / Gnjilane	Fatos Elezi	Manager	B. Kidric, 126	044 133 276	
5	CC Leposavic / Leposaviq	Dejan Ilic	Manager	V.J. bb	063 816 1966	
6	NRC Mitrovicë / Mitrovica	Elza Bitic	Manager	Evlija Qelebia, 2	063 861 6120	
7	Center for Promotion of Civil Society Pejë / Pec	Anduen Krasniqi	Manager	Sheshi Republikes, nd. 17 Nentori, kati I.	044 138 783	
8	CC Ropotovo	Katarina Ristic	Manager	Old Municipality bld.	064 233 23 20	
9	CC Dragash / Dragaš	Elvir Ilijazi	Manager	Cultural House	044 203 296	
10	CC Fushe Kosovë / Kosovo Polje	Vasilija Stanic	Manager	Car Dushani, b.b. Cultural House	063 825 16 93	
11	CC Štrpce / Shtërpçë	Milos Milovanovic	Manager	Main street, b.b.	063 85 82 179	
12	CC Zubin Potok	Slavka Milosavljevic	Manager	Todora Dobrica, 8	063 806 6016	
13	DP Skenderaj / Srbica	Besim Hasanaj	Manager	Sheshi Adem Jashari, Municipal bld.	044 214 546	

- 2.2 The organisation's authorised Representative in Kosovo is Ylber Sahiti, str.Mithat Frasheri no.225 Gjakovë / Đakovica.

Article 3 – Purpose

3.1 The organisation is founded with the following purposes:

- To develop and promote a multiethnic and tolerant Civil Society based on democratic principles;
- To raise the capacity of NGOs to better fulfil their goals;
- To encourage co-operation between NGOs through programmes and ideas of benefit to local communities;
- To increase co-operation between NGOs and Central/Local Government;
- To engage with local communities to broaden their awareness of local governance and how to have influence in that sector
- To represent the interests of NGO and Community Centres in the different governmental institutions of Kosovo;
- To co-ordinate co-operation between NGO and Community Centres, and thereby raise their capacity to identify, initiate and support or implement projects throughout Kosovo;
- To promote the work of NGO Resource Centres and Community Centres in Kosovo;
- To collect and distribute to all interested parties information on developments in the NGO sector;
- To establish relations and efficient mechanisms of co-operation with the donor community and international NGOs;
- To establish the global promotion of Civil Society activities in Kosovo.

3.2 In order to fulfil its purposes, the organisation will undertake, but not be limited to, the following activities:

- The organisation of training courses, seminars, debates, conferences, workshops etc;
- Exchange visits to share information with similar networks outside Kosovo, and the establishment of regional contacts;
- The publication of information, for example: (a) “The Creation of a Network” on our webpage; (b) a Network magazine; (c) Advice leaflets, etc.
- The creation of a database to store information on developments within the NGO sector and the donor community;
- Advocacy campaigns for the strategic promotion of community interests of those peoples living in Kosovo;
- Joint projects among the NGO and Community Centres from different parts of Kosovo for the benefit of local communities;
- Research of social events.

Article 4 – Membership

4.1 The network is open for membership to any NGO, regardless of its composition, mission or activities.

4.2 The Assembly will accept a new member by consensus.

4.3 The Assembly will ask members to pay a membership fee. Non-payment of the membership fee after a written notice will serve as a basis to expel the member from the organisation.

4.4 The Assembly can decide to expel or to suspend a member from the organisation, in the event that the member exceeds the organisation's competencies, does not fulfil its necessary obligations, or for other reasons to be determined in a later regulation. In case of suspension, the duration will be determined by the Assembly.

4.5 Expulsion or suspension from the organisation will be decided by a consensus vote of the Assembly.

Article 5 - Representatives

5.1 The Assembly will select a Representative by two-thirds majority vote. If no representative is elected in the first two rounds of voting, a majority vote will decide the third or later rounds. The Representative will represent the organisation in Kosovo and accept all official requests on behalf of the organisation. The Representative will act as Secretary to the organisation. He/She will inform the relevant administrative authorities of any kind of changes to the organisation.

5.2 The Assembly will also select a Deputy Representative by two-thirds majority vote. If no deputy representative is elected in the first two rounds of voting, a majority vote will decide the third or later rounds.

5.3 The Representative and Deputy Representative will each serve for a period of six (6) months.

5.4 The Representative and Deputy Representative can be elected to serve a consecutive mandate.

Article 6 – The Assembly

6.1 The Assembly is the highest ruling body of the organisation. It consists of one representative from each member of the organisation.

6.2 The Assembly has the highest responsibility regarding the policies and financial matters of the organisation.

6.3 In addition to those responsibilities set out elsewhere in this Statute, the Assembly has the following competencies:

- The election of an organisation Representative;
- The election of an organisation Board of Directors;
- The approval of organisational official reports;
- The approval of the organisation's financial records;
- Other competencies as determined by the Assembly's rules of procedure.

Article 7 – Assembly Meetings

7.1 The Assembly will hold a General Meeting (GM) at least twice a year. At these meetings, the means, obligations, financial expenditure and future programmatic activity of the organisation will be reviewed, evaluated and approved.

7.2 The Assembly can also meet in an Extraordinary General Meeting (EGM) when requested by the Representative, or by one third of its members or by the Board of Directors.

7.3 The representative will be responsible for distributing a written notice for all meetings of the Assembly, including the date, venue, an agenda, and all relevant documents. The written notice will be distributed at least seven calendar days before the day of the meeting.

7.4 At least half of the Assembly members must be present at each meeting of the Assembly to ensure quorum. If quorum is not achieved, the meeting will be postponed, and a new written notice will be sent to all members.

7.5 Each organisation member has a vote in the Assembly.

7.6 All decisions of the Assembly, unless otherwise specified in this Statute, will be taken by two-thirds majority vote.

7.7 Assembly members must abstain from voting or taking any decisions on any issue in which he/she has a personal or economic interest.

Article 8 – Board of Directors

8.1 A Board of Directors will be established to work together with, and to support the organisation's Representative.

8.2 The Board of Directors will be made up of the Representative, the Deputy Representative and three (3) other members of the organisation.

8.3 Members of the Board of Directors will be elected in the Assembly by majority vote. Each Director will serve on the organisation's Board for a period of six (6) months.

8.4 Members of the Board of Directors can be elected to serve a consecutive mandate.

8.5 Members of the Board of Directors can be discharged before the expiry of their mandate by a majority vote of the Assembly.

8.6 In addition to those responsibilities set out elsewhere in this Statute, the Board of Directors will have the following competencies:

- To implement the decisions of the Assembly;
- To verify and track the organisation's finances;
- To nominate organisational delegates;
- To clarify competencies of all organisational delegates.

8.7 In all of its activities, the Board of Directors will act in accordance with the organisation's purposes, as set in Article 3.1.

8.8 In case of death, resignation, or dismissal of a member of the Board of Directors, the Assembly will elect a successor to serve the remaining time at an Extraordinary General Meeting.

8.9 Decisions of the Board of Directors will be taken by majority vote.

8.10 The Board of Directors can decide to refer any issue to the Assembly for their approval.

8.11 No payment of compensation can be made to the Directors without prior approval from the Assembly. All payments will be reasonable compensation for work done for the organisation.

8.12 Members of the Board of Directors must abstain from voting or taking any decisions on any issue in which he/she has a personal or economic interest.

8.13 A representative of OMiK DD will participate at Board of Directors' Meetings in an advisory capacity, without right of vote.

Article 9 – Additional Staff

9.1 Pursuant to an Assembly decision, the Board of Directors can nominate officials or hire people as necessary to perform organisational tasks. The Board of Directors will determine the duration of their employment, with prior approval from the Assembly.

9.2 All additional staff will be employed on a written contract with the organisation that specifies the income and other compensation to be paid. All payments will be reasonable compensation for work done for the organisation.

Article 10 – Dissolution of the Organisation

10.1 The organisation can be dissolved by decision of the Assembly, through a two-thirds majority vote.

10.2 When it has been decided that the organisation will be dissolved, the Representative will notify any such association as decided by the Assembly that will receive any remaining organisational funds, after all organisational obligations have been settled.

Article 11 – Changes in the Statute

11.1 The present Statute can be changed by an Assembly decision of consensus vote.

Article 12 – Reporting Periods and Financial Year

12.1 The Board of Directors and any nominated officials will present annual reports at General Meetings of the Assembly, or whenever requested to do so at Extraordinary General Meetings.

12.2 The organisation's financial year will follow the calendar year.

This Statute is approved in Brezovica, Kosovo

On 14.07.03

By:

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1	NRC Gjakovë / Đakovica	Ylber Sahiti	Manager	UCK p.n.	044 236 503	
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